

No.12040/20/2015-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: 16th April, 2015

TRAINING CIRCULAR

Subject: Group Training Course in “Improved Operation & Management for Agricultural and Rural Infrastructure Centering on Irrigation Facilities(A)”
to be held in Japan from October 12 to December 19, 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 October 12 to December 19, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims at improving the living standards of farmers through the sustainable agricultural infrastructure improvement and rural development project.

3. The applying organizations are expected to select those nominees who are in charge of formulating law and system to implement infrastructure based on irrigation facilities development related to agricultural and rural development with more than five years of professional experience. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; be less than 55 years old.

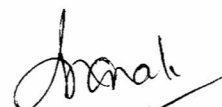
4. In addition to above, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- 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 **July 21, 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, Department of Agriculture & Co-operation, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi,
- b) The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi,
- c) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**Improved Operation and Management for Agricultural and Rural
Infrastructure Centering on Irrigation Facilities(A)**

**課題別研修「灌漑施設を中心とした農業農村のインフラの維持・運営管理の改善(A)」
JFY 2015**

NO. J15-04025 / ID. 1584687

Course Period in Japan: From October 12, 2015 to December 19, 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

In developing countries, in order to resolve the pressing problems such as population increase and poverty, the agricultural infrastructure improvement and rural development projects (for example, improvement of agricultural productivity) has been promoted so far. Especially, because the maintenance and management of irrigation facilities is essential, authorities should seek out not only to improve the hard infrastructure such as maintenance and rehabilitate of water use facilities, but also upgrade the soft infrastructure, such as suitable management of irrigation water with supporting or encouraging the user's ownership. Therefore, the aims of achievement are held up; the beneficiaries' participation for maintenance of agricultural infrastructure improvement the operation and management for the projects.

For what?

This program aims at improving the living standards of farmers through the sustainable agricultural infrastructure improvement and rural development projects.

For whom?

This program is offered for administrative and/or technical officials at the department of irrigation in a central or a regional government.

How?

Participants would have opportunities to learn the framework of law and system on agricultural and rural infrastructure development projects based on irrigation facilities, and gain the knowledge of its maintenance and rehabilitation methods.

II. Description

1. Title (J-No.): Improved Operation and Management for Agricultural and Rural Infrastructure Centering on Irrigation Facilities (J15-04025)

2. Course Period in JAPAN

October 12 to December 19, 2015

3. Target Regions or Countries:

Egypt, Zambia, Rwanda, India, SriLanka, Ghana, Somalia, Uganda, Zimbabwe, Madagascar, Mozambique and Myanmar

4. Eligible / Target Organization:

Central or Regional Governmental (Ministry / Agency concerned to agricultural administration) in charge of infrastructure development related to agricultural and rural development.

5. Course Capacity (Upper limit of Participants):

12 participants

6. Language to be used in this program:

English

7. Course Objective:

Administrative and/or technical officials of a central or a regional government improve capacity to design and implement suitable agricultural infrastructure improvement and rural development projects based on irrigation facilities.

8. Overall Goal:

The living standards of farmers are improved through the sustainable agricultural infrastructure improvement and rural development projects.

9. Expected Module Output and Contents:

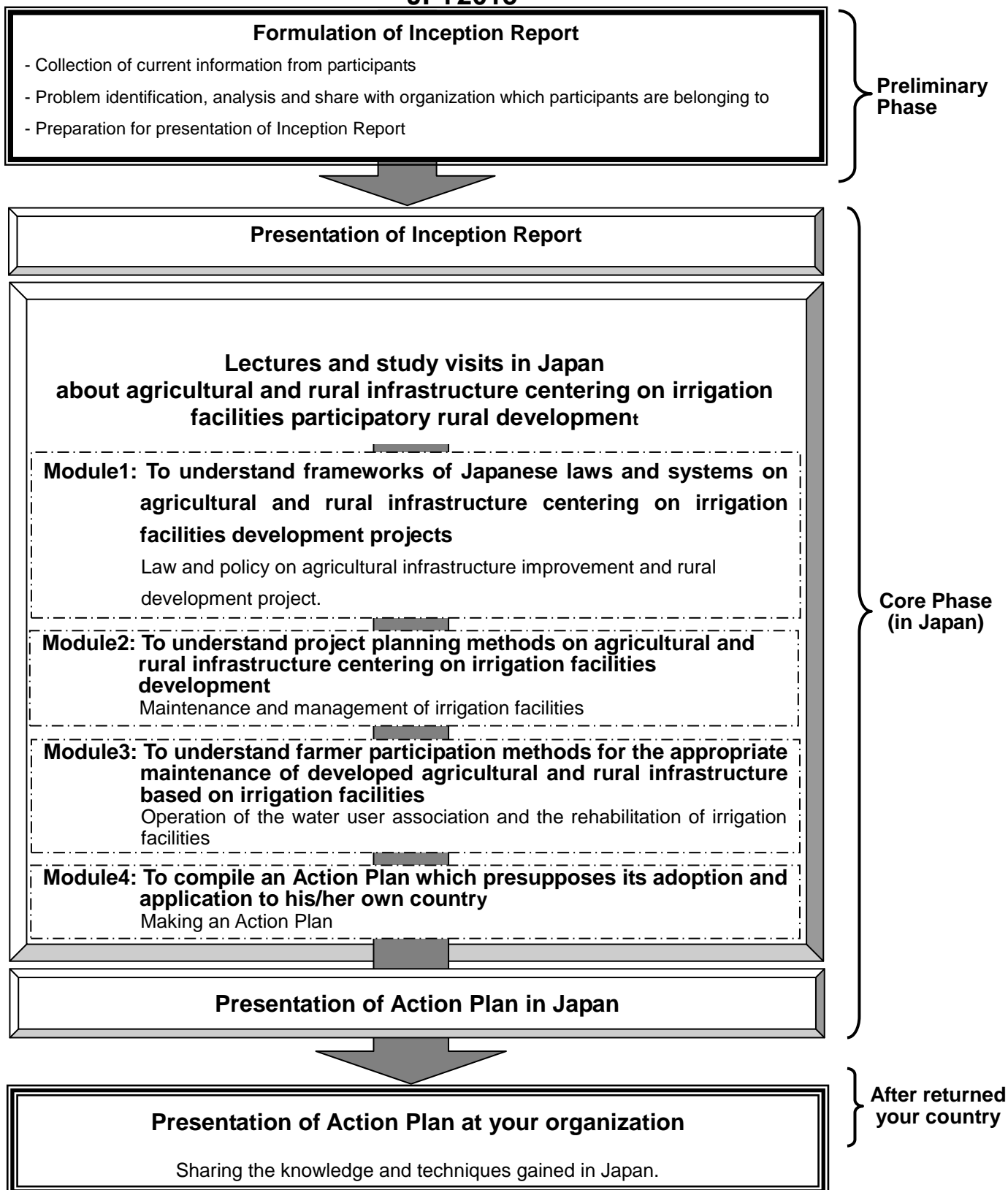
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country (September to October, 2015) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Module Output	Activities	
Compilation of Inception Report	<u>Making an Inception Report</u> Grasping of situation in own country identification of the problem in rural sector, and examination of skeletal essentials of an administrative scenario.	
(2) Core Phase in Japan (October 12, 2015 to December 12, 2015) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Module Output	Subjects/Agendas	Methodology
To understand frameworks of Japanese laws and systems on agricultural and rural infrastructure based on irrigation facilities development projects	1) Law and policy on agricultural infrastructure improvement and rural development project for sustainable agricultural development <u>Legal system:</u> an outline of agriculture, forestry and fisheries' administration, land Improvement Act, agricultural cooperatives, etc. <u>Policy:</u> agricultural infrastructure improvement and rural development project, national irrigation and drainage project, Japan's agricultural extension system etc.	Lecture

<p>To understand project planning methods on agricultural and rural infrastructure based on irrigation facilities development</p>	<p>2) Maintenance and management of irrigation facilities for effective use</p> <p><u>Catchment hydrology</u>: hydrologic cycle and water resources, climatic change, flow science, hydrology practice, etc.</p> <p><u>Irrigation engineering</u>: paddy field irrigation, up land irrigation, irrigation experiment, etc.</p> <p><u>Farm land environment</u>: historical development of farm land consolidation, agricultural infrastructure improvement, farm land consolidation, water management of farm land, etc.</p> <p><u>Rural development plan</u>: rural land use planning, gender in rural development, Geographic Information System(GIS), remote sensing, etc.</p> <p><u>Water utilization systems engineering</u>: water management of canal, water management of reservoir and diversion works, settlement drainage facilities, observation of water-use project, etc.</p>	<p>Lecture Observation</p>
<p>To understand farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure based on irrigation facilities</p>	<p>3) Operation of the water user association and the rehabilitation of irrigation facilities for encourage to farmer owner ship.</p> <p><u>Land Improvement District (LID)</u>: optimum water management organization, water charge and farm household, theory of farmers organization, partial charge of the role between local government and central government, exchange views with the farmers, observation of LID, participatory irrigation management (PIM) by farmers, sustainable rural development, environment conservation, etc.</p> <p><u>Revitalization project</u>: revitalizing a village economy, latest issues and challenge of Japan etc.</p> <p><u>Water use facilities engineering</u>: function test of irrigation facilities, mechanism of concrete deterioration, etc.</p>	<p>Lecture Observation Discussion</p>
<p>To compile an Action Plan which presupposes its adoption and application to his/her own country</p>	<p>4) Making an Action Plan</p> <p>Project Cycle Management (PCM) Group discussion Action plan presentation</p>	<p>Practice Discussion</p>

COURSE FLOW

“Improved Operation and Management for Agricultural and Rural Infrastructure Centering on Irrigation Facilities” on JFY2015



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.
- (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.

(1) Essential Qualifications

- 1) Current Duties: be (Administrative / Technical) officials in charge of formulating law and system to implement infrastructure based on irrigation facilities development related to agricultural and rural development
- 2) Experience in the relevant field: have more than 5 years professional experience.
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants:
 - Computer skill: be able to operate the personal computer and software (cf. Word, Excel, PowerPoint, etc.) up to basic level
 - Age: less than fifty (55) years old
- ※It is desirable that nominee has some relation with project of JICA

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.

(2) 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.

(3) Inception Report: to be submitted with the application form as ANNEX-1(Inception Report)of this General Information. As this will serve as starting point for discussions on common and particular problems, the report should include agricultural and rural Infrastructure centering on irrigation facilities related problems the participant is addressing. The report is also be used for screening the candidates and described the present situation of their work and issues in their own countries. It should be typewritten in English, less than 4 pages (11 point font, double-spaced, A-4 size paper)

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by July 31, 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 August 24, 2015**.

5. Document(s) to be submitted by accepted candidates:

Visual aid such as **power point** for presentation.

For those who are selected, please be advised that you are going to make a presentation of the Inception Report shortly after arrival at Japan. It is advisable to prepare the visual aid such as power point to enhance understanding before coming to Japan. Participants are expected to make oral presentation of Inception Report at the very beginning of the training program in Japan. Please pass the electric data of presentation slides to JICA staff in charge upon arrival to JICA Tsukuba International Center. Presentation should consist of no more than 12 slides

6. 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:

(1) **Name:** JICA TSUKUBA

(2) **Contact:** Ms. MATSUDA Sachiyo (tbictp@jica.go.jp)

2. Implementing Partner:

(1) **Name** Agricultural Development Consultants Association

(2) **URL:** <http://www.adca.or.jp/page/e/index.html>

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:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan

TEL: 81-29-838-1775 FAX: 81-29-838-1776

("81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to map of JICA TSUKUBA at its URL,

<http://www.jica.go.jp/english/contact/domestic/index.html>

http://www.jica.go.jp/english/contact/domestic/pdf/tsukuba_facility.pdf

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. Welcome to JICA Tsukuba International Center

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) For the promotion of mutual friendship, JICA Tsukuba encourages international exchange between JICA participants and local farmers and research institutes as a part of agricultural program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- (3) Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc.
- (4) It is important that your currency must be exchanged to Japanese Yen at any transit airport or International Airport in Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

Compiled Inception Report and other kind documents preferably should be brought with flash memory devices stored.

VI. ANNEX:

ANNEX-1: Inception Report format

ANNEX-1



Inception Report

for the Group Training Course
“Improved Operation and Management for Agricultural and Rural
Infrastructure Centering on irrigation facilities (A)”
(J15-04025)

* Inception Report is a part of your application documents.
Please submit this **together with the Application Form.**

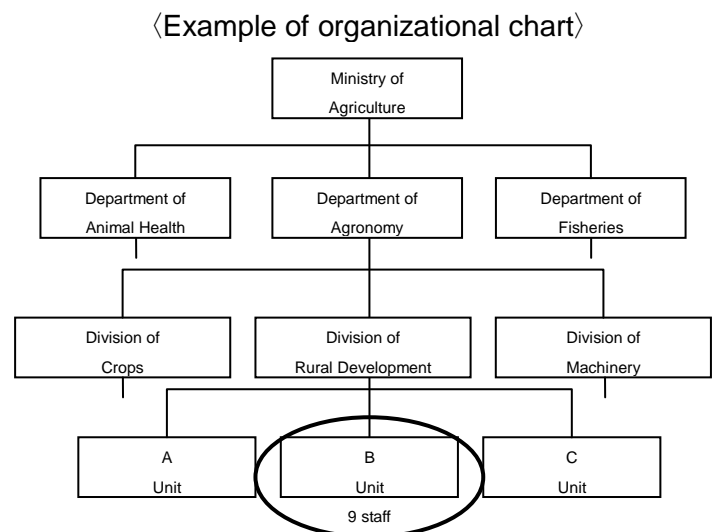
Name:

Organization:

Position:

<Example of organizational chart>

*Draw an organization chart of applicant's organization, including divisions/units at the lowest level, and point out the section of the applicant.



1. **Analyze issues that need improvement in your organization and give their reasons and the idea for solving, in order to improve the operation and the management for agricultural and rural infrastructure based on irrigation facilities in a better way.**

(Consultation with your boss and colleagues is necessary)

No	Issues of Operation / Management	Reasons (Policy aspects, Technical aspects, Organizational aspects, etc.)	What to do for it. (Your concrete ideas, counter measure improvement plan, solution strategy, etc.)
1		• • •	• • •
2		• • •	• • •
3		• • •	• • •
No	Issues of Maintenance / Rehabilitation	Reasons (Policy aspects, Technical aspects, Organizational aspects, etc.)	What to do for it. (Your concrete ideas, counter measure improvement plan, solution strategy, etc.)
1		• • •	• • •
2		• • •	• • •
3		• • •	• • •

2. Explain the relation between this training course and the latest project that your organization is dealing with the maintenance or rehabilitation of irrigation facilities. (Consultation with your boss and colleagues is necessary)

3. Explain your concrete future plan how you would like to utilize this training program in order to improve the operation and the management for irrigation facilities in your responsible area.

(Consultation with your boss and colleagues is necessary)

Instruction for only accepted participants

Participants are expected to make an oral presentation of Inception Report at the very beginning of the training program in Japan. It is thus highly recommended to prepare Microsoft PowerPoint presentation slides of Inception Report before starting. Please pass the electric data of presentation slides to JICA staff in charge upon arrival to JICA Tsukuba International Center. Presentation should consist of no more than 12 slides (each participants will be requested 10 min presentation.).

END

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 Tsukuba International Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan

TEL: 81-29-838-1775 FAX: 81-29-838-1776

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.



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		-					
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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.

**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: