# No.12040/29/2013-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 27<sup>th</sup> May, 2013

### TRAINING CIRCULAR

Subject: Group Training Course in Various Forest Conservation with Community Participation to be held in Japan from August 13, 2013 to November 16, 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 develop the participants' capacity to carry out forest conservation through a variety of activities based on community participation. This programme is offered to government officers engaged in the field of forest management.
- 3. The expected nominees should be—an Extension Officer on forest conservation having a good knowledge about forestry science and related basic knowledge of forest management with more than 3 years of experience in this field. In addition, the participants should:
  - have good command over spoken and written English {English proficiency equivalent to a TOEFL (Internet Based Testing 72, Computer Based Testing 200 & Paper-Based Testing 533 or more) will be preferable}
  - > be in good health, both physically and mentally,
  - > not be a part of military service

### 4. The course covers (By JICA)

- > the cost of a round-trip air ticket between international airport designated by JICA,
- > 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)
- 5. 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.

- 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.
- 7. The applications should reach this Department through the Administrative Ministry/State Government not later than **June 21, 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**).

(N.K. Wadhwa)
Under Secretary to the Government of India
Tele.No.011-26165682

### Copy to:

- a) The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi, 110003
- All State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- c) NIC with request to post the circular along with the JICA's circular on this Department's website.





(1040/24/1813

Japan International Cooperation Agency (Government of Japan)

No.30/GT-CP/2013

April 17, 2013

Mr. N.K. Wadhwa Under Secretary (Training) Department of Personnel and Training Training Division Block No. 4 Old JNU Campus New Mehrauli Road New Delhi

### <u>Subject: Group Training Course in Various Forest Conservation with Community Participation</u>

Dear Mr. N. K. Wadhwa,

We would like to inform you that the captioned Group Training Course will be held in Japan from August 13, 2013 to November 16, 2013 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by June 28, 2013:-

- (1) The Application Form together with the medical history questionnaire
- (2) The desired Inception Report

Further details are available in the General Information Booklet. It may be noted that all above mentioned documents are essential for screening of applications.

It is further informed that 14 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

Senior Representátive

Encl: As stated above



## TRAINING AND DIALOGUE **PROGRAMS**



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 the Governments of recipient country and Japan.

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### Background

There is a growing global awareness of the importance of forest conservation; however, there are still many issues to be solved in practical terms. It is important to promote forest conservation correlating with human activities, with the emphasis on coexistence between human beings and forests. In Japan, we have had a long and close relationship with forests, which brings us various benefits like various forest products, preventing natural disasters, conserving watershed, and so forth.

In recent years, a wide variety of efforts have been made in various regions like introducing volunteer activities for forest conservation with the aim of collaboration between forest areas in upper streams and those in lower reaches. In addition, scientific knowledge on the roles played by forests to improve global warming, attributable to human activities and water shortage, has been accumulated sufficiently.

### For what?

This program is designed to develop capacity to carry out forest conservation through a variety of activities based on community participation.

### For whom?

This program is offered to government officers engaged in the field of forest management.

### How?

The program consists of lectures and field visits at organizations and institutes in Hokkaido prefecture, lectures at central administrative agencies and at the central research institutes, and on-site inspection tours outside Hokkaido.

### II. Description

### 1. Title (J-No.):

Group Training Program on "Various Forest Conservation with Community Participation" (J13-00663)

### 2. Period of Program:

Duration of whole program: July, 2013 to February, 2014

Preliminary Phase: July to August, 2013

( in a participant's home country )

Core Phase in Japan: August 13 to November 16, 2013 Finalization Phase: November, 2013 to February, 2014

( in a participant's home country )

### 3. Target Countries and Allocated Number:

China(1), India(1), Kenya(1), Tajikistan(1), Burkina Faso(1), Ethiopia(1), Malawi(1), Tanzania(1), Laos(1), Nepal(1), Papua New Guinea(1), Thailand(1), Cambodia(1), Myanmar(1), Timor-Leste(1)

### 4. Eligible / Target Organizations:

Administrative bodies and other organizations involved in forest conservation

5. Total Number of Participants: 14 participants

6. Working Language: English

### 7. Program Objective:

The methods of dissemination and teaching necessary to carry out forest conservation projects with community participation will be shared with related departments in the target organization.

#### 8. Overall Goal:

Forest conservation activities involving community participation will be initiated.

### 9. Expected Module Output and Contents:

This course consists of the following components:

(1)Preliminary phas	(1)Preliminary phase in a participant's home country										
(July to August , 2013)											
The participating org	ganizations make required preparation for the program in the										
respective country.	respective country.										
Modules	Modules Activities										
Inception Report	Inception Report Formulation and submission of the Inception Report										
is formulated. Please refer to VI. ANNEX: Attachment-1.											

(2)Core	phase in Japan	
/August	13 to November 16	20131

(August 13 to November 16, 2013)
Participants dispatched by the organizations attend the program implemented in Japan.

Participants dispatched by the	Participants dispatched by the organizations attend the program implemented in Japan.										
Modules	Subjects	Activities									
i) To be able to explain	Current status and challenges	Lectures,									
techniques to	related to forests and forestry in	site visits,									
generate effective	Japan, systems concerning forests	practice									
results from various	and forestry in Japan, local										
forest conservation	administration and forests, Japan's										
with community	cooperation in forests and forestry										
participation	abroad, forest conservation and										
	initiatives by community,										
	participatory approach, etc. and										
	human activities.										
ii) To be able to	Current status and challenges	Practice,									
practice approaches	related to forests and forestry in	lectures,									
to ascertain the	Japan, systems concerning forests	site visits									
effectiveness of	and forestry in Japan, local										
forest resources and	administration and forests, Japan's										
forests.	cooperation in forests and forestry										
]	abroad, forest conservation and										
	initiatives by community.										
iii) To be able to	Knowledge regarding the	Lectures,									
explain the roles of	ecology and biodiversity of	site visits									
forests in biodiversity	forests, state of conservation of										
conservation.	the ecology and biodiversity of										
	forests, etc.	<u> </u>									
iv) To be able to	Lectures on dissemination	Practice,									
practice activities with	systems and methods related to	lectures									
knowledge and skills	forests and forestry in Japan,										
acquired in the area of	the Project Cycle Management										
forests and forestry.	method and the formulation of										
	action plan, and acquisition of										
	knowledge and skills for their										
	practical use, etc. so that										
	trainees can apply the										
	knowledge and skills after										
	returning home.										

The schedule is subject to change due to the coordination of curriculum.

### (3)Finalization phase in a participant's home country

(November, 2013 to February, 2014)

The participating organizations produce final outputs by making use of results

brought back by the p	participants. This phase marks the end of the program.
Module	Activities
To examine the	Examination of applying the extension plan at the
extension plan and	participating organizations, and progress of the
submit the Final	implementation of the Plans, and Submission of the Final
Report.	Report by February 28, 2014, based on the follow-up
	format provided during the program.

### 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. Participating organizations are expected to use the 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 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:

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The applying organizations are expected to select nominees who meet the following qualifications:

- Extension officer on forest conservation.
- (2) Current duties: have general knowledge about forestry science and related basic knowledge about forest management, with more than 3 years of experience in related area.
- (3) Health: must be in good health, both physically and mentally.
- (4) Language: have a competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).

\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/

\*\*\*PBT: Paper-Based Testing,

(5) Must not be serving any form of military service.

### \*Remarks on Pregnancy

Participants who are pregnant will have difficulties because the participants are required to:

- a) undergo exhausting field practices which give participants burden works in slouchy position and
- b) walk for longer time on paths in steep woodlands.

### 3. Required Documents for Application:

- (1) **Application Form:** the Application Form is available at the respective countries' JICA Overseas Offices or the Embassies of Japan.
- (2) 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.

### \*Pregnancy

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

- a) letter of the participant's consent to bear economic and physical risks,
- b) letter of consent from the participants' supervisor and
- c) doctor's letter with agreement of the training participation.

Please ask national staffs in JICA office for the details.

### 4. Procedure for Application and Selection:

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

The closing date for application to JICA Hokkaido International Center (Obihiro), the organizer of this program, in Japan: <u>June 28, 2013</u>

Note: Please confirm closing date (submission date) set by the respective countries' JICA Overseas Office or the 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 governments, the respective countries' JICA Overseas Offices (or the Embassies of Japan) shall conduct screenings of nominees, and send the documents to JICA Hokkaido International Center (Obihiro). The final selection shall be made by JICA (Obihiro) in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

### (3) Notice of Acceptance:

Notification of results shall be made by the respective countries' JICA Overseas Offices (or Embassies of Japan) to the respective Governments **by not later than July 13, 2013.** 

### Documents to be submitted by accepted participants:

- (1) Inception Report to be submitted <u>by July 31, 2013 :</u>
  Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in *VI. ANNEX: Attachment-1*) .
- (2) Questionnaire for PC class—to be submitted by July 31, 2013 together with above-mentioned Inception Report.

### 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, and
- (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 the whole program including a 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.

### IV/Administrative/Arrangements

### Organizer:

 $^{h}$ 

JiCA Hokkaido International Center (Obihiro)

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan (Tel) 81(\*)-155(\*\*)-35-1210 (Fax) 81(\*)-155(\*\*)-35-1250

Note:\*: country code for Japan, \*\*: area code for Obihiro city

(Email) jicaobic@jica.go.jp

(Website) www.jica.go.jp/english/

### 2. Implementing Partners:

Name: Japan Overseas Forestry Consultants Association (JOFCA)

(Address) Hongo-Yumicho Bldg., 2-38-4, Bunkyo-ku, Tokyo, 113-0033, Japan

(Tel) 81(\*)-3 (\*\*)-5689-3435 (Fax) 81(\*)-3(\*\*)-5689-3439

Note; \*: country code for Japan, \*\*: area code for Tokyo

(Email) hq-jofca@jofca.or.jp.

### 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.

Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

Tel.:81(\*)-155(\*\*)-35-1210

Fax.:81(\*)-155(\*\*)-35-1250

If no room is available at the Center, JICA will arrange accommodations for the participants at the other appropriate places.

### 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,
- (3) Free medical care for participants who become ill after arriving in Japan (Costs related to pre-existing illness, pregnancy, or dental treatment are <u>not</u> included.)
- (4) Expenses for program implementation, including materials.
  For more details, please see p. 9-16 of the brochure for participants titled
  "KENSHU-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 Overseas Offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

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 Participants who have successfully completed the program will be awarded a certificate by JiCA.

#### 2. School visit

For the purpose of the promotion of "international education", this program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

- (1) musical instruments, and/or popular music CDs,
- (2) crafts,
- (3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

#### 4. Climate

Obihiro

Unit: Temperature(℃), Precipitation(㎜)

		Winte	r	1	Spring	- 1	S	umme	er /	Autumn	/Winter
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	7-002 TS		Dec.
ture	Maximum	-2.0	-1.0	3.4	11.3	17.6	20.4	23.7	9.F. 6		1.1
Temperature (°C)	Average	-7.7	-6.8	-1.6	5.4	11.0	14.5	18.4	Andrews (1997)		-3.7
Ten	Minimum	-13.9	-13.2	-6.9	0.2	5.4	10.0	14.5			-8.9
Humidity (%)		70	69	67	66	69	79	83	42		69
Precipitation (mm)		42.3	30.7	49.6	60.5	80.1	85.9	94.4		()	40.3

(Data: 1971~2000 year)

### Tokyo

	-	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
ģ	High	13.9	17.0	20.4	25.8	29.0	29.1	34.5	35.3	32,3	25.2	22.3	19.9
Temp.	Low	0.8	-0.1	2.8	6.5	9.2	13.4	18.6	19.6	15.4	11.5	5.5	1.8
₽	rec.	18	57	120	240	255	226	48	388	159	205	74	71

Source: Japan Meteorological Agency (2008)

### Ishigaki Islands

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
ng.	High	25.9	24.7	25.9	28.3	30.7	32.9	33.8	33.6	32.7	31.4	30.8	24.9
Tem	Low	12.9	10.7	10.7	15.0	16.9	23.6	24.8	24.6	23.5	18.7	14.4	13.4
Р	rec.	70	123	246	69	119	153	83	140	268	215	119	20

Source: Japan Meteorological Agency (2008)

### 5. Study trips

As a supplemental program, there is a study trips during your stay.

1. Kushiro...Duration: About 2 days

Main visits: Pilot Forest and Forest of Maedaippoen Foundation

2. Sapporo... Duration: About 14 days

Main visits: Frano Tokyo Univercity Forest and National Forest in Jozankei

3. Tokyo...Duration: About 9 days

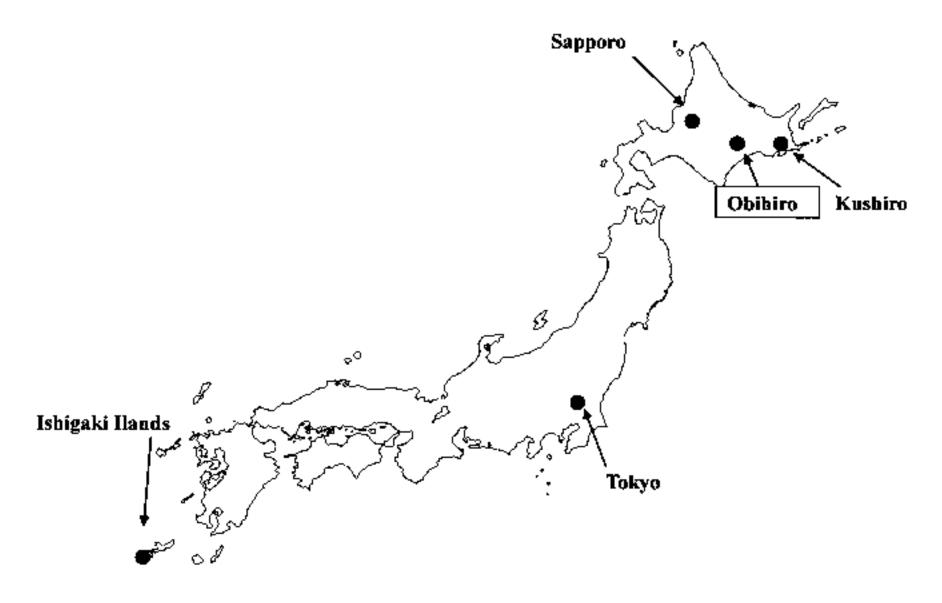
Main visits: National Forest in Japan and Ministry of Agriculture, Forestry and

Fishery

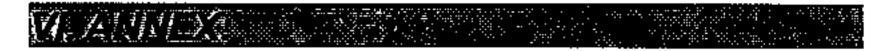
4. Ishigaki Ilands...Duration: About 7 days

Main visits: National Forest in Okinawa and Iriomote Tropical Tree Breeding

Center







### Attachment-1

### Inception Report

Accepted participants should submit the Inception Report on their current job <u>by July 31</u>, <u>2013</u> to the respective countries' JICA Overseas Offices (or Embassies of Japan) or JICA Hokkaido International Center (Obihiro).

### a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

#### b. Contents

- Name of training program.
- (2) Name of participants
- (3) Name of organization
- (4) Organization chart
- (5) Roles of the organization and the department to which the participants belong to
- (6) Introduction of your area and work that the participant has been in charge of for the last one year
- (7) Problems with which the participant is facing in their present job
- (8) Subjects in which the participant is particularly interested on this program and the reasons
- \* (6) to (8) are the main part of the Inception report, (1) to (5) are briefly.

### c. Layout

Typewritten in English, 3-4 pages (12-point font, double spaced, A4 size paper).

### d. Presentation

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1)The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2)It is advisable to bring some materials such as pictures or other visual aids to show your country's agricultural situation.

### Attachment-2

### **Computer Class**

This program includes "Beginner's Computer Class" for those who want to attend as follows.

Would you like to attend it?

Please check **YES** or **NO** and send it with the Application Forms.

### QYES DNO

# Beginner's Computer Class (complete in 3 times, 6 hours in total)

The purpose of this class is to provide the least knowledge and information about the computer. However, a level can be adjusted to the level of your group.

The First day : Basic operation of **Windows 7**The Second day : Basic operation of **MS Word** 

The Third day : Basic operation of Ms Power Point

NOTE: 1. Those who answer "YES" should attend 3-day classes.

Those who answer "NO" can not apply for the attendance after you come 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, the Training and Dialogue 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 Hokkaido International Center (Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

E-mail: jicaobic@jica.go.jp

Website: www.jica.go.jp/english/