

TRAINING CIRCULAR

Subject : Group Training Course in Promotion of Social Participation of Persons with Disabilities through Sports to be held in Japan from 15/09/2008 to 01/11/2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Promotion of Social Participation of Persons with Disabilities through Sports to be held in Japan from 15/09/2008 to 01/11/2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in)

2. The Course is meant for Organizations in charge of sports activities for persons with disabilities (PWD's), or sports organizations that conduct activities for PWD's as one of their activity areas. The candidate should be a manager or an officer in management sector with past career of more than five years in a sports organization for PWD's or in an organization that promotes sports activities in the community, and is expected to contribute to promoting PWD's participation in a social life; be proficient at written and spoken English; should not be over 50 years of age; should be able to take self-care of their physical and mental condition to participate in the program that includes lots of practice sessions and study tours and not be serving in the military.

3. The course aims for the candidates to understand the role of sports in increasing opportunities of social participation of PWD, clarify issues, challenges and objectives of sports promotion for PWD of their countries and formulate a viable action plan for expanding opportunities of promoting social participation of PWD through sports.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in 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. The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 23rd May 2008. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel **not later than 4th August 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. Ministry of Youth Affairs and Sports, Shastri Bhavan, New Delhi
2. Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi.
[With the request to circulate it amongst the related organizations under them]
3. All State Governments/ Union Territories.
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Promotion of Social Participation of Persons with Disabilities Through Sports

集団研修「障害者スポーツを通じた社会参加」

JFY 2008

<Type: Leader Training / 類型: 中核人材育成型>

NO. J08-00769 / ID. 0880958

Period of the Program: From September 15, 2008 to November 1, 2008

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

The majority of PWD whose number is estimated 6-700millions in the world are deprived of their social opportunities. Sixty percent of PWD live in developing countries, and about 20% of the poorest in those countries are PWD. PWD are in an extremely difficult situation due to two causes; the aspect of policy/system resulting in lack of employment and deprivation of rights, social aspect, or lack of social integration leading to prejudice/discrimination against PWD.

Support for persons with disabilities requires efforts in wide ranging aspects. Support is essential for both activities towards social integration of PWD and improvement in institutional aspect. Providing PWD with opportunities of participation in recreational/cultural activities such as sports is preferable for their health promotion and for improving their quality of life. What is most important is that such activities motivate PWD to participate in a social life and at the same time the public in the community are sensitized. Competitive sports are inappropriate for this purpose. More preferable are the type of sports event that enables as many PWD as possible to join and play together with non-disabled persons.

For what?

In order to encourage participation of PWD in a social life in developing countries, it is significant to support such activities that promote sports of PWD by training managerial persons in the organizations that intend to promote sports of PWD.

For whom?

This Program is offered to those organizations which intend to acquire the capability of formulating an action plan for facilitating social participation of persons with disabilities (PWD) by activating sports activities for PWD in their organizations.

How?

Participants dispatched by their respective organizations would be exposed to practical knowledge and experiences of leading organizations and individuals in Japan through a series of lectures, workshops and site visits. They also have a chance to share knowledge and experiences with participants from other countries.

II. Description

1. **Title :**
Promotion of Social Participation of Persons with Disabilities through Sports (J0800769)
2. **Period of program:** From September 15, 2008 to November 1, 2008
3. **Target Regions or Countries:**
Bolivia, China, Columbia, Dominica, Fiji, Guyana, Haiti, Honduras, India, Jordan, Tuvalu, Tunisia and Uganda
4. **Overall Goal**
The participants will acquire knowledge and idea for solution of the problems in this field in respective countries and make a contribution for realization of the action plan after returning home.
5. **Objectives:**
 1. The Participants are expected to understand the role of sports in increasing opportunities of social participation of PWD.
 2. The Participants are expected to clarify issues, challenges and objectives of sports promotion for PWD of their countries by comparing their present situation with that of Japan.
 3. The participants are expected to formulate a viable action plan for expanding opportunities of promoting social participation of PWD through sports.
6. **Eligible / Target Organization :**
Organizations in charge of sports activities for persons with disabilities, or sports organizations that conduct activities for PWDs as one of their activity areas.
7. **Total Number of Participants :**
11 participants from Bolivia, China, Columbia, Dominica, Fiji, Guyana, Haiti, Honduras, India, Jordan, Tunisia, Tuvalu and Uganda
8. **Language to be used in this project:** English
9. **Contents:**
This program consists of the following components.

(1) Modules and each subject

① Introduction

What is the significance of the PWD's participation in sports ?

In order to pass participation of PWD's in sports onto the social participation, how should sports be introduced in the rehabilitation process? First of all, the participants understand the outline of the disabled sports theoretically which will serve as a basis for the following program.

② Welfare policy of administration

How has the administration been implementing welfare policy in Japan?

The participants learn laws and systems including historical backgrounds so as to better understand institutional infrastructure for the PWDs for the following program. And also they verify differences of welfare policy between the central and local governments.

③ From rehabilitation to sports, and then one step further to local welfare facility

Where do the PWDs get an opportunity to start sports and how do they keep on doing sports?

The participants understand the approach of each facility (hospitals →intermediate facilities→local welfare facilities/sports facilities) and its different roles for development of "chain rehabilitation" learned in the introduction .They also learn central and local organizations supporting the disabled sports in Japan and differences of roles and financial aspects between the two levels.

④ National sports events for the disabled

The participants study how the largest domestic event is organized and observe it to understand various activities leading to the success of the event. By visiting Japan Sun Industries, the birthplace of the disabled sports, they learn its policy of sports and the outline of the facility jointly established by the private and public sectors.

⑤ Education/ Employment

The course provides the participants with the opportunity to visit facilities and to listen to concerned people about the education and employment of the PWDs in Japan.

⑥ Use of human resources / Organizational operation

People who support the disabled sports in different ways.

The participants learn systems and problems about the use of these people. There are varied forms of sports organizations (associations) for the disabled. How are they set up and what kind of barriers and solutions are there to get their activities off the ground ? The participants find a handhold for their own activities by listening to the people involved in organizational management.

⑦ Action Plan

The participants create ideas to develop a concrete and feasible action plan during the training in JAPAN so that they will be able to increase opportunities of PWDs' participation in a social life through sports.

(2) Tentative Schedule

Date		Subject	Place
9/15	Mon	Arrival in Japan	JICA Tokyo
9/16	Tue	JICA Briefing	JICA Tokyo
9/17	Wed	JICA General Orientation	JICA Tokyo
9/18	Thu	JICA General Orientation	JICA Tokyo
9/19	Fri	Opening Ceremony	JICA Tokyo
		Program Orientation	
		Presentation of Inception Report: Present Status and Challenges of participating countries	
9/20	Sat	Presentation of Inception Report: Present Status and Challenges of participating countries	JICA Tokyo
9/21	Sun	Holiday ①	
9/22	Mon	Holiday ②	
9/23	Tue	Guidance for Action Plan making ①	JICA Tokyo
		Guidance for Action Plan making ②	
9/24	Wed	Towards social participation: significance of sports	JICA Tokyo
		Sports for the disabled and chain rehabilitation	
9/25	Thu	Social welfare services in Japan	JICA Tokyo
		National welfare policy and efforts by local government (Tokyo Metropolitan Government)	
9/26	Fri	Efforts towards "town with advanced welfare services"	Tokyo Metropolitan

		Explanation about Asian Youth Paralympics	Government
		Discussion	
9/27	Sat	Holiday ③	
9/28	Sun	Holiday ④	
9/29	Mon	Observation of National Rehabilitation Center for Persons with Disabilities	National Rehabilitation center for PWDs
		Practice of Rehabilitation	
9/30	Tue	Activities of Japan Sports Association for the Disabled	JICA Tokyo
		Activities of Japan Paralympics Committee	
10/1	Wed	Activities of Tokyo Sports Association for the Disabled ① (Icld. Tokyo Games)	Integrated Sports club
		Observation of regional welfare center Participation in sports activities	Itabashi welfare Center
10/2	Thu	Activities of Tokyo Sports Association for the Disabled ② (icld. Tokyo Games)	JICA Tokyo
		Efforts by local bodies(ku, city, town, village) (Sports lessons for the disabled by community)	
10/3	Fri	Observation of Sports Center for the Disabled	Integrated Sports club
		Experience of activities at Sports Center for the Disabled ①	
		Discussion	
10/4	Sat	Holiday ⑤	
10/5	Sun	Observation of Athletic Meet "Habataki" Truck and Field Championships	Integrated Sports Club
10/6	Mon	Integrated Regional Sports Club ①	JICA Tokyo

		Integrated Regional Sports Club ②	
		Discussion	
10/7	Tue	Outline of National Sports Games for the Disabled ,and sports events held and dispatch of teams	JICA Tokyo
10/8	Wed	National Sports Games for the Disabled (Background, present situation and works behind the scene)	JICA Tokyo
		National Sports Games for the Disabled (Observation centering on the preparation process/behind the scene operation)	
		orientation for study tour to Oita	
10/9	Thu	Holiday ⑥	
10/10	Fri	Free	Oita Prefecture
		Move to Oita by airplane: Haneda Airport	
10/11	Sat	National Sports Games for the Disabled	
10/12	Sun	National Sports Games for the Disabled	
10/13	Mon	National Sports Games for the Disabled	
10/14	Tue	Observation of "Japan Sun Industries" Participation in sports activities	
10/15	Wed	Discussion	
		Departure from Oita Airport Arrival at Hanede Airport	
10/16	Thu	Holiday ⑦	
10/17	Fri	Holiday ⑧	

10/18	Sat	Activities of "Variety Club, Japan"	JICA Tokyo
		Observation of activities of "Variety Club, Japan"	
10/19	Sun	Experience of sports activities • Selection of sports out of STT, Short tennis	Tama Sports Club
		Experience of activities of Tama sports Center for the Disabled	Tama Sports Club
10/20	Mon	Presentation of Draft Action Plan	JICA Tokyo
		Presentation of Draft Action Plan	
		Guidance for Action Plan Improvement	
10/21	Tue	Efforts by private sectors for employment of PWDs	JICA Tokyo
		Efforts by private sectors for sports for the disabled	
10/22	Wed	Holiday ⑨	JICA Tokyo
10/23	Thu	Holiday ⑩	JICA Tokyo
10/24	Fri	Observation of employment facility: Swan bakery	Kita School Oji School;
		Observation of School for the Mentally Challenged and the Physically Challenged	
10/25	Sat	Management of Japan Council of Sports Instructor for the Disabled	JICA Tokyo
		Activities of registered sports instructors for the disabled in the community	
		Fostering of volunteers supporting sports for the disabled	
		Due date of submission of Action Plan	
10/26	Sun	Special Olympics Japan: outline of Tokyo government activities	JICA Tokyo

		Special Olympics, Japan: Observation of Tokyo government's activities/participation	
10/27	Mon	Facilitation of human resources use and establishment of network among the participants	JICA Tokyo
		Panel Discussion: Management of sports associations for the disabled	JICA Tokyo
10/28	Tue	Holiday ①	
10/29	Wed	Presentation of Action Plan ①	JICA Tokyo
		Presentation of Action Plan ②	
10/30	Thu	Presentation of Action Plan ③	JICA Tokyo
		Presentation of Action Plan ④	
10/31	Fri	Wrap-up session	JICA Tokyo
		Evaluation meeting	
		Closing ceremony	
		Farewell Party	
11/1	Sat	Leave Japan	

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project 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) Essential Qualifications

1. Applicants should presently be either in the following position/assignment
 - (1) A manager or an officer in management sector with past career of more than five years of a sports organization for persons with disabilities, who is expected to contribute to promoting PWD's participation in a social life
 - (2) A manager or an officer in management sector with past career of more than five years of an organization to promote sports activities in the community, who is expected to contribute to promoting PWD's participation in a social life
- ※ Trainers and instructors will be prioritized lower than other applicants.
2. To add to meeting either one of the above mentioned requirements, applicants should have a good command of spoken and written English
3. Applicants should not be older than 50 years of age.
4. Applicants should be capable of self-care of their physical and mental condition to participate in the program that includes lots of practice sessions and study tours.
5. Applicants should not be serving in any form of military services.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Inception Report:** All applicants are required to write an inception report (Detailed information is provided in the Annex 1) to facilitate developing mutual discussions, which are scheduled for the Inception Report Presentation Session. The inception report should be sent to JICA office together with application form. It should be sent also by e-mail to sadaie.yoko@jica.go.jp or kato.hironori@jice.org
- (3) The report should be type-written in double space on A4 size papers.
- (4) **Questionnaire sheet:** All applicants are required to fill in the form (Detailed information is provided in

the Annex 2) and submit it together with application form. It should be sent also by e-mail to sadaie.yoko@jica.go.jp or kato.hironori@jice.org

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **August 15, 2008**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(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 August 29, 2008.**

5. 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 the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA,

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tokyo International Center
- (2) **Contact:** Ms. Yoko SADAIE (sadaie.yoko@jica.go.jp)
Mr. Hironori KATO (kato.hironori@jice.org)

2. Implementing Partner:

- (1) **Name:** Tokyo Metropolitan Sports Association for the Disabled (TSAD)
- (2) **Contact:** Ms. Emiko KANEKO(e_kaneko04@tsad.or.jp)
- (3) **URL:** [URL:http://www.tsad.or.jp](http://www.tsad.or.jp)
- (4) **Remark:** This association, established in 2003, has been contributing to the betterment of welfare of person with disabilities (PWDs) living in Tokyo Metropolitan area through various kinds of sports promotion activities for the purpose of preserving and enhancing their mental health and encouraging their independence and social participation.

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. *the traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants.

Please refer to facility guide of TIC at its URL below: <http://www.jica.go.jp/english/contact/pdf/tic.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 "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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.

- (3) Target group, number of beneficiaries
- (4) Your position and duty

5. Mark the corresponding types of disability groups you instruct.

- Tetra/Paraplegia Amputation
- Cerebral Palsy Les Autres
- Visually Disabled Hearing Disabled
- Severe and Multiple Disabled Intellectually Disabled

Others: Please specify ()

6. Are there sports meetings for PWD in your country?

- Yes No

If "Yes," please answer the following questions.

(1) How often in a year are those sports meetings for PWD held in your country?

(2) Sponsor / Organizer

(3) Scale

National level

Regional level

Organizational level

Others: Please specify ()

(4) Number of participants of the meetings

(5) What kind of disabilities do the participants of the above sports meetings have?

(6) Names of the sports they play in the meetings

(7) Have you engaged in organizing sports meetings or participated in one?

7. Organizations/groups that promote sports for PWD

(1) Are there any organizations or groups, which promote sports for PWD in your country?

- Yes No

(2) Number of organizations/groups

(3) Do they cooperate with governmental bodies? Yes No

(4) Do they cooperate with each other? Yes No

(5) Please specify the types of disabilities those organizations /groups target.

(6) What kind of program do they promote?

8. System of sports instruction for PWD

(1) Does your organization have a section, which provides sports instruction for disabled people?

- Yes No

(2) Have you actually provided sports instruction for PWD?

- Yes No

If "Yes," please name the sports you have instructed.

(3) Is there any system to certify sports instructors in your country?

() Yes () No

If "Yes," please explain the system briefly, and also indicate if it is specific to the sports instructors for PWD or for general public.

9. Needs Assessment

(1) Preliminary analysis on problems

Based on the relevant cases of the situation of PWD in your country, analyze strength and weakness of the current approach of Sports for PWD and identify problems.

(2) Expected outputs of this program

In relation to identified problems, set your expected outputs of this training program, which shall be attained at the end of the program.

<Note>

Those who are informed of acceptance to participate in this course will be requested to make a brief presentation of their country reports for approximately 30 minutes (including the time of interpretation and discussion) during the presentation and discussion session. In order to make the presentation effective, it is advisable to collect as much information as possible on sports for disabled persons in relative countries and bring visual aids, such as videotapes and slides explaining their organizations. Audiovisual aids such as slide, OHP, video player, MS Power Point 2002 are available at JICA TOKYO.

ANNEX2

PROMOTION OF SOCIAL PARTICIPATION OF PERSONS WITH DISABILITIES THROUGH SPORTS (JFY 2008)

Questionnaire

All applicants are required to fill in this form and submit it together with the application form (Please type or write in clear letters).

1. Name : _____
(Family) / (First) / (Middle)

2. Nationality : _____

3. Home Address : _____

TEL : _____ FAX : _____

E-mail : _____

4. Office Address : _____

TEL : _____ FAX : _____

E-mail : _____

(Year) (Month) (Date)

5. Date of Birth : ____ / ____ / ____ Age : _____ Sex: M / F

6. Impairments:

a) Describe your impairment

b) Cause of your impairment

- congenital acquired
 at birth
 by disease
 by accident
 other (_____)

7. Mark with (○) the corresponding self-help device/support which you use in your country.

a) Visual impairment

- White cane
 Assistant dog
 Enlarged print ---- Font () Size (point)
 English Braille transcription contract (Grade two)
 English Braille transcription uncontract (Grade one)
 Electric Data
 Tape record
 Others(_____)

b) Physical impairment

- Electric wheelchair --- Weight (____kg) Length (____cm) Height (____cm)
 Manual wheelchair --- Weight (____kg) Length (____cm) Height (____cm)
 Crutches
 Others(_____)

- *() I will bring my own wheelchair to Japan.
 Manual
 Electric: () Dry type / () Wet type

c) Hearing impairment

- Hearing aid
 American Sign Language (ASL)
 Others (_____)

8. Please specify necessary arrangements in the airport/aircraft during the trip to and from Japan, if any. (examples: personal assistance in the airport/ in embarkation/disembarkation, isle chair, wheelchair and others)

9. Please specify necessary arrangements while in Japan, if any. (examples: accommodation, transportation, and others)

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still

remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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 must be submitted.

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

Part B 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

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, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> _____, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use or “x” 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.

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)

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

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3. Country Name:

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4. Name of Applying Organization:

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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)**

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

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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

First Name

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

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.

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

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

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*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.
- (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.

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.)

() No	() Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

() No	() Yes (_____ months)
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(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication	() Food	() 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:	() No	() Yes >> Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes >> Present Condition (_____)

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

Past:	() No	() Yes >> Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes >> Present Condition (_____)

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	(_____) Yes >> Present Condition (_____)
Are you taking any medicine or insulin?		() No () Yes

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

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness (_____)			
() Other >>> Specify (_____)			

(e') Has this disease been cured?

() Yes	() No (Specify name of illness) (_____)
() Yes	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: