

No.12040/20/2013-FTC (Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 25th April, 2013

TRAINING CIRCULAR

Subject: **Group Training Course on Seismology, Earthquake Engineering and Disaster-Recovery Management Policy from August, 2013 to September, 2014 (Core Phase in Japan from 1st October, 2013 to 13th September, 2014).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme in Japan from 1st October, 2013 to 13th September, 2014.

2. The programme aims to develop the participant's capacity to establish, utilize and disseminate earthquake disaster mitigation technologies for contributing to the reduction of the damage of earthquake disasters and to promote recovery and preparedness in their countries. Participants shall have opportunities in Japan to acquire knowledge and techniques of earthquake disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

3. This programme is designed for technical officials, engineers or researchers of governmental organizations concerning to the public interest in the field of seismology, earthquake engineering and disaster mitigation.

4. The candidate should be technical officials, engineers or researchers; be university graduates in seismology, earthquake engineering or seismic disaster mitigation or be university graduate in science and technology other than the abovementioned subjects, working in the field of seismology, earthquake engineering and disaster mitigation; having more than 3 (three) years working experience of the government organization concerning to the public interest in the field of seismology, earthquake engineering and earthquake disaster mitigation; be well versed in advanced mathematics; be proficient in MS Word, Excel and Power Point; be able to write research reports on the individual study in English; having a competent command of spoken & written in English which is equal to TOFEL; be between the ages of 25 (twenty five) and 40 (forty) years; be in good health, both physically and mentally, to participate in the program in Japan; not be serving in the military service.

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

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

.....2/-

6. The course covers the cost of a round-trip air ticket between an international airport designated by JICA; 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 is not included). The participants are not allowed to take any family member during the training course.

7. It is requested that the nomination of suitable candidates may please be forwarded in the prescribed form to this Department in accordance with the eligibility criteria.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **24th May, 2013**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).



(N.K. Wadhwa)

Under Secretary to the Government of India

Tele.No.011-26165682

E-mail-ID naresh.wadhwa@nic.in

Copy to:

- 1) The Secretary, Ministry of Home Affairs, North Block, New Delhi.
- 2) All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
- 3) NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



S.No.1(R)

Japan International Cooperation Agency
(Government of Japan)

March 25, 2013

(1)

No.24/GT-CP/2013

Mr. N.K. Wadhwa
Under Secretary (Training)
Department of Personnel and Training
Training Division
Block No. 4
Old JNU Campus
New Mehrauli Road
New Delhi

Subject: Group Training Course in Seismology, Earthquake Engineering and Disaster-Recovery Management Policy

Dear Mr. N. K. Wadhwa,

We would like to inform you that the captioned Group Training Course will be held in Japan from October 1, 2013 to September 13, 2014 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **June 03, 2013**:-

- (4) The Application Form together with the medical history questionnaire
- (5) The desired Application Materials for GRIPS/BRI Master Program
- (6) The desired Inception Report

Further details are available in the General Information Booklet. It may be noted that all above mentioned documents are essential for screening of applications.

It is further informed that 20 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Y.
26/3
R. Anand

Encl: As stated above.

Yours sincerely,

Tomohide Ichiguchi
Senior Representative



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION
ON
SEISMOLOGY, EARTHQUAKE ENGINEERING
AND
DISASTER-RECOVERY MANAGEMENT POLICY
集团研修「地震・耐震・防災復興政策」**

Approved as a master's degree program by GRIPS and BRI

JFY 2013

<Type: Leaders Training / 類型：中核人材育成型>

No. J13-00821/ ID. 1380875

From August 2013 to September 2014

Phase in Japan: From October 1, 2013 to September 13, 2014

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Earthquake disasters, which instantly take human lives, destroy houses and devastate social properties, are clearly distinguished from other natural disasters. Fires and collapse of man-made structures caused by earthquakes may accelerate human losses, to say nothing of other aspects common to all natural disasters such as heavy economic losses, difficulty of preparedness and precautions due to unpredictability, and difficulty of immediate response to damages due to sudden occurrence. The recent example, the great earthquake disaster in the Eastern Japan caused by the 2011 off the Pacific coast of Tohoku Earthquake (Mw 9.0) showed that more effort is necessary to overcome the problems.

The development of technologies in Seismology and Earthquake Engineering has materialized seismic-proof living environments in developed countries such as Japan. In the meantime, the situation in developing countries has not reached a sufficient level, although efforts to transfer a seismic technologies from developed countries have been made.

In order to improve seismic resistance of buildings and disaster-recovery management in developing countries located in earthquake-prone areas, it is not enough to merely transfer knowledge and technologies of Seismology and Earthquake Engineering from developed countries. It is, however, essential to develop earthquake-related technologies applicable to each country by its own efforts, taking conditions and systems of the respective countries into consideration. To achieve this aim, it is also necessary to nurture human resources to be highly capable of planning, instructing, and extending earthquake disaster mitigation technologies, by combining advanced relevant technologies with administrative capability to utilize and disseminate those technologies.

For what?

This program aims to develop the participant's capacity to establish, utilize and disseminate earthquake disaster mitigation technologies for contributing to the reduction of the damage of earthquake disasters and to promote recovery and preparedness in their countries.

This Training Course, implemented with collaboration of the Building Research Institute (BRI), aims to foster persons to have high capabilities to plan, teach, and extend technologies related to earthquake disaster mitigation, through the training not only in the fields of Seismology and Earthquake Engineering, but also in the field of Seismic Disaster-Recovery Management Policies.

For whom?

This program is provided to technical officials, engineers or researchers of governmental organizations concerning to seismology, earthquake engineering and disaster mitigation or technical officials, engineers or researchers of organizations which have the same role as the above-mentioned governmental organizations.

5

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of earthquake disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and an Action Plan describing what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remarks:

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and BRI. Achieving required credits during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this training is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. Title (J-No.):

Seismology, Earthquake Engineering and Disaster-recovery Management Policy (J13-00821)

2. Period of program:

Duration of whole program : August 2013 to September 2014

(1) Preliminary Phase: August to September 2013

(in a participant's home country)

(2) Phase in Japan: October 1, 2013 to September 13, 2014

3. Target Regions or Countries: 19 countries

Republic of Indonesia, Republic of the Philippines, Kingdom of Thailand, Republic of the Union of Myanmar, People's Republic of Bangladesh, India, Federal Democratic Republic of Nepal, Islamic Republic of Pakistan, Republic of El Salvador, United Mexican States, Republic of Nicaragua, Republic of Chile, Republic of Colombia, Republic of Peru, Bolivarian Republic of Venezuela, Hashemite Kingdom of Jordan, Republic of Turkey, People's Democratic Republic of Algeria and Republic of Armenia

4. Eligible / Target Organization:

This program is designed for technical officials, engineers or researchers of governmental organizations concerning to the public interest in the field of seismology, earthquake engineering and disaster management or technical officials, engineers or researchers of organization which play the same role as the above-mentioned governmental organization.

5. Total Number of Participants:

Twenty (20) participants

6. Language to be used in this program:

English

7. Program Objective:

To foster persons capable to plan, apply, educate, and disseminate knowledge and technologies for earthquake disaster mitigation, through the training in the fields of Seismology, Earthquake Engineering and Disaster-Recovery Management Policies that are accumulated in Japan.

8. Overall Goal:

The capacity of the earthquake disaster mitigation in target countries is strengthened and the damage of earthquake disaster is mitigated.

9. Outputs:

Participants are expected to achieve the following outputs;

- (1) To be able to explain basic concepts and theory on Earthquake Mechanism and Earthquake Resistant Design as a basis of Earthquake Disaster Mitigation Scheme.
- (2) To be able to explain basic concepts and theory on Seismic Hazard Estimation, Earthquake Disaster - Recovery Management Policy inevitable to establish Earthquake Disaster Mitigation Scheme.
- (3) To understand basic concepts and countermeasures on recovery and reconstruction based on lessons from the Great East Japan Earthquake and other disasters.
- (4) To improve participant's capabilities to apply techniques and knowledge acquired through their studies on individual topics and to make Master Thesis / Action Plan to solve the problems in their countries.

10. 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; (August to September 2013) <i>Participants make required preparation for the Program in the respective countries.</i>	
Activities	
Preparation of Inception Report Presentation Materials	
Basic mathematics for Seismology (homework)	

(2) Phase in Japan; (October 1, 2013 to September 13, 2014) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>				
Outputs	Subjects/Agendas			Methodology
	Category	Seismology group (S group)	Earthquake Engineering group (E group)	
(1) To be able to explain basic concepts	Orientation	Overview of Earthquake and Disasters	Guidance Introduction to Earthquake Engineering Computer	Lecture

<p>and theory on Earthquake Mechanism and Earthquake Resistant Design as a basis of Earthquake Disaster Mitigation Scheme</p>	<p>Basic Subjects Related with Earthquake and Disasters</p>	<p>Information Technology Related with Earthquake and Disasters -Computer -Theory of Seismic Waves -Surface Waves -Scattering and Attenuation Earthquake Phenomenology -Practice on Theory of Seismic Waves -Local Earthquake Analysis -Analysis of Teleseismic Records -Seismicity and Statistics -Crust and Upper Mantle Structure -Crustal deformation Seminar of Basic Seismology</p>	<p>Structural Analysis -Structural Analysis A,B &C) -Finite Element Method A & B -Dynamic Aseismic Design -Limit Analysis -Soil Mechanics -Soil Dynamics (2) Structural Dynamics -Structural Dynamics A & B-Structural Response Analysis -Soil Test and Survey (2) -Effect of Surface Geology on Seismic Motion -Dynamic Soil Structure Interaction Seminar of Structure Analysis</p>	<p>Lecture, Practice and Seminar</p>
---	---	--	--	--------------------------------------

	<p>Advanced Subjects Related with Earthquake and Disasters</p>	<p>Earthquake Circumstance <i>-Earthquake Generation and Prediction</i> <i>-Mathematics for Seismology</i> <i>- Focal Mechanism and Moment Tensor Analysis</i> <i>-Earthquake and Plate Tectonics</i> <i>-Earthquake Source Process</i></p> <p>Characteristics of Earthquake Disasters <i>-Data Processing</i> <i>-Seismic Tomography</i> <i>-Observatory Practice</i> <i>-Effect of Surface Geology on Seismic Motion</i> <i>-Numerical Simulation of Seismic Wave Propagation</i></p> <p>Seminar of Applied Seismology</p> <p>Special Topics <i>-Observation Visits</i> <i>-Tsunami and Earthquake</i> <i>-Earthquake Geology</i></p>	<p>Seismic Design <i>-RC Structures (1),(2),(3.) &(4)</i> <i>-Steel Structures</i> <i>-Masonry Structures</i> <i>-Structural Testing</i> <i>-PC Structures</i> <i>-Foundation Engineering</i> <i>-Bridge Engineering</i> <i>-Port & Harbor Structures</i> <i>-Dam Structures</i> <i>-Underground Structures</i> <i>- Urban Earthquake Disaster Mitigation System</i></p> <p>Seismic Evaluation and Retrofitting <i>-Seismic Design Codes(1) & (2)</i> <i>-Earthquake Resistant Limit State Design (1)&(2)</i> <i>-Seismic Evaluation and Rehabilitation: buildings (1)&(2)</i> <i>-Seismic Evaluation and Rehabilitation: bridges</i> <i>-Seismic Isolation</i> <i>-Design Earthquake Ground Motion and Seismic Force (1) & (2)</i> <i>-Structural Reliability</i> <i>-Structural Response Control</i></p> <p>Seminar of Seismic Design, Seismic Evaluation and Retrofitting</p>	<p>Lecture, Practice and Seminar</p>
--	--	--	--	--------------------------------------

<p>(2) To be able to explain basic concepts and theory on Seismic Hazard Estimation, Earthquake Disaster-Recovery Management Policy inevitable to establish Earthquake Disaster Mitigation Scheme</p>	<p>Earthquake Hazard and Risk Assessment</p>	<p>Earthquake Hazard Assessment <i>-Soil Test and Survey(I)</i> <i>-Strong Earthquake Motion Observation</i> <i>-Soil Dynamics (I)</i> <i>-Strong Ground Motion Study I (Probabilistic Seismic Hazard Analysis)</i> <i>-Strong Ground Motion Study II (Strong Motion Seismology)</i> Earthquake Risk Assessment <i>-Practice for Earthquake Risk Assessment</i> <i>-Microtremor Observation</i> <i>-Simulation of Seismic Ground Motion</i> <i>-Seismic Micro-zonation</i> <i>-Geophysical Prospecting</i> Seminar of Earthquake Disaster –Recovery Management</p>	<p>Lecture, Practice and Seminar</p>
	<p>Earthquake Disaster – Recovery Management Policy</p>	<p>Disaster Mitigation-Recovery Policy <i>-Social System against Disasters</i> <i>-Education on Basic Knowledge for Disasters</i> <i>-Policy for Infrastructure</i> <i>-Policy Making Process for Disaster</i> Disaster Risk Management <i>- International activities for disaster mitigation</i> <i>-Community based disaster risk management</i> <i>-Practical risk assessment</i> Disaster – Recovery Management and Development Assistance <i>-Observation Visit for Earthquake Disaster - Recovery Management</i> <i>-Japanese ODA Policy and Development Assistance Related with Disaster-Recovery Management</i> Seminar of Earthquake Disaster – Recovery Management Policy <i>- Project Cycle Management for Disaster - Recovery Management</i></p>	<p>Lecture, Practice and Seminar</p>

		<ul style="list-style-type: none"> -Earthquake Observation -Study Tour of Earthquake Monitoring 	<ul style="list-style-type: none"> Shaking Table Testing -System Identification in Vibration Analysis 	
	Case Studies	Practice of Earthquake Disaster – Recovery Management Policy		Lecture, Practice, Seminar and Presentation
		<ul style="list-style-type: none"> -Colloquium -Study Trips 	<ul style="list-style-type: none"> -Colloquium -Study Trips 	
		Practice for Seminar of Earthquake Disaster – Recovery Management		
(3) To improve participant's capabilities to apply techniques and knowledge acquired through their studies on individual topics and to make Master Thesis / Action plans to solve the problems in their countries	Individual Study	Menu for the topics of Individual Study <ul style="list-style-type: none"> -Earthquake Hypocenter and Magnitude Determination. -Moment Tensor Analyses. -Determination of Earthquake Source Parameters. -Analysis of Earthquake Source Process -Seismicity Analyses and Fault Plane Determination by Hypocenter Relocation. -Crustal Structure Analyses Using Receiver Function. -Study on Seismotectonics Based on Earthquake Parameter Determination. -Physics of Earthquake Generation Process. 	Menu for the topics of Individual Study <ul style="list-style-type: none"> -Seismic Performance Design Method -Seismic Evaluation and Retrofitting Techniques -Seismic Isolation and Response Control Techniques -Nonlinear Earthquake Response Analysis and Damage Evaluation -System Identification and Health Monitoring -Effect of Soil Structure Interaction -Planning of Earthquake Disaster Mitigation of Urban Area -Post-earthquake Damage Inspection Method 	Practice, Seminar and Presentation

		<ul style="list-style-type: none"> -Analysis of Strong Motion Generation Using Empirical Green's Function Technique. -Site Effect Studies using Strong Ground Motion Records. -Geophysical Prospecting for Sedimentary Strata Using Microtremors and Surface Waves. -Others 	-Others	
--	--	---	---------	--

** It is mandatory for the applicants to select one of the topics listed here and write it in the face page of Inception Report. For those who select '-others' it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.*

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) 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.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

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

- 1) be nominated by their governments in accordance with the procedures described in III-4.
- 2) be technical officials, engineers or researchers who fulfill one of the following two requirements for her/his specialty:
 - ① be university graduates in seismology, earthquake engineering or seismic disaster mitigation
 - ② be university graduates in science and technology other than the above mentioned subjects who are working in the field of seismology, earthquake engineering and disaster mitigation
- 3) be an employee with more than 3 years working experience of the governmental organizations concerning to the public interest in the field of seismology, earthquake engineering and earthquake disaster mitigation or the organization which have the same role of above-mentioned governmental organization be recommended by a governmental official document or letter for the latter case.
- 4) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
- 5) be proficient in MS Word, Excel and Power Point.
- 6) be able to write research reports on the individual study in English.
- 7) have a competent command of spoken and written English ---with a minimum TOEFL score of Internet-Based Test (iBT) 79 (Paper-Based Test 550), IELTS 6.0 or its equivalent. (This training program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL, TOEIC etc.)
- 8) be between the ages of twenty-five(25) and forty (40) years.
- 9) must be in good health, both physically and mentally, to participate in the Program in Japan.
- 10) must not be serving any form of military service.

3. Required Documents for Application

The following documents must be submitted to the respective country's JICA office (or the Embassy of Japan) by **June 3, 2013**.

Note: Applications without any of these 3 items will be out of the selections.

(1) Application Form for the JICA Training and Dialogue Program

Please make contact with the respective country's JICA office for the Format of Application Form.

Applicants should mention their choice (Seismology group or Earthquake Engineering group).

(2) Application Materials for GRIPS*/BRI** Master Program (See ANNEX I)

A part of Curriculum of this course is approved as a master's degree program by GRIPS and BRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/BRI Master Program as written in ANNEX I .

- Application Form for GRIPS/BRI Master Program
- Certificate of Health
- Certificate of Employment
- Two letters of Recommendation
 - Applicants must submit two letters of recommendation in sealed envelopes that are signed across the seal.
 - These letters should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor.
- Official Transcripts or Official Copy of Transcripts
- Official Copy of Diploma or Degree Certificate
- Official Document Certifying English Proficiency

*GRIPS -National Graduate Institute for Policy Studies

**BRI –Building Research Institute

(3) Inception Report (See ANNEX II)

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX II).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20-25 minutes presentation on Inception Report within about two weeks after the training begins. It is mandatory to bring these materials in digital forms.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the respective country's JICA office: **June 3, 2013**

(2) Selection



- 1) 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 JICA Tsukuba, which organizes this project.
- 2) JICA Tsukuba will carry out the screening jointly with BRI by **the end of June, 2013** and decide the passed applicants out of those who fulfill the set qualifications described above in III.2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office by the end of June.
 - *The Cost of transportation to the respective country's JICA office for receiving an interview will be paid by Applicants.*
- 4) A committee, which consists of GRIPS and BRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts by **the middle of July, 2013.**
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by **the end of July, 2013** (This schedule cannot be delayed).

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

(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 **no later than August 5, 2013.** In case of acceptance, Acceptance Agreement from GRIPS will be informed together.

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

Inception Report Presentation Material-- to be submitted by **September 20, 2013:**

Before coming to Japan, only accepted participants are required to prepare an Inception Report Presentation Material based on the Inception Report. The Inception Report Presentation Material should be sent to JICA Tsukuba by **September 20, 2013.**

Basic mathematics for Seismology-- to be submitted by **September 20, 2013:**

Only accepted applicants will be given Basic mathematics for Seismology material by BRI. The result of Basic mathematics for Seismology material (homework) should be sent to JICA Tsukuba by **September 20, 2013.**

6. Conditions for Attendance

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the

- travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
 - (6) 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.
 - (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
 - (8) 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 sectionII-10 and sectionIII-5.

7. Certificate, Diploma and Master's Degree

- (1) Participants who have successfully completed the course will be awarded a certificate by JICA
- (2) Participants, who have successfully fulfilled requirements given by International Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE
- (3) Participants, who have successfully achieved required credits, will be awarded a Master's Degree, 'Master of Disaster Management', by GRIPS and BRI

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tsukuba

2. Implementing Partner:

(1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute(BRI)

- 1) URL: <http://iisee.kenken.go.jp>
- 2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan
- 3) TEL: +81-29-879-0679
- 4) FAX: +81-29-864-6777
- 5) E-mail: iisee@kenken.go.jp
- 6) Remark: IISEE is a research department of BRI that trains participants from earthquake-prone developing countries on Seismology and Earthquake Engineering. The course is implemented at relevant places including BRI and GRIPS.

(2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <http://www.grips.ac.jp/>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) FAX: +81-3-6439-6050
- 5) E-mail: admissions@grips.ac.jp

Remark: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

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:

Term of Insurance: From arrival to departure in Japan.



4. Accommodation in Japan:

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

JICA Tsukuba International Center (JICA Tsukuba)

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

TEL: +81-29-838-1111, FAX: +81-29-838-1776

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

Please refer to facility information of JICA Tsukuba at its URL:

<http://www.jica.go.jp/english/contact/domestic/information.pdf>

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

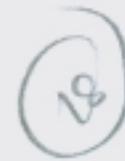
For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Training Course and Master's Degree Program

The curriculum of this training course is approved as a master's degree program by GRIPS and BRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by BRI.

7. 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. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the Action Plan, presentation slides and to communicate by e-mail.

2. Relevant Data for Seismology and/or Earthquake Engineering in your country:

The participants are strongly recommended to bring the relevant data in your country on your laptop/notebook computers for preparing the Master thesis, Action Plan and other presentation slides etc.

3. Introduction of participants' country:

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, cloths, instruments or ornaments.

END

ANNEX-I: Application Materials for GRIPS/BRI Master Program

ANNEX-II: Instruction for the Preparation of Inception Report

ANNEX-III: Syllabus of the Training Program (Tentative)

16

ANNEX I: Application Materials for GRIPS/BRI Master Program

Instructions: Please read this information carefully before completing application materials for the GRIPS/BRI program. Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from the School. All questions must be answered, and the application form must be signed and dated. You must notify the School of any changes of status in any part of your application that may occur after the date of the signature on the application form and write an explanation required thereby within 30 days of the status change. **All materials submitted by an applicant become the property of GRIPS and will not be returned.**

Documents to be submitted: Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

Please check whether you have submitted all the necessary documents

- Application Form for GRIPS/BRI Master Program
- Certificate of Health
- 1 photograph (30 x 40 mm) **Please paste it on the application form.*
- 2 letters of recommendation in sealed envelopes²
- Official Certificate of Employment describing applicant's present job title and employer
Information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) should be also included, if applicable. The certificate of employment must bear an official seal and signature obtained from the employer.
- Official degree certificates or official copies⁵ of diplomas from all undergraduate and graduate institutions previously attended
- Official transcripts or official copies⁵ of transcripts from all undergraduate and graduate institutions previously attended. **If you are currently studying at university, please submit the latest transcript.*
- 1. TOEFL or IELTS original score report
*The test should be taken no earlier than 2 years before the submission date of your application. (GRIPS TOEFL code no. 9040, a photocopy is not acceptable.)
or
2. Undergraduate/graduate education conducted in English
*An official document issued by the educational institute you attended is required.

Notes

- 1 Do not attach any additional paper. Particularly, please use the designated space for sections 21 and 22, and pay special attention to completing these sections. These are the principal source of information for evaluating the program's relevance to the applicant's assignments, as well as the merits of each applicant.
- 2 Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor.
- 3 Applicants are recommended to submit a copy of an official GRE score. In the section, we will look at the score focusing more specifically on the Quantitative and Analytical Writing Measures.
- 4 If any changes arise in your employment status (e.g., promotion, transfer), you must resubmit the Certificate of Employment that certifies the new status without delay.
- 5 An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations/persons not having notary/legal functions will not be accepted for screening.
- 6 All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.
- 7 Faxed documents and digital copies sent through e-mail are not acceptable.

20

INQUIRIES

Details regarding to the graduate program may be obtained at the following websites:
<http://www.grips.ac.jp/en/>
<http://jisec.kenken.go.jp>

2)

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

Photograph

Please write your name on the back of each photo
Size:30 x 40 mm

APPLICATION FORM **for GRIPS/BRI Master Program** (Type or write in block letters)

PERSONAL DATA

1. Full Name _____
as written in your passport.

Name to be used in correspondence, if different from above.

2. Date and Country of Birth _____ 3. Age (as of October 1st 2013) _____
Month/Day/Year country

4. Gender: male female 5. Marital Status: single married

6. Citizenship _____
(as written in your passport)

7. Present Employer _____
Does your organization belong to a central or regional authority? central regional

8. Present Position _____

9. Work Address _____

ZIP CODE (Postal Code)

tel: _____ fax _____ email _____
country code city code local number country code city code local number

10. Home Address _____

ZIP CODE (Postal Code)

tel: _____ fax _____ email _____
country code city code local number country code city code local number

11. Present Mailing Address: home work other, namely: _____

ZIP CODE (Postal Code)

tel: _____ fax _____ email _____
country code city code local number country code city code local number

APPLICATION INFORMATION

12. List names and locations of educational institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all colleges and universities listed.

Elementary Education – Secondary Education (before higher education)	Dates (from-to)	Period of Schooling
		years months

Higher Education	Institution and Location	Dates (from-to) Month Year	Period of Schooling	Degree	Major
Undergraduate level			years months		
Graduate level			years months		
Total years of schooling (including elementary and secondary education)			years months		

13. [Optional] Undergraduate GPA _____ out of maximum GPA scale of (e.g. 4.0) _____, if available
Please see appendix for GPA calculation procedure
14. [Optional] Graduate GPA _____ out of maximum GPA scale of _____, if available
15. [Optional] Undergraduate Class obtained or Passed Division _____, if available
16. [Optional] Graduate Class obtained or Passed Division _____, if available
17. Honors and Awards received:

18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

TOEFL: _____ date _____ IELTS: _____ score _____ date _____

Undergraduate/graduate education instructed in English (please submit certificate)

All applicants must submit either TOEFL/IELTS score report (photocopy is not acceptable) or an official document with the attestation from the university confirming that undergraduate/graduate education was instructed in English.

19. List below two persons familiar with your past academic or professional activity whom you have requested letters of recommendation.

1. _____
name position and affiliation

2. _____
name position and affiliation

M

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of applicant

Month/Day/Year

You need to submit this completed application form together with the supporting documents listed on page 1. Please use the check list to make sure that you have collected all the supporting documents.

Disaster Management Policy Program by GRIPS and BRI
In Co-operation with JICA, Japan

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Name of Organization: _____

Address of Organization: _____

tel: _____ fax _____ email _____
country code city code local number country code city code local number

EMPLOYEE DETAILS

This is to certify that _____
full name of the applicant

has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/Year

Present position, rank, responsibilities, etc.: _____

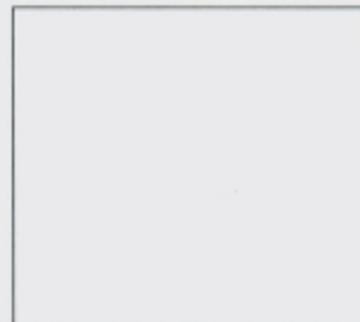
LEAVE OF ABSENCE APPROVAL SECTION

I will approve one-year Leave of Absence for the above employee to participate in the Disaster Management Policy program, if he/she is admitted to GRIPS and BRI.

Name of person completing the form: _____

Position/Title: _____

Signature Month/Day/Year



*Please put an Official Stamp or Seal in this space.

76

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

- How long have you known the applicant? _____ years _____ months
- In what capacity have you known the applicant?

- How often have you seen him/her?
 daily weekly monthly rarely
- In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?
 Truly Exceptional (one of the best you have known)
 Outstanding (highest 5%)
 Excellent (next highest 5%)
 Good (strong ability, but not in top 10%)
 Average (upper 50%)
 Below Average (lower 50%, but recommended)
 Not Recommended
- Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- (For university professors and instructors only)
Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

- Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and BRI ?

outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

Month/Day/Year

28

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

- How long have you known the applicant? _____ years _____ months
- In what capacity have you known the applicant?

- How often have you seen him/her?
 daily weekly monthly rarely
- In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?
 Truly Exceptional (one of the best you have known)
 Outstanding (highest 5%)
 Excellent (next highest 5%)
 Good (strong ability, but not in top 10%)
 Average (upper 50%)
 Below Average (lower 50%, but recommended)
 Not Recommended
- Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- (For university professors and instructors only)
Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

- Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and BRI ?

- outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature _____ Month/Day/Year _____