

No.12040/5/2013-FTC (Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Training Division)

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 14th February, 2013

TRAINING CIRCULAR

Subject: **A Group Training Course on 'Development of Agricultural Cooperatives and Improvement of Management Capacity' to be held in Japan from April, 2013 to October, 2013 (Core Phase in Japan from 06<sup>th</sup> May 2013 to 13<sup>th</sup> July, 2013).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held in Japan from 06<sup>th</sup> May 2013 to 13<sup>th</sup> July, 2013.

2. This programme aims that participants will upgrade the capacity and abilities who engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for revitalization of rural community.

3. The programme is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use the programme for those specific purposes.

4. This programme is offered to officers who are in charge of chief or director of Government/Agricultural Cooperative Organizations, managerial post in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension; should have experience of more than three years in relevant field; be under forty five (45) years of age; be university graduates or equivalent; must not be serving in any form of military service; have competent command of spoken and written English which is equal to TOFEL; be in good health, both physically and mentally, to participate in the program in Japan.

5. In addition to the above, the following information in respect of the nominated officers may please be furnished while forwarding the nomination:

- 1) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- 2) Whether clear from vigilance angle?
- 3) Age;
- 4) Whether working in North East State/J&K;
- 5) A brief in 50-100 words justifying the nomination.


6. The course covers the cost of a round- trip air ticket between an 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). The participants are not allowed to take any family member during the training course.

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7. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.

8. The nomination details should be submitted (**in duplicate**) in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Job Report.

9. The applications should reach this Department through the Administrative Ministry/State Government not later than **8<sup>th</sup> March, 2013**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**), which is available in "What is New" under the Department of Personnel and Training.

  
(N.K. Wadhwa)

Under Secretary to the Government of India

Tele.No.011-26165682

E-mail-ID naresh.wadhwa@nic.in

Copy to:

1. The Secretary, Ministry of Agriculture, Krishi Bhavan,  
Dr. Rajendra Prasad Road, New Delhi-110001
2. The Secretary, Ministry of Rural Development Krishi Bhavan,  
Dr. Rajendra Prasad Road, New Delhi-110001
3. All State Governments/Union Territories (with the request to circulate it amongst the related organizations).
4. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



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Japan International Cooperation Agency  
(Government of Japan)

No. 03/GT-CP/2013

February 01, 2013

Dear Mr. N.K. Wadhwa,

A Group Training Course on Development of Agricultural Cooperatives and Improvement of Management Capacity will be held in Japan from May 06, 2013 to July 13, 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 **March 18, 2013**:-

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

Further details are available in the General Information Booklet. It may be noted that the completed Application Report is essential for screening of applications.

It is further informed that 11 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,

(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.  
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.

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# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

Development of Agricultural Cooperatives and Improvement of  
Management Capacity

**集団研修「農業協同組合の組織化推進と事業運営能力の向上」**

<Type: Leaders Training Program / 類型: 中核人材育成型>

NO. J13-00635, ID. 1380969

From April 2013 to October 2013

Phases in Japan: From May 6, 2013 to July 13, 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**

In order to ensure that developing countries can achieve the desired economic independence, it is considered most effective to promote the nation building by giving priority to agricultural development. To realize this, it is very important to foster farmers autonomous groups coupled with arrangement of basic infrastructure conditions in the field of agriculture.

## **For what?**

Most of developing countries have high ratio of small scale farmers. Low productivity, inefficient supply of inputs and marketing are major problems. Agricultural cooperatives are not functioning well to solve these problems. This course is aiming at contributing to increase of farmers' income through cooperative activities by introducing efficient management, supply systems and marketing activities.

## **For whom?**

This program is offered to a person who is a section chief or director of Government / Agricultural Cooperative Organizations, and a person who is in managerial post in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension. This course is suitable for the countries in which cooperatives are in elementary stage.

## **How?**

This training course aims to help upgrade the capacity and abilities of government officers engaged in cooperative development by imparting them necessary knowledge and information on the role and functions of agricultural cooperative for the revitalization of rural community. This course especially provides basic knowledge and information to develop capacity of /organize agricultural cooperatives.

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## **II. Description**

**1. Title (J-No.): Development of Agricultural Cooperatives and Improvement of Management Capacity (J13-00635)**

**2. Period of program**

<b>Duration of whole program:</b>	April 2013 to October 2013
<b>Preparatory Program:</b> (in a participant's home country)	April 2013 to May 5, 2013
<b>Core Program in Japan:</b>	May 6, 2013 to July 13, 2013
<b>Post Program:</b> (Self activity in a participant's home country)	July 14, 2013 to October 2013

**3. Target Regions or Countries:** Albania, Bhutan, Cambodia, India, Nigeria, Philippines, Tajikistan, Thailand, Timor-Leste, Uganda, Zambia

**4. Eligible / Target Organization:**

Central / Local government, Agricultural Cooperative Organizations, related NPO/NGO including farmers' organizations currently capable of managing projects at the offices of agricultural cooperative service or planning to build agricultural cooperatives.

**5. Total Number of Participants :** 11 participants

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

**7. Program Objective:**

The practical Action Plans to develop agricultural cooperative activities are prepared and improved for better implementation.

**8. Overall Goal:**

Farmers' income is increased through cooperative activities by introducing efficient management, supply and marketing activities.

**9. Expected Module Output and Contents:**

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

**< Expected Module Output >**

1. The problems and tasks necessary for the development of agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.
2. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood by the participants.
3. The needs of education activities in agricultural cooperative are to be understood.
4. The procedures and methods of formulation of management plan of agricultural cooperatives are to be understood.
5. The system for supply of agricultural production materials and consumer goods and the methods of marketing farm products are to be understood.

6. The roles of the Government and agricultural cooperatives in developing agricultural cooperatives and agribusiness are to be understood.
7. The practical Action Plans to develop agricultural cooperative activities are to be prepared.
8. The Action Plans are to be improved by the people concerned for better implementation.

< Course Contents >

<b>(1) Preliminary Phase in a participant's home country</b> ( from April 2013 to May 5, 2013)	
Assignment	Purpose
Inception Report Writing	Each participant is required to write Inception Report in accordance with the instructions provided when JICA answers the acceptance. This report will be the foundation of "Action Plan" which you make in Japan as output of this training course. <b>Inception Report should be submitted by April 26, 2013.</b>

<b>(2) Core Phase in Japan</b> (from May 6, 2013 to July 13, 2013)	
Expected Module Output	Contents
1. The problems and tasks necessary for the development of agricultural cooperatives in the participating countries are to be identified through preparation and presentation of Inception Report.	Personal interview is to be conducted by instructors after presentation of Inception Report and the subject to be handled in the Action Plan is to be selected linked with the duties of the participant in his/her working place.(Discussion)
2. The fundamentals for organizing agricultural cooperatives and the system of organizational management are to be understood by the participants.	History of agricultural cooperatives, agricultural policies, various regulations in the agricultural cooperative law, member organizations and roles of the government in developing agricultural cooperatives are to be introduced.(Lecture and field visit)
3. The needs of education activities in agricultural cooperatives are to be understood by the participants.	Introduction of education activities by the unions of agricultural cooperatives, member education, farm guidance, better living guidance, and member communication at primary cooperatives.(Lecture and field visit)
4. The procedures and methods of formulation of management plan of agricultural cooperatives are to be understood.	Introduction of the methods for formulation of management plan in agricultural cooperatives such as farm management plan, business plan, personnel plan and facility plan as well as formulation of middle-long term plan in agricultural cooperatives.(Lecture and field visit)
5. The system for supply of agricultural production materials and consumer goods and the methods of marketing farm products are to be understood.	Introduction of joint purchasing system of agricultural inputs and various marketing methods of farm products such as wholesale market contract base marketing by federations and farmer's market(direct sale) by primary agricultural

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	cooperatives. (Lecture and field visit)
6. The roles of the Government and agricultural cooperatives in developing agricultural cooperatives and agribusiness are to be understood.	Introduction of value adding activities and practice of GAP by primary agricultural cooperatives and supports by the government. Also development of commodities through research institutes and extension works are to be introduced. (Lecture and field visit)
7. The practical Action Plans to develop agricultural cooperative activities are to be prepared by the participants.	Personal guidance is given to the participants by instructors to support preparation of practical Action Plans. (Discussion)

Note: This curriculum is subject to minor changes.

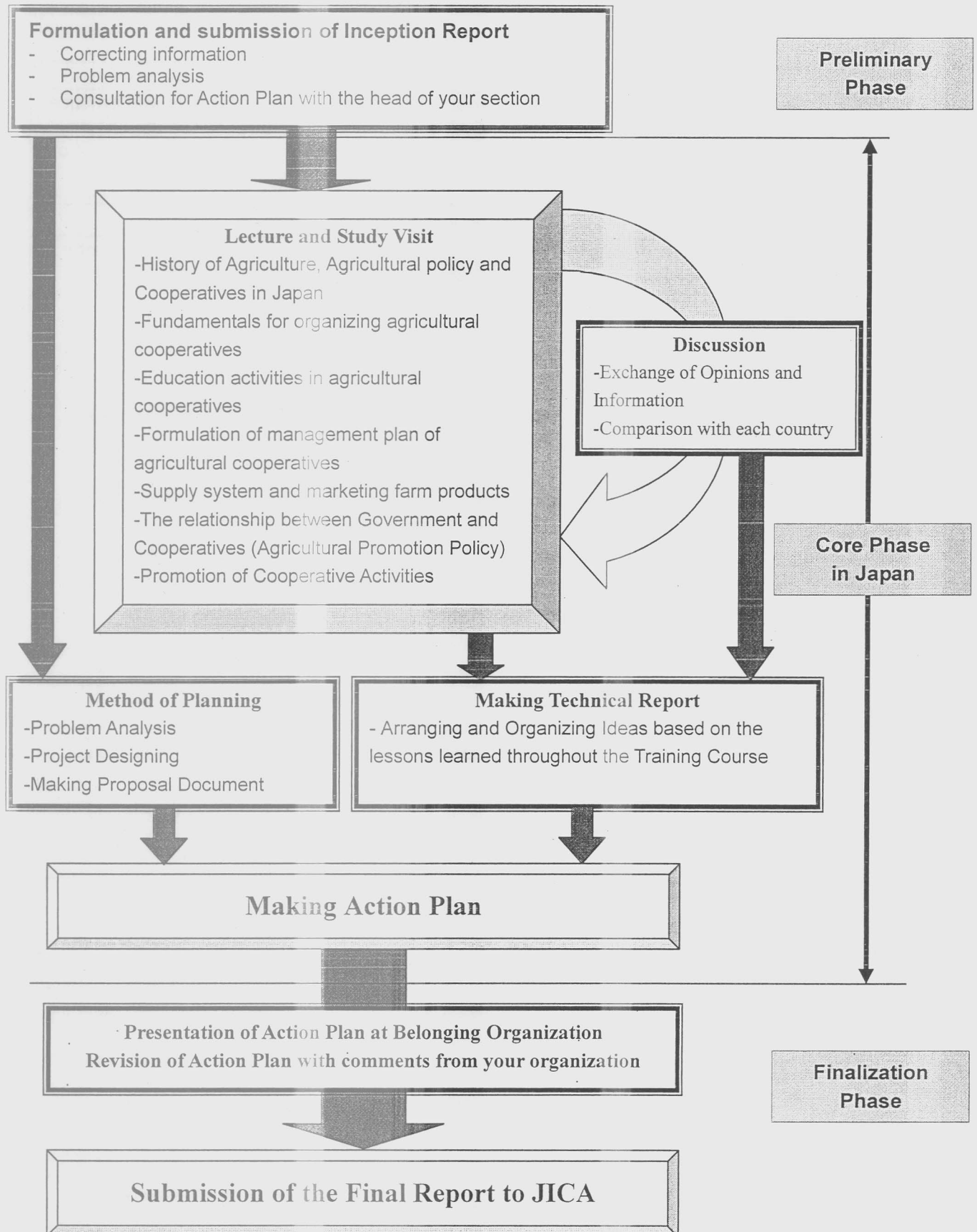
The training is composed of lecture, discussion, study visit and drafting of report depicting the salient features of agricultural cooperatives studied to be utilized in Action Plan as a part of final report.

- (1) In addition to lectures, audio visual aids such as video, multi-media projector are employed to deepen their understanding.
- (2) At the end of the week, participants are expected to summarize what they have studied to keep track of how much they have grasped from the study conducted and also to upgrade the presentation skills.
- (3) Background information materials will be prepared and distributed to participants in order to facilitate them to understand visiting cooperative institutions and etc. prior to study visit.
- (4) Review sessions of classroom lectures and study visits will be made to clarify some questions left unanswered. Moreover, supplementary lectures would be arranged to tailor the personalized needs of participants as they may arise.
- (5) All participants are required to submit group report (Technical Report) including action plan toward the end of the course.

<b>(3)Finalization Phase in a participant's home country</b> (July 14, 2013 to October, 2013)	
Assignment	Contents
The Action Plans are to be improved by the people concerned for better implementation.	As a follow-up program, the participants are obliged to submit the improved Action Pan to JICA Tsukuba (tbictp@jica.go.jp) as Final Report after examined by persons concerned. The instructors give advices to each participant.(Personal guidance)



# COURSE FLOW "Development of Agricultural Cooperatives and Improvement of Management Capacity" on JFY 2013



### **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-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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

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

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

Applicants should;

- 1) be a person who is a section chief or director of Government / Agricultural Cooperative Organizations, or a person who is in managerial post in NPO/NGO, in charge of farmers' groups, agricultural cooperative development, and extension.
- 2) have more than 3 years' experience in the relevant field.
- 3) have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more, in principal. (This program includes active participation in discussions, action plan formulation, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 4) be employed, and have permission for applying to the present program by the current employer.
- 5) be under forty-five (45) years old
- 6) graduated from university (or same level of educational institute).
- 7) be in good health, both physically and mentally, to participate in the Program in Japan.
- 8) not be serving any form of military service

#### **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.