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III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed to invite manager/director level for the first year (FY2013) and officer level for the second (FY2014) and the third (FY2015) year from ideally THE SAME ORGANIZATION THROUGHOUT THE ENTIRE THREE YEARS.
- (2) This program is designed primarily for organizations that intend to address specific issues or problems, regarding Lifestyle-related Diseases (LSRD) control in their respective countries.
- (3) This program is enriched with contents and facilitation schemes which are specifically developed in collaboration with relevant and prominent organizations in Japan. These special features enable participants and his/her organization to solve the issues.
- (4) 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.
- (5) Participating organizations are expected to make the best use of knowledge and skills their participants acquire from the training course in the Finalization Phase described in section II -9. The second- and third-year participants are also expected to thoroughly understand the action plans that the first-year participant make.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: An officer who is currently engaged in public health service, and responsible for the LSRD control activities.
- 2) Experience in the relevant field: More than 3 years
- 3) Language: Sufficient knowledge of spoken and written English to independently participate in the training course (i.e., 68+ TOEFL iBT)
- 4) Computer skills: Proficient in Microsoft Excel and Power Point
- 5) Health: Must be in good health, both physically and mentally, to participate in the one-month training course in Japan. *The participants are required to try physical exercise, such as walking, in the course of training.
- 6) Must not be serving any form of military service.

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(2) **Recommendable Qualifications**

Age: Between the ages of thirty (30) and fifty (50) years

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan. Please submit a type-written application form to JICA office in your country.

***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 her training participation.

Please ask the National Staff in JICA office for the details.

(2) **Nominee's English Score Sheet:** 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:** Fill in ANNEX I of this General Information, and submit it along with the application form. If this is the second or the third year for your organization to participate in this training course, please update us with progress or any new plan in your LSRD control program. The report will be a reference for selecting training participants.

4. Procedure for Application and Selection:

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

Closing date for application to the JICA Center in JAPAN: **April 15, 2013**

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 project. Selection shall be made by the JICA Center in consultation with the organizations concerned in this training course based on submitted documents according to qualifications.

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(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 May 7, 2013.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects,
- (3) not to extend the period of stay in Japan,
- (4) not to bring any family member,
- (5) to return to home county at the end of the program according to the travel schedule designated by JICA,
- (6) to refrain from engaging in 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 the said violation,
- (8) to continue working for the participating organization, at least 3 years after taking part in the training program in Japan, and
- (9) to participate in the whole program, including a preparatory phase prior to the training program 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:

- (1) **Name:** JICA Chubu
- (2) **Contact:** Mr. SHIBUYA Akira (Shibuya.Akira@jica.go.jp)

2. Expenses covered by JICA:

- (1) Air Ticket: the cost of a round-trip ticket between an international airport of a participant's country, designated by JICA, and Japan
- (2) Allowances for accommodation, living expenses, outfit, and shipping
- (3) Stop-over allowances (for more details, please see p. 13-14 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.
- (4) Expenses for study tours (basically in the form of train tickets)
- (5) Medical care after arriving in Japan (costs related to pre-existing illness, pregnancy, and dental treatment are not included): the traveling time outside

Japan shall not be covered

- (6) Expenses for program implementation, including materials: for more details, please see p. 9-16 of the "KENSHU-IN GUIDE BOOK."

3. Accommodation in Japan:

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

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52-533-0220 FAX: 81-52-564-3751

If there is no vacancy at JICA Chubu or training site is far from JICA Chubu, JICA will arrange alternative accommodations for the participants.

4. 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 workshops, and other matters.

V. Other Information

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities, including school and university students as a part of development education program. The JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentation on the society, economy and culture of their home country.

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VI. ANNEX:

ANNEX I

Inception Report

A participant is requested to prepare an Inception Report on the following issues and submit it to JICA together with the application form.

An Inception Report presentation meeting is scheduled at the beginning of the technical training, which will be attended by lecturers and people concerned with this course.

- Time allocation for each presentation is about **10 minutes**, followed by a 10-minute question and answer period.
- To make their presentations more understandable and attractive, the participants are advised to make effective use of visual references, such as PowerPoint, photographs or documents. The following materials are essential for the presentation.
 - (1) Data and indexes (to show your country's situation regarding LSRD)
 - (2) Diagram explaining current measures or system to prevent/control LSRDs in your country and mention the effects and/or difficulties
 - (3) Photos or other visual materials of people's lifestyles to be reviewed
 - (4) Photos and recipes of not special but rather local and everyday home dishes (one or two of them)

【Contents】

* Please indicate the following on the cover page:

Name of country: _____

Name of applicant: _____

Name of organization: _____

Department /Section: _____

Present post: _____

E-mail address: _____ (if available)

1. Fundamental indicator of health in your country -the trend of LSRD-

- (1) Population (classified by sex and age)
- (2) Life expectancy
- (3) Top 10 causes of death
- (4) Number of affected individual and prevalence of LSRD (including indicate of average level)
- (5) Number of hospitals and health centers
- (6) Number of medical personnel (doctor, nurse, public health nurse, dentist, midwife, etc.)

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2. Current activities and problems for the LSRD prevention

(1) Dietary habits and nutritious condition

- 1) Total energy, protein, fat, carbohydrate, dietary fiber, frequencies of meals
- 2) Typical menu of the day from breakfast to dinner, recipe of typical dish
- 3) Negative factors of dietary habits, customs and environments
- 4) Activities and problems for the LSRD prevention
(contents, locations, target persons, responsible persons, and implementing persons of activities)

(2) Alcohol drinking and tobacco control

- 1) Rate of drinkers and smokers
- 2) Related law (legal age of drinking alcohol and smoking cigarettes, etc.)
- 3) Enforcement of separated smoking area
- 4) Negative factors of drinking and smoking habits
- 5) Prevention activities and problems
(contents, locations, target persons, responsible persons, and implementing persons of activities)

(3) Exercise

- 1) Current Condition and Problems
- 2) Activities and Problems (contents, locations, target persons, responsible persons, and implementing persons of activities)
- 3) Work style
- 4) Exercise Facilities

(4) Relaxation and stress management

3. Current condition and assignment of the infrastructure development

(1) Health-Related Policies and Laws

(2) Systems (health check and health education, medical care and medical insurance)

(3) Human resources development (medical personnel and volunteers)

(4) Partnership with related sectors

(government, autonomous community, citizen, schools, private sectors, researchers)

4. The organization and duty of the applicant

(1) Organizational Level

- 1) Organization chart and number of staff members in each division
- 2) The work of your organization and the services and activities it provides
- 3) Any serious problems that impede improvement of the LSRD prevention services in your organization

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(2) Personal Level

- 1) Your occupational background, training and work experience
- 2) Your specific duties in your organization
- 3) Ongoing activities that you are engaged in with regard to the LSRD and the problems you face
- 4) Please mark the subjects in which you are most interested in the training program.

Please choose best 3 subjects.

- | | | | |
|--|--|--|---------------------------------|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Obesity | <input type="checkbox"/> Hypertension | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Tobacco control | <input type="checkbox"/> Alcohol drinking | <input type="checkbox"/> Exercise prescription | |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Stress management | <input type="checkbox"/> Awareness promotion | |
| <input type="checkbox"/> Others (| | |) |

5. Your expectation to this training course

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ANNEX II

Sample

-Completion Report-

April 1, 2015

To Resident Representative of JICA Bangladesh

Completion Report of Group Training Program "LIFESTYLE-RELATED DISEASES (LSRD) PREVENTION" in JFY2015*

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program "LIFESTYLE-RELATED DISEASES (LSRD) PREVENTION" which was implemented from June to August 2015. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth's smoking has been authorized by our director general as attached.

2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

3. Future actions

(sample) : The project is supposed to start in the next two month with two of the target schools and complete by December 2020.

4. Comments on this program, if any

Best regards,

Signature:

Name: Ms. XXXX. XXXX

Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

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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 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.

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CORRESPONDENCE

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

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TEL: +81-52-533-0220 FAX: +81-52-564-3751