

F.No. 34/10/2007-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

New Delhi, the March, 2008.

Subject: A Group Training Course in Empowerment of Rural Women to be held in Japan from 25th May, 2008 to 9th August, 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 Empowerment of Rural Women to be held in Japan from 25th May, 2008 to 9th August, 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in). **There are 15 slots available globally.**

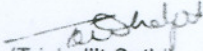
2. This course is particularly meant for (1) Extension Officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economic), agriculture, community development etc. (2) officer who is practically involved in a project related to empowerment of rural women, working in Branch offices of Central Government, Local Government or Non-Governmental Organization having 3 year's experience in the field. He/She should be under 45 years of age, be in good health, both physically and mentally, to undergo the training, and not be serving in the military. The candidate should be a university graduate, or have an equivalent educational background and should have sufficient English ability in writing, listening, reading and speaking.

3. The group training course on Empowerment of Rural Women is designed to provide innovative knowledge and practical skills on empowerment of rural women reflecting good practices of Japan.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by JICA and Japan, Allowances for (accommodation, living, outfit, books 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 the Department not later than 17th March, 2007. 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).


(Trishaljit Sethi)
Director

1. Ministry of Rural Development, Krishi Bhavan, New Delhi.
2. Ministry of Panchayat Raj, Krishi Bhavan, New Delhi.
3. Ministry of Women and Child Development, Shastri Bhavan, N. Delhi.
4. All the State Governments/Union Territories.
5. Director(Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.



For a better tomorrow for all.

Japan International Cooperation Agency
(Government of Japan)

No. 11/GT-CP/2008

28th February, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Empowerment of Rural Women will be held in Japan from 25th May, 2008 to 9th August, 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 **21st March, 2008**.

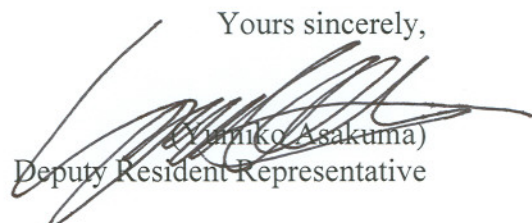
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Application Report

Further details are available in the General Information Booklet. It may be noted that the completed Application Report is essential for screening of applications.

It is further informed that 15 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,

Yours sincerely,


(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.

for DOPT
272/PMU&TRG/08
SLB
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.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

EMPOWERMENT OF RURAL WOMEN

集団研修「農村女性能力向上」

JFY 2008

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

NO. J08-00670

From April 2008 to March 2009

Phases in Japan: From May 25th, 2008 to August 9th, 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.

Preface

The Japanese Government extends official development assistance (ODA) to developing countries to support self-help efforts that will lead to economic progress and better lives 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, technical cooperation project, development study, dispatch of cooperation volunteers (JOCV), survey and administration of capital grant aid programs.

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

The objectives of the JICA training program are:

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

In developing countries, rural women play a vital role in agriculture, daily reproductive tasks and income generating activities etc. However, it is the reality that less value is given to their contributions, and rural women are less likely to realize their capacity to make a life better for themselves, families and communities. In these conditions, rural women remain inactive with less chance to development of their abilities. In order to improve the situation, practical means for empowering rural women are widely required.

Under these circumstances, the group training course on Empowerment of Rural Women is designed to provide innovative knowledge and practical skills on empowerment of rural women reflecting good practices of Japan. In particular, "Life Improvement Approach" (LIA), which has fostered rural women to take autonomous group action utilizing locally existing resources for better life, is highlighted as a major topic. Besides, the course covers rural women entrepreneurship developed from the LIA activities and gender equality society which is the basis of the prosperity of Japan.

The course has started since 1980 and the total number of participants reached more than 300 from 50 countries. The course has created a web site which enables to perform remote support for ex-participants from Japan. These participants are allowed to have an access to all information in the web site, such as learning materials, study trip information, action plans of ex-participants, photos as well as useful information like results of ex-participant's performance etc. In addition, advice for implementation of action plan is available in post-program. (Refer to the web side: <http://www.rwe-jicatrain.org/>)

I ESSENTIAL FACTS

COURSE TITLE	Empowerment of Rural Women (J-08-00670)
DURATION	May 25th, 2008 – August 9th, 2008
DEADLINE FOR APPLICATION	March 21st, 2008 (Accepted by the JICA office or Embassy of Japan)
NUMBER OF PARTICIPANTS	15 persons
TARGET GROUP	<p>1. Present Organization Branch offices of Central Government, Local Government or Non-Governmental Organization (NGO)</p> <p>2. Title/Post: A) Extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economic), agriculture, community development etc. B) Officer who is practically involved in a project related to empowerment of rural women</p>
LANGUAGE	English
OVERALL GOAL	Results derived from practice of life improvement approach is accumulated and shared by all ex-participants. Those results are expected to be utilized in measures and policies for rural women empowerment.
OUTCOME	After the training, participants and their institution will execute the Life Improvement Action Plan (LIAP) and the outcomes is shared by all ex-participants through the website of JICA-WELI training.
EXPECTED OUTPUTS	<p>Upon completion of the course, participants are expected:</p> <p><u>Preparatory Program</u></p> <p>1-1 to get pre-knowledge on the process of Japanese rural development and have an overview of life improvement approach.</p> <p>1-2 to grasp the actual situation of rural women and their real problems by conducting a brief on-site survey in target area where participants' organizations have access.</p> <p>1-3 to prepare Inception Report and submit it to JICA Tsukuba before departing for Japan.</p> <p><u>Program in Japan</u></p> <p>2. to deepen understandings of the life improvement approach and its practical methods holistically, and explore applicable measures to take action.</p> <p>3. to understand progress of rural women entrepreneurship that developed from life improvement practice and promotion of gender-equal participation, and explore applicable measures to take action.</p> <p>4. to master how to utilize the JICA-WELI website for exchange of information.</p> <p>5. to formulate a feasible Life Improvement Action Plan (LIAP) in the job duty.</p> <p><u>Post-Program</u></p> <p>6. to execute the Life Improvement Action Plan (LIAP) in cooperation with participants' organization and other bodies concerned as having advice from JICA Tsukuba and WELI through the JICA -WELI website along with TV conference.</p>

TRAINING INSTITUTION	Rural Women Empowerment and Life Improvement Association (WELI) 2-6-8 Shibakouen, Minato-ku, Tokyo, 105-0011, Japan Tel: +81-(0)3-5777-5383 Fax: +81-(0)3-5777-5385 HP of WELI: http://www.weli.or.jp/ e-mail: weli@weli.or.jp HP of the Course: http://www.rwe-jicatrain.org/
ACCOMMODATION	JICA Tsukuba (Tsukuba International Center) 3-6, Koyadai, Tsukuba-shi, Ibaraki, 305-0074, Japan Tel: +81-(0)29-838-1111 Fax: +81-(0)29-838-1119 http://www.jica.go.jp/branch/tbic/index.html
ALLOWANCES & EXPENSES	The Government of Japan provides the following allowances and covers the following expenses through JICA in accordance with relevant laws and regulations: "Details" Round-trip air ticket between an international airport designated by JICA and Japan, accommodation allowance, living allowance, outfit allowance, book allowance, shipping allowance, expenses for JICA study tours, free medical care for participants who become ill after arrival in Japan (costs related to preexisting illness, pregnancy and dental treatment are not included), etc.

WELI:

WELI was established in 1957, since then, it has played a crucial role in support of national and local government service for improvement of living standards of farm households in rural areas in Japan. The service has been extended to enhance the standing of rural women nowadays, and WELI has been responsible for the course as a training institution since 1980.

The main services are as follows:

1. Publishing of technical materials such as brochures
2. Correspondence education
3. Domestic and overseas training
4. Other services that related to improvement of rural living standards.

II OUTLINE OF THE COURSE & CURRICULUM

1. Outline of the course

The course is composed of the following three programs as follows:

- ① Preparatory Program,
- ② Training Program in Japan,
- ③ Post – Program.

In preparatory program, participants are engaged in self-study on the process of Japanese rural development and an overview of life improvement using distributed multimedia materials.

As for the training program in Japan, the course concept is shown in Annex I, the curriculum of the course in 2007 is shown below, and the schedule in 2007 is shown in Annex II. Each participant is requested to formulate Life Improvement Action Plan (LIAP) on target women in her/his operating project in the end of training in Japan. The LIAP is considered not just an output of the course but an action plan with some adaptations of what he/she learns in Japan, which directly contributes to the participant's operating project. Based on the motto of life improvement approach, it has to be the one which enables the participant to take autonomous action by utilizing existing resources with innovative knowledge and simple skills without an additional large fund.

In the post-program, the participant is expected to move forward to the implementation of own LIAP with cooperation of the participant's section, division and organization. As a result, target women's life will be hopefully improved step by step, and these women are expected to act continuously for further life improvements as well as major actors who have great potential to lead the community toward further development.

2. Curriculum

The curriculum of the fiscal year 2007 is shown below as an example.

Expected Outputs	Curriculum	category
1-1	<p>《Preparatory Program》</p> <p>Participants are requested to understand about Japanese rural development process as well as the life improvement approach using a Multimedia DVD and Textbook, and compare with Japan and your country context on two issues below.</p> <p>① Facilitation and support on Rural Women</p> <p>② Good Practice on Daily Life Improvement Activities</p> <p>1-1 Introduction of life improvement approach</p>	self-study
1-2	<p>Participants are expected to conduct on-site survey in the area of their responsibility to perceive the situation of rural women and find out specific problems to be solved.</p> <p>1-2 Baseline survey</p>	on-site survey
1-3	<p>Participants are requested to prepare Inception Report and submit it to JICA Tsukuba before departing for Japan.</p> <p>1-3 Preparation and submission of Inception Report</p>	self-study
2	<p>《Training Program in Japan》</p> <p>Participants are expected to understand about Japanese life improvement, acquire its approach and search measures which are suitable for their respective countries to practice life improvement.</p> <p>2-1 Presentation of Inception Report</p> <p>2-2 Good practice and Factor Analysis</p>	PQ PW

	2-3 Agriculture and Rural Development in Postwar Japan	LD
	2-4 Outline of Cooperative Agriculture Extension Service in Japan	LQ
	2-5 Policy Measures for Rural Women's Fulfillment of their Roles	LQ
	2-6 Development Process of Life Improvement in Japan	LQ
	2-7 Cooperative Agriculture Extension System and Life Improvement Activity	T
	2-8 Stakeholders in Agriculture and Rural Areas	LQ
	2-9 Function of JA and Activities of JA Women's Association	T
	2-10 What is Life Improvement? (Awareness, setting a goal and solving problems)	LQ
	2-11 Life Improvement Approach and Facilitation	LD
	2-12 Organizing Rural Women, Fostering Women's Groups and Leadership	LE
	2-13 Intensive Guidance and Ripple Effect	LE
	2-14 Use of Check-map and vision workshop	LW
	2-15 Participatory Rural Appraisal (through dramatization)	LE
	2-16 Improvement of Dietary Habit	LE
	2-17 Effective Communication Methods	LE
	2-18 Nationwide Organizations and Network for Rural Women and Role of WELI	LED
3	Participants are expected to understand about progress of rural women entrepreneurship and promotion of gender-equal participation in Japan, which arose from life improvement practice. Participants will search practical measures, which are suitable for their respective countries.	
	3-1 MOTTAINAI, Local Production and Local Consumption, One Village One Product Movement and Dietary Education	LDQ
	3-2 Development of Dietary Improvement Activity into Women Entrepreneurship	LE
	3-3 Rural Women Entrepreneurship and Marketing	LDQ
	3-4 Rural Women's Entrepreneurship and Empowerment	LE
	3-5 Rural Women Entrepreneurship	T
	3-6 Countermeasures on Gender Issues in Life Improvement Approach	LE
	3-7 Rural Development and Gender	LED
	3-8 Effects of Family Management Agreement in Gender Equality Society in Rural Area	LE
	3-9 Family Management Agreement and Advanced Rural Women	T
4	Participants will master how to utilize the JICA-WELI website for exchange of information and idea.	
	4 How to utilize the rural women empowerment website	LE
5	Participants will formulate a life improvement action plan which is executable in their job duty.	
	5-1 Project Cycle Management (PCM): Planning	LE
	5-2 Brainstorming session for the life improvement action plan	D
	5-3 Preparation of the life improvement action plan	G
	5-4 Presentation of Life improvement Action Plan	PQ
	Others	
	Opening ceremony, Closing ceremony, Orientation, Individual interview, Evaluation meeting, etc.	
6	«Post-program» Participants will execute the life improvement action plan in cooperation with their institution and other bodies concerned as having advice from JICA Tsukuba and WELI through e-mail and the JICA -WELI website along with TV conference.	
	6-1 Implementation of the life improvement action plan	

D : Discussion E: Exercise G : Guidance L : Lecture P : Presentation
Q: Questions and answers T :Trip W :Workshop

III REQUIREMENT FOR APPLICATION

Applicants should:

1. Present Organization

Branch offices of Central Government, Local Government or Non-Governmental Organization (NGO)

2. Title/Post:

A) Extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economic), agriculture, community development etc.

B) Officer who is practically involved in a project related to empowerment of rural women

3. have over three year's experience in the above-mentioned activity

4. be no more than 45 years old

5. be university graduates, or have an equivalent educational background

6. have sufficient English ability in reading, listening, writing, and speaking

7. be in good health, physically and mentally

8. not have military duties

☆For pregnant women

The training program includes frequent study tours which require participants to move from one place to another by taking a long ride on public transports. With view to maternal health, participation by pregnant women is considered not to be desirable. In case of participation, however, it must be understood that she has to be responsible for her health and she has to bear all costs related to medical treatment for pregnancy such as periodic check-up, delivery, miscarriage, health disorders, etc. during the course period.

ATTENTION

Participants are required:

1. not to change course subjects or extend the course period,

2. not to bring any members of their family,

3. to return to their home country at the end of their seminar 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

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. Governments desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3) for each applicant, to JICA office (or the Embassy of Japan) **by March 21st, 2008**
2. The JICA office will inform the applying government whether or not the nominee's application has been accepted **no later than April 8th, 2008**
3. Application Report
Applicants should prepare an "Application Report" including information on applicants' organization and performance of duty. It should be typewritten in English, less than 3 pages (12-point font, double-spaced, A4 size paper) and in accordance with the format (see ANNEX III), and submitted together with the Nomination Form (A2A3). The information is used for screening and some parts of information help to make "Inception Report" which is requested after the selection.
4. Preparatory Program including Inception Report (only for selected applicants)
Selected applicants are requested to participate in the Preparatory Program. The details of the program will be informed together with official acceptance notification.

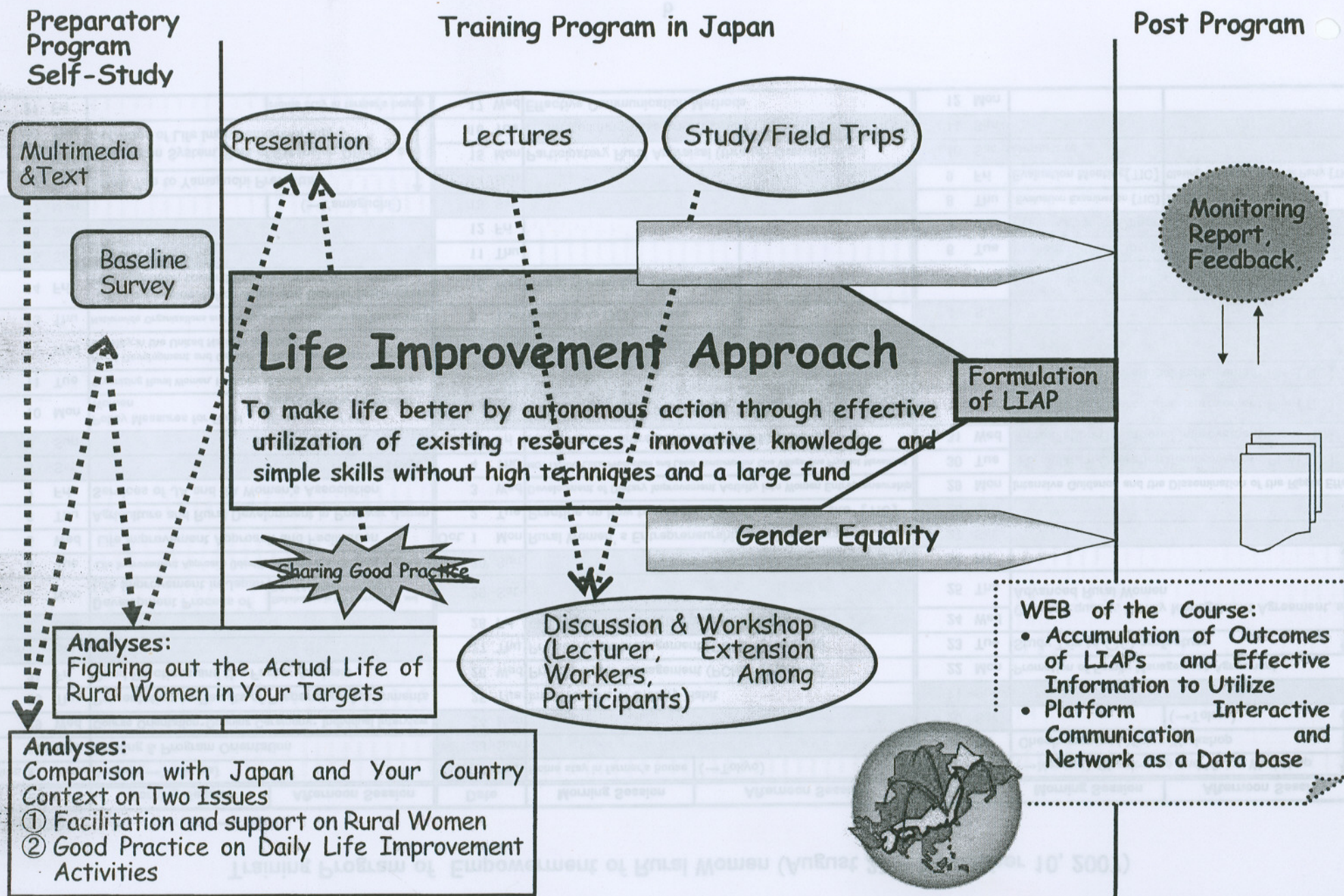
V. OTHER MATTERS

1. A pre-departure orientation will be held at JICA offices (or Embassies of Japan) to provide the 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, "GUIDE TO TRAINING IN JAPAN" will be handed to each selected candidate before (or at the time of) the orientation.
2. Participants who have successfully completed the training will be awarded a certificate by JICA.

List of ANNEX

- ANNEX I: Course Concept Chart
- ANNEX II: Sample Schedule (JFY 2007)
- ANNEX III: Application Report
- ANNEX IV: Inception Report (Preparatory Program)

Annex I: Concept of the Course



ANNEX II: Sample of Schedule (JFY2007)

Training Program of Empowerment of Rural Women (August 27 – November 10, 2007)

am:10:00~12:30 pm:13:30~16:00

Date	Morning Session	Afternoon Session	Date	Morning Session	Afternoon Session	Date	Morning Session	Afternoon Session
Aug. 27 Mon	Arrival (→Tsukuba)		Sep. 22 Sat	Home stay in farmer's house (→Tokyo)		Oct. 18 Thu	(→Nagano) Check-map and Vision Workshop	
28 Tue	Briefing & Program Orientation		23 Sun			19 Fri	Check-map and Vision Workshop	
29 Wed	Course Orientation・Opening Ceremony・Individual Interview		24 Mon			20 Sat	(→Tokyo)	
30 Thu	Presentation on Results of Preparatory Assignments		25 Tue	Improvement of Dietary Habit		21 Sun		
31 Fri	Good Practices and the Factor Analysis		26 Wed	Project Cycle Management (PCM) [Planning]		22 Mon	Promotion of Family Management Agreement	
Sep 1 Sat			27 Thu	Project Cycle Management (PCM) [Planning]		23 Tue	Study Trip to ○○ prefecture	
2 Sun			28 Fri	Guidance on Operational Improvement Plan		24 Wed	Gender Equality, Family Management Agreement, and Advanced Rural Women	
3 Mon	Development Process of Life Improvement in Japan	Stakeholders in Life Improvement and Role of Advanced Rural Women	29 Sat			25 Thu		
4 Tue	Life Improvement Approach (Identifying, Setting and Solving Problems)		30 Sun			26 Fri		
5 Wed	Life Improvement Approach and Facilitation		Oct. 1 Mon	Rural Women's Entrepreneurship and Empowerment		27 Sat		
6 Thu	Agriculture and Rural Development in Postwar Japan		2 Tue	Practice on how to use the RWE Course WEB site [TIC]		28 Sun		
7 Fri	Services of JA and JA Women's Association		3 Wed	Development of Dietary Improvement Activity into Women Entrepreneurship		29 Mon	Intensive Guidance and the Dissemination of the Ripple Effect	
8 Sat	(→Tokyo)		4 Thu	MOTTAINAI, Local Production and Local Consumption, One Village One Product Movement		30 Tue	Formulation Operational Improvement Plan [TIC]	
9 Sun			5 Fri	Rural Women Entrepreneurship and Marketing		31 Wed	Formulation Operational Improvement Plan [TIC]	
10 Mon	Policy Measures for Rural Women	Extension of Life Improvement, its System	6 Sat			11/ 1 Thu	Formulation Operational Improvement Plan [TIC]	
11 Tue	Organizing Rural Women, Fostering Women's Groups and Leadership		7 Sun			2 Fri	Formulation Operational Improvement Plan [TIC]	
12 Wed	Rural Development and Gender / The Trend toward Gender Equality in the United Nations and Japan		8 Mon			3 Sat		
13 Thu	Nationwide Organizations and Network for Rural Women and Role of WELI		9 Tue	Study Trip to ○○ prefecture		4 Sun		
14 Fri	Life Improvement Activities and Gender Issue (from WID approach toward Empowerment Approach)		10 Wed	(Rural Women Entrepreneurship)		5 Mon	Submission of Operational Improvement Plan [TIC]	
15 Sat			11 Thu			6 Tue	Presentation of Operational Improvement Plan	
16 Sun			12 Fri			7 Wed	Presentation of Operational Improvement Plan	
17 Mon	(→Yamaguchi)		13 Sat			8 Thu	Evaluation Examination [TIC]	Individual Interview [TIC]
18 Tue	Study Trip to Yamaguchi Prefecture		14 Sun			9 Fri	Evaluation Meeting [TIC]	Closing Ceremony, Farewell Party [TIC]
19 Wed	(Extension System, Role of Extension Officers and Activities of Life Improvement Group)		15 Mon	Participatory Rural Appraisal (through dramatization)		10 Sat	Departure	
20 Thu			16 Tue	Brainstorming session on Operational Improvement Plan		11 Sun		
21 Fri	Home stay in farmer's house		17 Wed	Effective Communication Methods		12 Mon		

Application Report

The Group Training Course on Empowerment of Rural Women

1. Basic Information

Name	
Address	
E-mail address	
Organization	
Position	

2. Duties/Mission of your organization

*Please explain duties/mission of your organization by focusing on activities for empowerment of rural women. Please also explain the budget, activity plan, network (partnership), whether your organization is supported by international organization or government.

3. Organizational chart

*Please attach your organization chart, which illustrate sections, divisions and departments in your organization and please highlight your section.

4. Your duty/role in your organization

*Please describe the following topics **as specific as possible**.

(1) How do you support rural women in your organization?

Name	
Address	
E-mail address	
Organization	
Position	

(2) Please analyze rural women's problems/challenges and strengths in target areas where you or organization cover.

Problems	Problem 1	Reasons
	Problem 2	Reasons
	Problem 3	Reasons

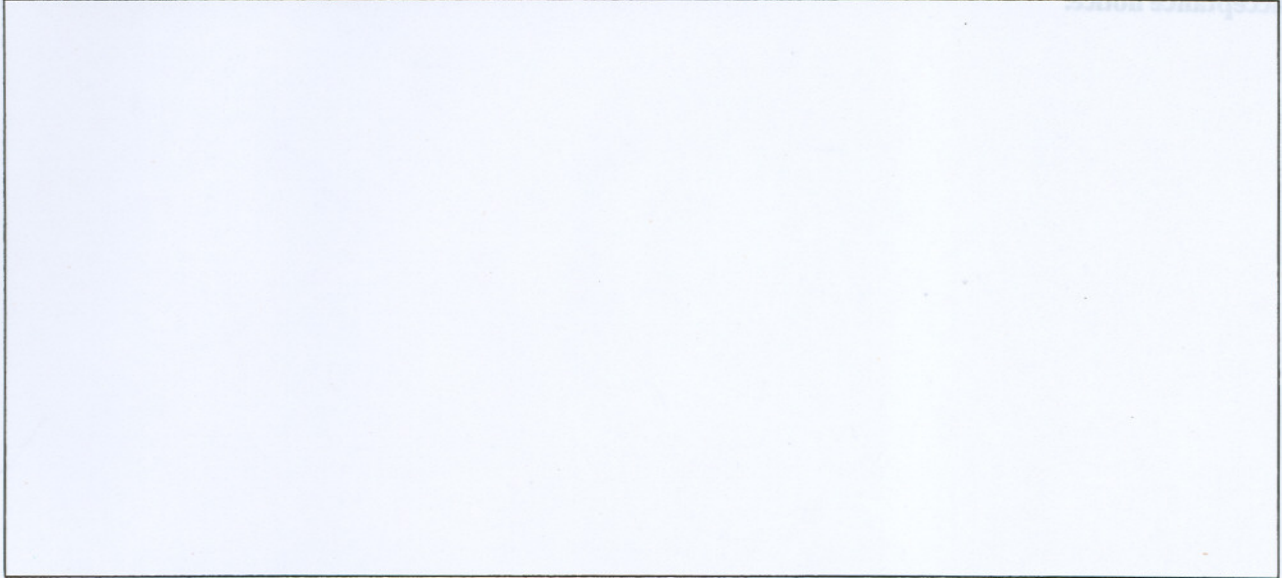
What do you think to overcome these problems?

Problem 1	
Problem 2	
Problem 3	

Strengths	Strengths 1	Reasons
	Strengths 2	Reasons
	Strengths 3	Reasons

5) Your participation in JICA's activities

*Please explain your present or possibility of future participation in JICA's activities such as Technical Cooperation Projects, Development Studies, Japan Overseas Cooperation Volunteers (JOCV), Training Program in Japan, Training Program in the Third Countries, and In Country Training Program.



ANNEX IV: Inception Report

※Detailed information (contents and format, etc.) will be given to the selected applicants together with the acceptance notice.





CORRESPONDENCE

For inquiries and further information, please contact a JICA office or Embassy of Japan, or address correspondence to:

Tsukuba International Center (TBIC), JICA

Address: 3-6, Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, JAPAN

Tel: +81-(0)29-838-1111

Fax: +81-(0)29-838-1119

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 Telephone : E-mail :	4 DATE OF BIRTH			5 AGE
	Month	Date	Year	
3 NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY Relationship to you: Telephone:		6 SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
		7 MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		
		8 NATIONALITY		
		9 RELIGION		

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
	Type of Organization <input type="checkbox"/> Governmental/Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Others
Address	
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.

.....

.....

.....

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

.....

.....

.....

3 (For Non-Group Training only)

Describe:

1) Subject area of the training required.

.....
.....
.....
.....
.....

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

.....
.....
.....
.....
.....

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.

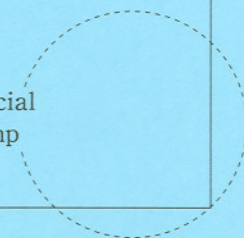
I accordingly nominate this person on behalf of the
Government of

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