

No.12040/52/2012-FTC(Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 21- 6-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Forest and Watershed Conservation with Participatory Approach to be held from August 2012 to March, 2013 (Core Phase in Japan from 8th October to 23rd November, 2012).

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 from August 2012 to March 2013 out of which the Core Phase would be held in Japan from 8th October to 23rd November.

2. The programme aims that the participant of a forest and watershed management office will propose an action plan for watershed conservation which involves various stakeholders in a certain area, and that office will study the action plan and the possibilities of the project based on the plan.

3. The candidates should be engineers engaged in practical services in administrative organizations in charge of forest/forestry, and to be expected to play a leading role; be university graduates or have equivalent technical qualifications in this field, and have sufficient knowledge and 5-10 years of working experience in the field of forest/forestry sector; be under the age of forty(40) years in principle; not be serving in the military; be proficient in written and spoken English; be in good health to undergo the above training.

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

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

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5. 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 is not included).

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

7. The nomination details should be submitted in the JICA's prescribed proformas duly authenticated by the Department concerned along with country report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 16th August, 2012. 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

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Copy to:

1. The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road ,New Delhi.
2. The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
3. The Secretary, Department of Agriculture and Cooperation, Krishi Bhawan, New Delhi.
4. The Secretary, Department of Land Resources, Nirman Bhawan, New Delhi.
3. All State Governments/Union Territories.((with the request to circulate it amongst the related organizations)

TRAINING AND DIALOGUE PROGRAMS



**GENERAL INFORMATION ON
FOREST AND WATERSHED CONSERVATION
WITH PARTICIPATORY APPROACH**
集团研修「参加型アプローチによる森林・流域保全」
JFY 2012

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

NO. J 12-00817/ ID.1280970

From August 2012 to March 2013

Phases in Japan : From October 8, 2012 to November 23, 2012

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

The total area of forests in the world is about 4 billion hector, occupying about 30 % of the total land area. According to the FAO Report, about 3 % of total forest area is said to have decreased from 1990 to 2005 (“State of the World’s Forests 2007”). Forest degradation has impact on the climate change, decrease of biodiversity and desertification. Many approaches have been taken against the forest degradation internationally, but more efforts are necessary.

Forest degradation worsens the watershed conservation function of forests, which in turn increases the risk of water resources depletion, soil loss, flood, sediment disaster. These phenomena would pose a great threat to the people in the region. On the other hand, one cause of forest degradation is closely related with the unregulated exploitation by the people in poverty around the forest area.

To tackle this problem, many countries started to use the community participatory approach for forest and watershed management starting in 90’s. Projects on watershed conservation and management, however, require not only community participation but more comprehensive approach to involve governmental organizations, local governments, community associations, and NGOs. Upon this background, organizations in charge of forest and watershed conservation need to strengthen the ability to formulate the watershed conservation plan with appropriate techniques and cooperation of all stakeholders.

For what?

The participant of a forest and watershed management office will propose an action plan for watershed conservation which involves various stakeholders in a certain area, and this office will study the action plan and the possibilities of the project based on the plan.

For whom?

Central or local administrative bodies/offices that control forest and watershed management

II. Description

1. Title (J-No.): Forest and Watershed Conservation with Participatory Approach
(J12-00817)

2. Period of program

Duration of whole program: August 2012 to March 2013

Preliminary Phase: August 2012 to October 2012
(in a participant's home country)

Core Phase in Japan: October 8, 2012 to November 23, 2012

Finalization Phase: November 2012 to March 2013
(in a participant's home country)

3. Target Region or Country:

Myanmar, China, Malawi, India, Ethiopia

4. Overall Goal:

The target organization of a participant will formulate a participatory watershed conservation plan which involves various stakeholders and takes an action to prepare a project under the plan.

5. Objective:

The participant of a forest and watershed management office will propose an action plan for watershed conservation which involves various stakeholders in a certain area, and this office will study the action plan and the possibilities of the project based on the plan.

【Output】

By the end of the course, participants are expected to achieve the outputs as follows:

- (1) Participants examine applicability factor after comparing with policies and institutions of forest and watershed management between Japan and his/her country, as well as they can explain the examination results.
- (2) Participants can explain roles of forest soil for water and soil conservation and its adverse effects when the forest soil is lost.
- (3) Participants understand functions of forest and can explain main technology to increase forest functions of water and soil conservation, as well as they can propose applicable ideas for his/her country.
- (4) Participants can explain roles of watershed conservation project in forest area as a countermeasure for climate change and can explain effects to be expected from the project.
- (5) Participants can identify stakeholders for watershed conservation projects and can propose a participatory action plans for watershed conservation which involves the stakeholders.

6. Eligible / Target Organization:

Central or local administrative bodies/offices that control forest and watershed management

7. Total Number of Participants : 6**8. Language to be used in this program : English**

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

(1) Preliminary Phase in a participant's home country (August 2012 to October 2012) Participating organizations make required preparation for the Program in the respective countries.	
Modules	Activities
Country Report	Submission of the Country Report with Application form (by August 30th) (See the ANNEX 1) Preparation of the Country Report presentation before arrival in Japan

(2) Core Phase in Japan (October 8, 2012 to November 23, 2012) Participants dispatched by the organizations attend the Program in Japan.		
Expected Module Outputs	Program	Method
(1) Participants examine applicability factor after comparing with policies and institutions of forest and watershed management between Japan and his/her country, as well as they can explain the examination results.	<ul style="list-style-type: none"> ✓ Forest and forestry in Japan ✓ Forest planning and watershed management in Japan ✓ Comparison and examination of policies and institutions between Japan and his/her country ✓ International cooperation in forestry sector in Japan 	Lecture, Field visit and Discussion
(2) Participants can explain roles of forest soil for water and soil conservation and its adverse effects when the forest soil is lost.	<ul style="list-style-type: none"> ✓ Formation, nature and conservation function of forest soil ✓ Vegetation and soil 	Lecture, Field visit and Discussion
(3) Participants can understand functions of forest and explain main technology to increase forest functions of water and soil conservation, as well as they can propose applicable ideas for his/her countries.	<ul style="list-style-type: none"> ✓ Forest structure and its function ✓ Forest improvement for water and soil conservation function ✓ Erosion control project and erosion control works ✓ 	Lecture, Field visit and Discussion

(4) Participants can explain roles of watershed conservation project in forest area as a countermeasure for climate change and can explain effects to be expected from the project.	<ul style="list-style-type: none"> ✓ Relation between forest and climate change ✓ Framework of measures in forestry sector for climate change ✓ Programs in forestry sector of Japan to tackle with climate change 	Lecture and Discussion
(5) Participants can identify stakeholders for watershed conservation projects and can propose participatory action plans for watershed conservation which involves the stakeholders.	<ul style="list-style-type: none"> ✓ Watershed conservation and participatory approach ✓ Participatory activities in Japan and other countries ✓ Planning using PCM (Project Cycle Management) method ✓ Formulation of action plan[*] ✓ Presentation of action plan 	Lecture, Field Visit and Discussion

※Action Plan: The Plan which describes what participants do for the improvement of forest/watershed conservation in their countries after returning to home countries. The knowledge and skills they have gained through the course have to be included.

(3)Finalization Phase in a participant's home country (November 2012 – March 2013) Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.		
Expected Module Outputs	Program	Method
Participants can identify stakeholders for watershed conservation projects and can propose participatory action plans for watershed conservation which involves the stakeholders.	Discussion and examination of draft Action plan within the participants' departments / organizations (Discussion with related persons) and formulation of a report ^{**}	Discussion and Report

※※All participants are required to submit the report (questionnaire) on the result of the discussion and implementation (in participants' organizations or countries) based on the Action Plan **within four (4) months after the end of the phase** in Japan. (Detail will be explained after the arrival in Japan)

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 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:

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

Essential Qualifications

Applicants should;

- (1) be nominated by their governments in accordance with the procedures mentioned in section III-4,
- (2) be engineers engaged in practical services in administrative organizations in charge of forest/forestry, and to be expected to play a leading role,
- (3) **have sufficient command of English,**
(**Important!** : Since participants are requested to make presentation and actively participate in discussions, English proficiency is highly important. Some of the participants in the past had difficulty in making progress due to the lack of language skill.)
- (4) be university graduates or have equivalent technical qualifications in this field, and have sufficient knowledge and 5-10 years of working experience in the field of forest/forestry sector,
- (5) not be over forty (40) years of age in principle,
- (6) not be serving in the military, and
- (7) be in good health, both physically and mentally, to undergo the program.

Note1. This program includes many field visits and field works. Also this program includes several practices outside JICA Tokyo, which may be a heavy burden to a pregnant woman. Therefore **pregnancy could be regarded as the condition of**

disqualification.

Note2. Please bring clothes and shoes (trekking shoes or running shoes recommended) **for field work.**

3. Recommendable Qualification

It is recommended that applicants;
be engaged in Japanese ODA projects

4. Required Documents for Application

(1) Application Form: The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

(2) Country Report: To be submitted with the application form (See the Annex 1)

5. Procedure for Application and Selection

(1) Submission of the Application Form:

Closing date for application of the JICA Tokyo International Center in JAPAN:

August 30th, 2012

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective countries' JICA offices or Embassies of Japan shall conduct screenings, and send the documents to the above-mentioned JICA Center. 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 countries' JICA offices or Embassies of Japan to the respective Governments by **no later than September 10th, 2012.**

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,

(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, and

(8) to participate in the whole program including the preliminary phase described in section II-9, prior to the program in Japan. Applying organizations are expected to carry out the actions in the finalization phase after the participants return back as described in section II-9.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo International Center (JICA TOKYO)

2. Expected Implementing Partner:

(1) **Name:** Japan Forest Technology Association (JAFTA)

(2) **URL:** <http://www.jafta.or.jp/contents/home/>

(3) **Remark:** The mission of JAFTA is to develop and diffuse the technology and science of forestry and to contribute to the cultural advancement of the society through forestry related activities.

3. Travel to Japan:

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

(2) **Travel Insurance:** Term of Insurance is 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

(where “81” is the country code for Japan, and “3” 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 JICA TOKYO at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.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 countries’ JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. ANNEX:

FOREST AND WATERSHED CONSERVATION WITH PARTICIPATORY APPROACH

Country Report (JFY 2012)

This report is not only to describe the present status of watershed management in your country, but also to specify the challenges and difficulties which your country is currently facing. Country report is important for all the participants, JICA and Implementing partner of this course to share the information of each country's situation. It will also help participants to elaborate an *action plan* to tackle said challenges at the end of the *core phase* in Japan. Please describe the current difficulties *in detail*, such as, the background, the site where the issues are occurring, causes, constituent elements and stakeholders, etc.

All nominees are required to formulate a Country Report which covers following points, and submit it to the respective countries' JICA offices (or Embassies of Japan) with the Application form. **The report should be typewritten in English** on A4 size paper.

1. Introduction

- (1) Name of the nominee
- (2) Name of the country
- (3) Name of nominee's organization

2. Country

- (1) Organization Chart (indicating the position you hold)
- (2) Mandate of your organization/department/division
- (3) Outline of your duty
- (4) Practical experience

3. Situation Information

- (1) Current status of forest watershed environment, soil and water conservation in your country/organization
- (2) Issues and problems your organization is currently facing
(Background history/ place / cause / constituent elements / stakeholders...etc)
- (3) Your personal vision on how to improve the situation

NOTE:

- ✓ Each participant is expected to give a **15 minutes presentation** on the Country Report at the beginning of the core phase in Japan, so you are expected to prepare for the presentation before coming to Japan.
- ✓ Visual presentation with many graphs, figures and pictures is highly appreciated, especially using Microsoft PowerPoint. Please save the **data in CD, MO or USB flash memory** and we recommend bringing a printed version of the presentation to Japan in case of any mechanical problem.

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 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

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or "x" to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

**Application Form for the JICA Training and Dialogue Program****OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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3. Country Name:**4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

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

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulcation, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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	Are you taking any medicine or insulin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
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<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
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<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)

<input type="checkbox"/> Other >>> Specify (_____)
--

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
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	Present Condition: (_____)
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3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: