

F.No.12040/42/2017-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus, New Delhi-67

Dated: 22.09.2017

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Seminar on Aviation Security” to be held in Japan from 17.01.2018 to 23.02.2018 under technical cooperation program of the Government of Japan (**Submission Deadline –18.10.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Seminar on Aviation Security” to be held in Japan from 17.01.2018 to 23.02.2018 under technical cooperation program of the Government of Japan.

2. The program aims to provide international basic knowledge of ICAO related aviation security measures and regulations.
3. The applying organizations are expected to nominate officers, who are in charge of the aviation security and management of airport with more than 5 years’ experience in the relevant field. The applicant should be university graduate or equivalent with an academic background in civil aviation; have competent command over spoken and written English; be in good health (both physically and mentally). More details 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**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **18.10.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at [bapalahema.id@jica.go.jp](mailto:bapalahema.id@jica.go.jp). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.



(P.K. Pattnaik)

Under Secretary to the Government of India  
Tele: 26165682

Copy to:

- a) Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi.
- b) Senior Representative, JICA India Office, New Delhi.
- c) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



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

GENERAL INFORMATION ON  
SEMINAR ON  
AVIATION SECURITY  
課題別研修「航空保安セミナー」  
JFY 2017

NO. J1704330 / ID.1784551

From November 2017 to May 2018

Phase in Japan: From January 17, 2018 to February 23, 2018

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 Program (KCCP)' as a New Start

In the Development Cooperation Charter which was 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**

International community has continued efforts on safeguarding civil aviation against acts of unlawful interference. However, the threat of terrorist acts, unlawful seizure of aircraft and other acts of unlawful interference against civil aviation, including acts aimed at destruction of aircraft, as well as acts aimed at using the aircraft as a weapon of destruction, still have a serious adverse effect on the safety, efficiency and regularity of international civil aviation. In international conferences such as of ICAO, international community has made resolutions to cooperate and to intensify the preventive measures against acts of unlawful interference to the civil aviation. Although Strengthening security system is most important to prevent the acts of unlawful interference to the civil aviation, many developing countries do not have enough knowledge and experience to introduce and implement aviation security measures. Considering such present situations, promotion of the international cooperation to strengthen training for aviation security is strongly requested in ICAO resolutions in July 1985, which decided the reinforcement of preventive measures against the acts of unlawful interference to the civil aviation. Responding to such international situations, Japan has held "Airport Management Security Seminar" as a part of the technical cooperation since 1986 for the person in charge of the aviation security measures in developing countries to improve knowledge and experience. And, taking into consideration the current state, the seminar had put emphasis on aviation security measures and its name also has been changed to the current name, "Seminar on Aviation Security" in 1998.

## **For what?**

This program aims to provide international basic knowledge of ICAO related aviation security measures and regulations.

## **For whom?**

This program is offered to person in charge of aviation security measures in their countries.

## **How?**

Participants shall have opportunities to acquire practical knowledge of regulations and system concerning aviation security measures, to visit the related facilities and observe the aviation security equipment. Participants will formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas to be acquired and discussed in Japan into their on-going activities.

## **II. Description**

1. **Title (No.J1704330):** Seminar on Aviation Security
2. **Period of program**

<b>Duration of whole program:</b>	November 2017 to May 2018
<b>Preliminary Phase</b> (in each participant's home country)	November 2017 to January 2018
<b>Core Phase in Japan</b>	January 17, 2018 to February 23, 2018
<b>Finalization Phase</b> (in each participant's home country)	February 2018 to May 2018
3. **Target Regions or Countries:**  
Bangladesh, Egypt, India, Indonesia, Iraq, Kyrgyz Republic, Malawi, Malaysia, Mauritania, Mongolia, Mozambique, Myanmar, Pakistan, Sri Lanka, Tunisia.
4. **Eligible / Target Organization**  
Governmental bodies on aviation security and management of airport
5. **Total Number of Participants :** 17 participants
6. **Language to be used in this project :** English
7. **Course Objective:**  
Draft Action Plan on enhancing aviation security will be formulated by the participants, and will be shared with the stakeholders in respective countries.
8. **Overall Goal:**  
Knowledge on international aviation security regulations such as ICAO regulations as well as latest topics will be shared among the aviation security officers, and the international collaboration on comprehensive aviation security system in respective countries and region will be enhanced more.
9. **Expected Module Output and Contents:**  
This program consists of the following module outputs and components. Details on each component are given as next page:

## Contents of the course

### I. Preliminary phase in a participant's home country

(November 2017 to January 2018)

Expected Module Output	Activities
1. To develop the Country Report in each respective country and to submit the report to JICA	<p>Development of the Country Report and its submission to JICA by December 15, 2017.</p> <p><i>All accepted applicants and their organizations are requested to develop the Country Report, and to submit the report by the above date. As for the format and contents for Country Report, please refer the section VI "ANNEX 1-2".</i></p>

### II. Core phase in Japan

(January 17, 2018 to February 23, 2018)

Expected Module Output	Subjects/Agendas	Methodology
1. To deepen understanding of the importance of international aviation security by studying the Japanese and other states' systems and experiences	Aviation Security Administration System in Japan	Lecture
	Security Articles in Civil Air Transport Agreement	Lecture
	Japanese efforts on aviation security complying with the international standards	Lecture
	National Civil Aviation Security Program (NCASP) of Japan	Lecture
	Airport Security and Disaster Prevention in Japan	Lecture
	Crisis Management	Lecture
	Aviation Security System and Security Measures at International and Domestic Airports in Japan	Lecture and Observation
	Air Cargo Security measures	Lecture and Observation
	Aviation Security Measures for Transportation of Dangerous Goods in Japan	Lecture
2. To acquire basic knowledge on aviation security and security control systems conducted in Japan and other international partners	National Civil Aviation Security Quality Control Program (NCASQCP) of Japan	Lecture
	National Civil Aviation Security Training Program (NCASTP) of Japan	Lecture

	Aviation Security Screening Procedure	Lecture
	Screener's Training System in Japan	Lecture and Workshop
	National Police Agency's measures against acts of hijacks and other incidents	Lecture
	Basics of Explosives	Lecture and Demonstration
	Airline's preventive measures against acts of unlawful interference	Lecture and Observation
	International Framework of Aviation Security	Lecture
3. To deepen basic knowledge of security equipment	Security Equipment and System in Japan	Lecture
4. To identify aviation security problems in each participant's country, and seek the effective measures for them	Country Report Presentation and Discussion on the Current Situation and Challenges on Aviation Security in respective countries.	Presentation and Discussion
	Action Plan Development, Presentation, and Discussion. <i>All participants are requested to develop an Action Plan based on his/her challenges on Aviation Security based on his/her Country Report.</i>	Consultation, Presentation and Discussion.

### III. Finalization phase in a participant's home country

February 2018 to May 2018

Expected Module Output	Activities
5. To share the knowledge and experiences in each respective country, and to submit the Progress Report to JICA through the Airport Security Business Center (ASBC)	Presentation and discussion on his/her Action Plan in the participating organization.
	Implementation of his/her Action Plan
	Submission of his/her the Progress Report to JICA through the Airport Security Business Center (ASBC).

Contents are subject to change.

### **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 operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-3 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

#### **2. Responsibility of the Participating Organization:**

The participating organization is responsible to support the participant for developing the Country Report, sharing the knowledge within the organization and seeking the possibility of implementation of the Action Plan to be developed by the participant during the program in Japan, and submitting the Progress Report.

#### **3. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) Current Duties: to be administrative officers in charge of the aviation security and management of airport.
- 2) Experience in relevant fields: to be in the position with more than 5 years of occupational experience in the field of aviation security or airport management, and be able to contribute to the country's aviation security work over a long period after completing the program.
- 3) Educational Background: to be a graduate of university or equivalent with an academic background in civil aviation.
- 4) Language: to have a competent command of speaking and writing English, roughly equal to 100 or more of TOEFL iBT score. (This training course includes active participation in discussions, and workshops for action plan drafting which requires high competence of English ability.)
- 5) Health: to be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

#### **4. Required Documents for Application**

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

A copy of the Application Form is available at the respective country's JICA office or the Embassy of Japan. An application form should be typed in English.

##### **(2) 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.

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

To be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.



(4) **Questionnaire**

To be submitted with the Application Form. The format of Questionnaire is shown in section VI "ANNEX 1" below.

5. **Procedure for Application and Selection:**

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

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by: **November 2, 2017.** )

(2) **Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA 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 country's JICA office (or Embassy of Japan) to the respective Government by **not later than November 24, 2017.**

6. **Document(s) and Presentation to be formulated/presented by accepted participants**

(1) **Country Report**

Accepted applicants are required to submit the Country Report to JICA Yokohama by e-mail to [yictt1@jica.go.jp](mailto:yictt1@jica.go.jp) by **December 15, 2017.** The report is used as training materials, and as a basis for group discussions. The format of the country report is shown in section VI "ANNEX 2" below. **The Report should be typed in English, and should cover all contents.**

(2) **Country Report Presentation**

In the beginning of the course in Japan, each participant is requested to present his/her Country Report respectively.

The presentation session will be held in the following manner.

- Presentation should be by use of Microsoft "**Power Point**".  
(Therefore, accepted participants are required to prepare their Country Report format both in Word for prior submission and in Power Point for presentation )
- Each participant will be given total 30 minutes (20 minutes for presentation and 10 minutes for questions and answers and discussion.)
- Presentation topics should be focused on item 4, 5, and 7 on his/her country report.
- To make the understandable report slides, please put photos into the slide as many as possible.

(1) **Acton Plan formulation and presentation in Japan**

During the program in Japan, each participant is required to formulate an Action Plan. You

may have the explanation and consultation on how to formulate an Action Plan. The sample of action plan is in the VI "ANNEX 3" below.

Also participant will have an opportunity of presenting his/her Action Plan in the end of program in Japan. After the presentation you may have a discussion with other overseas and Japanese participants.

**(2) Action Plan Presentation in the participating country and submission of the Progress Report**

After returning to home countries, each participant is requested to present the Action Plan in the participating organization, to share the knowledge and experience as to what you have learned during your stay in Japan with your supervisors and colleagues.

Also each participant is requested to submit a Progress Report, describing progress made in implementing their Action Plan to JICA Yokohama through the Airport Security Business Center (ASBC) by e-mail at [kikaku@asbc.or.jp](mailto:kikaku@asbc.or.jp), by **the end of May 2018**.

JICA would like to encourage participants to utilize as much as possible what they have obtained in the training program in Japan and needs to know about the results.

The points to be included in the progress report are the followings.

- 1) Your present situation on activities, and result of sharing what you had obtained in Japan with your superiors and colleagues
- 2) How you are utilizing what you had obtained in Japan for your duties (please specify what you have utilized)
- 3) Progress and result of implementing Action Plan
  - Details of progress & result
  - Analysis of the above progress & result including obstacles & constraints, if any

JICA, in association with the training implementing partners, is ready to give technical advice on the request from participants when they are to implement their Action Plans.

**(3) Conditions for Attendance:**

Participants are required:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) 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.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
- (9) to participate the whole program including the preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-2, III-6.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Yokohama International Center (JICA Yokohama)

(2) **Contact:**

Ms. Hisako Shiki

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251 Fax: 81-45-663-3265

e-mail : [yictt1@jica.go.jp](mailto:yictt1@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:-**

-Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

-Airport Security Business Center (ASBC)

(2) **Contact:**

-MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

Tel: 81-3-5253-8111

-ASBC

Address: 1-10-13, Shiba, Minato-ku, Tokyo 105-0014, Japan

Tel: 81-3-5439-6210

(3) **Remark**

ASBC is a foundation which is certified by the MLIT as an "AVSEC Training Institution" for providing training to Aviation Security Personnel in Japan.

### 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:

Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251 Fax: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

If there is no vacancy at JICA Yokohama, JICA will arrange alternative accommodations for the participants.

### 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

For more details, please see p. 12-21 of 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 country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Other Information

1. Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
2. This seminar will be conducted in the winter season in Yokohama, Japan. The average high temperature is around 8.0 – 10.0 centigrade temperatures, and average low temperature is around 1.0 – 2.0 centigrade temperatures in this season.
3. A participant who has successfully completed the program will be awarded a certificate by JICA.
4. Textbooks (including Power Points and handouts) containing "classified information" may not be distributed to participants in any form.
5. Participants are recommended to bring computers for your convenience. During the program, participants are required to work on the computers, including drafting action plans and others. Most of accommodations have internet access.
6. Allowances will be deposited to your temporary bank account in Japan several days after your arrival in Japan. It is advisable to bring with you cash / travelers' checks for some amount of money for the first several days after your arrival. Please note that it is very important to have your bank notes/checks exchanged to Japanese Yen (JPY) at any international airport when you can. You may not have time for an exchange into JPY due to busy training schedule when you need some amount of JPY.
7. In order to facilitate cross-cultural understanding for training participants, JICA Yokohama provides the participants with the followings;
  - (1) Japanese language classes (introductory course) for all the courses,
  - (2) Lectures on Japanese economy, culture, government and others for all the courses,
  - (3) School visits for some selected courses, and
  - (4) Socializing activities such as playing sports with Japanese and cultural activities introducing our culture for those who are interested.
8. Business Cards would be useful to introduce yourself to other training participants and to Japanese people at some occasions.

## **VI. ANNEX:**

### **ANNEX 1**

### **Questionnaire**

Name of Applicant:

Country:

1. Which would your organization be classified in? Please tick off with (✓)

- |   |          |
|---|----------|
| 1) Civil Aviation Authority                             | (      ) |
| 2) Airport Authority                                    | (      ) |
| 3) Training Institution<br>(Planning, Instructor, etc.) | (      ) |
| 4) Screening Service Provider                           | (      ) |
| 5) Other  | (      ) |

2. How long have you been engaged in the security field of civil aviation?

Year(s) \_\_\_\_\_ month(s) \_\_\_\_\_

3. What is your present position within your organization? Please tick off with (✓)

- |               |          |
|---------------|----------|
| 1) Manager    | (      ) |
| 2) Supervisor | (      ) |
| 3) Inspector  | (      ) |
| 4) Others(*)  | (      ) |

\* please write your present position



**2. Outline of Airport Administration**

(1) Basic Laws, Policies and Strategies related to Airport Management and Aviation Security in the country

(Please specify if different laws are applied to different types of airports.)

(2) Types of administration for airports in the country

(e.g., government, private enterprise, military, etc.)

(3) Number and location of airports by administration

(Please attach a location map with compass signs and scale of airports in the country.)

(4) Role of the Central (or Local) Government for airport Administration and Operation.

(5) Types of standards used (e.g., ICAO, Your country original, Foreign standard)

If, foreign standard, which country standard is used?

Please attach an additional sheet(s) of paper if a given space is insufficient.

**3. General information on all Airport Activities in the Country**

Total annual numbers of landing and taking off in your country

Year	2012	2013	2014	2015	2016
Numbers					

Total annual numbers of domestic and international passengers in your country (Departures and arrivals)

	2012	2013	2014	2015	2016
Domestic					
International					

(Please indicates whether transit passengers are included or not.)

Total annual numbers of handling domestic and international air cargo in your country

	2012	2013	2014	2015	2016
Domestic					
International					

(Please indicates whether transit cargos are included or not.)

**4. Civil Aviation Security Organizations, System and Roles in the Country**

Please describe the name of organizations, systems and role of each organization related to the civil aviation security in your country.

**5. Civil Aviation Security Policy, Programs**

(1) Civil Aviation Security Policy

(2) Civil Aviation Security Program (name of project plan, established year, target year, name of organization responsible for program, name of stakeholders and funding.)

(3) Civil Aviation Security Quality Control Program.  
(If your country may have, please describe the outline of program)

(4) Civil Aviation Security Training Program  
(If your country may have, please describe the outline of program)

(5) Methods and system of the security screening for passengers, checked baggage and cargo.

(6) Measures related to the access control into the restricted area in the airport.

(7) Other subjects related to the Civil Aviation Security.  
(If your country may have, please describe the outline of program)



**6. Administrative Organization Chart**

(Please attach the organization chart which you belong.)

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**7. Please describe your major concerns and challenges on Aviation Security Measures in your country, and what you want to learn especially during the program in Japan**

Contents	Your concerns and challenges	What you want to learn from this program in Japan
(1) National Program and regulations		
(2) Preventive Measures		
(3) Response Measures		
(4) Quality Control		
(5) Training and Certification		

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### **Country Report Presentation**

In the beginning of the course in Japan, each participant is requested to present his/her Country Report respectively.

The presentation session will be held in the following manner.

- Presentation should be use of Microsoft "**Power Point**".  
(Therefore, accepted participants are required to prepare their Country Report format both in Word for prior submission and in Power Point for presentation)
- Each participant will be given total 30 minutes (20 minutes for presentation and 10 minutes for questions and answers and discussion.)
- Presentation topics should be focused on item 4, 5 and 7 on his/her country report.
- To make the understandable report slides, please put photos into the slide as many as possible.

ANNEX 3

*Action Plan (Sample)*

**Name/Proper Title:** \_\_\_\_\_  
**Organization/Country:** \_\_\_\_\_

1. What did you learn from Japanese system through this seminar?  
And please write down the problems or issues which you identified to improve your country's security system.

	What you learned in Japan	Problems or issues in your country
a. National Program regulations		
b. Preventive measures		
c. Response measures		
d. Quality control		
e. Training and certification		
f. Others		

2. Please propose your Action Plan to solve above problems.

Theme of my action plan;

Goal;

Outputs;

Actions; as follows

Outputs	Activities	Year 1				Year 2				Year 3				Target	Partner coordination
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1	1 (example) report to the office & seek approval of the A/P 2 set up the task force to implement the A/P 3 hold the workshop	-	-	-	-										
2	1 2														
3	1 2 3 4 5														

### *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:

**JICA Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3253 FAX: 81-45-663-3265**

## 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)

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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)**

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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**

[Empty boxes for Family Name]

**First Name**

[Empty boxes for First Name]

**Middle Name**

[Empty boxes for Middle Name]

<b>2) Nationality</b> (as shown in the passport)			<b>5) Date of Birth</b> (please write out the month in English as in "April")			
<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**

[Empty text box for Outline of duties]

**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 & 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 & 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: