

No.12040/40/2013-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 July 12, 2013

**TRAINING CIRCULAR**

**Subject: Group Training Course in 'Human Resource Development for Establishing Knowledge Cluster Through University-Industry-Government(U-I-G) Cooperation' to be held in 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 from October 14 to November 23, 2013 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to cultivate those who can develop and promote cluster in their own countries by promoting knowledge based cluster for regional innovation. This will be cored with analysis of cases and methodologies in terms of knowledge based clusters in Japan and abroad, which are enhanced by U-I-G Cooperation.

3. The program is offered to Government Officials who are presently supporting Industrial Development such as Chamber of Commerce, University/Research Institute, which aims to develop 'Knowledge Based Cluster' to encourage Regional Innovation for Socio-Economic Development in the region through utilizing the local initiative, unique skill or knowledge of University/Research Institutes and a collaboration with Private Sector. The nominees for this course should either be a key player for Cluster Development/U-I-G Cooperation/Regional Innovation in a tertiary education institution, research centre or Governmental Organization; have bachelor's degrees or equivalent (Higher Degree in Engineering or Degree in Mechanical Engineering or Electrical Engineering, or Material Engineering will be preferred). The nominee should have working experience of bridging research or other related activities between University Industry and Government; be over the age of thirty (30) years; be fluent in spoken and written English; be in good health (both physically and mentally), not be a part of military service.

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](http://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 **July 31, 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, Department of Higher Education, M/o Human Research Development, Shastri Bhawan, C-Wing, Dr. Rajendra Prasad Road, New Delhi, 110001,
- b) The Secretary, Department of Commerce, M/o Commerce and Industry, Udyog Bhawan, New Delhi, 110001,
- 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

**HUMAN RESOURCE DEVELOPMENT FOR ESTABLISHING  
KNOWLEDGE CLUSTER THROUGH  
UNIVERSITY-INDUSTRY-GOVERNMENT  
(U-I-G) COOPERATION**

**集団研修「産学官連携による知的クラスター振興のための人材育成」**

**JFY 2013**

**<Type: Solution Creation Program/課題別解決促進型>**

**No. J1300741/ID.1380051**

**Phase In Japan: 14<sup>th</sup> October to 23<sup>rd</sup> November 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***

## **Outline**

This training program aims to cultivate those who can develop and promote cluster in their own countries by promoting knowledge based cluster for regional innovation. This will be cored with analysis of cases and methodologies in terms of knowledge based clusters in Japan and abroad, which are enhanced by U-I-G cooperation. It is essential to establish a strong linkage among University (U), Industry (I) and Government (G), in order to create new business and product and to activate research and development within the cluster, in which human resource, capital, technology, knowledge and other resources targeting category of business are accumulated in the region.

From the late 1990s, Japan has been promoting regional innovation by U-I-G cooperation and cluster activities, leading to many successful cases. Therefore, the program will utilize those successful cases, particularly the case of Toyohashi city (Aichi, Japan), and will provide the analysis and field visit of the process in cluster making and its reality, U-I-G cooperation empowered by technology development of university. Furthermore, the discussions and workshops based on the topics of “NEEDS” from private industry sector and challenges from participant’s own situation/country will be organized .

Above all, this training program will enable for the participants to understand the concept of cluster development or promotion, and to acquire methodology for the effective linkage among key actors within the regional cluster. Also, the participants can gain useful perspective by sharing the current issues and challenges of other countries and participants’ countries.

## **For whom?**

Those who belong to government, organization to support industrial development such as chamber of commerce, university/research institute, which aims to develop “knowledge based cluster” to encourage regional innovation for socio-economic development in the region through utilizing the local initiative, unique skill or knowledge of university/research institutes and a collaboration with private sector.

The training participant must be assigned to a clear mission in affiliated organization to accomplish such aims.

## ***II. Description***

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

“Human Resource Development for Establishing Knowledge Cluster through University-Industry-Government (U-I-G) Cooperation” (No. J1300741)

**2. Period of Program/Training Period in JAPAN:**

Duration of whole program: August 2013 to March 2014

Preliminary phase: August 2013 to September 2013 (in home country)

Core phase in Japan: 14<sup>th</sup> October 2013 to 23<sup>rd</sup> November 2013

Finalization phase: November 2013 to March 2014 (in home country)

**3. Target Regions or Countries:**

India, Iran, Kenya, Egypt, Tunisia, Brazil, Mexico, Kazakhstan, Malaysia, Myanmar, Viet Nam

**4. Eligible / Target Organization:**

Those who belong to government, organization to support industrial development such as chamber of commerce, university/research institute, which aims to develop “knowledge based cluster” to encourages regional innovation for socio-economic development in the region through utilizing the local initiative, unique skill or knowledge of university/research institutes and a collaboration with private sector.

Those who have, or will be, involved in JICA projects are highly prioritized.

**5. Total Number of Participants:**

13 (thirteen) participants

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

English

**7. Program Objective:**

To cultivate human resource that is able to enhance knowledge based cluster for regional innovation, and to build an international network of core personnel creating innovation in respective country.

**8. Overall Goal:**

Regional economy will be vitalized by creating and enhancing industry originated by regional innovation

## 9. Contents of 2013:

This program consists of the following components. Details on each component are given below:

<b>Preliminary Phase in a participant's home country</b> (Sep.14 <sup>th</sup> to Oct. 14 <sup>th</sup> , 2013) • An organization of the participant makes required preparation for the program in his/her country		
<b>Inception report</b> (Annex 1)		
Expected outputs	To identify the existing regional or national issues relating to technological innovation, economic development and U-I-G cooperation in your country and organization.	
Activities	The participants are required to: - Fill out Inception Report to realize the problems encountered in establishing Knowledge Clusters through U-I-G cooperation in your country. - Present the contents of your report at the beginning of the program.	
<b>Core Phase in Japan</b> (Sep. 14 <sup>th</sup> to Nov. 22 <sup>th</sup> 2012) • Each participant is dispatched by the organization to attend the program implemented in Japan		
<b>Lectures on Knowledge Cluster/U-I-G Cooperation Development, Technology Transfer, and Intellectual Property Rights (IPR)</b>		
Expected outputs	To acquire and understand the knowledge of cluster development and U-I-G cooperation	
Subjects/Agenda	<ul style="list-style-type: none"> <li>- <b>Lectures on:</b> <ul style="list-style-type: none"> <li>- Japanese manufacturing</li> <li>- Cluster for regional development</li> <li>- Policy for regional cluster and U-I-G cooperation in Japan</li> <li>- U-I-G Cooperation               <ul style="list-style-type: none"> <li>➢ Basic Concept</li> <li>➢ Methodology for promoting U-I-G</li> <li>➢ Exercises to establish U-I-G cooperation scheme</li> </ul> </li> <li>- Regional innovation process and its coordination</li> <li>- Case studies for Cluster Development               <ul style="list-style-type: none"> <li>➢ Case of Toyohashi region</li> <li>➢ A role of coordinating organization</li> <li>➢ Case of developing countries</li> </ul> </li> <li>- Intellectual Property Rights</li> <li>- Technology transfer for small and medium-sized enterprises</li> <li>- U-I collaboration research in Toyohashi University of Technology</li> <li>- Exercises for matching between industrial NEEDS and academic SEEDS</li> </ul> </li> <li>- <b>Field Studies</b> <ul style="list-style-type: none"> <li>➢ Japanese Industry</li> <li>➢ Cluster in Japan</li> </ul> </li> <li>- <b>Forum (Publically-open seminar)</b> on U-I-G cooperation in ASEAN countries</li> </ul>	Lecture Workshop Discussion Field Study
<b>Wrap-up &amp; Action plan making</b>		
Expected outputs	To reconfirm and summarize obtained knowledge from the program.	Description/Presentation /Discussion
Subjects/Agenda	Action plan making	

<b>Finalization Phase in a participant's home country</b> (3-4 months after returning to your home country)	
<ul style="list-style-type: none"> <li>Participating organizations produce final outputs by making use of results brought back by participants.</li> </ul>	
<b>Preparation of "Progress Report"</b>	
Expected outputs	To share the progress of achievement in post-training of Japan
Activities	<p>The participants are expected to:</p> <ul style="list-style-type: none"> <li>Share and make the use of what the participants learnt and acquire new knowledge in the participant's organization in home countries</li> <li>Build new network among the participants and related organization</li> <li>Submit the Progress Report to <a href="mailto:g-training@icceed.ac.jp">g-training@icceed.ac.jp</a>.</li> </ul>

#### 10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that support shall be extended selectively based on proposals from participating organizations.

### **III. Conditions and Procedures for Application**

#### **1. Expectations for 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 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 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 “Contents of 2013”.
- (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 “Contents of 2013”.

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

Applying Organizations are expected to select nominees who meet the following qualifications. Those who are/will be involved in cluster development, regional innovation or U-I-G cooperation activities. Nominee who has an engineering background is welcome.

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

###### **1) Current duties:**

The nominee should be either a (prospective or active) key player for Cluster development/ U-I-G cooperation/ Regional innovation in a tertiary education institution, research center or governmental organization. Nominee with engineering background is welcome.

**2) Academic background:** should have a bachelor’s or a higher degree in engineering, degree in mechanical engineering, electrical engineering, or material engineering is preferred.

**3) Experience in relevant fields:** should have working experience of bridging research or other related activities between university, industry and government.

**4) Language:** should have a good communication and writing skills in English, at least TOEFL iBT 100 (equals to former CBT 250). Please attach nominee’s certificate or its photocopy to prove English ability such as TOEFL and TOEIC, if she/he has any.



- 5) **Health:** must be in good health, both physically and mentally, to participate in the program in Japan
- 6) **Civilian:** must not be serving any form of military service.

## **(2) Recommendable Qualifications**

- 1) **Age:** should be over the age of thirty (30), and have appropriate professional experiences in related field of the training.

## **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.

#### **\*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 his/her training participation.

Please ask National Staffs in JICA office for the details.

### **(2) Inception Report :**

Each nominee is requested to prepare a report explaining the present situation of her/his own job in her/his home country (organization), as well as to introduce her/his job description and own interest. This report should be typed in the attached form at ANNEX 1 and submitted with the Application Form.

The draft of the report should be submitted with application forms. Accepted participants are required to complete the report before her/his departure to Japan and submit the completed report to [g-training@icceed.ac.jp](mailto:g-training@icceed.ac.jp).

The participants are also required to make presentation material based on the report in order to share it at beginning of training program. Using Microsoft PowerPoint is preferred.

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

The Nominee's from non-English background, it is recommended to submit official documentation (photocopy) of English ability (e.g., TOEFL, TOEIC, and IELTS).

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

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

Closing date for application to the JICA Chubu International Center (JICA Chubu) in JAPAN: **16<sup>th</sup> August 2013**

**Note: Please confirm the closing date set by the respective country's JICA office 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 shall conduct screenings, and send the documents to the JICA Chubu in Japan, which organizes this program. Selection shall be made by the JICA Chubu in consultation with Toyohashi University of Technology in Japan based on submitted documents according to qualifications. *Organizations with explicit and clear 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 to the respective Government by **not later than** **13<sup>th</sup> September 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 Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA
- (8) to participate in the whole program including a preliminary (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-5.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA CHUBU International Center (JICA Chubu)
- (2) **Contact:** MS. Azusa TSURUTA, [Tsuruta.Azusa@jica.go.jp](mailto:Tsuruta.Azusa@jica.go.jp)

### 2. Implementing Partner:

- (1) **Name:** International Cooperation Center for Engineering Education Development (ICCEED), Toyohashi University of Technology
- (2) **Contact:** Dr. Prof. Naohiro HOZUMI (Director of, ICCEED), [g-training@icceed.ac.jp](mailto:g-training@icceed.ac.jp)
- (3) **URL:** <http://icceed.tut.ac.jp>

### 3. Remark:

ICCEED was established in April 2001 with the objective of promoting international cooperation for engineering education in developing countries. The aim of the center is to conduct research on international cooperation in engineering education and to assist governmental organizations and other institutions in effective and efficient international cooperation.

### 4. Training Place:

This course will be implemented at Toyohashi University of Technology  
(Address: 1-1 Hibarigaoka, Tenpaku-cho, Toyohashi, Aichi-prefecture, JAPAN).

### 5. Travel to Japan:

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

### 6. Accommodation in Japan (Subject to change without notice):

JICA will arrange the following accommodations for participants in Japan:

Hotel Associa Toyohashi Address: Nishijuku, Hanada-cho, Toyohashi-shi, Aichi 440-0075, Japan TEL: +81-532-57-1010 FAX: +81-532-57-1033 (where "81" is the country code for Japan, and "532" is the local area code)
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If there is no vacancy at Hotel Associa Toyohashi, JICA will arrange alternative accommodations for participants. Please refer to facility guide of Hotel Associa at its [URL:http://www.associa.com/english/tyh/](http://www.associa.com/english/tyh/).

## **7. Expenses:**

The following expenses will be provided for 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 pp. 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.

## **8. 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.

## **VI. ANNEX 1: Inception Report**

\*Please submit **the draft of inception report** with the Application Form, and it must be typed.

\*Please **complete the inception report** and submit it to [g-training@icceed.ac.jp](mailto:g-training@icceed.ac.jp) before your departure to Japan.

\*Accepted applicants need to prepare for 20mins presentation in Microsoft power point, based on this report.

**Name:**

**Country:**

**Job Affiliation:**

**Division/ Your position:**

**1. Organization Structure Chart (please refer to organization chart example)**

**2. Job description of your position.**

\* Please describe your duties, activities and role of your position.

**3. Please describe your opinion regarding impacts or benefit of cluster or establishing it, and also please introduce about your cluster activities of any field, if there is any.**

**4. Please describe the activities of University-Industry-Government cooperation at your institution or in your country in general, and also please write about your U-I-G activities in detail, if there is any.**

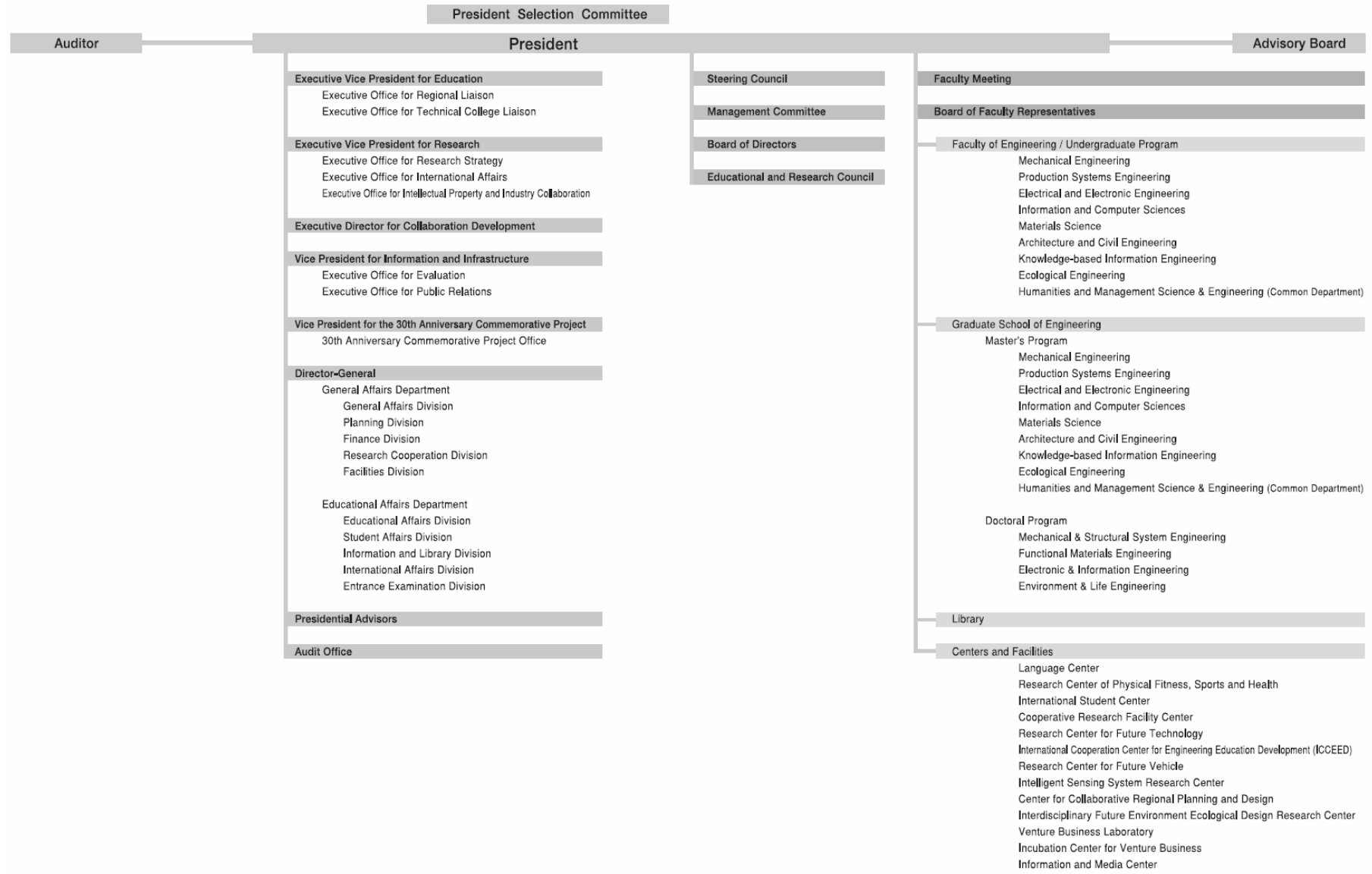
**5. Intention of participating in this training and expectation from the training  
(Intention)**

**(Expectation)**

❖ **Organization Structure Chart (Example)**

**Reference**

➤ **Organization Chart of Toyohashi University of Technology**



## **【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 Chubu International Center (JICA Chubu)**

**Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan**

**TEL: +81-52-533-0220 FAX: +81-52-564-3751**