

F.No. 34/04/2008-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

New Delhi, the 3rd March, 2008.

Subject: A group training course in Modernisation of Cargo Transport (Physical Distribution) to be held in Japan from 12th May, 2008 to 28th June, 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 Modernisation of Cargo Transport (Physical Distribution) to be held in Japan from 12th May, 2008 to 28th June, 2008. The details of the course and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in).

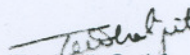
2 This Group Training Course is particularly meant for officials who are engaged in policy making in the field of Cargo Transport at governmental or public organizations, with three (3) years or more of experience in this field. He/She should be between twenty-eight(28) and forty five(45) years of age and should be a university graduate or equivalent. He/She should be in good health, both physically and mentally and not be serving in the military. The candidate should be proficient in speaking and writing English.

3. This training course aims at providing the participants with opportunities to study planning & development, knowledge and information about modernisation of physical distribution. The programme focuses on land transport, especially on truck transport as a total physical distribution system. The curriculum comprehends strategic thinking, planning & development, management, transport, packing, handling storing and information technology.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan, Allowances for (accommodation, living expenses and shipping), expenses for JICA study tours, 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. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach this Department before **10th March, 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website (www.persmin.nic.in).


(Trishajit Sethi)
Director

1. M/o Road Transport & Highways, Transport Bhawan, Sansad Marg, New Delhi-110001.
2. M/o Railways, Rail Bhavan, New Delhi.
3. All the State Governments/Union Territories.
4. ✓ Director(Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed proformas on the Department's website.



For a better tomorrow for all.

Japan International Cooperation Agency
(Government of Japan)

No. 7/GT-CP/2008

26th February, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Modernization of Cargo Transport (Physical Distribution) will be held in Japan from 12th May, 2008 to 28th June, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 **19th March, 2008:-**

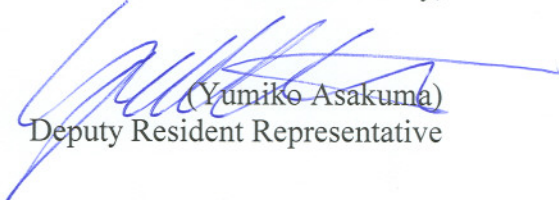
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Country Report
- (3) The desired Job Report
- (4) The desired Inception Report

Further details are available in the General Information Booklet. It may be noted that the completed Country Report, Job Report and Inception Report are essential for screening of applications.

It is further informed that 10 slots are available globally for the said 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,

Yours sincerely,


(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.

Ms. Arun Prabha
Under Secretary (PMU and Trg.)
Department of Economic Affairs
Ministry of Finance
North Block
New Delhi

Copy to:-

Mr. R. K. Kharb, Section Officer, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.

259/PMU/2008
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TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

MODERNIZATION OF CARGO TRANSPORT (*Physical Distribution*)

集團研修「物流近代化」

JFY 2008

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J08-00692

From May 2008 to June 2008

Phases in Japan: From May 12, 2008 to June 28, 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.

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Preface

The Japanese Government extends Official Development Assistance (ODA) to developing countries to support self-help efforts that will lead to economic progress and a better life for the citizens of those countries.

Since its foundation in 1974, the Japan International Cooperation Agency (JICA) has implemented Japan's technical cooperation under the ODA program.

Currently, JICA conducts such activities as training, dispatch of experts, provision of equipment, project-type technical cooperation, development study, dispatch of Japan Overseas Cooperation Volunteers (JOCV), survey and administration of capital grant aid programs.

The Training and Dialogue program for overseas participants is one of the JICA's fundamental technical cooperation activities for developing countries. Participants come from various countries in order to obtain knowledge and technology in a wide variety of fields.

The objectives of the JICA Training and Dialogue program are

- (1) to contribute to the development of human resources who will promote the advancement of developing countries, and
- (2) to contribute to the promotion of mutual understanding and friendship.

Smooth and prompt cargo transport is essential in an economic activity and largely affects socio-economic development of a country in terms of optimum allocation of material resources. The "Physical Distribution" is a comprehensive activity to transport cargo or freight in a correct and prompt manner.

In recent years, the cargo transport industry has rapidly developed and progressed to the direction of diversification and modernization through application of advanced technology. However, the cargo transport in a large number of developing countries is not well developed and that is one of the major factors to hinder the development of these countries. Promotion of the cargo transport in the developing countries is an urgent necessity with consideration of the future prospect in those countries.

This training and dialogue program aims at providing officials who are currently engaged in the field of cargo transport (physical distribution) at governmental or public organizations with opportunities to study planning & development, knowledge, and information about modernization of physical distribution.

The program focuses on land transport, especially on truck transport as a total physical distribution system. The curriculum comprehends strategic thinking, planning & development, management, transport, packing, handling, storing and information technology.

The group training course on Modernization of Cargo Transport for fiscal year 2008 is organized by Chubu International Center, JICA, which is one of the JICA regional centers located in Nagoya city. This is the information for those who intend to apply to the training and dialogue program.

I. ESSENTIAL FACTS

COURSE TITLE	Modernization of Cargo Transport (Physical Distribution)
PROGRAM PERIOD	May 12, 2008 to June 28, 2008
APPLICATION DUE & REQUIRED ITEMS	March 19, 2008 (for acceptance in the JICA office or the Embassy of Japan) * Country, Job, and Inception Report should be submitted together with the application form. Please see IV -3. and ANNEX for more information.
NUMBER OF PARTICIPANTS	10 (ten) (Laos, Myanmar, Philippines, Egypt, China, Tajikistan, India, Kenya, Indonesia, Bangladesh)
LANGUAGE	English
PARTICIPANTS' OCCUPATION	The nominee shall be currently engaged in policy making in the field of cargo transport at governmental or public organizations, and be expected to assume the role of cargo transport administration in future at governmental or public organizations. He/she has an authority to implement an action plan which is one of fruits of this training and dialogue program.
PROJECT OBJECTIVE	Systems or organizations related to cargo transport will be improved by means of the facilitation ability and knowledge on cargo transport acquired through the training and dialogue program.
EXPECTED MODULE OUTPUT	<ol style="list-style-type: none"> 1. To study how to find and analyze problems and how to find solutions of Cargo Transportation in participant's country 2. To understand the efficient administrative (governing) system of Cargo Transport implemented in Japan. 3. To learn the Japanese model of planning, management, system view points of Cargo Transport and foster the ability to think over them 4. To make a proposal or action plan to facilitate and implement Cargo Transport project, applying the knowledge and techniques acquired through training program.
CERTIFICATE	Upon successful completion of the course, participants will be awarded a certificate by JICA.
PROJECT IMPLEMENTING PARTNER	<ul style="list-style-type: none"> • Ministry of Land, Infrastructure, and Transport http://www.mlit.go.jp/english/index.html • Aichi Industrial Research Association(AIRA) AIRA is an organization established for the purpose of promotion of its member companies through exchange and provision of industrial information. In this course, AIRA will play the role of secretariat.
ACCOMMODATIONS	<p>Chubu International Center (JICA Chubu), JICA Address: 2-73 Kamenoi, Meito-ku, Nagoya 465-0094, JAPAN Phone: 81(*)-52(**)-702-1391, Fax: 81(*)-52(**)-702-1397 URL: http://www.jica.go.jp E-mail: cbictp1@jica.go.jp</p> <p>*In JICA Chubu, the participants will share the shower room and toilet. *If no room is available, JICA will arrange accommodations for participants at other appropriate places.</p>

ALLOWANCES AND EXPENSES	<p>The Government of Japan provides the allowances and covers the expenses through JICA in accordance with relevant laws and regulations as follows:</p> <ol style="list-style-type: none"> 1. a round-trip air ticket between the JICA-designated international airport of a participant's country and Japan; 2. allowances for accommodation, living, outfit, book shipping; 3. expenses for JICA study tours; 4. medical expenses for participants who become ill after arrival in Japan (costs related to preexisting illness, pregnancy, and dental treatment are not included); and 5. others
NOTE	<p>This course does not include road construction and management, city planning, passenger transport, and traffic survey and control.</p>

II. PROGRAM

1. Program Outline

- (1) **Course title:** Modernization of Cargo Transport (Physical Distribution)
- (2) **Issues in the fields:** Transportation
- (3) **Target Group:** Officials who is engaged in the field of Cargo Transport at governmental or public organizations.
- (4) **Project Objective:**

This course is the Solution Creation training program. Systems or organizations related to cargo transport will be improved by means of the facilitation ability and knowledge on cargo transport acquired through the training and dialogue program.
- (5) **Expected module Output:**
 - 1) To study how to find and analyze problems and how to find solutions of Cargo Transportation in participant's country
 - 2) To understand the efficient administrative (governing) system of Cargo Transport implemented in Japan.
 - 3) To learn the Japanese model of planning, management, system view points of Cargo Transport and foster the ability to think over them
 - 4) To make a proposal or action plan to facilitate and implement Cargo Transport project, applying the knowledge and techniques acquired through training program.

2. Program Contents

I. Preliminary Phase in home country

(1) Report Preparation

Nominees are requested to prepare Country, Job, and Inception Report. See ANNEX 1 ~ 4 for more detail.

II. Core Phase in Japan (please refer to Outline of Curriculum in Japan)

Core Phase in Japan is formulated to achieve the project objective and expected module output. Please grasp the outline of the program well before applying to the training and dialogue program.

(1) Course Orientation

Before the start of program, a course orientation is given by those concerned with the training programs about the objective, outline, and schedule of the program.

(2) Report Presentation

To promote the mutual understanding among participants, each participant is expected to make a presentation of the Country and Job Report (and Inception report). Lecturers and persons concerned with this training will be presented at the presentation meeting to grasp the current situation of cargo transportation in each country and each participant's job. After the presentation, the participants and lecturers hold discussion to clarify each problem.

The participants are also expected to bring PowerPoint data files, pamphlet of their organizations, photos, or slides, which illustrate the report, to be used during the presentation.

(3) Proposal and Action Plan Making Orientation

Through this training program, each participant is expected to make proposals and an Action Plan for improve the Cargo Transport in each country. In this session, course leader gives an orientation how to think, make and implement the action plan. The purpose of action plan is to clarify how to implement some project in association with the proposal.

(4) Training Subject

- 1) Guidance on Technical Training

- 2) Japanese Management
- 3) System view of Physical Distribution and strategic thinking
- 4) Administration over Physical Distribution
- 5) Fundamental Activities of Physical Distribution
- 6) Physical Distribution Management Technology

(5) Proposal and Action Plan Presentation

After completing the program in Japan, the participants are requested to prepare the proposal and action plan to be presented at the meeting. On this opportunity, the participants and lecturers hold final discussion to polish up the action plan.

(6) Evaluation Meeting

At the end of the training, Evaluation Meeting will be held for further improvement of the training program,.

III. Finalization Phase in home country

(1) Submission of Result Report

Six (6) month after the completion of the course, each participants is requested to make and submit a Result Report describing the progress in realizing his/her Action Plan. This report should be sent to JICA Chubu by e-mail.

(2) Provision of information and Counseling

JICA and the training institution or lecturers will make advices or comments on the result report, and these advices or comments will be sent to each participant by e-mail in order to strengthen his/her plan. The report will be also used by JICA and the training institution to improve the training programs. The participants of this course should share the results of the course with his/her colleagues at his/her organization.

III. REQUIREMENTS FOR APPLICATION

Nominees should:

1. be currently engaged in policy making in the field of cargo transport at governmental or public organizations, with three (3) years or more of experience in this field;
2. be expected to assume the role of cargo transport administration in future at governmental or public organizations;
3. not be engaged in the field of road construction and management, traffic survey and control and passenger transport;
4. have an authority to implement an action plan (Please refer section explaining Action Plan.);
5. be university graduates or equivalent;
6. be between twenty-eight (28) and forty five (45) years of age;
7. be proficient in speaking and writing **English**; (Experience has shown that many participants find themselves unable to make progress in their training because of inadequate knowledge of English.)
8. be nominated by their government in accordance with the procedures mentioned in IV below;
9. be in good health condition, both physically and mentally, to undergo the course of training; and
10. not be serving in the military.

ATTENTION

Participants are required:

1. not to change program contents or extend the program period;
2. not to bring any members of their family;
3. to return to their home country at the end of their program according to the international travel schedule designated by JICA;
4. to refrain from engaging in political activities or any form of employment for profit or gain; and
5. to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA.

IV. PROCEDURE FOR APPLICATION

1. A government desiring to send nominees for the program should fill in and forward one (1) original and three (3) copies of **the Application Form and Country Report, Job Report, and Inception Report** (Please see ANNEX.) for the each applicant, to the JICA office (or the Embassy of Japan) **by March 19, 2008.**
2. The JICA office or the Embassy of Japan will inform the applying government whether or not the application has been accepted **no later than April 11, 2008.**
3. **Country Report, Job Report and Inception Report**
Upon the application nominees are requested to prepare reports to explain the present situation of their own field of job in his/her own country, as well as to introduce his/her job description and own interest.

(1) **Country Report (ANNEX 2)**

It shall describe about the general information of your country, especially in the field of cargo transportation.

(2) **Job Report (ANNEX 3)**

It shall describe about the organization that nominee belongs to and his/her own job.

(3) Inception Report (ANNEX 4)

It shall describe about the future vision for modernization of Cargo Transport.

V. OTHER MATTERS

1. Pre-departure orientation

Pre-departure orientation will be held at JICA overseas offices or Japanese diplomatic missions to provide selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and cassette tape, "SIMPLE CONVERSATION IN JAPANESE".

A brochure, "KENSU-IN GUIDEBOOK", will be handed to each selected candidate before (or at the time of) the orientation.

2. Key Schedule in the Training Program

- (1) Arriving Japan, Kansai International Airport in Osaka, on **May 12, 2008**
- (2) The participants will stay at Osaka International Center, JICA Osaka, for two days and attend orientations.
- (3) Moving to JICA Chubu on May 14, 2008
- (4) Opening session in JICA Chubu on May 15, 2008
- (5) Technical training starts on May 19, 2008
- (6) Closing ceremony on June 27, 2008
- (7) Leaving Japan from Central Japan International Airport on **June 28, 2008**

3. Development Education Program

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

Country, Job, and Inception Report

Requirement for applicants
<p>1. Please describe,</p> <ul style="list-style-type: none">I. Country Report,II. Job Report, andIII. Inception Report, according to the following items. <p>* These reports should be typewritten.</p>
<p>1.The reports are used for reference to select nominees. Application not accompanied with a completed questionnaire cannot be considered.</p> <p>2.Country Report and Job Report will be a basic material to understand each country and each applicant.</p> <p>3.Inception Report will be important material to make Action Plan as one of the result of the training course. That is the first step for making Action Plan. Please describe about the future vision for modernization of Cargo Transport based on a discussion with your superior and colleague.</p> <p>5. The reports are used for comparative studies during the training course.</p> <p>6. The reports presentation</p> <p>Purpose: Lecturers and people concerned with this training will be present at the meeting to grasp the current situation of each participant.</p> <p>Attendants: The JICA participants, lecturers, JICA program officer, and other people concerned with this training course</p> <p>Time: The time allocation for each presentation is about 15 minutes followed by a 5-minute Q & A period.</p> <p>Presentation: Each participant is requested to give a presentation based on the presentation materials.</p> <p>Reference materials: The participants are expected to bring the PowerPoint data files, pamphlet of their organizations, photos, slides which illustrate the report, <u>to be used during the report presentation (15 minutes)</u>. PowerPoint software on the personal computer is available.</p>

***Please read next page “Format” and make your reports.**

ANNEX 2

Country Report Format

* Country Report should be shown by a run of the item.

1	Country	
2	Main industries	
3	Public organizations governing Cargo Transport	Central government:
		Local government:
		Affiliated organizations:
4	Private industries	
5	Share of Cargo Transport	Land Transportation: % Maritime Transport: % Air Transport: %
6	High way	Total Length: Traffic Volume: Pavement ratio:
	Expressway	Total Length: Traffic Volume: Pavement ratio:
7	Modernization of Cargo Transport	Hardware: e.g. handling equipment, computer, large size fleet, truck terminal, sorting machine, etc.
		Software: e.g. training school for truck drivers, cooperatives(association), information network, etc.

ANNEX 3

Job Report Format

* Job report should be shown by a run of the item.

Name of Nominee		
1	Applying Organization	
2	Responsibilities of nominee's organization and section	
3	Nominee's duties in his/her section	
4	Job history	
5	Difficulties in performing Nominee's duties	
6	Future plans	<p>On-going Projects:</p> <p>Medium-term Programs:</p> <p>Long-term Programs:</p>
7	Expectations for the training program	
8	Organization chart	(Please attach organization chart to the Job report.)

ANNEX 4

Inception Report Format

* As a representative of Cargo Transportation in the nominee's organization or country, please create a vision related to Modernization of Cargo Transport.

1	Name of Nominee	
2	Vision in next 10 years later	<i>“How are you going to modernize Cargo Transport in your country?”</i>
3	Details of present problems on Cargo Transport	
4	Countermeasures towards the problem (past and present)	
5	Practical effort by nominee's organization or section	
6	Expected impact after the problem solved or improved	
7	Expected obstructions to problem solving	

ANNEX 5

Reference: Training Schedule in 2007

2007 年度日程表に差替え済み。

DATE		TIME	TYPE	CONTENTS	LECTURER /COMPANY
5/7	Mon			Arrive at Osaka, Japan	JICA Osaka Center
5/8	Tue			Briefing:	JICA Osaka Center
5/9	Wed	PM		Move to Nagoya	JICA Chubu Center
5/10	Thu	AM/PM		Opening Ceremony/Orientation	JICA Chubu Center
5/11	Fri	AM/PM		Japanese Language Lesson	JICA Chubu Center
5/12	Sat	10:00-12:00	L	Technical Course Orientation/Guidance for Action Plan	Prof. Shozo Hibino, Chukyo University
		13:00-16:00	L	Problem Solution and Action Plan	Prof. Shozo Hibino, Chukyo University
5/13	Sun				
5/14	Mon	9:30-12:00	D	Country & Job Report Presentation	
		13:00-16:00	L	Cargo Transport Strategic Thinking	Prof. Shozo Hibino, Chukyo University
5/15	Tue	9:30-12:00	L	Japanese Management	Mr. Hajime Hibino, Soubi Total Institute
		14:00-16:00	V	Transport Administration in Chubu Region	Chubu Bureau of Land, Infrastructure & Transport
5/16	Wed	10:00-16:00	L	Outline of Cargo Transport	Mr. Ueda, Nittsu Research Institute
5/17	Thu	10:00-16:00	L	Land Transport	Mr. Oshima, Nittsu Research Institute
5/18	Fri	10:00-16:00	L	Air & Marine Transport & Cargo Transport IT	Mr. Asai, Nittsu Research Institute
5/19	Sat				
5/20	Sun				
5/21	Mon	AM	T	Move to Tokyo	
5/22	Tue	9:30-16:00	L	Transport Administration in Japan	Ministry of Land, Infrastructure and Transport
5/23	Wed	9:30-16:00	L	Transport Administration in Japan	Ministry of Land, Infrastructure and Transport
5/24	Thu	10:00-12:00	V	Air Cargo	All Nippon Airways Co Ltd
5/25	Fri	10:15-10:30	V	Courtesy Visit	Kanto Bureau of Land, Infrastructure & Transport
		10:45-12:00	V	Yokohama Port	Port & Harbor Bureau, City of Yokohama
		13:30-14:30	V	Harbor Facility	Yokohama Port Development Public Corporation
		15:00-15:30	V	Cargo Inspection	Yokohama Customs
5/26	Sat			Return to Nagoya	
5/27	Sun				
5/28	Mon	10:00-11:30	V	Railway Cargo	Japan Railway Cargo Co Ltd
		13:00-15:00	V	Railway Cargo	Japan Railway Cargo Co Ltd
5/29	Tue	10:00-16:00	L	Packaging and Environmental Activities	Mr. Yonekawa, Sunlight Co, LTD
		17:00-18:30	L	Discussion for Making Action plan	Prof. Shozo Hibino, Chukyo University
5/30	Wed	10:30-13:00	V	Supply Chain Management	Toyota Motor Corporation
		14:30-16:00	V	Vehicle Handling	Toyota wharf for car export
5/31	Thu	10:00-12:00	V	Transportation System	Sagawa Express, Co.,Ltd.
		14:00-16:00	V	Transportation by Manufacturer	Coca Cola Central Japan
6/1	Fri	9:30-16:00	L	Planning of Cargo Transport system	Mr. Hajime Hibino, Soubi Total Institute

6/2	Sat				
6/3	Sun				
6/4	Mon	9:30-16:00	L	Building-up Cargo Transport System	Mr. Hajime Hibino, Soubi Total Institute
6/5	Tue	10:00-12:00	V	Express Delivery by Small Vehicles	Akabo Aichi Light Vehicle Transport Cooperative
		14:00-16:00	V	Vehicle Registration and Inspection	Aichi Prefectural Land Transport Bureau Branch
6/6	Wed	10:00-12:00	V	IT application for Distribution	Seino Transport Co Ltd
		14:00-16:00	V	Distribution Processing	Seino Transport Co Ltd
6/7	Thu	9:30-11:30	V	Information Processing on the Market	TOYOAKE FLOWER CO., LTD.
		13:30-15:30	V	Packaging Technology	Aichi Industrial Research Institute
6/8	Fri	10:00-12:00	D	Discussion	
		13:00-16:00	D	Preparation for Action Plan	Prof. Shozo Hibino, Chukyo University
6/9	Sat				
6/10	Sun				
6/11	Mon	AM	T	Move to Shiga Prefecture	
		13:00-15:00	V	Storage/Transportation Facility	DAIFUKU / Hiniaratakan
6/12	Tue	10:00-12:00	V	Truck Terminal	Osaka Perpetual Urban Development CO.,LTD.
		PM	T	Return to Nagoya	
6/13	Wed	10:00-12:00	V	Warehouse Operation	Toyota Motor computerized-warehousing
6/14	Thu	10:00-12:00	V	International Airport	Chubu International Airport
		14:00-16:00	V	Customs System	Customs at Chubu International Airport
6/15	Fri	9:30-12:00	L	Efficient Cargo Transport	Mr. Hajime Hibino, Soubi Total Institute
		14:00-16:00	D	Preparation for Action Plan	Prof. Shozo Hibino, Chukyo University
6/16	Sat				
6/17	Sun				
6/18	Mon	9:30-16:00	L	Strategy for Modernization of CT	Prof. Shozo Hibino, Chukyo University
6/19	Tue	10:00-16:00	V	Cargo Transport by Manufacturers and Inform	INAX Ceramics Logistics Center
6/20	Wed	10:00-16:00	L	Cargo Transport Information System	Mr. Seki, Logistics Research Institute
6/21	Thu		D	Preparation for Action Plan	
6/22	Fri		D	AP presentation/ Evaluation/ Closing Ceremony	
6/23	Sat			Leave Japan	

Note 1: L=Lecture, V=Visit, D=Discussion 2: This schedule is subject to change. 3. Lecture is held at JICA Chubu, except during Tokyo Study trip.



**Japan International Cooperation Agency (JICA)
Chubu International Center (JICA CHUBU)**

Address: 2-73 Kamenoi Meito-ku Nagoya, 465-0094 Japan

Phone: 81-52-702-1391 Fax: 81-52-702-1397

E-mail: cbictp1@jica.go.jp

Technical Cooperation by The Government of Japan

Training Award of Japan International Cooperation Agency (JICA)

Application by the Government of

.....
for a training course in the field of
.....

Please provide one original
and three copies.
Please print or type.

(FOR JAPANESE OFFICIAL USE)

- Ordinary Group Course (集団コース) Course No.
- Special Group Course (一般特設) Course No.
- Country-focused Group Course (国別特設) Course No.
- Counterpart (カウンターパート) 専門家名
- プロジェクト名
- Ordinary Individual Course (個別一般)
- Others (C.S, 特別案件等)

Recent photo

PART A To be completed by the nominee.

1 FULL NAME (as in Passport, underline Family Name)				
(Family)	(First)	(Middle)		
2 ADDRESS FOR CORRESPONDENCE	4 DATE OF BIRTH			5 AGE
	Month	Date	Year	
Telephone :	6 SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
E-mail :				
3 NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	7 MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED			
	8 NATIONALITY			
	9 RELIGION			
Relationship to you:				
Telephone:				

10 EDUCATIONAL RECORD

Institution	City/Country	Years Attended		Qualification Obtained	Subject
		From	To		

11 TRAINING OR STUDY IN FOREIGN COUNTRIES (in relation to professional interests.)

Institution	City/Country	Period		Certificate/ Degree Awarded	Field of Study
		From	To		

12 EMPLOYMENT RECORD

1) Present Place of Employment

Name	Title of Present Job
	Date of Taking Up Post
Address	Type of Organization
	<input type="checkbox"/> Governmental/Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Others
Telephone:	
Telex/Fax:	

2) Previous Job

Name and Address of Organization	Description of Your Previous Job
Previous Title/Post and Dates(from/to)	

3) Describe briefly the work of your organization and the service it provides.

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4) Describe your own job.

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5) Explain how the proposed training will be of benefit to you in the work you will be doing on your return.

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13 LANGUAGE PROFICIENCY

1. English				
Listening	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Speaking	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Writing/Reading	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
2. Mother Tongue				
3. Other Language.....				
	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor

14 NOMINEE'S DECLARATION To be signed by the nominee.

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

If accepted for a training award, I agree:

- (a) not to bring any member of my family.
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of this course of training.
- (c) to follow the course of study or training, and abide by the rules of the institution or establishments with which I undertake to study or train.
- (d) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (e) to submit any progress report or evaluation questionnaires which may be prescribed.
- (f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause including physical conditions determined by the Government of Japan.

Date: Signature:

PART B To be completed by nominee's Director or Head of Department.

OBSERVATIONS OF NOMINATING ORGANIZATION

1 Describe what work the nominee will be expected to do on his return.

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2 Explain how the proposed training will be of benefit to the work of your organization.

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3 (For Non-Group Training only)

Describe:

1) Subject area of the training required.

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2) Special subjects which are particularly important and should be included in the training program (continue on an additional sheet if necessary).

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3) Period of training required (from/to).

.....

4) Notice required before nominee can be released from present post.

.....

PART C To be completed and signed by a responsible government official.

OFFICIAL NOMINATION

I certify that:

I have examined the documents in this form and I am satisfied that they are authentic and relate to the nominee.

I accordingly nominate this person on behalf of the
Government of

Date: Signature:

Position: Name:.....

Organization:

Official stamp

MEDICAL HISTORY AND EXAMINATION FOR JICA TRAINING AWARD

MEDICAL HISTORY TO BE COMPLETED BY NOMINEE			
1 NAME OF NOMINEE(last name, first name, middle name)			
2 DATE OF BIRTH (mo/day/yr)	3 NATIONALITY	4 SEX _____ male _____ female	5 ADDRESS FOR CONTACT
6 NAME OF TRAINING COURSE/SEMINAR _____			
7 LENGTH OF TRAINING COURSE/SEMINAR (weeks, months) _____			

8 IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by JICA and may result in termination of your training program.

I understand and accept the terms of this notice. _____ Yes _____ No

9 NOMINEE WILL CHECK "YES" OR "NO" AND EXPLAIN

	YES	NO		EXPLANATION
a.			Have you had any significant or serious illness or injury? (If hospitalized, give place & dates.)	
b.			Have you had any operations or advice by a physician to have an operation? (Give place & dates.)	
c.			Do you currently use any drugs for treatment of a medial condition? (Give name & dose.)	
d.			Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (Give place & dates.)	

10 NOMINEE WILL INDICATE "YES" OR "NO" TO EACH ITEM

DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?

(Check each item, if yes, enclose the relevant condition with a circle.)

	YES	NO	CONDITION
a.			Asthma, emphysema, or other lung conditions
b.			Tuberculosis or live with anyone who has tuberculosis
c.			High blood pressure, heart disease
d.			Stomach, liver (hepatitis), gall bladder disease
e.			Kidney or bladder disease, stone or blood in urine
f.			Diabetes (sugar in the urine)
g.			Depression, excess worry, attempted suicide, or other psychological symptoms
h.			Acquired Immune Deficiency Syndrome (AIDS)
i.			Tumor, abnormal growth, cyst, or cancer
j.			Bleeding disorder, blood disease (sickle cell anemia)

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.

11 PRINTED NAME OF NOMINEE	12 DATE	13 SIGNATURE OF NOMINEE