

No.12040/19/2015-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67

Dated: 10th April, 2015

TRAINING CIRCULAR

16th

Subject: Group Training Course in “Development of Forest Management Scheme in Harmony with Environment in the Tropical/Sub-Tropical Area” to be held in Japan from August 27 to September 30, 2015 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from August 27 to September 30, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims at supporting tropical/subtropical countries to develop a forest management plan in harmony with the environment. The program is for research institutions, government ministries and agencies engaged in environment and forest management.
3. The applying organizations are expected to select nominees who are engaged in environment and forest management preferably foresters involved with forest resources inventory, forest and environment management with more than five years of practical experience in the relevant field. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; be proficient in MS Excel, Word and Power-point; must be in good health (both physically and mentally); must not be part of any type of military service; be less than 35 years old.
4. In addition to above, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
 - b) Whether cleared from vigilance angle;
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses

for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in duplicate) in JICA's prescribed form to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The application should reach this Department through the Administrative Ministry/State Government not later than **May 25, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(P. K. Pattnaik)

Under Secretary to the Government of India
Tele: 011-26109049

To,

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



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**Development of Forest Management Scheme in Harmony with
Environment in the Tropical / Sub-tropical Area**

課題別研修

「熱帯・亜熱帯地域 環境調和型森林管理技術の開発」

JFY 2015

NO. J15-04242 / ID. 1584731

Phase in Japan: From August 27th, 2015 to September 20th, 2015

Phase in Vietnam: From September 20th, 2015 to September 30th, 2015

This information pertains to one of the Group and Region-Focused Training 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

Destruction and degradation in tropical/subtropical forests have gone beyond a threshold. Their recovery is far away. This is causing serious problems such as exhaustion of timber resources, extinction of species, reduction of bio-diversity etc. Decline of forest function induces serious environmental problems. Changes in carbon balance between forest and atmosphere result in global warming. Loss of water holding capacity causes big floods downstream.

In any case, the most tragic consequence is poverty among local people. The peoples of the tropics, who used to co-exist with nature, are now involved in the destruction of nature, whether the destruction is caused from outside or inside their world.

Recovery efforts are being carried out in many places, but they are not always successful. The main reason for their failure is, in most cases, caused by reckless harmony with the environment, in other words, ignoring the forest ecosystem function. Recovery of forests should be part of the recovery of the forest ecosystem. Forestry is definitely not agriculture, since the environment is unchangeable.

In these circumstances, this training program is aimed at supporting tropical/subtropical countries to develop a forest management plan in harmony with the environment. Achievements contribute to finding a solution for environmental issues not only at the local level but also on a global scale. Furthermore, the program will contribute to mutual development their home country and Japan.

For what and whom ?

This program is for research institutions, government ministries and agencies engaged in environment and forest management, intending to send a nominee to Japan (with a side trip to Vietnam) for training in forestry so as to develop their own staff training program to collectively cope with forest management in harmony with the environment. The nominee can be a researcher or policy maker belonging to the above mentioned organizations, preferably involved with forest resources inventory, forest and environment management.

How?

Prior to the trip to Japan, participants shall prepare an Inception Report on the state of the country's forests, forest management policy/plan addressing forest management in harmony with the environment, etc.

On the basis of this report, the participants shall have opportunities in Japan to strengthen and broaden their knowledge on forest ecology, forest inventory, forest policy, forest genetics, tree eco-physiology, tropical agriculture, tropical anthropology and urban forestry through a series of lectures. Also, an intensive field course is provided to improve forest surveying skills.

Consecutively following the training in Japan, the program will also provide the participants with “Third Country Complementary Training” in Vietnam to see the real-life problems and to gain more practical skills in forest surveying. Another important constituent of this “Third Country Complementary Training” is the presentation of a country report at a seminar to polish communication skills and enhance international networking.

The presentation consists of the Inception Report as an introduction, and a proposal of country-specific policy and roadmap for development of forest management plan in harmony with the environment and fortified by the training program.

II. Description

- 1. Title (J-No.): Development of Forest Management Scheme in Harmony with Environment in the Tropical / Sub-tropical Area (J1504242)**
- 2. Course Period in**
JAPAN: From August 27th to September 20th, 2015
Viet Nam: September 20th to September 30th, 2015
- 3. Target Regions or Countries**
Angola, India, Malawi, Papua New Guinea, Peru, Samoa, Timor-Leste and Zimbabwe
- 4. Eligible / Target Organization**
Research institutions, government ministries and agencies engaged in environment and forest management, preferably involved with forest resources inventory, forest and environment management
- 5. Course Capacity (Upper limit of Participants)**
9 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**
Participants can make a “Tentative Final Report” by using forest management schemes which are in harmony with the environment of the tropical rain forest areas in their country.
- 8. Overall Goal**
Participants will engage to develop a forest management scheme in harmony with the environment in their own country and their forests will recover to contribute to restoration of not only the local but also the global environment.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
<u>Module 1</u> To be able to introduce the status and issues of their tropical forests	(Training in Japan) Preparation and Give a presentation on Inception Report	Presentation Discussion
<u>Module 2</u> To be able to explain forest functions	(Training in Japan) Lecture and discussion on forest functions -Forest Ecology -Forest Genetics -Wood Technology	Lecture Discussion
<u>Module 3</u> To learn the skills to measure and evaluate forest functions	(Training in Japan) Practice measurement and evaluation of forest functions -Biomass Estimation -Forest Bio-diversity Evaluation	Lecture Practice Discussion
<u>Module 4</u> To analyze and develop forest management schemes and recovery methods which are in harmony with the environment and account for full forest functions	(Training in Japan) Presentation and discussion of forest management schemes fully account for forest functions	Practice Presentation Discussion
<u>Module 5</u> To be able to understand practical forest management on site and to propose a forest management scheme in harmony with environment in their country	(Complementary Training in Vietnam) - Practice measurement and evaluation of forest functions and on site survey for forest management plans that fully account for forest functions - This training includes field exercises in mangrove forest, which will be useful for all the participants regardless of whether they have mangrove forest in their home countries - Preparation, Presentation and Submission of "Tentative Final Report"	Practice, Observation, Presentation, Discussion, Report

10. Tentative Schedule

Date		Schedule	Place
8	27	Thu	Arrival at Kansai International Airport
	28	Fri	AM: Briefing Session (JICA Kansai Center)
	29	Sat	AM: Japanese Session (JICA Kansai Center)
	30	Sun	
	31	Mon	Traveling (Kobe → Matsuyama)
9	1	Tue	Opening Ceremony, Program Orientation, Report Presentation
	2~19		Training in Japan
	20	Sun	Traveling (Japan→Vietnam)
	21~29		Training in Vietnam
	30	Wed	Leaving Vietnam (Returning to each home country)

III. Conditions and Procedures for Application

1. Expectations from 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 project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

【NOTE】“Inception Report” is the most important document for selection of

participants. Therefore, any HANDWRITTEN or INCOMPLETE “Inception Report” will be automatically DISQUALIFIED.

(1) Essential Qualifications

- 1) Current Duties: Research institutions, government ministries and agencies engaged in environment and forest management, preferably foresters involved with forest resources inventory, forest and environment management.
- 2) Experience in the relevant field: More than 5 years of practical experience in the relevant field
- 3) Educational Background: University graduate or higher having an equivalent academic background
- 4) Language: Have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions and making reports, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) PC Skill: Be proficient with Microsoft Excel, Word, and PowerPoint for data analysis, presentation, making reports, etc.
- 6) Health: Must be in good health, both physically and mentally, to participate in the Program with hard field work in Japan and Vietnam
- 7) Must not be serving any form of military service.
- 8) Agree to bring all the following items when arriving in Japan:
 1. Laptop Computer containing Microsoft Excel, Word, PowerPoint format
 2. Digital Camera
 3. Proper Field Wear, Boots, and Rain Gear
 4. Yellow Card for yellow fever vaccination

Participants from Peru and Angola must bring a Yellow Card. However, regardless of your nationality, if you have a “Yellow Card”, it is recommended to bring it just in case.

5. Required items for Vietnam visa application:

Required procedures and items differ depending on your nationality and the type of your passport, so, please read the following carefully and make sure to bring all the required items.

Please note that the information provided here is to be occasionally updated, so please confirm the latest information and regulations for your home country as needed.

【Required procedure/items for a Vietnam Visa】

A) Angola, India

As the Vietnamese Embassy is in your country, it is your responsibility to obtain a visa BEFORE you arrive in Japan. JICA will not bear any costs for it.

B) Malawi, Papua New Guinea, Peru, Samoa, Timor-Leste, Zimbabwe

As there is no Vietnamese Embassy/Consulate in your country, you are required to apply for a visa after arriving in Japan.

- (1) Passport*¹
 - Valid until at least January 2016
 - Has at least two (2) blank facing pages for a visa stamp
- (2) One color photograph
 - Photo size: 3cm × 4cm
 - Please write your signature on the back side of the photo
- (3) “Note Verbale” or “Support Letter”*²

*¹ Please check your passport type (Diplomatic, Official, Special, Regular) and submit the photocopy of its page.

As for Peru, visa requirements vary depending on the type of your passport. If your passport type is “Official”, “Diplomatic” or “Special”, you are exempted from a visa for 90 days. However, if your passport type is “Regular”, you need a visa.

*² Depending on the type of your passport, “*Note Verbale*” or “*Support Letter*” may also be required. For further information, please contact the Vietnamese Embassy in Tokyo (<http://www.vnembassy-japan.gov.vn/en/>)

(2) Recommendable Qualifications

- 1) Age: be less than 35 years old
- 2) Counterpart of JICA’s on-going projects will be prioritized in the selection process

(3) INELIGIBLE

JICA will automatically rule out the nominees who don’t agree to bring the items mentioned in page 6 and 7.

(4) Others:

As this training program includes hard field work, it will be extremely difficult for pregnant women to participate. Therefore, from the aspect of maternal protection, there is a difficulty in acceptance of pregnant applicants.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the 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 permission of her training participation.

Please ask JICA Staff for the details.

Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number, Expire date and Type (e.g., Official, Diplomatic, Special, Regular)

(2) Inception Report: to be submitted to the respective country's JICA office with the above application form. (The format is attached below.)

This report must be typewritten and submitted in Microsoft Word format.

(Do not convert the data to PDF format.)

Any HANDWRITTEN or INCOMPLETE report cannot be accepted.

(3) 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)

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the respective country's JICA office (or the Embassy of Japan).**

After receiving applications, the respective country's JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by JUNE 5, 2015.

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than June 30, 2015.**

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.

- (5)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7)** 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.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. **Organizer:** JICA Shikoku

2. **Implementing Partner:**

(1) **Name:** Ehime University

(2) **URL:** <https://www.ehime-u.ac.jp/english/index.html>

(3) **Remark:** Ehime University has hosted many JICA training participants in various fields. Training programs provided by the university are high in academic standard and well applicable to problems in developing countries. Research papers completed by the training participants are often published in international academic journals.

[Other Partners in Vietnam]

Mangrove Ecosystem Research Division (MERD),

Centre for Natural Resources and Environmental Studies (CRES)

Vietnam National University (VNU)

3. **Travel to Japan and Vietnam:**

(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:** The full period of staying in Japan and Vietnam (From arrival in Japan until arrival in home country) will be covered.

4. **Accommodation in Japan and Vietnam:**

JICA will arrange accommodations in Japan, and Vietnam National University will arrange accommodations in Vietnam.

5. **Expenses:**

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, meals, 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 "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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. When coming to Japan: Please bring the following five (5) items

(1) Laptop Computer and Digital Camera

Both items are essential for compiling field measurements and data.
If you cannot bring them, please let us know it by e-mail in advance.

(2) Published documents or statistics regarding the status of your country's forests, forest policy, deforestation/afforestation/reforestation programs etc.

Photographs taken locally will help you to convey your message to audience.

(3) Proper field wear, boots, and rain gear

These items are essential for steep/bushy/muddy grounds of forest.

(4) The electronic data of "Inception Report" you submitted for the application

To use the data for making other reports, it is recommend to bring it in Microsoft Word format.

(5) The required items for the complementary training in Vietnam

Please refer to the page 6 and 7.

2. *At the beginning of the training:*

Using the above-mentioned "(4) Inception Report", you are required to give a presentation to define and share the issues and problems that you face in your work.

3. *At the end of the training:*

You are required to make and give a presentation on "Tentative Final Report" to share the acquired knowledge and ideas with the other participants and lecturers.

VI. ANNEX:

Inception Report

*All nominees are required to submit this report along with the application form.

*Since this report will be used for the selection of training participants and making other reports during the training, **this report must be TYPEWRITTEN and submitted in Microsoft Word format.**

***Any HANDWRITTEN or INCOMPLETE report will be automatically DISQUALIFIED.**

***Please do NOT convert the data to PDF format.**

1. Applicant's Information

1. Name	[Family]	[First]	[Middle]
2. Nationality			
3. Contact	Tel.	Fax.	
4. Email address			
5. Job Record	Period	Position, Organization and Job Description	
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6. Educational Record	Period	Degree obtained / Major	
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<p>7. Current Position</p>	
<p>8. Duties of Current Organization</p> <p>*Please itemize</p>	
<p>9. Duties and Missions you are in charge of</p> <p>*Please itemize</p>	
<p>10. Your relationship with JICA activities in your country</p>	
<p>11. Organization Chart</p>	<p>*Please attach an organization chart. *Please highlight your position in the chart.</p>

2. Expectation of the Program

(1) Why do you apply for this program? (Motivation for Application)

(2) What kind of knowledge, ideas and skills do you want to acquire through this program?

(3) How do you plan to utilize the knowledge, ideas and skills after you return to your country?

A Current status of your country's forests

1. Please explain the area and geographical distribution of forests by flora (category), legislative category (production, protected forest etc.) and by mode of possession (private, common, public, national etc.) with relation to other land use in your country. Estimated amount of nation's timber stock and its recent trend of change.

2. Please explain major use and users of forest and forest resources.

3. Please explain annual timber harvest by use (fuel wood, industrial etc.) and its recent trend.

4. Please explain the origin of above statistics and estimates.

B. Government agency responsible for forest management

C About yourself

Please explain your mission in forest management, recovery or preservation.

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Shikoku Branch Office (JICA SHIKOKU)
Address: 7F Nissei Takamatsu-Bldg, 1-1-5, Ban-cho, Takamatsu city, Kagawa,
760-0017 JAPAN

TEL: +81-87-821-8824 FAX: +81-87-822-8870



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 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.



Training Programs under Technical Cooperation with the Government of Japan

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)

[Empty box for Title]

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

J 0 - [Empty boxes for number]

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

[Empty box for Family Name]

First Name

[Empty box for First Name]

Middle Name

[Empty box for Middle Name]

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

[Empty box for Outline of 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 divulgence, 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 CitizensCooperation 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.

(_____)
<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?

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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: