

34/14/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

.....
New Delhi, the 23rd February, 2009

OFFICE MEMORANDUM

Subject : Seminar on Small and Medium Enterprise Development Policies to be held in Japan from 25.5.2009 to 28.6.2009 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation programme of the Government of Japan has invited applications for a Seminar on Small and Medium Enterprises Development Policies to be held in Japan from 25.5.2009 to 28.6.2009. There are 14 slots available globally. The details of the course and the application form can be drawn from the Ministry of Personnel, P.G. & Pensions website (www.persmin.nic.in).

2. The Seminar is offered to officials who are directly engaged in promoting Small, Medium and Micro Enterprises (SMEs). The Core phase of the Seminar will be held in Japan from 25.5.2009 to 28.6.2009. The prescribed upper age for the applicants is 40 years. They should have sufficient command of spoken and written English, be in good health both physically and mentally and should not be serving in any form of military service.

3. The fellowship award covers a round trip air ticket between an international airport designated by the JICA and JAPAN, allowances for accommodation, living expenses, shipping, expenses for JICA study course, free medical care who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

4. It is requested that the nomination of suitable candidates may please be forwarded on the prescribed proforma A2 and A3 duly authenticated by the Department concerned to this office latest by 20th March, 2009.


(Trishaljit Sethi)
Director

To

1. Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.
1. All State Governments/UTs
2. Director Technical(NIC) with the request to post the circular alongwith the JICA's circular on the Department's website.

No. 14/GT-CP/2009

19th February, 2009

Dear Mr. Kharb,

A Seminar on Small and Medium Enterprise Development Policies will be held in Japan from 25th May, 2009 to 28th June, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **25th March, 2009**:-

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

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

It is further informed that 14 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,

for 
(Yumiko Asakuma)
Senior Representative

Encl: As stated above.

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

Copy to:-

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

for work
158/PMU-758/119
23/2/09



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

SEMINAR ON SMALL & MEDIUM ENTERPRISE
DEVELOPMENT POLICIES

集團研修「中小企業政策セミナー」

JFY 2009

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

NO. J0900616 / ID. 0980995

From May 2009 to December 2009

Phases in Japan: May 25, 2009 to June 28, 2009

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

With due recognition that SMEs developed and promoted here in Japan have immensely contributed to her economic development and that a little more than 99 percent of all private enterprises in manufacturing are classified as SMEs, thereby creating employment opportunities of somewhere between 60 and 95 percent depending upon the type of industry.

The development and promotion of SMEs in developing countries is one vital approach that helps direct developing countries towards economic growth, possibly generating resources required for poverty reduction. Thus, we have necessarily designed "Seminar on Development and Promotion of SMEs" in such a way as to expose those working at the organizations responsible for developing and promoting small and medium-sized enterprises (including micro-enterprises) in the participating countries to the experience and knowledge accumulated by Japan in the area of SMEs.

Our attempt also necessitates an opportunity to examine them through applicability "filter" with a particular reference to a multitude of measures so far implemented under SME policies in Japan and other countries at different developmental stages, which in turn will enhance capacity to deal with various situations in the area of SMEs development and promotion.

For what?

This program aims to recognize that SMEs development and promotion by participants for their own countries.

For whom?

This program is offered to Officials whose activities are targeted at promoting SMEs (including micro-enterprises) preferably in manufacturing sector

How?

Participants shall have opportunities in Japan to make draft promotional measures for their submission to higher authorities in their countries. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): SEMINAR ON SMALL & MEDIUM ENTERPRISE DEVELOPMENT POLICIES (J0900616)

2. Period of program

Duration of whole program: May 2009 to December 2009

Preliminary Phase: May 2009 to May 2009

(in a participant's home country)

Core Phase in Japan: May 25 to June 28, 2009

Finalization Phase: June 2009 to December 2009

(in a participant's home country)

3. Target Regions or Countries

Pakistan, Chili, Saudi Arabia, Croatia, Moldova, Cambodia, China, Mongolia, Republic of El Salvador, Mexico, Former Yugoslav Republic of Macedonia, Uzbekistan, Republic of Cameroon and India

4. Eligible / Target Organization

This program is designed for Officials whose activities are targeted at promoting SMEs (including micro-enterprises) preferably in manufacturing sector.

5. Total Number of Participants

13 participants

6. Language to be used in this program: English

7. Program Objective:

The problems for business environmental system of SMEs promotion policies will be formulated.

8. Overall Goal

Ability for drafting and enforcement of SMEs promotion policies are reinforced.

Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	<p>1) Inception Report (with Application Form) Formulation and submission of report. The theme of report is as follows:</p> <ol style="list-style-type: none">1) Definition of SME's2) Current problem about SME's3) Full description of applicant's work (Role of applicant's organization, description of each section's activity, etc)4) Your expectation to this course <p>2) Pre-study (for final participants only) Applicants who are selected as participants are required to submit pre-study report mentioned below.</p> <ol style="list-style-type: none">1) Submit the report about SME promotion measures currently implemented in your country.2) Submit the report about any comment/questionnaires from your pre-study by accessing the following website and read "Sharing of information about best practice". <p>*This site is about general picture of Japan's SME policies and their practical exercises *Home page of Small and Medium Enterprises Agency URL: http://www.chusho.meti.go.jp/sme_english/bestpractice/bestpractice.htm Submit to JICA Osaka International Center</p>

(2) Core Phase in Japan (May 25, 2009 to June 28, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) Participants will be able to explain the role of policy and measures in the policy and promotional measures for SMEs development based on Japanese cases	1) Course Orientation 2) The actual situation about SME in Japan 3) Outline of SME policy 4) SME development policies and its measures	1) Lectures 2) Discussion
2) Participants will be able to point out the role of SMEs policy/measures implementing agency for promotional measures and Japanese current status or issues	Visit to respective implementing organizations to understand following particulars. 1) Role of SME policy implementation institutions 2) <u>Facilitation of Fund Supply and Enhancement of Equity Capital</u> 3) Human Resource Development 4) <u>Strengthening of SME Management Base</u> 5) Ensuring Managerial Resources in Technical aspect 6) Encouraging SME to adapt to global market 7) Export promotion 8) Collaboration among industry, university and government	1) Lectures 2) Exchange of opinion with working-level officials 3) Discussion
3) Participants will be able to assess own country's status on business environment development through comparative discussion with Japan and participating countries' approach	1) Comparative discussion about each country's SME policies. 2) Intermediate discussion & measures 3) Discussion among participants 4) Preparation and presentation of Action Plan (Plan for SMEs promotion in own countries)	Discussion with other participants on certain topic

(3)Finalization Phase in a participant's home country
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
SMEs development policy and measures will be planed, managed in own countries	Application and implementation of the Action plan back in the participant's country. 1) Submission of its final report by December, 2009 to respective country's JICA office or Embassy of Japan of your country 2) Submission of follow-up questionnaire which will be sent by Implementing Partner.

<Structure of the program>

1. Preliminary phase (activities in your home country):

- 1) Submission of inception report
- 2) Submission of pre-study

2. Core Phase (activities in Japan/ Indonesia):

Topic outline (subject to minor changes)

Unit 1

- 1) Course Orientation
- 2) The Actual Situation about SME in Japan
- 3) Outline of SME policy
- 4) SME Development Policies and its Measures.

Unit 2

- 1) Role of SME Policy Implementation Institutions
- 2) Facilitation of Fund Supply and Enhancement of Equity Capital
- 3) Human Resource Development
- 4) Strengthening of SME Management Base
- 5) Ensuring Managerial Resources in Technical Aspect
- 6) Encouraging SME to Adapt to Global Market
- 7) Export Promotion
- 8) Collaboration among Industry, University and Government

Unit3

- 1) Comparative discussion about each country's SME policies & measures
- 2) Intermediate discussion
- 3) Discussion among participants
- 4) Preparation and presentation of Action Plan (Plan for SMEs promotion in own countries)

3. Final Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress to respective country's JICA office or Embassy of Japan of your country within six (6) months after the end of the phases in Japan.

9. Follow-up Cooperation by JICA:

In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

Further Information: URL <http://www.jica.go.jp/english/operations/schemes/tech/follow/>

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) This program is offered to officials working on government or implementing organizations for SMEs development, being expectable to get wide range of ideas and knowledge about SME policy & promotion measures as a generalist.
- 2) have at least two (2) years experience working for SMEs development,
- 3) be nominated by their government in accordance with the procedures mentioned in "4. Procedure for Application and Selection" below
- 4) **Be able to discuss and make reports in English. English listening, speaking and reporting skills are essential for the "open discussion" centered curriculum.**
- 5) be in good health, both physically and mentally, to undergo the training, and.
- 6) not be serving in the military.

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

details.

(2) Recommendable Qualifications

Applicants meeting the following conditions are preferred.

1) Age: to be under age of forty(40)

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) Inception Report: to be submitted with the application form. Fill in ANNEX this General Information, and submit it along with the Nomination Form. **You must submit Inception Report to JICA Osaka with Application Form, otherwise we do not take account of you.**

(3)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.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA OSAKA International Center in JAPAN:

March 25, 2009

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than April 27, 2009.**

5. Document(s) to be submitted by accepted participants:

Before coming to Japan, only accepted participants are required to prepare an **Pre-study Report** (detailed information is provided in the ANNEX.)

The Report should be sent to JICA Osaka International Center by **May 8, 2009**, preferably by e-mail to *Takai.Kaori@jica.go.jp* cc with *jicaosicp-kensyu2@jica.go.jp*.

6. 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. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA OSAKA International Center (JICA OSAKA)

(2) **Contact:** Ms. Kaori TAKAI (Takai.Kaori@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Pacific Resource Exchange Center

(2) **Contact:** International Department(prexmail@prex-hrd.or.jp)

(3) **URL:** http://www.prex-hrd.or.jp/index_e.html

(4) **Remark:** The Pacific Resource Exchange Center (visit PREX at:http://www.prex-hrd.or.jp/index_e.html) was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to human resources development of government officials and corporate executives mainly in the Pacific region.

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.¹

4. Accommodation in Japan:

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

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/domestic/>

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

"KENSHU-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. Other Information

- 1) The short trip out of JICA OSAKA will be prepared in this course. It would be convenient if you bring small bag for this
- 2) Participants mainly use public transportation system for traveling. Ex subway, public bus etc. It is recommended to bring walkable shoes for traveling.

Example of schedule

Leave JICA OSAKA 8:00AM

Take shuttle bus to train station

Take train to venue (to have morning lecture there)

1(one) hour move to next venue (to have afternoon observation)

1(one) hour move back to JICA OSAKA by train and shuttle bus

(Since industry area is rather broad, average traveling time is 30 min. to 1 hour from place to another place)

Purpose of traveling by public transportation is:

- 1) To observe and understand Japanese society
 - 2) To not to waste cost since this project is public project using tax
- 3) You can utilize internet at JICA OSAKA PC room. And also wireless LAN access is available in room if you bring PC.

All reports should be prepared by typing in the course.

VI. ANNEX:

Inception Report with Application Form

Each applicant is required to submit some short reports on undermentioned topics with the fixed form.

- 1) Definition of SME's in applicant's country
- 2) Problems about SME's are facing in applicant's country. Please explain specifically.
- 3) Full description of applicant's work (Role of applicant's organization, description of each section's activity, etc)
- 4) Your expectation to this course

This report must be type written in English in less than 5 pages.(12-point font, double-spaced, A4 size paper)

Pre-study(for final participants only)

Applicants who are selected as participants are required to submit pre-study report mentioned below.

- 1) Submit the report about SME promotion measures currently implemented in your country.
- 2) Submit the report about any comment/questionnaires from your pre-study by accessing the following website and read "**Sharing of information about best practice**".

*This site is about general picture of Japan's SME policies and their practical exercises

*Home page of Small and Medium Enterprises Agency

URL: http://www.chusho.meti.go.jp/sme_english/bestpractice/bestpractice.htm

Pre-study report should be sent to JICA Osaka International Center by **May 8, 2009**, preferably by e-mail to Takai.Kaori@jica.go.jp cc with jicaosicp-kensyu2@jica.go.jp.

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.



Welcome to JICA Osaka

Osaka International Center of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.

1. Location of the center in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

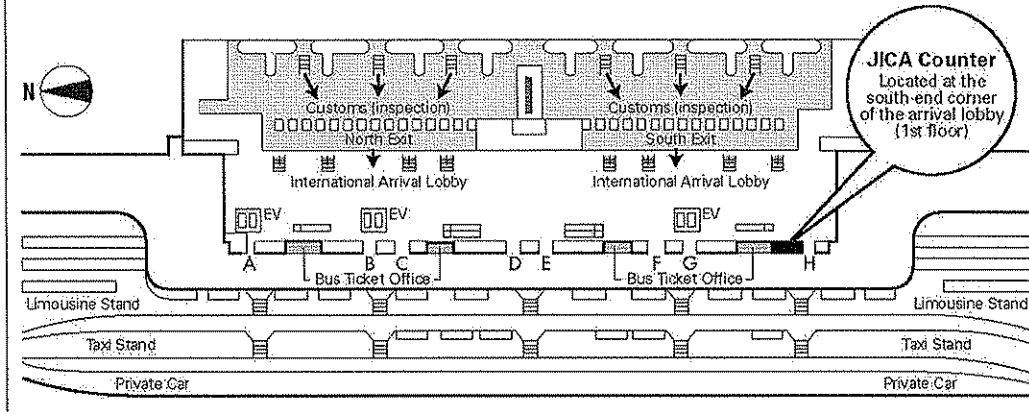
2. Orientation Program & Japanese Language Course

- (1) The four days after arrival at JICA Osaka are dedicated to an orientation program, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange program with local communities.
- (2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:
 - ① an intensive Japanese language course as an integral part of the training program in designated courses
 - ② an optional Japanese language course held in the evenings

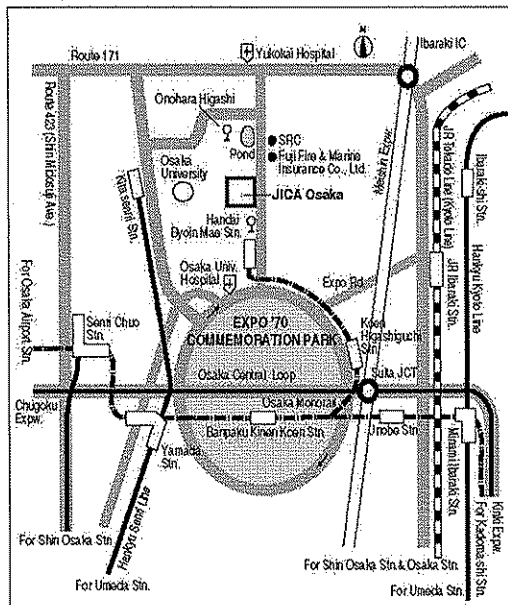
3. Recreational Program

Occasionally, JICA Osaka, in concert with community groups, organizes a program of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony and visits to Japanese homes.

Map of JICA Counter in Kansai International Airport (KIX)



Map of the JICA Osaka Vicinity

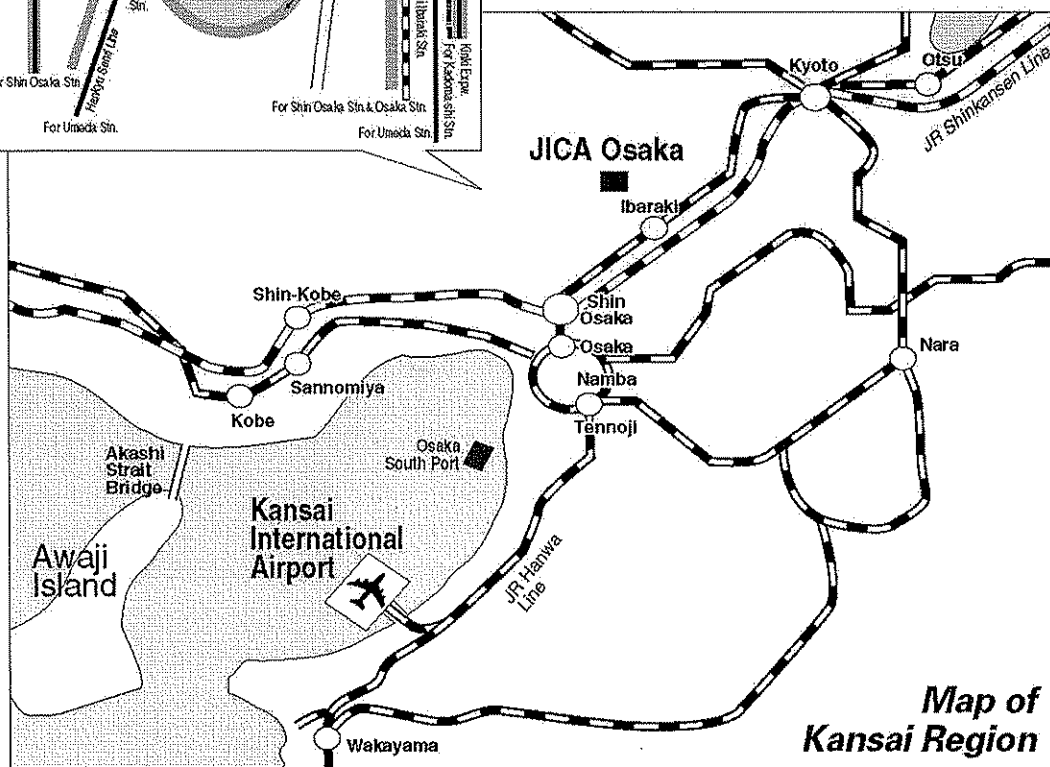


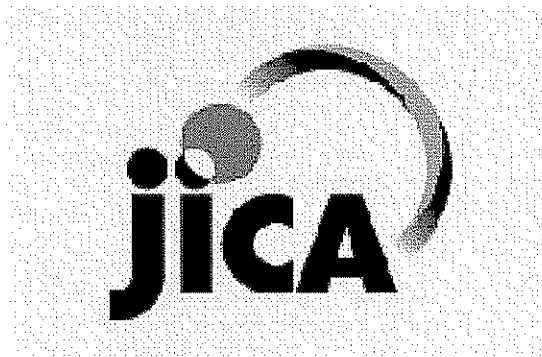
Upon arrival, participants should follow the procedure below:

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.





CORRESPONDENCE

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

**Program TeamIII, Osaka International Centre (JICA Osaka)
Japan International Cooperation Agency (JICA)**

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

URL: <http://www.jica.go.jp/branch/osic/english>

Tel. : 81 (*) -72 (**) -641-6900 Fax. : 81 (*) -72 (**) -641-6910

(*): country code for Japan (**) : area code for Ibaraki

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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

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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

() No	() Yes >>> () Medication	() Food	() Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

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?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: