

No.34/13/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 9th March 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Mega-City Environmental Policy and Environmental Management System to be held in Japan from 10th May 2010 to 3rd July 2010 (Core Phase).

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 the above programme. The total duration of the programme is from May 2010 to January 2011, out of this, the Core Phase, from 10th May 2010 to 3rd July 2010 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program aims to foster the participants capability in the formulation of comprehensive environmental management plans which take account of global environmental conservation frameworks and the concept of sustainable development as well as regional based strategies to deal with pollution from industry and urban living.

3. The Candidates should be officials of the division in National/Local government with responsibility for planning and implementation of environmental policy for the mega-cities with a population of more than 100 million people; have at least five years experience in the field of environmental policy and or management; be between twenty five and forty five years of age; be proficient at 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 the cost of a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs 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 3rd March 2010. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

Contd.....

7. The applications should reach this Department through proper channel not later than 5th April 2010. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Environment and Forest, Paryawaran Bhavan, CGO Complex, Lodhi Road, New Delhi.

2. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

✓ 3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No 18/GT-CP/2010

3rd March, 2010

Dear Mr. Rakesh Mishra

A Group Training Course in Mega-City Environmental Policy and Environmental Management System will be held in Japan from 10th May, 2010 to 3rd July, 2010, 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 **9th April, 2010:-**

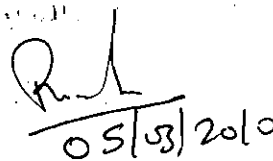
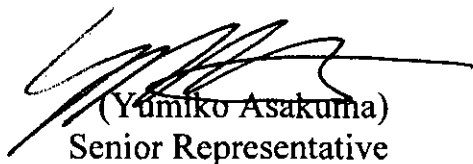
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

It is further informed that 6 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,


05/03/2010
(Yumiko Asakuma)
Senior RepresentativeMrs Shieba

Encl: As stated above.

Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
New Delhi

DUJ No. 21365/2010
CS 215/EO(E)/2010
8/3/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Mega-City Environmental Policy and Environmental Management System

集団研修「大都市地域環境政策・環境マネジメントシステ
ム」

JFY 2010

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

NO. J10-00887

From May, 2010 to January, 2011

Phase in Japan: From May 10 to July 3, 2010

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

In many countries, rapid urbanization, economic development and structural change due to industrialization make the environmental problems such as traffic pollution, waste management, water pollution and noise very serious mainly in large cities. However, in many developing countries, the environmental management has a shallow history in general, or they themselves lack the policies and planning measures as a first step, the ability to make a plan based on scientific evidence is lack. It is very difficult to implement the effective measures for environmental problems.

In OSAKA city, Japan, it has taken around 30 years to clear the environmental criteria since they faced very serious environmental problems. In Mega-city includes Osaka-city in Japan firstly set the plan based on scientific aspects, and take make an effort continuously.

This course is designed to provide officials dealing with environmental issues with an opportunity for enhancement of their skills and abilities of formulation and implementation of environment policy.

For the further self implementation of the policy in each developing country, each country is required to nominate and dispatch two trainees each year for three years from the same organization with r responsibility for planning and implementation of environmental policy for the mega-cities with a population of more than 100 million people.

For what?

Through the training program, participants are expected to foster their capability in the formulation of comprehensive environmental management plans which take account of global environmental conservation frameworks and the concept of sustainable development as well as regionally based strategies to deal with pollution from industry and urban living.

For whom?

Engineers or administrative officials with central responsibility for planning and implementation of environmental policy for the mega-cities with a population of more than 100 million people

How?

In this program, participants will learn about history, legislation, countermeasure techniques of Environmental management especially in case of Osaka city through lectures, observations and practices.

II. Description

1. Title (J-No.) : Mega-City Environmental Policy and Environmental Management System (J10-00887)

2. Period of program

Duration of whole program:

May, 2010 to January, 2011

Phase in Japan:

May 10th to July 3rd, 2010

Formatted: Indent: First line: 1.45 ch

Formatted: Indent: First line: 1.47 ch

3. Target Regions or Countries: Cote d'Ivoire, Kosovo, India, Indonesia, Mexico and Egypt

Formatted: Indent: Left: 0", Hanging: 16.62 ch

4. Overall Goal:

Formulation of Environment Management Plan is addressed by participating organization.

5. Objective:

(1) Program objectives

Capacity of participating organization will be improved and the process of formulation of Environment Management Plan will be indicated.

(2) Expected Module Output:

(Preparatory Phase in participants' home countries)

0. The country reports are formulated in participants' home countries.

(Core Phase in Japan)

1. Country reports summarizing problems and issues which participating organizations are facing are formulated.
2. Priority issues of participating organization will be identified through lectures about history and case study of environmental problems in Japan/Osaka and also through discussion among participants.
3. Participants will learn the methodology of planning for both individual and integrated environment management plan.
4. Participants will understand the environment management system as a tool of PDCA cycle.
5. Draft process sheet for formulation of environment management plan will be formulated.

(Finalization phase in participants' home countries)

6. Draft process sheet will be shared and examined in participating organization.

6. Eligible / Target Organization :

Division in National/Local government with responsibility for planning and implementation of environmental policy for the mega-cities with a population of more than 100 million people

Two persons per year, totally six persons for this three year's training course from same organization

7. Total Number of Participants :

8 participants in total from 6 counties which are Cote d'Ivoire, Kosovo, India, Indonesia, Mexico and Egypt

8. Language to be used in this project : English (including English translated from Japanese through interpreters)

9. Contents:

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

(1) Preliminary Phase in participant's home country (~May 10, 2010)

Participating organization make required preparation for the Program in the respective country.

Output 0: The country reports are formulated in participants' home countries.	
Country reports	<ul style="list-style-type: none"> ♣ Formulation of Country Report <ul style="list-style-type: none"> ◆ Participants are requested to prepare a country report on their organization, activities, interests, and their country's environmental situation, etc., according to the instructions in V. ANNEX1. ◆ Participants will be required to give a presentation in class, based on the report at the beginning of the program after arriving in Japan. ◆ The country report should be typewritten in English (about 5 pages, A4 size) and submitted to JICA (or the Embassy of Japan) together with the Application Form. Participants are recommended to bring supplementary materials, such as slides or photos. (The submitted reports are referred to in the process of screening applicants and are used during training for comparative study.)



(2) Core Phase in Japan (May10 to July 3, 2010)

Participants dispatched by the organizations attend the Program implemented in Japan.

Objective	Programme/Details	Purpose and Method of Guidance	Category		
			Lecture	Workshop /Discussion	Observation / Study trip
Orientation	Briefing		○		
	General Orientation		○		
	Evaluation Meeting		○		
	Course Orientation		○		
	Activities of GEC		○		
Output I: Country reports summarizing problems and issues which participating organizations are facing are formulated.					
Sharing of the information and discussion	Country Report Presentation	To share information on environmental conditions (including global environmental issues) in participant countries.	○		
	Guidance to Formulation of Action Plan 1	To learn how to prioritize and analyze the issues the participants are facing.		○	
Output II: Priority issues of participating organization will be identified through lectures about history and case study of environmental problems in Japan/Osaka and also through discussion among participants.					

Objective	Programme/Details	Purpose and Method of Guidance	Category		
			Lecture	Workshop / Discussion	Observation / Study trip
1. History and Experience for Air Pollution in Osaka City and Japan (Air Pollution from stationary source, Automobile pollution, Water Environment, and Solid Waste)	History of Environmental Administration of Japan	Lectures and discussion about following theme, Environmental problems, such as air pollution, water contamination and solid waste management in Japan and Osaka City Social and economic factors, impact on citizens of environmental problems Various efforts of government, companies and citizens.	○		
	Experience of Osaka City in Urban Environmental Management		○		
	Environmental Issues and Socio-Economic System in Developing Countries		○		
	Environmental Monitoring of Osaka City (including visit to a Monitoring Station)		○		○
	Outline of Japanese Environmental Law		○		
	Sewerage of Osaka City		○		
	Sewage Treatment Plant				○
	Incineration Plant				○
	Solid Waste Landfill Site				○
	Environmental Measures of Industries		○		○
2. Institutional Frameworks, Environmental Education, etc.	Sewage Science Museum	To learn about importance of people's awareness in environment and gain knowledge the way how to provide environmental education for them through lectures and observation such as museums and a national park.	○		○
	Biodiesel Fuel System by Local Government				○
	Japanese Eco-town policy and visit to Osaka Eco-town site		○		○
	Nature Conservation Area		○		○
Output III: Participants will learn the methodology of planning for both individual and integrated environment management plan.					
Planning for environmental management (individual and integrated plans)	Environmental Policies of Osaka City (Environment Law and Ordinances)	Using the example of Osaka city's environmental strategy, to gain awareness of the kind of frameworks whose establishment is important for the future conservation of the global environment	○		
	Countermeasures for Environmental Pollution in Mid and Small-Sized enterprise		○		
	Motor Vehicle Pollution Control in Osaka City		○		
	Outline of Solid Waste Management in Osaka City		○		
	Recyclable Waste Sorting Center				○
	Issues on Waste Management in Developing Countries		○		
	Environmental Impact Assessment System of Osaka City		○		
	Environmental Impact Assessment System in ODA				○
	Environmental consideration of JICA		○		
	Trade and Environment Global, Regional and Local Perspective		○		
	Climate Change		○		
	General Outline of CDM/JI		○		
	Urban Housing Environment Management		○		

Objective	Programme/Details	Purpose and Method of Guidance	Category		
			Lecture	Workshop / Discussion	Observation / Study trip
	Lectures on Environmental Issues at the UNU		○		
Output IV: Participants will understand the environment management system as a tool of PDCA cycle.					
EMS (ISO14001), Environmental Management System in Japanese Enterprises	Environmental Management System(ISO14001) in Japanese Enterprises	To acquire knowledge of EMS, as a tool for sustainable development, enabling: guidance on and auditing of EMS in private-sector firms (by participants); and application of EMS by local government to regional environmental management. For this purpose, study will be made of the various elements of EMS and the requirements of the ISO 14001 international standard using.	○	○	○
Output V: Draft process sheet for formulation of environment management plan will be formulated.					
	Guidance to Formulation of Action Plan2 (Action plan report review)	To seek each participants' countries essential problems and find a way for solution for it. This is specially designed for reviewing the action plan presentation.		○	
	Action Plan Preparation				
	Action Plan Report Presentation	To set well-defined goals so as to make the most of this training program as a point of reference or a base from which to accomplish tasks or improve one's work upon return home.		○	



(3) Finalization Phase in participant's home country (July, 2010 to January, 2011)

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

Output VI. Draft process sheet will be shared and examined in participating organization.	
Discussion and Finalization of Action Plan	<ul style="list-style-type: none"> ♣ Sharing and discussing of draft action plan in the participating organization ♣ Finalization of draft Action Plan (if, possible)
Submission of final report to JICA regional Office	♣ Submitting Final report including description of progress of Action Plan to respective JICA Regional Offices (Deadline: January 7th)
Follow-up by JICA-GEC NETWORK	To know progress of outcomes/tasks targeted for accomplishment upon return home as per Action Plans and to actively conduct information exchanges with participants.



【Program Objective】

Capacity of participating organization will be improved and the process of formulation of Environment Management Plan will be indicated.

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 program 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 program 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) **Current Duties:** Officials of the division in National/Local government with responsibility for planning and implementation of environmental policy for the mega-cities with a population of more than 100 million people
Two persons per year, totally six persons for this three year's training course from same organization
- 2) **Experience in the relevant field:** at least five (5) years' experience in the field of environmental policy and/or management
- 3) **Age :** be between twenty-five (25) and forty-five (45) years of age
- 4) **Language :** have a competent command of spoken and written English
(This training course include active participation in discussions, action plan development, thus requires high competence of English ability. Please

attach official certificate for English ability such as TOEFL, TOEIC etc, if possible)

5) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan (Pregnancy is regarded as a disqualifying condition for participation over a long period may pose risks to pregnant women and unborn children.)

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

3. Required Documents for Application

(1) **Application Form:** The Application Form is attached to this General Information.

(2) **Country Report:** Please see V. ANNEX1

***Applications not accompanied by Country Report cannot be duly considered.**

Attention! : All documents should be in English and typewritten by PC or filled in BLOCK LETTERS, NOT in *Running Hand*.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **March 26, 2010**

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

(2) Selection:

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

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than April 10, 2010**.

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) Not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Osaka (Japan International Cooperation Agency, Osaka International Center: JICA/OSIC)
- (2) **Contact:** Ms. Mayumi MURAKAMI
(Murakami.Mayumi@jica.go.jp, jicaosicp-kensyu1@jica.go.jp)

2. Implementing Partners:

2-1) Name: Global Environment Centre Foundation (GEC)

- (1) **Contact:** Ms. Yuko Kunita
- (2) **URL:** <http://gec.jp/>
- (3) **Remark:** GEC was established in 1992, with the purpose of supporting to UNEP DTIE IETC's activities and promoting partnership between developing countries and Japan for global environmental conservation.
- (4) Participants will be able to become a member of JICA-GEC Network and share and exchange information.

2-2) Name: Environment Bureau, Osaka City

- (1) **URL:** <http://www.city.osaka.jp/kankyojigyo/english/index.html>
- (2) **Remark:** Bureau in charge of conservation of environment and waste disposal (air pollution, automobile pollution, noise and vibration, toxic chemical, ground environment, water quality in river and ground water and waste treatment)

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:

(1) JICA Osaka International Center (JICA Osaka)

Address : 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL : 81(*)-72(**)-641-6900 FAX : 81(*)-72(**)-641-6910

(where "81" is the country code for Japan, and "72" is the local area code)

If there is no vacancy at JICA Osaka, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Osaka at its URL, http://www.jica.go.jp/english/contact/pdf/life_in_osic.pdf

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials
For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. ANNEX1

Country Report

Applicants are requested to prepare a Country Report covering the items below and any other information considered relevant. It should be typewritten (A4 size) and submitted together with the Nomination Form.

1. Introduction

(1) Name of applicant

(2) Name of country

(3) Name of organization to which the applicant belongs and organization chart.

2. Outline of environmental administration

Briefly describe your organization and institution, environmental impact assessment systems, laws and environmental standards etc. in your country.

3. State and describe the environmental problems which your organization is facing and which you want to solve.

Participants are requested to bring with them environment-related white papers (annual reports), reports and pamphlets prepared by their organization as well as materials such as slides, videotapes and photographs which will add a visual dimension to an understanding of the environmental situations in their countries'.

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 Osaka International Center (JICA Osaka)

Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL : 81-72-641-6900 FAX : 81-72-641-6910

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

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

- (d) fill in the form in **English**,
- (e) use or “x” to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

--

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

J	0		-				
---	---	--	---	--	--	--	--

3. Country Name:

--

4. Name of Applying Organization:

--

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

--

4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

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

6. Expectation on the applied training and dialogue program

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

--

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.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

() No	() Yes >> Name of Medication (_____), Quantity (_____)
--------	---

(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?

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

(e') Has this disease been cured?

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



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

--

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: