

No.12040/55/2012-FTC (Trg.)
Government of India
Ministry of Personnel, PG & Pension
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 10th July, 2012

TRAINING CIRCULAR

Subject: A Group Training Course in Wildlife Management Planning for Biodiversity Conservation by GIS and Remote Sensing to be held in Japan from 1st October, 2012 to 8th December, 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 in Japan from 1st October, 2012 to 8th December, 2012.

2. The programme aims to realize implementation of Wildlife Management Planning for Biodiversity Conservation by GIS and remote sensing.

3. This programme is offered to officers responsible for wildlife management planning and apply GIS techniques for the planning in duty, in public institutions and NGOs related to nature conservation, forests and agriculture; having more than three (3) years experience in the relevant field; be university graduates or persons who possess equivalent qualifications in this field; not be serving in military; have competent command of spoken and written English, which is equal to TOEFL; be in good health, both physically and mentally, to participate in the program and be under 45 years of age.

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

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.

.....2/-

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 duplicate) in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Job Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **28th July, 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)

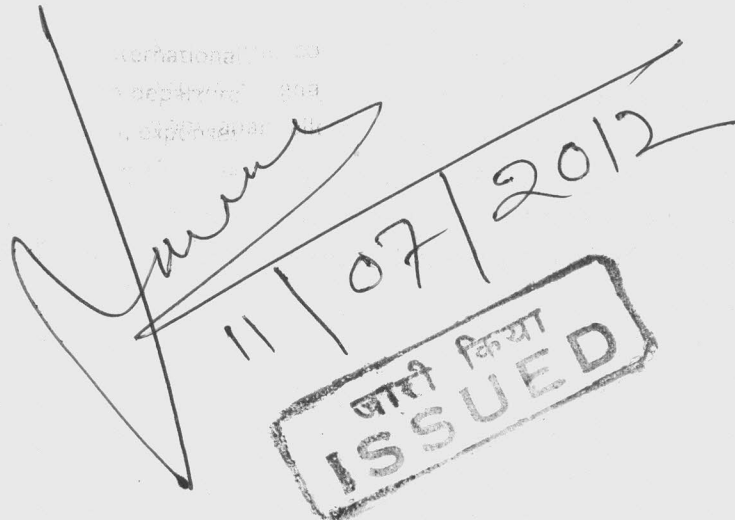
Under Secretary to the Government of India

Tele.No.011-26165682

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

Copy to:

1. The Secretary, Ministry of Environment & Forests, Prayavaran Bhavan, CGO Complex, New Delhi.
2. All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
3. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



11/07/2012

जारी किया
ISSUED



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

**Group Training Program
“Wildlife Management Planning for Biodiversity Conservation
by GIS and Remote Sensing”**

**集団研修「GIS・リモートセンシングを利用した生物多様性保全のための
野生動物保護管理計画」**

JFY 2012

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

NO. J12-00743/ ID.1280126

Phases in Japan: From October 1, 2012 to December 8, 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

Since the adoption of the Convention on Biological Diversity at the Earth Summit held in Rio de Janeiro in 1992, 190 countries have formulated national strategies and advocated the conservation and sustainable use of biodiversity. However, as shown by the Millennium Ecosystem Assessment released in 2005, these global efforts have failed to prevent biodiversity degradation caused by development. Food demand has been increasing with population growth across much of the globe, while concern over food shortages has been growing due to high demand for biofuel and the phenomenon of aridification. In particular, friction between wildlife and humans – such as damage caused by wildlife in agriculture and forestry, injuries and epidemics both old and new (avian flu, West Nile disease and other chronic debilitating conditions) – leads to a decline in productivity and quality of life for humans as well as a corresponding degradation in biodiversity. It is imperative to formulate a friction-free environmental conservation policy to promote biodiversity and an enhanced quality of human life in developing countries, as well as to increase food production, which is needed on a global scale.

To this end, it is essential to probe the causes and present state of the friction in question. That is, it is necessary to comprehend the current status of and changes in land use and human activity (by way of geographic information system (GIS) usage) and to conduct an ecological survey. There is also a need to accumulate, share and release information based on such a survey (through construction and promotion of a database) and to establish a social system that helps implement countermeasures (using a resident participation approach and public-private cooperative management), as well as to improve related laws and systems and review sanctuary facilities. This course aims to help formulate problem-solving biodiversity conservation plans that will enable symbiosis between humans and nature by providing opportunities to study the use of GIS (which has yet to become established in developing countries) and the construction and promotion of a database, as well as technologies including a resident participation approach. Methods and concepts for the application of these measures are also studied.

For what?

This program aims to realize implementation of Wildlife Management Planning for Biodiversity Conservation by GIS and remote sensing.

For whom?

This program designed for public institutions and NGOs related to nature conservation, forests and agriculture.

How?

Participants will have opportunities to have 1)lectures, 2)practices, 3)field visits and 4)discussions. Participants will also formulate an interim report including an action plan describing what the organization will do after the participants go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. **Title(J-No.): Group Training Program "Wildlife Management Planning for Biodiversity Conservation by GIS and Remote Sensing (J12-00743)"**
2. **Period of Program:**

Duration of whole program:	August 2012 to March 2013
Preliminary Phase: (in a participant's home country)	August 2012 to September 2012
Core Phase in Japan:	October 1 to December 8, 2012
Finalization Phase: (in a participant's home country)	December 2012 to March 2013
3. **Target Countries:** Cameroon(2), India(1), Bolivia(1), Paraguay(2) and Viet Nam(2)
4. **Eligible / Target Organizations:**

This program is designed for public institutions and NGOs related to nature conservation, forests and agriculture.
5. **Total Number of Participants:** 8 participants
6. **Working Language:** English
7. **Program Objective:**

To be able to review the setting of protected area, to formulate the plan of wildlife management for biodiversity conservation and to implement countermeasures to eliminate friction between wildlife and humans by understanding scientifically present situation in focused area.
8. **Overall Goal:**

Selected organizations will perform trial operation of plans to address wildlife-related problems. Based on the results, the plans will be proposed to related bodies in the relevant areas.
9. **Expected Module Output and 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 to September, 2012) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception Report is Formulated.	Formulation and submission of Inception Report Please refer to VI. Annex, Attachment-1

(2) Core Phase in Japan (October 1 to December 8, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Expected Module Output	Subjects
(1) To be able to acquire basic techniques/ideas of GIS, remote sensing, and database,	Basic techniques and ideas on GIS and remote sensing, data processing, display and analytical method
(2) To be able to acquire techniques/ideas of wildlife survey and monitoring	Survey and monitoring method for present situation/causes on human wildlife conflicts, the result data processing by GIS
(3) To be able to make a proposal on countermeasure on human wildlife conflicts and be able to review protected area understanding current status on the area by means of the techniques acquired (1) and (2)	Basic techniques and ideas on establishment of protected area by GIS, (GAP analysis etc.) and idea/method of biodiversity evaluation, data processing by GIS for share and accumulation on information related to nature conservation and survey data
(4) To be able to utilize the knowledge acquired (1) and (2) for consensus building among citizen and environmental education	Idea and techniques of sharing data/information with residents, consensus building, environmental education, database for data sharing and awareness Formulation of Action Plan for the formulation of project

3) Finalization Phase in a participant's home country (December 2012 to March 2012) <i>Participating organizations produce final outputs by making use of results brought back by the participant. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Final Report is formulated.	Submission of Final Report: Proposal of formulation of project within one year after returning home country

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 utilize 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:

Participants who should;

- (1) Be nominated by their government,
- (2) Current duties: Official workers who are responsible for wildlife management planning and apply GIS techniques for the planning in duty,
- (3) Experience in the relevant fields: more than three (3) years of practical experience,
- (4) Educational background: be university graduates or equivalent,
- (5) Age: be over twenty-five (25) and under forty-five (45) years,
- (6) Language: 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
- (7) Health: must be in good health, both physically and mentally to participate in the Program in Japan.
- (8) Must not be serving any form of military service.

3. Required Documents for Application:

- (1) **Application Form:** the Application Form is available at the respective countries' 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:** to be submitted with the Application Form. Detailed information is provided in *ANNEX VI: Attachment-1 "I"*
- (3) **Questionnaire:** to be submitted with the Application Form. (see *Attachment-2*)
- (4) **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.

4. Procedure for Application and Selection:

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

Closing date for application to the JICA Center in Japan: **August 9, 2012**

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

(2) **Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA Office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center 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 country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 31, 2012.**

5. **Conditions for Attendance:**

- (1) to follow the schedule of the program.
- (2) not to change the program subjects or extend the period of stay in Japan.
- (3) not to bring any members of their family.
- (4) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. **Organizer:**

Name: JICA Hokkaido International Center (Obihiro)

Contact: Ms. ONO Keiko (Ono.Keiko@jica.go.jp)

2. **Implementing Partner:**

Name: Nonprofit Organization EnVision Conservation Office

(Address) 5-2-201, Nishi 4-chome, Kita 9-jo, Kita-ku, Sapporo, 060-0809,
Japan

(Tel) & (Fax) 81-11(***)-726-3072 Note:***are code for Sapporo

(Website) <http://www.env.gr.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, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at Hokkaido International Center (Obihiro), JICA will arrange alternative accommodations for the participants.

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 "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 country's JICA Office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. 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.

3. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

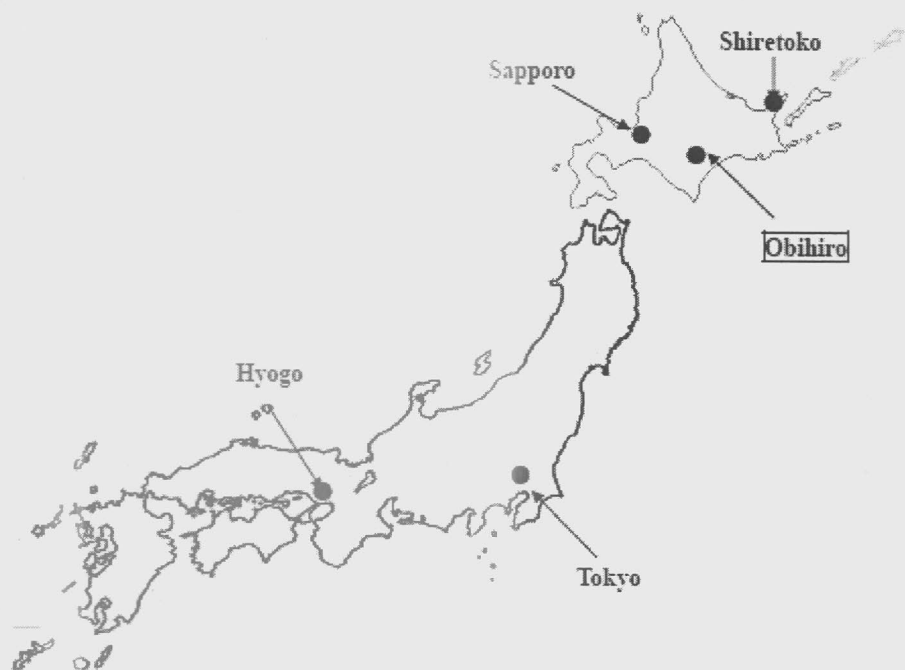
		Obihiro			Sapporo			Hyogo	
		Oct.	Nov.	Dec.	Oct.	Nov.	Dec.	Oct.	Nov.
Temperature (°C)	Maximum	22.2	16.7	4.9	20.7	17.7	7.7	26.7	25.4
	Average	10.6	4.6	-5.0	12.1	6.0	-2.0	19.9	15.7
	Minimum	-0.5	-5.9	-	3.7	-5.5	-9.6	11.1	6.4
Humidity (%)		73	66	66	69	68	68	66	63
Precipitation (mm)		95.5	20.0	63.5	146	86	107	162.5	85.5

(Data in 2011 from Japan Meteorological Agency)

4. Study Trip

As a supplemental program, study trips are arranged during your stay.

1. Sapporo city
2. Shiretoko area
3. Hyogo prefecture



5. Things to bring with you coming to Japan

Since this year is to complete and finalize the Trial Plan, it is necessary to bring the following map/data with you.

- (1) Land use map on related area
- (2) National Park or any protected area map (boundary etc)
- (3) Distribution data, any survey data and conflict information on related species

VI. ANNEX:

Attachment-1

Inception Report

Participants are requested to prepare an Inception Report on the following issues and submit it to the respective country's JICA office or JICA Obihiro by **August 9, 2012**, preferably by e-mail to jicaobic@jica.go.jp with Application Form and Questionnaire.

a. Purposes

- (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 training 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

- (1) Name of organization, country
- (2) Present conditions of wildlife based on the latest analysis and data on the Trial Plan of the previous year.
- (3) The most serious problem/obstacle to implement the Trial Plan in your organization at the moment excluding budget, human resources and facilities.

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is to be 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 10-15 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's wildlife management and wildlife issues situation.

Questionnaire for PC Class

This program includes "Beginner's Computer Class" for those who want to attend. If you want to attend it, please mark YES or NO and send it with the Application Form.

YES

NO

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

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

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

- NOTE:
1. Those who answer "YES" should attend 3-day classes.
 2. 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, 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 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

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

E-mail: jicaobic@jica.go.jp

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)

J	0		-					
---	---	--	---	--	--	--	--	--

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.

**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)

--

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 (_____)
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
-----------------------------	---

(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:
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>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.</i>

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 (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(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 (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
	Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes	

(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
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<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)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

--

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: