

No.12040/43/2016-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: 14.12.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Enhancing Capacity of Fisher’s Organization towards Responsible Fisheries” to be held in Japan from 12.03.2017 to 11.05.2017 under the 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 Knowledge Co-Creation Program on “Enhancing Capacity of Fisher’s Organization towards Responsible Fisheries” to be held in Japan from 12.03.2017 to 11.05.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims participants to learn how to enhance capacity of the fishers’ organizations by introducing fundamental requirements of the organization as well as basic knowledge of fisheries resource management.

3. The applying organizations are expected to nominate officers who are working at Fishery Administrative Organization/Fishery Extension Organization/Fishers’ Organization with more than 3 years’ experience in the relevant field. The officer should be a graduate; have competent command over spoken and written English; be in good health (both physically and mentally) and be under 40 years of age. More details of the program may be seen in the general information brochure.

4. In addition, 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 two copies) in JICA’s prescribed format** to this Department duly

authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **30.12.2016**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT (<http://persmin.gov.in/otraining/index.aspx>).



(B.K. Pattnaik)

Under Secretary to the Government of India
Tele no: 011-26165682

Copy to:

- a) Secretary, Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhawan, New Delhi.
- b) Chief Secretaries to State Governments/Union Territories, through website of this Department (with request to circulate the same amongst related Departments/Organizations under them).
- c) Senior Representative, JICA India Office, New Delhi -110001.
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**ENHANCING CAPACITY OF FISHER'S ORGANIZATION
TOWARD RESPONSIBLE FISHERIES**

課題別研修「資源管理のための漁民組織能力強化支援」
JFY 2016

NO. J16-04400 ID. 1684754

From March 12, 2017 to May 11, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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.

‘JICA Knowledge Co-Creation (KCC) Program’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

Small-scale coastal fishing by subsistence fishers accounts for the majority of fishing industries in many developing countries. However, it is becoming increasingly important to promote sustainable and responsible fishing in these countries due to the depletion of marine resources caused by the improper resource management and degradation of marine environment. Thus, many of these countries are now taking measures toward these issues in accordance with the principals and goals addressed in 'Code of Conduct for Responsible Fisheries' which was adopted by FAO in 1995.

In order to effectively achieve long-term sustainable use of fish resources, it is significant to enhance capacity of the fishers' organizations, and take their initiatives into the resource management processes. This training program offers participants to learn how to enhance capacity of the fishers' organizations by introducing fundamental requirements of the organization as well as basic knowledge for the fisheries resource management. The program aims participants to gain knowledge to support fishers' organizations in conducting resource management and resource utilization activities proactively by themselves.

For what?

This training program offers participants to learn how to enhance capacity of the fishers' organizations by introducing fundamental requirements of the organization as well as basic knowledge of fisheries resource management.

For whom?

This program is offered to public organizations such as Fishery Administrative Organization, Fishery Extension Organization, Fisher's Organization, who are involved in enhancement of fishers' organization for better resource management and resource utilization.

How?

Participants are required to submit the Job Report which describes tasks and problems of their organizations and themselves. After arriving to Japan, participants will share the Job Report by presentation with other participants and lecturers in the training institution. During the program in Japan, participants will have opportunity to learn 1). basic knowledge on appropriate fisheries resource management and resources utilization. 2) coastal fisheries resource management system as well as roles, responsibilities and collaboration of fisheries administration and fisheries cooperatives in Japan. 3) multifunctional roles and effectiveness of the fishers' organizations through case studies in Japan and overseas. 4) problem analysis and solution finding skills as well as associated communication skills to effectively support fishers' organizations. At the end of the program, participants will have presentation of the Improvement Plan which introduces the project which is going to be implemented in the participant's respective countries after the training program.

II. Description

1. **Title (J-No.): Enhancing Capacity of Fisher's Organization toward Responsible Fisheries (J1604400)**
2. **Course Period in Japan**
From March 12 to May 11, 2017
3. **Target Regions or Countries**
Egypt, Gambia, India, Morocco, Timor-Leste, Tonga, and Tunisia
4. **Eligible / Target Organization**
Fishery Administrative Organization, Fishery Extension Organization, Fisher's Organization
5. **Course Capacity (Upper limit of Participants)**
8 participants
6. **Language to be used in this Course:** English
7. **Course Objective:**
Participants are able to formulate and implement problem solving plans which are necessary to enhance capacity of the fishers' organizations for responsible fisheries.
8. **Overall Goal**
The program aims participants to gain knowledge to support fishers' organizations in resource management and resource utilization activities proactively conducted by themselves.
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 <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Submission of Job Report in Power Point format	Formulation of Job Report as instructed in ANNEX-I and Power Point File for Presentation of Job Report.

(2) **Core Phase in Japan** (March 12, 2017 to May 11, 2017)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subject	Methodology
1. To be able to acquire basic knowledge on appropriate fisheries resource management and resources utilization.	Management of Fishing Technology	Lecture
	Responsible Fisheries and Action	Lecture
	Fisheries Resource Biology	Lecture
	Resource management	Lecture
	Resource Management by Use of Echo Sound	Lecture
	Fisheries Management by Fishers (Set net)	Lecture
	Inland Water Fishing	Lecture, Observation
	Pod Fisheries	Lecture
	Behavior of Aquatic Animals to Fishing Gear	Lecture
	Fish Processing	Lecture
	Preserve of Marine Products	Lecture
	Introduction to Aquaculture	Lecture
	Seed Production	Lecture
	Introduction to On Board Safety	Practice
Study Trip (Visit FCAs, Fisheries Experiment Stations, Fish Processing and Sales Facilities)	Site Visit, Discussion	
2. To be able to understand coastal fisheries resource management system as well as roles, responsibilities and collaboration of fisheries administration and fisheries cooperatives in Japan.	Introduction to Fisheries and Management in Japan	Lecture
	Introduction to Fisheries Cooperatives and Management	Lecture
	Fisheries Management System	Lecture
	Role of government and fisher' organization in Japan	Lecture
	Fish Marketing in Japan	Lecture
	Development in Fishing Village	Lecture, Discussion
	Visit Fish Market	Site Visit, Discussion
	Visit Fish Processing Factory and Experiment Station	Site Visit, Discussion
Small Scale Fisheries	Practice	
3. To be able to understand	Area Capability and Development in Fishing Village	Lecture, Discussion

multifunctional roles and effectiveness of the fishers' organizations through case studies in Japan and overseas.	Sub-activities and Roles by Fishers Organization	Lecture, Discussion
	Fish Processing and Distribution by Fishers	Site Visit, Discussion
	Visit Fisheries Cooperatives	Site Visit, Discussion
	Study Trip	Site Visit, Discussion
4. To acquire problem analysis and solution finding skills as well as associated communication skills to effectively support fishers' organizations..	PCM Method for Project Formulation	Lecture
	Action Plan Formulation	Workshop
	Visit Fisheries Cooperatives	Site Visit, Discussion

(3) Finalization Phase in a participant's home country

Participants will apply knowledge and skills acquired in the training in their respective country.

Expected Module Output	Activities
To implement the Action Plan	<ul style="list-style-type: none"> · Sharing and approval of Action Plan back in the participant's organization. · Application and implementation of the Action Plan.

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 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**.
- (4) If there are more than one qualified candidate, the applying organizations are recommended to nominate both male and female.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Officers working at Fishery Administrative Organization/ Fishery Extension Organization/Fishers' Organization
- 2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above 1).
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

Age: be under 40 years of age.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).

(2) 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. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(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) Job Report (Annex): to be submitted with the Application Form. Application Form without the Job Report cannot be accepted.

4. Procedures for Application and Selection

(1) Submitting 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 January 11, 2017**)

(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. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.*

(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 February 10, 2017**.

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.
- (9)** to participate the whole program including a preparatory phase prior to the 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-5***.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kyushu International Center (KIC)

(2) **Contact:** kicctp@jica.go.jp

2. Implementing Partner

(1) **Name:** Under Adjustment

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.

[KITAKYUSHU]

JICA Kyushu International Center (JICA KYUSHU / KIC)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC/TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/index.html>

*During the training period in Kagoshima university, participants will stay at a dormitory or a hotel.

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

(5) 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. Reports Presentation

(1) Job Report:

As written in the previous page, each applicant is required to submit his/ her own Job Report with Application Form. Accepted participants will have a presentation on his/ her Job Report at the earlier stage of the training course in order to share information with other participants as well as instructors.

(2) Action Plan:

Accepted participants will have a presentation of his/her Action Plan at the end of the training course. Action plan is to express one's idea and plan, which participants will carry out after their return, reflecting the knowledge and method they acquired from the training. Participants are highly recommended to have prior discussions within office and prepare for the theme and the content of his/ her Action Plan.

2. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

3. Othres

- Please bring a Lap-top computer with you.
- Microsoft Word, Excel, PowerPoint is going to be used during the training.
- Laptops with Wireless LAN are preferable if you need to use internet.
- If you don't have a Lap-top, rental Lap-top with Microsoft Word, Excel and PowerPoint is available. It is forbidden to download any additional software to rental one. Please be noted that you are asked to handle it with your own responsibility.

Detailed Information on Job Report

1. Objective of Job Report

This training program provides participants with the opportunity for solving real world problems, emphasizing the rational design and preparation for Action Plan by the participants. Job Report is the starting step of this work and it needs detailed preparation.

Job Report is supposed to be prepared in participants' home countries prior to departure for Japan. It is the basis of project planning and it is required to cover the following items.

2. Job Report Format

Kindly understand that this is NOT Country Report but Job Report which asks to describe your own Job and problems you are facing.

(1) Introduction

- 1) Name
- 2) Country
- 3) Overview of the fisheries sector
- 4) Organization the participant belongs to (Structure, number of staffs, main function, main facilities and equipment, etc.)
- 5) Detailed explanation of present job of the participant
- 6) Outline of the small scale fisheries sub-sector related to the enhancement of fishers' organization that the participant's organization is responsible for.

(2) Problems and constrains that the participant is actually facing (within 500 words)

- 1) Describe the technical, social, legal, institutional problems/constrains in development and enhancement of fishers' organization at a site in the participant's country requiring interventions. (An actual example of small area of a village or island is most welcome.)
- 2) Photos of fishing village, fishers, their catch, fishing boat, fishing gear, fish market, fishing port etc. and maps can be included to illustrate the magnitude of the problems.

(3) Expectation for this training program (within 300 words)

Describe what participants expect for this training program, connecting with problems and constrains you are facing. Explain which subject you are interested in.

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 Kyushu International Center (JICA Kyushu)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka
805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

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.

**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: