

No.12040/40/2016-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: 16.11.2016

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Programme on “Urban Public Transport (B)” to be held in Japan from 15.01.2017 to 18.02.2017 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Urban Public Transport (B)” to be held in Japan from 15.01.2017 to 18.02.2017 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to formulate proposals for improving the strategies/administrative management of urban public transport against issue/problems currently tackling in their respective organizations.

3. The applying organizations are expected to nominate officers having more than 5 years’ professional experience in urban transport planning and management. The officer should be a graduate; have competent command over spoken and written English; be in good health (both physically and mentally) and be 45 years of age or under. More details of the programme may be seen in the general information brochure.

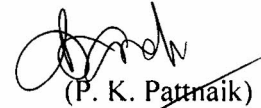
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **18.11.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT (<http://persmin.gov.in/otraining/index.aspx>).



Under Secretary to the Government of India

Tele no: 011-26165682

Copy to:

- a) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- b) Secretary, Ministry of Road Transport & Highways, Transport Bhawan, Sansad Marg, New Delhi.
- c) Secretary, Ministry of Railways, Rail Bhavan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Senior Representative, JICA India Office, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.

# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON  
Urban Public Transport (B)  
課題別研修「都市公共交通(B)」

JFY 2016

NO. J1604163 / ID. 1684779

Core Phases in Japan: From January 15 to February 18, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# ***I. Concept***

## **Background**

Due to the population inflow to urban areas, introduction of public transport system has been studied or implemented in developing countries. On the other hand, utilization of automobiles has still been increasing and environmental problems have been growing steadily worse. The reason behind this situation is that systems or policies such as service provision by private sector, regulation policy concerning environmental impacts, intra-city comprehensive transportation policy in collaboration with diversified transportation modes, traffic education and traffic control system are not well-established. In recent years, there are some specific cases of practice, such as new introduction of Rapid Transit System and ITS, however, it is now necessary not only to construct infrastructure but to improve provision system of more efficient and effective public transport services.

In major cities of Japan, many urban public transport systems are being run on a self-paying basis, which is rare in the world and good precedents as well. Therefore, this training program will be implemented with the purpose to provide participants with opportunities to learn specific knowledge concerning urban public transport such as railway and bus transportation and contribute to the introduction of urban public transport and the solution of the urban transportation problems by administrative management in their respective countries.

## **For what?**

This program aims to formulate proposals for improving the strategies/administrative management of urban public transport against issues/problems currently tackling in their respective organizations.

## **For whom?**

This program is offered to **central/local government officials in a city with a population of 1,000,000 or more**, responsible for the policy making or administrative management of urban public transport.

## **How?**

This program “Urban Public Transport” addresses institutional capacity strengthening for participating organizations to develop the appropriate strategies/counter measures against issues/problems currently tackling in their respective organizations, through three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. All activities are expected to take place in close consultation and discussions between the participants and their governments/organizations.

Especially in the core phase, this program will provide an overview of urban public transport policies and practices, systems and urban public transport modes in Japan. Besides, the participants have opportunities to discuss and make their respective proposals through exchange of views and experiences with Japanese experts. The program combines thematic lectures, site

visits and discussions for report writing.

**NOTE(1): The urban public transport modes handled mainly in this training program are railway (rapid rail transit), bus, subway, and light rail transit (LRT). Besides, the program does not cover urban road planning and development.**

**NOTE(2): JICA Tokyo provides another training course for urban transport sector, namely “Comprehensive Urban Transportation Planning”. The latter course covers comprehensive land- use / transportation planning procedures and related analytical methods including transport demand forecasting methods for urban transport planners and policy makers.**

**Please check the details of the program including target country at JICA office in your country.**

## ***II. Description***

### **1. Title (J-No.): Urban Public Transport (B) (J1604163)**

### **2. Period of program**

<b>Duration of whole program:</b>	December 2016 to May 2017
<b>Preliminary Phase:</b> (in a participant’s home country)	December 2016 to January 2017
<b>Core Phase in Japan:</b>	January 15 to February 18, 2017
<b>Finalization Phase:</b> (in a participant’s home country)	February 2017 to May 2017

### **3. Target Countries:**

Afghanistan, Angola, Republic of the Congo, Egypt, Ghana, India, Iran, Kenya, Liberia, Mozambique, Tanzania, Uganda

### **4. Eligible / Target Organization**

This program designed for **central/local governments in a city with a population of 1,000,000 or more**, responsible for the formulation of urban public transport policies in principle.

### **5. Total Number of Participants:**

13

### **6. Language to be used in this program:**

English

## **7. Overall Goal**

It makes possible to make proposals for the improvement of urban public transport situation and to disclose to the related organizations/agencies, aiming to the organization reinforcement.

## **8. Program Objective**

Challenges for improving the planning/administrative management of urban public transport are sorted out against issues/problems currently tackling in their respective organizations and the direction of improvement is considered.

## **9. Expected Output**

To achieve the above Program Objective, expected outputs are as follows:

### Preliminary Phase

- 1) To analyze current status and major issues in urban public transport system in the respective countries preliminarily,

### Core Phase in Japan

- 2) To acquire comprehensive knowledge on urban public transport system in Japan, and to promote better understandings through lectures and case studies,
- 3) To acquire the applied skills to be applicable in the respective countries, and to consider the applicability to their countries, and,

### Finalization Phase

- 4) To sort out the challenges for improving the planning/administrative management skills of urban public transport in the respective countries and to consider the direction of improvement.

## **10. Contents**

This program consists of the following components. Especially, selected participants are required to formulate individual reports\* in three different phases.

The program provides a strategic overview of urban public transport policy, institution and practice, in light of urban growth and development in Japan, and an opportunity to discuss particular issues. The program thus combines topical lectures and site visits, with opportunity for participant discussion.

\* For more details, please see section V.

<b>Preliminary Phase in a participant's home country</b>	
December 2016 to January 2017	
<i>Selected participants make required preparation for the Program in the respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
Inception Report Self-learning	- Formulation of Inception Report - Study pre-training materials which will be sent in advance

<b>Core Phase in Japan</b>	
January 15 to February 18, 2017	
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>	
<b>Modules</b>	<b>Subject</b>
(1) Presentation for newly plan making - Inception Report Presentation - Interim Report Preparation and Presentation	- Share/discussion on urban public transport issues - Exchange of views and experience on urban public transport issues with Japanese experts - Proposal for improving strategy/administrative management of urban public transport by respective participants
(2) Overview of Urban Public Transport Policy in Japan	- Urban transport planning - Development of urban transport facilities - Outline of railway policy - Outline of road transport policy - Traffic management in cities - Anti-global warming measures for transport sector
(3) Various transportation systems in Tokyo metropolitan area	- Urban railway master plan in Tokyo - Railway services and its characteristics - Bus system - Light Rail Transit (LRT) - New transit system in Japan - Project management of commuter line
(4) Transportation Policy and its Characteristics (Site Observation)	- Comprehension of urban public transport and their characteristics in several cities - Outline of transport condition in Nagoya, Kyoto and Hiroshima - Subway and bus system in Nagoya - Astram Line (New Transit System) and Tramcar in Hiroshima

NOTE: The above contents and visiting places are subject to changes.

<p><b>Finalization Phase in a participant's home country</b>  February 2017 to May 2017</p> <p><i>Participants make a presentation of their Interim Reports to their organizations.  Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability.  This phase marks the end of the Program.</i></p>	
<b>Modules</b>	<b>Activities</b>
Final Report	Formulation and submission of Final Report. The Final Report should be sent to JICA Tokyo <b>by May 18, 2017</b> , preferably by e-mail to <a href="mailto:tictce@jica.go.jp">tictce@jica.go.jp</a> .

### III. Conditions and Procedures for Application

#### 1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

#### 2. Nominee Qualifications

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) have university degree or equivalent, with more than **five (5) years of professional experiences in urban transport planning and management** in principle,
- (2) be administrative officers in charge of planning and implementing urban transport policies in a competent ministry or in a local autonomy **with a population of 1,000,000 or more** (Engineers and researchers are excluded),
- (3) be expected to find a position of responsibility in an above-mentioned organization after returning home and ultimately become one of the executives, who decides policy



- in the field of urban public transport,
- (4) be in principle **forty five (45) years of age or under**,
  - (5) have a high level of English language ability in speaking and writing,  
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.)
  - (6) be both physically and mentally fit for the training. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

### **3. Required Documents for Application**

#### **(1) Application Form**

The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

#### **(2) Questionnaire (Annex 1)**

Each nominee is required to prepare a Questionnaire in accordance with the format indicated in the Annex. The Questionnaire, which will be used for screening the nominees, should be submitted with the Application Form.

#### **(3) Nominee's English Score Sheet**

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

- (4) **Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.**

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

### **4. Procedure for Application and Selection**

#### **(1) Submitting the Application Documents:**

Closing date for application to the JICA Tokyo International Center in JAPAN, which organizes this program: **November 18, 2016**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

#### **(2) Selection**

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on submitted documents according to

qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results shall be made by the respective countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than December 13 2016.**

**5. Document to be submitted by selected participants:**

**Inception Report (Annex 2) -- to be submitted by January 9, 2017.**

Before coming to Japan, only selected participants are required to prepare Inception Report. The Report should be sent to JICA Tokyo by January 9, 2017 preferably by e-mail to **ticttee@jica.go.jp.**

**6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan.

## IV. Administrative Arrangements

### 1. Organizer: JICA Tokyo International Center (JICA TOKYO)

### 2. Implementing Partner:

Policy Bureau, Ministry of Land, Infrastructure, Transport and Tourism , Japan (MLIT)

### 3. Travel to Japan

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan.

\*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where “81” is the country code for Japan, and “3” is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL:

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 5. Expenses

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

(5) For more details, please see the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### 6. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries’ JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## **V. Other Matters**

### **1. Formulation of the Reports**

Participants are required to formulate specific proposals in order to solve issues/problems regarding urban public transport tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

#### **(1) The first step: Inception Report**

Inception Reports should state overview of urban transportation and the current issues/problems which participants and their organizations are now facing in their countries.

Selected participants are required to prepare Inception Report (detailed information is provided in the ANNEX 2 "Inception Report Form"). The Inception Report should be sent to JICA Tokyo by **January 9, 2017**, preferably by e-mail to [ticttee@jica.go.jp](mailto:ticttee@jica.go.jp).

Contents of Inception Report are as follows:

- a. About your organization, responsibilities
- b. Overview of urban public transport policy and its system/method including statistical data of urban area and existing transport (master) plan maps/drawings
- c. Problem/Issues to be addressed

At the beginning of this program in Japan, participants should present their Inception Reports within about 20 minutes. Participants are requested to prepare visual material such as MS Power Point for the presentation and bring it to Japan.

#### **(2) The second step: Interim Report**

Interim Report should be formulated at the end of Core Phase in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Interim Report includes specific and feasible proposals for improving the strategies/administrative management of urban public transport.

The Report is prepared through the training programs. Some consultation for drafting the report will be offered by Japanese advisors at the middle of the program in Japan.

#### **(3) The third step: Final Report**

After returning to home countries, participants are requested to present their proposals shown in the Interim Reports to their respective organizations and to get their assessment/review of the proposals.

The Final Report is made by adding the supplemental information on viability of proposal, which is reflected the result of this assessment/review by the organization, into the original proposal mentioned in the Interim Report.

The supplemental information is as follows:

- a. The result of assessment/review of participant's proposal by his/her organization
  - The way of participant's presentation (to whom, how and when)
  - Persons who assess or review the proposal
  - Opinions/comments
- b. The next step to realize the proposal in line with the organization's opinions

The participants' organizations are requested to submit the Final Report by the end of May 2017.

## **2. Country Data/Information, Map and Personal Computer**

Since the participants will be required to make individual Reports and presentations during the program in Tokyo, it is requested that participants bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any

Please note that personal computers are available for the use of participants at JICA Tokyo, but the number is limited. **It is advised that participants bring own computers from home countries.**

## **3. Self-learning of the pre-training materials described below.**

Technical Cooperation Contents for Urban Transportation Program

([https://jica-net-library.jica.go.jp/jica-net/user/lib/contentDetail.php?item\\_id=864](https://jica-net-library.jica.go.jp/jica-net/user/lib/contentDetail.php?item_id=864))

## ***VI. Annexes***

1. Questionnaire
2. Inception Report Form

## **Questionnaire** **Urban Public Transport (B)**

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach completed questionnaire as a preparatory report on the following information to the Application Form.

**The completed Questionnaire will be used for screening the nominees.**

### **Contents of Questionnaire:**

1. Detailed professional carrier
  - 1) Urban Transport Policy ( ) years
  - 2) Transportation Planning ( ) years
  - 3) Transport Service(s) or Management(s)
    - a. Railway ( ) years
    - b. Subway ( ) years
    - c. Bus ( ) years
    - d. Traffic Control ( ) years
2. Urban public transport problems to be solved in your country/city
3. Brief description of policy and/or program (project) you are responsible for (e.g. goals and objective, main activities and outputs, work plan)
4. Improvement needs of policies related to urban public transport
5. How you and your organization are addressing the issues mentioned above

(Note)

- ✓ The answer should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 5 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).
- ✓ The above contents need to be discussed from the viewpoint of nominee’s and applying organization’s responsibilities.
- ✓ Please be specific as much as possible.

## **Inception Report**

### **Urban Public Transport (B)**

Participants are required to prepare and submit the Inception Report, providing the information on subjects mentioned below, by **January 9, 2017**, preferably by e-mail to [ticttee@jica.go.jp](mailto:ticttee@jica.go.jp). The purpose of the Inception Report is as follows:

- 1) To define the issues of urban public transport that you face in the work you are in charge of. This will be your objectives of the participation in this program and should be lead to the Interim Report which proposes the solution of the issues.
- 2) All participants can share your issues and backgrounds each other through the presentation.

You are also requested to make a 20-minute presentation with visual material (e.g. MS Power Point) in the beginning of the Program.

#### **Contents of Inception Report:**

1. Your Name / Organization / Country
  
2. About your organization
  - (1) Roles and responsibilities of the organization
  - (2) Organization chart
  - (3) Your responsibilities
    - 1) Your post
    - 2) Outline of the job you are in charge of
  
3. Overview of urban public transport in your country/in the city you work for
  - (1) Introduction of characteristics of your country and city
  - (2) Network of urban transportation and its type (i.e. length of main road network, bus network, urban highway network and urban railway)
  - (3) Traffic volume and composition for each mode of transport for passenger and freight, number of motor vehicles
  - (4) Basic fares (minimum fares) of each public transportation mode in U.S. Dollars (e.g. bus, taxi, railway, subway)
  - (5) Transportation organizations (e.g. bus operation company)
  
4. Urban transport plans and measures
  - (1) Outline of the urban transportation master plan (e.g. forecast of future traffic growth and volume, road network plans, public transportation plans, TDM measures, etc.)
  - (2) Urban transportation projects funded by national agencies, international agencies and private sector
  - (3) Existing policy and on-going/planned program (projects) to alleviate the congestion
  
5. Problem/Issues to be addressed
  - (1) The issues and problems regarding urban public transport including issues you are currently tackling



- (2) The causes and backgrounds of the issues and problems
- (3) Your idea as measures against above-mentioned issues and problems

**Format:**

- (1) The Report

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 20 pages.

- (2) MS Power Point presentation

The presentation should focus on “Section 5. Problem/ Issues to be addressed”. You need to avoid the presentation on just the mere introduction of your country. Please make sure to **insert page number** and **pictures or maps to show the public transport system of your city.**

- (3) Other presentation materials

You can use maps, figure/table, pictures whatever you like at the time of presentation.

(Note)

- The presentation should focus on “Section 5. Problem/ Issues to be addressed”. You need to avoid the presentation on just the mere introduction of your country.

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

Tokyo International Center,  
Japan International Cooperation Agency  
(JICA TOKYO)

Address : 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL : 81-3-3485-7051      FAX : 81-3-3485-7904

## Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### **Part B. Information About the Nominee including Medical History and Examination**

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
  - (d) fill in the form in **English**,
  - (e) use  or ~~☐~~ to fill in the ( ) check boxes,
  - (f) attach a picture of the Nominee,
  - (g) attach additional page(s) if there is insufficient space on the form,
  - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
  - (i) confirm the application procedure stipulated by your government, and
  - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



### Application Form for the JICA Training and Dialogue Program

## OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

**2. Number:** (Please write down as shown in the General Information)

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

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**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.





**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**



**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

**1. Title:** (Please write down as shown in the General Information) **(required)**

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**2. Number:** (Please write down as shown in the General Information) **(required)**

J	0	-							
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**Attach the nominee's photograph (taken within the last three months) here**  
**Size: 4x6**  
**(Attach to the documents to be submitted.)**

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

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**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

**7) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

**8) Outline of duties: Describe your current duties**

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**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**6. Expectation on the applied training and dialogue program**

**1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)**

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ( _____ )

**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: