

No.34/12/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 3<sup>rd</sup> March, 2011.

**TRAINING CIRCULAR**

**Subject :** A Region Focused training course in Participatory Irrigation Management Systems for Paddies for Asian Countries to be held in Japan from 31<sup>st</sup> May, 2011 to 22<sup>nd</sup> July, 2011 (core phase).

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held in Japan from 31<sup>st</sup> May, 2011 to 22<sup>nd</sup> July, 2011 (core phase). The total duration of the programme is from April, 2011 to October, 2011. The details of the programme and the application form may be drawn from this Ministry's website [persmin.nic.in](http://persmin.nic.in).

2. The programme is designed for officers in charge of irrigation management in the Central/local government. The aim of the programme is to improve/strengthen irrigation management systems in participant's respective country. This programme is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them forward solutions for the issues and problems.

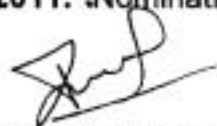
3. The applicant should be in charge of irrigation management in Central/local government; having more than 3 years experience in related field; be between 25 to 45 years of age; be proficient in written and spoken English; be in good health both physically and mentally to undergo the training and not be serving in the military.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from arrival in Japan to departure from Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). 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's Circular dated 28<sup>th</sup> February, 2011. The Ministry/State Governments may sponsor the names of only Government/Public Sector Undertaking functionaries.

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. Application should reach this Department through the Administrative Ministry/State Governments not later than 30<sup>th</sup> March, 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer  
Tel. No.23094575  
Email-doeof@nic.in

1. The Secretary, Ministry of Agriculture, Krishi Bhavan, New Delhi.
2. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular dated 28<sup>th</sup> February and the enclosed application Proformas on the Department's website



(Raakesh Mishra)  
Desk Officer

No. 16/GT-CP/2011

28<sup>th</sup> February, 2011

Dear Mr. Rakesh Mishra,

A Region Focused Training Course in Participatory Irrigation Management System for Paddies for Asian Countries will be held in Japan from 31<sup>st</sup> May, 2011 to 22<sup>nd</sup> July, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **1<sup>st</sup> April, 2011**:-

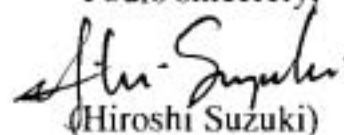
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Job Report

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

It is further informed that 8 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,



(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra  
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

PARTICIPATORY IRRIGATION  
MANAGEMENT SYSTEM  
FOR PADDIES FOR ASIAN COUNTRIES (A)  
地域別研修「アジア地域 農民参加型用水管理システム (A)」  
*JFY 2011*

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

NO. J11-04022 / ID.1184116

Phases in Japan: From May 31, 2011 to July 22, 2011

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**

“Farmers Participation” for Irrigation management is considered essential not only for efficient management and maintenance of irrigation facilities, but also for an effective use of water resources, pursuing the improvement of agricultural productivity as well as farmer’s income generation, and thus contributing to achieve the whole communities’ development and stability.

In many developing countries, however, irrigation management is still fragile, mainly due to the lack of systematic and budgetary background to promote farmers participation in its management, and also the skills and knowledge in agriculture sector in general. In addition, it fails to distribute irrigation rights among farmers equally, and thus causing socio-economic disparities within the communities.

Since Land Improvement Act was enacted in 1949 in Japan, Land Improvement Districts (LIDs) have functioned as an irrigation management association. LIDs are associations composed of farmers and managed by farmers themselves. They have not only contributed to sustainable irrigation management in Japan but also encouraged farmers’ participation and ownership, and further, have contributed to promote community development.

The area focused Training and Dialogue Programs “Participatory Irrigation Management System for Paddies for Asian Countries” will be mainly conducted by successful LIDs in Hokkaido, in order to transfer its experiences of irrigation management to Asian countries. And thus it aims to contribute to improve/strengthen irrigation management systems in respective country.

## **For what?**

This program aims to improve/strengthen irrigation management systems in participant’s respective country.

## **For whom?**

This program is offered to officers in charge of irrigation management in the central/local government.

## **How?**

Participants shall have opportunities to learn participatory irrigation management systems in Japan.

Participants will also propose an “Action Plan” describing what the participant will do after they go back to home country making the best use of the knowledge and ideas acquired and discussed in Japan among others for on-going activities.

## ***II. Description***

**1. Title (J-No.): Participatory Irrigation Management System for Paddies for Asian Countries(A) (J1104022)**

**2. Period of program**

**Duration of whole program:** April to October 2011

**Preliminary Phase:** April to May 2011

(in a participant's home country)

**Core Phase in Japan:** May 31, 2011 to July 22, 2011

**Finalization Phase:** July to October 2011

**3. Target Regions or Countries**

Bangladesh, India, Laos, Nepal, Pakistan, Myanmar and Timor-Leste

**4. Eligible / Target Organization**

This program is designed for the central or local government in charge of irrigation management.

**5. Total Number of Participants:**

8 participants

**6. Language to be used in this project:** English

**7. Program Objective:**

Participant's organizations will officially discuss and formulate a plan to improve/strengthen irrigation management system in respective country, based on the "Action Plan" proposed by participants.

**8. Overall Goal:**

Participant's organizations will officially implement the formulated plan to improve/strengthen irrigation management system in respective country.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (April to May 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Preparation of Job Report/Job Report presentation	-Preparation and submission of Job Report -Necessary arrangements for Job Report presentation -Consultation with Ex-Participants

### NOTE:

(1) All the participants will be requested to present their own report at the beginning of the training program.

(2) Consultation with Ex-Participants is strongly recommended in order to prevent mismatch between participants' needs and the training program.

<b>(2) Core Phase in Japan</b> (May 31, 2011 to July 22, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) Analyze current issues/challenges regarding irrigation management systems in the participant's respective county	(1) Problem Analysis Workshop	-Lectures  -Site visit  -Discussion  -Presentation
	(2) Presentation of Job Report	
2) Understand the systems of "Participatory Irrigation Management (PIM)" in Japan	(1) Irrigation systems in Japan	
	(2) Background of Japanese irrigation system	
	(3) Irrigation policies and administrative structure in Japan	
	(4) Organization and management of LIDs	
	(5) Irrigation techniques of LIDs	
3) Understand various factors and relevant activities surrounding LIDs	(1) Irrigated agriculture in Japan	
	(2) Agricultural cooperatives (JA ) supporting farm management in Japan	
	(3) Variety of LIDs (LIDs based on local characteristics)	
	(4) Coordination of agricultural water use/rights between areas or between sectors	

	(5) National federation of LIDs	
4) Consider suitable systems of participatory irrigation management for the respective country (area) and propose a feasible plan to improve/strengthen the irrigation management system as an "Action Plan"	(1) Weekly discussion	
	(2) Mid-term discussion	
	(3) Consultation and preparation for Action Plan	
	(4) Presentation of Action Plan	

NOTE:

(3) The Action Plan, which participants are going to propose must be FEASIBLE, therefore, it is recommended that participants bring relevant data, map, pictures, laws and regulations of your country.

### **(3) Finalization Phase in a participant's home country**

(July to October 2011)

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
Implementation of the Action Plan	(1) Discussion and finalization of "Action Plan" in the participant's organization within one (1) month (by the end of August) (2) Reporting the progress of implementing "Action plan" as "Progress Report" to the respective country's JICA office and JICA Sapporo within three (3) months (by the end of October)

NOTE:

(4) JICA Sapporo might suspend the acceptance of candidates for the coming years from those organizations which do not seriously share participant's Action Plan, nor without reporting to JICA within the mentioned period.



## <Schedule for the Training Course>

\*The following curriculum is the Training Course in FY 2010 so that it may be subject to minor changes in FY 2011.

Abbr. = L: Lecture, O: Observation, P:Practice, D: Discussion, Pres:Presentation, CC : Courtesy Call, LID:Land Improvement District, TLID: Taisetsu Land Improvement District , MAFF: Ministry of Agriculture, Forestry and Fisheries of Japan, HRDB: Hokkaido Regional Development Bureau, MLIT: Ministry of Land, Infrastructure and Transport

" Participatory Irrigation Management System For Paddies For Asian Countries" in FY 2010

DATE	Program	TRAINING CONTENTS / SUBJECT	LOCATION
26/May(Wed)		Briefing Session	JICA Sapporo Orientation Room
27/May Thu)		General Orientation Meeting with the staff from JAL Sales Travel Agency	JICA Sapporo Seminar Room 9
28/May (Fri)	L L	General Orientation Course Guidance Objectives of the Training Course	JICA Sapporo Seminar Room 9
29/May (Sat)		Free	
<b>30/May (Sun)</b>	<b>O</b>	<b>Moving to Asahikawa City</b> <b>Taisetsu Dam</b>	<b>Taisetsu LID Area</b>
31/May (Mon)	CC Pres	Courtesy Call Visit to the Central and Local Gov. concerned ①Asahikawa City ②Asahikawa Dev't & Construction Div., Hokkaido RegionalDev't Bureau of Ministry of Land,Infrastructure and Trans Job Report Presentation Welcom Party	Asahikawa City Taisetsu Land Improvement District(TLID)
1/June (Tue)	L L	Participatory Irrigation Management System Outline of Land Improvement District and its System	TLID
2/June (Wed)	L L	Outline of Agriculture of Asahikawa City -Agriculture & Land Improvement Outline of Agriculture of Kamikawa Sub-prefectural Region in Hokkaido -Agriculture & Land Improvement	TLID
3/June (Thu)	L L	Central Government Operated Projects in the Area of Asahikawa Development and Construction Department Legal System for the Land Improvement Outline of the Legal System and History of LID in Japan	TLID
4/June (Fri.)	L O	Duties of Executives (Directors and Auditors) Observation of Land Improvement Facilities of Taisetsu LID	TLID
<b>5/June (Sat)</b>		<b>Home Stay Program</b>	
<b>6/June (Sun)</b>		<b>Home Stay Program</b>	
7/June (Mon.)	L L	Water Management of Taisetsu LID Facility Management of Taisetsu LID	TLID
8/June (Tue.)	L L	Budget, Accounting, and Settelment of Land Improvement District Levies and Redemptions of Land Improvement District	TLID
9/June (Wed.)	L L	Facility Management by Farmers Utilization of GIS and its System at Land Improvement District	TLID
10/June (Thu.)	O	Observation of Water Gate Manufacturing Plant	Tazima Industrial Co. Ltd.
11/June (Fri)	L L	Observation of Kamikawa Agricultural Experiment Station Summary on Training at Taisetsu LID	Kamikawa Agricultural Experiment Station TLID
12/June (Sat)		Free	
13/June (Sun)		Free	
14/June (Mon)	L CC O	Outline of Teshiogawa Land Improvement District Courtesy Call : the City of Shibetsu and JA Kitahibiki Observation of Shizuo Farm	Teshiogawa LID
15/June (Tue)	L O	Management Methods of Operation of Dams and Headworks Observation of Dam and Headworks	Teshiogawa LID
16/June (Wed)	L O	Facility Management by Subordinate Organizations Observation at Concrete Mill	Teshiogawa LID
17/June (Thu)	O O	Visit to an Elementary School in Rural Area Observation of Iwaonai Dam and Power Plant	Teshiogawa LID
18/June (Fri)	L O	Water Management by Farmers Visit to Farmers	Teshiogawa LID
<b>19/June (Sat)</b>			
<b>20/June (Sun)</b>			

21/June (Mon)	O	Observation of Facilities of Agricultural Cooperatives(JA)	Teshiogawa LID
22/June (Tue)	L	Visit to an Elementary School	Teshiogawa LID
	L	Summary on Training at Teshiogawa LID	
23/June (Wed)	L	Outline of Furano Land Improvement District	Futano LID
	O	Observation of Land Improvement Facilities of Furano LID	
24/June (Thu)	L	Outline of Upland Fields Irrigation	Futano LID
	O	Visit to Farmers	
25/June (Fri)	L	Midterm Report and Discussion	Hotel in Asahikawa
26/June (Sat)		Free	
27/June (Sun)		Free	
28/June (Mon)	CC	Coutesey Call to Nakafurano Town Mayor	Furano LID
	O	Observation of Facilities	
	L	Repairing Method of Facilites	
29/June (Tue)	L	Operation and Maintenance by Land Improvement District	Furano LID
	L	Water Rights and Design Irrigation Requirement	
30/June (Wed)	L	Water Management by Land Improvement District	Furano LID
	L	Water Management on Paddy Fields	
1/July (Thu)	O	Design and Cost Estimate of Land Improvement Projects	Teshiogawa LID
	O	System of JA Furano	
2/July (Fri)	L	Summary on Training at Furano LID	Hotel in Asahikawa
3/July (Sat)		Free	
4/July (Sun)		Free	
05/July (Mon)		<i>Asahikawa City → Nagoya City, Aichi Prefecture</i>	
06/July (Tue)	L/O	Observation at a Land Improvement District outside Hokkaido	Miyata Irrigation LID
07/July (Wed)		<i>Nagoya City → Tokyo</i>	
08/July (Thu)	L	Visit to Ministry of Agriculture, Forestry and Fisheries of Japan	MAFF, Kasumigaseki, Tokyo
	L	National Federation of LID Organizations in Japan Organization and Activities of the National Federation of LIA (Midori Net)	National Federation of Land Improvement Assos.
9/July (Fri)	D	Visit to JICA Headquarters <i>Tokyo → JICA Sapporo</i>	JICA Headquarters Shinjuku, Tokyo
10/July (Sat)		Free	
11/July (Sun)		Free	
12/July (Mon)	L	Roles of Agricultural Engineering and Techniques in Regional Development	Hokkaido University
	D	Benefits for Famers, and for the Government	
13/July (Tue.)	L	Roles of National Federation of Land Improvement Associations and Regional LIAs	Hokkaido Federation of Land Improvement Association
	L	Calculation of Water Requirement and ProcEDURE of Land Substitution Project	
14/July (Wed)	L	The Basic Law on Food, Agriculture and Rural Areas	JICA Sapporo Meeting Room 1
	L	Irrigation Investment in hokkaido and New Role of Irrigation District in Rural Development <i>Move back to Asahikawa City</i>	Hokkaido University
15/July (Thu)	D	Discussion on Making Action Plans (with staff from each LID)	TLID
16/July (Fri)	D	Discussion on Making Action Plans (with staff from each LID)	TLID
17/July (Sat)			
18/July (Sun)		<b>Higashi Takasu Citizen's Festival</b>	
19/July (Mon)			
20/July (Tue)	CC	Courtesy Call Visit to Asahikawa City and Asahikawa Dev't & Construction Div., Hokkaido Regional Dev't Bureau of Ministry of Land, Infrastructure and Transport Preparation for Presentation of Action Plan	Asahikawa City TLID
21/July (Wed)	Pres.	Presentation of Action Plan Evaluation Meeting and Closing Ceremony	TLID
22/July (Thu)		<i>Moving to Sapporo</i>	
23/July (Fri)		<i>Leaving for Home</i>	

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: be officers in charge of irrigation management in central/local government.
- 2) Experience in the relevant field: have more than 3 years' experience in this field.
- 3) Language: have a competent command of spoken and written **English** and which is equivalent to TOEFL CBT 200 or more. (This Training and Dialogue Programs includes active participation in discussions, Action Plan development, thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 4) Be able to communicate with others proactively
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.

- ii) Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in

Japan, ④ medical certificate. Please ask National Staffs in JICA office for the details.

6) Must not be serving any form of military service.

### **(2) Recommendable Qualifications**

- 1) Age: be between the ages of twenty-five (25) and forty-five (45) years
- 2) Contact to Ex-Participants is highly recommendable in order to reduce mismatches between applicant's needs and training course.

### **3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan
- (2) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) Job Report:** to be submitted with the application form. (Detail information is provided in the ANNEX "Job Report".)

### **4. Procedure for Application and Selection :**

#### **(1) Submitting the Application Documents:**

Closing date for application to JICA Sapporo: **April 1, 2011.**

**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 shall conduct screenings, and send the documents to JICA Sapporo in charge in Japan, which organizes this project. Selection shall be made by JICA Sapporo 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 to the respective Government by **not later than April 22, 2011.**

### **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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
  - (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
  - (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Sapporo

(2) **Contact:** [jicasic@jica.go.jp](mailto:jicasic@jica.go.jp), [sictp1-tech@jica.go.jp](mailto:sictp1-tech@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Taisetsu Land Improvement District

(2) **Remark:** Since Land Improvement Act was enacted in 1949, Land Improvement Districts(LIDs), it was established by farmers themselves, in Hokkaido have not only functioned as an irrigation management association but have encouraged farmers to be independent and have promoted community development. LIDs in Hokkaido have different history and characteristics from LIDs in other parts of Japan and one can find many hints and ideas from their experience to promote development of rural areas by organizing farmers.

### 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 Sapporo International Center (JICA SAPPORO)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido  
003-8668, Japan

TEL: 81-11-866-8383 FAX: 81-11-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

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

NOTE: Training sites are located in Asahikawa city and the area around which are approximately 140 km north of Sapporo city. Participants are expected to stay at a private hotel etc. during most of the training program.

## **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, to provide participants with details on travel to Japan, conditions of the Training and Dialogue Programs, and other matters.

# ***V. Other Information***

1. Participants who have successfully completed the program in Japan will be awarded a certificate by JICA.
2. At the end of the program in Japan, each participant is required to propose "Action Plan" and present it.  
The Action Plan has to include the participant's diagnosis of a first priority problem related to irrigation management and organizing farmer's association and possible measures to tackle the problem. The participant is expected to fully utilize the ideas and techniques he/she has obtained through the program to write an applicable Action Plan which will hopefully lead to the solution of the above-mentioned problem.

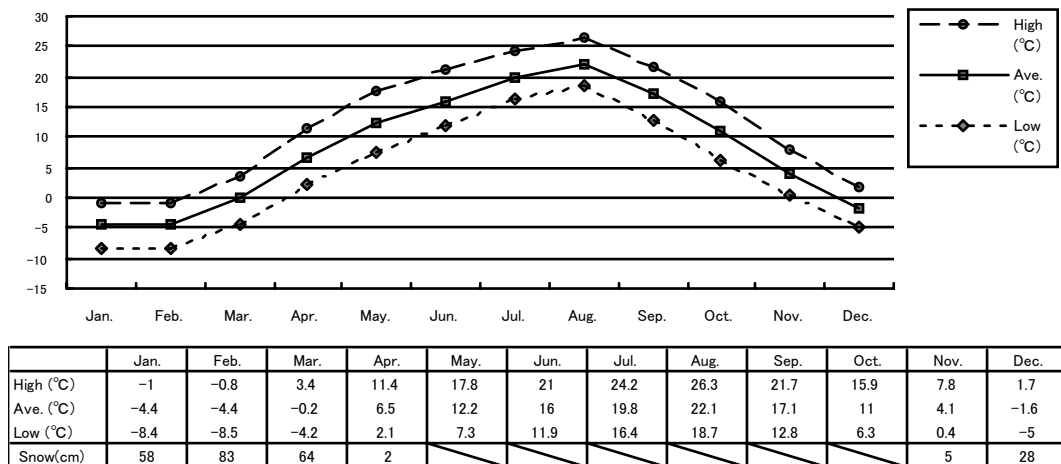
<Format of Action Plan >

- a) Background of the selected problem for the Plan
- b) Purpose, objective and strategy of the Plan
- c) Concrete actions and necessary resources of the Plan
- d) Time schedule and budget of the Plan

\*In order to make a better Action Plan, it is recommended that each participant bring necessary documents or data from his/her country.

Each participant is required to submit “the Progress Report” which describes the progress of implementing the Action Plan by the end of October 2011.

### 3. Climate in Sapporo



\*Typical Seasonal Wear

(May – July) Long-sleeves, Short-sleeves, Light Jacket

### 4. Recreation

Participants can use an indoor swimming pool, gymnasium, and tennis courts located next to JICA Sapporo. The charges are paid by JICA.

### 5. Equipment in JICA Sapporo

JICA Sapporo has the following equipment for the participants.

<Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN、NHK (BS) , DVD/VHS Video Player)

\*ATTENTION: There are no slippers or towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

<Audio-Visual equipment for training>

Video recorder, Overhead projector, Slide Projector, Multimedia Projector (available to use Microsoft Power Point 2002).

### 6. Cultural Exchange Program

JICA will arrange opportunities for cultural exchange program during their stay in Japan. If the participant wishes to bring items to show to Japanese people, here are some suggestions:

National costume, Musical instruments, Typical crafts using local materials, Traditional cooking/eating utensils, Pictures showing daily life, Small national flag, .(Bringing these items is not a requirement.)

## **VI. ANNEX:**

### **JOB REPORT**

Please describe the following subjects in the Job Report.

#### **1. Outline of the participant's organization and his/her job**

- (1) Brief description of the participant's organization (Organization chart, responsibilities etc.)
- (2) Participant's duties in the organization

#### **2. Irrigation system and issues on irrigation management in the participant's country/area**

- (1) Outline of irrigation system
- (2) Picture of Main water canal, Rice paddy, Paddy cultivation, Rice planting, Harvesting, Rice milling, Irrigation facilities etc.
- (3) Present situation and challenges of irrigated agriculture in the participant's country/area
- (4) Present situation and challenges of farmers' association in charge of irrigation management
- (5) Issue(s) the participant would like to solve and its reason

*\*Please attach or bring some materials(pictures, videos, drawing sheet of irrigation facilities etc. ) to show the situation of irrigation systems and agriculture in the participant's country.*

#### **NOTE:**

- (1) The Job Report should be written in **English** and by using Microsoft Power Point in **maximum 18 slides except pictures**.
- (2) Each participant will have 15-20 minutes for an oral presentation on his/her Job Report including time for interpretation at the beginning of the program.
- (3) It is recommended to prepare related information or materials which could be useful in formulation of an Action Plan.
- (4) The participant is expected to share each Action Plan with his/her organization. Also, he/she is expected to report the progress of each Action Plan to JICA Office within three (3) months after completion of the program.



## PROBLEM ANALYSIS

At the beginning of the training program, we will have opportunity for problem analysis workshop in order to make clear each participant's issues on irrigation management. For effective problem analysis workshop, please prepare the following data or materials and bring them.

**1. Data which indicate condition of irrigation management organization in your area** (the area you're in charge of) etc.

Irrigation system (outline and facility placement), Irrigated plan (water distribution plan), Cost of operation and maintenance, Obligation and responsibility between government and farmers, Regulation or rule for organization management, etc

**2. Data which indicate farmer's condition in your area**

Cropping Pattern, Cropping amount, Average filled size, Average Income, Average family structure, Land ownership, Labor cost, etc.

**3. Data which indicate condition in your area**

Water resource condition, Crop Marketing system, Infrastructure, Rural Economic condition, History of the area (formation of the village, culture, custom) etc.

\* We expect the data or materials published as official statistics but accept the participant's personal data or materials. In case the participant doesn't have relationship with irrigation management organization directory, we accept typical organization data or materials in your area.

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Sapporo International Center (JICA SAPPORO)**

**Address:** Minami 4-25, Hondori-16 chome, Shiroishi-ku,  
Sapporo, Hokkaido 003-8668 Japan

TEL: +81-11-866-8383 FAX: +81-11-866-8382

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use  or "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**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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



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

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

#### Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

### Application Form for the JICA Training and Dialogue Program

## OFFICIAL APPLICATION

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

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

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

J	0		-						
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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.**





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**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)

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

J	0	-							
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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**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)		<b>6) Date of Birth</b> (please write out the month in English as in "April")				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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**

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**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	<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
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> 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.

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:



**MEDICAL HISTORY AND EXAMINATION**

**1. Present Status**

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

No |  Yes >> Name of Medication ( \_\_\_\_\_ ), Quantity ( \_\_\_\_\_ )

(b) Are you pregnant?

No |  Yes ( \_\_\_\_\_ months )

(c) Are you allergic to any medication or food?

No |  Yes >>>  Medication |  Food |  Other: \_\_\_\_\_

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( \_\_\_\_\_ )

*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.*

**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?

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

(e') Has this disease been cured?

Yes |  No (Specify name of illness \_\_\_\_\_)  
Present Condition: ( \_\_\_\_\_ )

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

\_\_\_\_\_

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: