

No. 12040/10/2016-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: 16.03.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Capacity Building for ICT Project Planning" (eg. e-government, e-education, e-health, e-agriculture etc.) to be held in Japan from 12th June, 2016 to 16th July, 2016 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 Knowledge Co-Creation Program on "Capacity Building for ICT Project Planning" (eg. e-government, e-education, e-health, e-agriculture etc.) to be held in Japan from 12th June, 2016 to 16th July, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to improve capacities to solve various development issues through utilization of ICT tools and offered to those who are engaged in the solution of social issues such as administrators, governmental officers, counterparts of JICA projects, etc.

3. The applying organizations are expected to nominate officers who are in charge of promotion of utilizing ICT such as e-government, e-education, e-health, e-agriculture, etc. with more than 2 years of experience in the relevant field. The officer should be a graduate of university; 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. The recommendable age of the candidates should be between 25 to 40 years.

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 not later than **28th March, 2016**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website at the link <http://persmin.gov.in/otraining/Index.aspx>


(P. K. Pattnaik)

Under Secretary to the Government of India

Tele no: 011-26109049

To,

- a) Secretary, M/o Information and Broadcasting, Shastri Bhawan, New Delhi.
- b) Secretary, D/o Telecommunication, Sanchar Bhawan, Rafi Marg, New Delhi.
- c) Secretary, D/o Electronics & Information Technology, Electronics Niketan, CGO Complex, Lodi Road, New Delhi.
- d) Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations) through website of this Department.
- e) Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi - 110001.
- f) 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

CAPACITY BUILDING FOR ICT PROJECT PLANNING (ex. e-government, e-education, e-health, e-agriculture, etc.) 課題別研修「ICT 案件形成能力向上」 JFY 2016

NO. J16-04277 / ID. 1684572

Course Period in Japan: From June 12th, 2016 to July 16th 2016

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

In the world today, economic and social systems have been developed intensively along with a rapid development of Information and communication technology (ICT). ICT can be applied in many –often very innovative- ways in the fields such as education, agriculture, health and public service. More and better use of ICT would be powerful tool to help promoting the further development of organizations, industries, communities and even countries.

This program is designed for the participants who are responsible for designing and implementing projects against social issues in governmental institutions which could be solved by promotion of utilizing ICT. Solving these issues involves both problem-solving and project planning skills as well as basic knowledge on ICT. Which particular skills are needed will varies a lot, depending on the problem and the role in the organization.

In this program, participants will learn how to analyze and identify social issues through an active learning model “TANKYU” Practice, by a repetition of “lectures → exercises → presentations”, using case studies to experience problem-solving close to the actual real-world practice. Participants will also learn how to formulate a project as well as get some knowledge on up-to-date ICT solutions through the site visit in Japan. Knowledge and skills learned during the program should be incorporated in and reflected on the setting up of action plan for promoting utilizing ICT in the participants’ respective countries. Effective implementation of action plans in the participants’ respective countries will be the ultimate goal.

For what?

This program aims to improve capacities to solve various development issues through utilization of ICT tools.

For whom?

This program is offered to persons who are engaged in the solution of social issues such as administrators, governmental officers, counterparts of JICA projects, etc.

How?

Participants shall have opportunities in Japan to receive lectures, go to field visits, attend workshops etc. related to the program objective. Participants will also formulate an action plan describing what the participant will do after they go back to home country with the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): Capacity Building for ICT Project Planning (ex. e-government, e-education, e-health, e-agriculture, etc.) (J1604277)

2. Course Period in JAPAN

June 12 to July 16, 2016

3. Target Regions or Countries

Angola, India, Indonesia, Uzbekistan, Grenada, Kosovo, Sudan, Saint Christopher and Nevis, Barbados, Bangladesh, Fiji, Brazil, Viet Nam, Morocco, Lesotho, Lebanon, Timor-Leste

4. Eligible / Target Organization and Participants

(1) Target Organizations :

This program is designed for ministries/agencies at central and/or local levels with social issues which should be solved with ICT.

(2) Target Participants:

Target participants of this course are those who have strong will and motivation to solve social issues and make a breakthrough by innovatively integrating ICT to their duties. As for some essential qualifications for nominees, please see section III-2.

5. Course Capacity (Upper limit of Participants)

20 participants

6. Language to be used in this program

English or Japanese with English interpretation

7. Course Objective:

To improve the capacity to develop ICT projects which help solve development issues of various fields effectively and efficiently by learning mainly 2 components, namely;

1. Up-to-date ICT solutions for various challenges in Japan;
2. Practical skills for problem analysis and issue based problem-solving.

8. Overall Goal

Effective use of ICT in various fields are promoted.

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 are required to make preparation for the course in the respective country.</i>		
Expected Module Output	Activities	
To formulate Job report	Formulation and submission of Job Report (As for the details, please see the ANNEX 1.)	
(2) Core Phase in Japan (June 12, 2016 to July 16, 2016) <i>Participants will attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
<A> To learn practical problem-solving skills	"Tankyu Practice", a practical method to identify issues, build solution hypotheses, and verify them from 3 perspectives (Customer satisfaction, Originality & Competitiveness and Budget)	Lectures/ group discussions
 To learn up-to-date ICT solutions for various challenges in Japan	Up-to-date ICT solutions for various challenges both by public and private sectors in Japan	Lectures/ observations/ discussions
<C> To prepare Action Plan and propose the applicable technics / knowledge to participant's country or organization.	Preparation and presentation of action plans.	Lectures/ Personal guidance
(3) Finalization Phase in a participant's home country (July 17, 2016 to December 31, 2016) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program. Please submit your progress report by the end of December 2016.</i>		
Expected Module Output	Activities	
To implement the Action plan	Application and implementation of the Action plan in the participant's country	

(4) Required Tasks:

Participants are required to participate in all modules actively and contribute to achieve the goals of this training.

In addition, they are also requested to complete following tasks during each phase of the course.

- 1) Job Report: Introduction and raising the issues of your country. Submit it with your application form. Participants are required to make presentation about this report after coming to Japan. As for the details, please see the ANNEX 1.
- 2) Action Plan: Participants are required to prepare and present their Action plan based on the results of whole program.

- 3) Progress Report: Report about the degree of attainment of the Action plan. Submit by the end of December 2016.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address social issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties:

- (a) Central government officials working for the ministry in charge of promotion of utilizing ICT.
- (b) Central/local government officials in charge of promotion utilising ICT in the fields such as e-government, e-education, e-health, e-agriculture, etc.

2) **Experience in the relevant field:** Have more than 2 years' experience in the field of promotion of utilizing ICT or have equivalent level of knowledge.

3) **Educational Background:** Be a graduate of university or equivalent.

4) **Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This training program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).

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) Age: Applicants are recommended between 25 and 40 years old.

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.)

*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, and
3. doctor's letter with permission of her training participation.

Please ask JICA Staffs for the details.

- (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) , please attach it (or a copy) to the Application Form.

(4) Job Report:

Job Report should be submitted with the Application Form since it is going to be used on screening process as a reference material. As for the detail, please see ANNEX 1.

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 **April 8, 2016**)

(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 April 26, 2016.**

5. Conditions for Attendance:

- (1)** to strictly adhere to the program schedule.

- (2)** not to change the program purpose.
- (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 Kansai

(2) **Contact:** Mr. Naoki Yoshikawa (Yoshikawa.Naoki@jica.go.jp /
jicaksic-unit@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Kobe Institute of Computing

(2) **URL:** <https://www.kic.ac.jp/en/innovator/>

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 Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073,
Japan

TEL: 81-78-261-0386 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

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

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),
and

(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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the Program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education 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 highly recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where fourteen desk-top computers have the internet access.
4. Participants are requested to bring athletic shoes and backpack (or small suitcase). Athletic shoes are necessary for field visit and backpack (or small suitcase) is necessary when you make a short trip to other cities. (so that you don't need to bring everything)
5. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days stays after your arrival.

ANNEX 1:

NECESSARY CONTENTS OF JOB REPORT

All applicants are required to prepare a Job Report and submit it with Application Form. It will be used as a reference material for selection process. The contents of the program will be adjusted in reference to the Job Report.

< A > Job Report

(a) Style

- Job Report should be described in Microsoft® Word format. (A4 front and back sides 1 page to maximum 5 pages)
- Job Report should cover following elements.
 1. Role of the Applicant's organization (mission, duty, etc)
 2. Social issues to be solved by applying ICT in your country
 - 1) Domain (e.g. agriculture, solving traffic congestion etc.)
 - 2) Challenges and obstacles in the domain specified above
 - 3) Goal to be realized by applying ICT
 - 4) Ideas for the possible solution by using ICT (entire structure of the proposed system(s), technologies and human resources)

(b) Language

English

(c) Submission

All applicants are required to submit with application form by April 8, 2016.

< B > Job Report Presentation

(a) Presentation Date, Place and Time

- Presentation session is planned to be held in the first week of the program.
- Each participant is requested to make a presentation in 15 minutes.

(b) Style

- Prepare a presentation in Microsoft® Power Point format.
- Please use some tables, figures and pictures to facilitate easier understanding of the participants and lecturers.

(c) Submission

Bring your Job Report Presentation on CD/DVD/USB stick.

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 Embassy of Japan.

Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386 FAX: +81-78-261-0465

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or ~~☐~~ to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

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

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

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: