

No.12040/33/2013-FTC (Trg.)  
Government of India  
Ministry of Personnel, Personnel Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 13<sup>th</sup> June, 2013

**TRAINING CIRCULAR**

**Subject: Group Training Course in Proceeding Ability for Sustainable Forest Management (SFM) to be held in Japan from September 25, 2013 to November 02, 2013 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 the above mentioned training programme to be held in Japan as per the above schedule under the Technical Cooperation of the Government of Japan.

2. The programme aims to promote the formulation of the suitable and feasible program for SFM in developing countries.

3. The programme is offered to the staff in charge of the forestry extension, rural development and forest conservation in national or local government for SFM with more than five (5) years of experience including an experience of forest extension officer for 2 years after graduated a university. The nominee should be motivated and able to make a proposal on SFM to his/her organization after completing the course; be university graduate or equivalent; be fluent in spoken and written English; be under fifty (50) years of age, be in good health (both physically and mentally), not be a part of military service; not be joined in this training before.

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 programme in the past? If so, the duration/detail 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 duplicate**) in JICA's prescribed form (available in **persmin.nic.in**→**DOPT**→**Training Wing**→**Circular**→**JICA**) to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

...2/-

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **June 25, 2013**. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website ([persmin.nic.in](http://persmin.nic.in)).

  
(N.K. Wadhwa)

Under Secretary to the Government of India  
Tele.No.011-26165682

**Copy to:**

- a) The Secretary, M/o Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi,
- b) The Secretary, M/o Rural Development, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi
- c) All State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### PROCEEDING ABILITY FOR SUSTAINABLE FOREST MANAGEMENT (SFM)

### 集団研修「持続可能な森林経営のための推進手法の向上」 *JFY 2013*

<Type: Solution Creation Program / 類型：課題解決促進型>

NO. J1300916 / ID. 1380968

From August 25, 2013 to November 2, 2013

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

According to FAO Global Forest Resource Assessment, world's forest had decreased by 7.3 million hectare each year from 2000 to 2005. Similarly, IPCC report in 2007 states that 2.4 million hectare of tropical forest has been deteriorated every year. International community has made a consensus to make greater effort to promote sustainable forest management such as in G8 summit in 2008 and United Nations Forum on Forests.

Japan has been serving as the secretariat of [Montreal Process] whose members are temperate forest countries since Jan. 2007, and has been taking the leadership to establish sustainable forestry management through the expertise of data gathering, analysis, and forest management with participation of local community.

Establishment of the organizational scheme for monitoring, evaluation and reporting is major challenge for developing countries to promote Sustainable Forest Management (SFM). In order to implement SFM, it is necessary to formulate suitable forest management policy of each country, and to develop the capacity to coordinate with international organizations and NGOs.

## **For what**

This program aims to promote the formulation of the suitable and feasible program for SFM in developing countries.

## **For whom**

This program is designed for staffs in charge of the forestry extension, rural development and forest conservation in national or local government for SFM.

## **How**

This program is designed to improve and develop participants' capabilities making a plan to resolve the local issues on SFM through getting a method of problem analysis, accumulated knowledge and technique that Japanese forest and forestry through lectures, practices and study tours.

## **II. Description**

**1.Title (J-No.):** Proceeding Ability for Sustainable Forest Management (SFM)  
(J1300916)

**2.Period of program:**

<b>Duration of whole program:</b>	July 2013 to February 2014
<b>Preliminary Phase:</b> (in a participant's home country)	July 2013 to August 2013
<b>Core Phase in Japan:</b>	August 25 to November 2, 2013
<b>Finalization Phase:</b> (in a participant's home country)	November 2013 to February 2014

**3.Target Countries:**

Malaysia, Laos, Viet Nam, Myanmar, India, Papua New Guinea, Malawi, Swaziland, Cameroon, Mozambique and Democratic Republic of the Congo

**4. Eligible / Target Organization**

Division in charge of the forestry extension, rural development and forest conservation in national or local government for SFM

**5.Total Number of Participants:** 14

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

**7.Program Objective**

To make an action plan to resolve or improve the issues on the organization or the local people disturbing the achievement of SFM in the area where participants has worked, which should be effective and useful in the personnel and organization.

**8.Overall Goal**

New or additional action on SFM will be implemented in their countries.

## 9. Contents

The program consists of the following components:

<b>Preliminary Phase in a participant's home country</b> (July to August, 2013) <i>Participants make required preparation for the Program in the respective country.</i>	
Modules	Activities
* Inception Report is formulated for all applicants (ANNEX)	Formulation and submission of Inception Report
Preparation for an Action Plan for selected Applicants	Participants are requested to bring some of the information data below to Japan. 1) Information for regional and national criteria 2) Information for regional and national forest policy

\*Each participant is requested to present the Inception report in English at the beginning of the training course. (20 minutes per each)

<b>Core Phase in Japan</b> (August 25 to November 2, 2013) <i>Participants attend the Program implemented in Japan.</i>
<b>Structure of the program</b> (The program is subject to minor changes.)

1. Introduction
  - Significance of Sustainable Forest Management (SFM) (L)
  - International trend on Forest and Forestry (L)
  - Activity and Institution on Forest and Forestry in Japan (L)&(ST)
  - Presentation on Inception report and Discussion (P)
2. Criteria and Indicators of SFM
  - International trend on Criteria and Indicators (C&I) of SFM (L)
  - Status of research activities for adoption of C&I in Japan (L)
  - Study tour on trial fields for adoption of C&I to real forest (ST)
3. Forest resource monitoring
  - Outline of forest resource monitoring (L)
  - Geographic Information System (L)
  - Remote sensing technology (L)
  - Study tour to trial fields (ST)
4. Forest and Forestry System
  - Transition of forest policy and planning system of Japan (L)
  - System of Protection Forest and Forest Reserve in Japan (L)
  - System of National Park and Natural Environment Protection Area in Japan (L)
  - Study tour of National Park and National Environment Protection Area (ST)
5. Participatory Approach of Forest Management and Rural Appraisal
  - Significance of Participatory Approach (L)

- Case studies of the Approach in various regions in Japan (L)
- Study tour of Participatory Approach (ST)

#### 6. Action Plan

- Significance of Project Cycle Management (L)
- Preparation on Action Plan (P)
- Presentation on Action Plan and Discussion (P)

\* Prepare and present Action Plan to improve sustainable forest management based on the knowledge and experience gained from the Course. Action Plan should be worked out in the manner that it should be actually implemented back home as your training results.

\* Remarks: (L): Lecture, (P): Practice, (ST): Study Tour  
The curriculum could be changed without notice.

#### **Finalization phase in a participant's home country**

(November 2013 to February 2014)

*Participating organizations produce final outputs by making use of results brought back by participants.*

1. Report "Action Plan" to the JICA office in respective country and his/her office supervisors to share his/her training in Japan.
2. Start some activities along with "Action Plan (including revised version)
3. Work with his/her organization to create a consensus among the concerned parties for formulation of the suitable and feasible program for each country on SFM if possible.
4. Submit a progress report for 3 month after the completion of this course to JICA Tokyo a/o Forest Training Institute (FTI) by E-mail.

### **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 the project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for 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 make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (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 -9.

#### **2. Nominee Qualifications**

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

Applicants should:

- 1 be nominated by their government in accordance with the procedures mentioned in “ 4. Procedure for Application and Selection ” below,
- 2 be a staff in a division in charge of the forestry extension, rural development and forest conservation in national or local government for SFM,  
\*it is not recommended for researchers at research institutes/organizations and Ph.D. holders to apply for this course,
- 3 The applicant must have been in the office for over 5 years, including an experience of forest extension officer for 2 years after graduated a university,
- 4 be motivated, and able to make proposal on SFM to his/her organization after completing this course,
- 5 be university graduates or have the equivalent knowledge and experience,
- 6 have sufficient command of spoken and written English,
- 7 Health: must be in good health, both physically and mentally, to undergo the course of training including many field visits in forest area,
- 8 Must not be serving any form of military service,
- 9 Not be joined in this training before.

Note: 1) The curriculum is designed for the key technical staffs engaged currently or in the future in planning and monitoring of forestry programs/projects related to such initiatives as C&I of Montreal Process, C&I of ITTO Process and equivalents

2) Those who have undergone a training course of more than one year in their countries or scholarship students in foreign countries will be given low priority for the selection of applicants.



- 3) This program includes many field works and practices outside Tokyo, which may be a heavy burden to a pregnant woman. Therefore this course is unsuited to pregnant women and women suspected of being pregnant.

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

**(1) Application Form** : The Application Form is available at the respective country's JICA office or the Embassy of Japan.

**(2) Inception Report (Annex)** – to be submitted with application form

Note: Inception report will be assessed for the applicants' screening.

#### **\*Pregnancy**

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- ① letter of the participant's consent to bear economic and physical risks
- ② letter of consent from the participant's supervisor
- ③ doctor's letter with agreement of her training participation.

Please ask National Staffs in JICA office for the details.

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

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

Closing date for application to the JICA Center in JAPAN: **July 5, 2013**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

#### **(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.

#### **(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 July 26, 2013.**

### **5. Conditions for Attendance:**

- (1) to follow 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 accordance with 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.
- (8) to participate in the whole program including a preparatory phase prior to arrival 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-4.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

- (1) **Name** : JICA Tokyo International Center (JICA TOKYO)  
Economic Infrastructure Development and Environment Division
- (2) **Contact** : tictree@jica.go.jp

### **2. Implementing Partner:**

- (1) **Name** : Forest Training Institute (FTI), Forestry Agency

- (2) **Remark** :

The Forest Training Institute, FTI was first established in 1952 for the purpose of educating leading staffs engaged in the management, conservation and afforestation activities of the national forest over the country.

FTI was reorganized in April 1995, to enhance integrating education for engineers in Japan and overseas regarding management and technology of forests and forestry.

### **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  
(\*: "81" is the country code for Japan\*\* "3"or "42"(mentioned above) 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/about/organization/domestic/c8h0vm0000023sgf-att/welcom.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  
For more details, please see p. 9-16 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 program, and other matters.

## V. Annex

### Inception Report

Participants are requested to prepare an inception report on the following issues and submit it to JICA with application form **by July 5, 2013**.

The report should be typewritten in English on **A4 size paper (21 cm x 29.5 cm, Form: Arial font, Size: 12points)** in single spacing at **maximum of 7 pages**.

Inception Report will be assessed for applicants' screening.

### Outline of Inception Report

**INCEPTION REPORT**  
**FOR THE GROUP TRAINING COURSE**  
**Proceeding Ability for Sustainable Forest Management (SFM)**  
**JFY2013**

**Name of Applicant :**

**Nationality :**

#### **I. General information of forest and forestry in your country (simply)**

1. General description of forest and forestry
  - a. Forest type, area, volume, and growth
  - b. Forest land ownership and other socio-economic factors
  - c. Progress and causes of deforestation
  - d. Afforestation (annual progress, implementation bodies, etc.)
2. Organization for forest and forestry
  - a. Central and local government organizations
  - b. Level and educational background of technical staffs
  - c. Related organizations (research institutes, private sectors, local NGOs, etc.)

#### **II. Outline of forest management (simply)**

1. Forest management planning system
  - a. Outline of national level forest management planning
    - (a) Main policy target
    - (b) Framework of planning system
    - (c) Environmental protection system
    - (d) Forest land use demarcation/classification
    - (e) Participatory approach to involve all the stakeholders including indigenous people

2. Forest resource monitoring
  - a. Inventory and volume estimation system and methodology
  - b. Biological/environmental survey system and methodology
  - c. Forest mapping system and methodology
3. Extension activities
  - a. Outline of extension activities (implementing bodies, staffs, etc.)
  - b. Training for the extension staffs
  - c. Activities of local NGOs
4. Lessons learnt from the past or ongoing initiatives/projects
5. Current status of C&I (development, application, history, situation and participation in your country)

### **III. About your job (in detail, as possible)**

1. Name of the organization
2. Missions of the organization
3. Organization chart (if possible please put the number of officials/stuff on each section)
4. Outline of the duties of your department/division (if possible please prepare data, on-going project information etc.).
5. Description of your job (responsibilities, main assignments, etc.)
6. Describe the difficulties or issues that your work or your office (organization) is currently facing *in detail*. (situation and cause of damage for the forest and environment in the area, stakeholder, your opinion, your personal Idea to resolve, etc.)

### **IV. Others (if possible)**

1. The theme you are interested in regarding SFM.
2. Other comments including with your expectation in this course.

### **Presentation**

At the beginning of the course, each participant is requested to make an approximately 20-minute presentation of the current status of your country in this field and your job. Item I and II will be described simply and item III "About your job" should be described in detail following the contents to understand the important matter on your job. The purpose of presentation is to share each country's situation and issues in forest management.

Presentation Style: **Microsoft PowerPoint recommended**

It is recommended to use PowerPoint (if possible) to present your Inception Report. Visual materials such as photograph, map, table or charts will help better and clear understanding of your presentation for your colleagues. Please prepare for your presentation materials such as making a power point file before coming to Japan.

## *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 and 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 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