

**TRAINING CIRCULAR**

**Subject:** An Area Focused Training Course in Empowerment of Export through Promotion of Small and Medium Enterprises (SME) in SAARC Region to be held in Japan from 10<sup>th</sup> July 2011 to 30<sup>th</sup> July 2011.

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 course is from June 2011 to August 2011, out of this the core phase from 10<sup>th</sup> July 2011 to 30<sup>th</sup> July 2011 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](http://persmin.nic.in)

2. The SAARC countries are expected not only to improve goods quality but also to develop distinctive products through promotion of SMEs so that they can strengthen export competitiveness and mutually complementary relations of industries by taking the advantage of these free trade systems in SAARC region. The Program, therefore, aims to share Japanese knowledge about competitive products and discuss about mutual complementary relations of industry in SAARC region so that participants can implement SME promotion policies effectively.

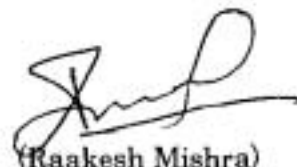
3. The Candidate should be official or staff who implements SME promotion policies in Governmental and Public organizations or chambers of commerce and industry; have more than three years experience in the relevant field; be university graduates or possess equivalent technical qualifications in this field; have proficiency in both written and spoken English; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service. Preference will be given to candidates who can implement policies practically from a global view point of expanding exports within SAARC region and to other regions and be less than 45 years of age.

4. The course covers the cost of a round-trip air ticket between an international airport designated by the JICA and Japan, which will be borne by JICA; 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 is 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 18<sup>th</sup> February 2011. The Ministries/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. The applications should reach this Department through the Administrative Ministry/State Government not later than 16<sup>th</sup> May 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Ph.No. 011 23094575

e-mail : docof@nic.in

1. The Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.

2. The Secretary, Ministry of Commerce and Industry, Udyog 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 and the enclosed application Proformas on the Department's website



S.No. 1(R)  
S.O. (ba)  
19/2/11

-1-

Japan International Cooperation Agency  
(Government of Japan)

No. 15/GT-CP/2011

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

Dear Ms. Arun Prabha,

An Area Focused Training Course in Empowerment of Export through Promotion of Small and Medium Enterprises in SAARC Region will be held in Japan from 10<sup>th</sup> July, 2011 to 30<sup>th</sup> January, 2012 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 **20<sup>th</sup> May, 2011**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire

Further details are available in the General Information Booklet.

It is further informed that 8 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,  
*Hiroshi Suzuki*  
(Hiroshi Suzuki)  
Senior Representative

Encl: As stated above.

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

This is for D.O.P.T. JNU Campus.

213 N.S. 27/02/11  
C-62/EOA/2011  
11/9/2011

11/9/2011

203/PMU+Trg/11  
23/2/11

Not for PMU section

E.O. (F)  
D.O.P.T.  
North Block

D.O.P.T. JNU Campus

*JNU*  
29/03/2011  
*Mrs Shree*

11/9/2011



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
Region Focused Training Program  
EMPOWERMENT OF EXPORT THROUGH PROMOTION OF  
SMALL AND MEDIUM ENTERPRISES IN SAARC REGION  
地域別研修「SAARC諸国における輸出力強化のための中小企業振興」  
JFY 2011  
<Type: Solution Creation / 類型: 課題解決促進型>  
NO. J11- 04038 / ID. 1184145  
From June 2010 to August 2010  
Phases in Japan: From July 10, 2011 to July 30, 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**

On SAARC Summit in April 2007, it was declared that South Asian Free Trade Area (SAFTA) should be implemented effectively. Based on this, the Indian customs duties shall not be imposed on five surrounding LDCs except some items.

Meanwhile main exports of SAARC countries are primary commodities such as textile products and agricultural processed goods, and the similarity of the products among these countries is one of the obstacles for expanding exports to SAARC region.

Therefore, SAARC countries are expected not only to improve goods quality but also to develop distinctive products through promotion of Small and Medium Enterprise (SME) so that they can strengthen export competitiveness and mutually complementary relations of industries by taking the advantage of these free trade systems in SAARC region.

## **For what?**

This program aims to share Japanese knowledge about competitive products and discuss about mutual complementary relations of industry in SAARC region so that participants can implement SME promotion policies effectively.

## **For whom?**

This program is offered to officials or staffs who implement SME promotion policies in Governmental and Public organizations or Chambers of commerce and industry.

Those people who are related or engaged in the SME promotion from a global view point of expanding exports within SAARC region and to other regions are eligible participants.

## **How?**

Participants shall have opportunities in Japan as follows:

- 1) to understand the history and experiences how Japanese SMEs developed products and improved export competitiveness after World War II (Lectures and Observations),
- 2) to learn the basic knowledge on the total management system of companies,
- 3) to discuss how to strengthen export competitiveness and mutual complementary relations of industry.

Participants will also formulate Action Plans describing what they will do after going back to their home countries based on the knowledge and ideas acquired and discussed in Japan.

For formulating the practical Action Plan, participants are expected to clarify their specific issue(s) and their purpose of participation before coming to Japan.

# **II. Description**

**1. Title (J-No.): Empowerment of Export through Promotion of Small and Medium Enterprises in SAARC Region (J1104038)**

**2. Period of program**

**Duration of whole program:** June 2011 to August 2011  
**Preliminary Phase:** June 2011 to July 2011  
(in a participant's home country)  
**Core Phase in Japan:** July 10, 2011 to July 30, 2011  
**Finalization Phase:** August 2011  
(in a participant's home country)

**3. Target Regions or Countries**

Countries in SAARC region (Bangladesh, Afghanistan, India, Maldives, Nepal, Sri Lanka, Pakistan,)

**4. Eligible / Target Organization**

Governmental and Public organizations or Chamber of commerce and industry which implement SME promotion policies.

**5. Total Number of Participants**

8 participants

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

**7. Program Objective:**

To share Japanese knowledge about competitive products, to discuss about mutual complementary relations of industry in SAARC region and to formulate the practical Action Plan for empowerment of export through promotion of SMEs.

**8. Overall Goal**

The Action Plan for promoting export competitiveness in SAARC region shall be implemented.

**9. Expected Module Output and Contents:**

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

There may, however, be minor changes in several subjects.

**(1) Preliminary Phase in a participant's home country**

(June to July 2011 )

*Participating organizations make required preparation for the Program in the respective country.*

Expected Module Output	Activities
To understand the current situation of SMEs in respective countries.	Prior Learning: Participants shall prepare information such as economic indicator, current situation of import and export etc. Please see the section III-5 for the detail.

<b>(2) Core Phase in Japan</b> (July 10, 2011 to July 30, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1 ) To understand the history and experiences how Japanese SMEs developed products and improved the export competitiveness after World War II.	History of Japanese industrial growth.	Lecture
	History of Japanese SME promotion policies after WWII. Credit guarantee/insurance system for SME.	Lecture
	Examples of Japanese corporation grown up from small company.	Lecture and Observation
2 ) To learn the basic knowledge on the total management system of a companies.	Importance of corporate management policy/principle.	Lecture
	Japanese Industrial structure.	Lecture
	Production management, Quality control, Financial management, Human resource management, Marketing.	Lecture and Observation
3 ) To study how to strengthen SMEs' export competitiveness and mutual complement relations of industry.	Prior Learning Report: Current situation of respective countries.	Presentation and Discussion
	What kind of measures should be taken for mutual complement relations of industry.	Discussion
	Practical Action Plan for promoting SMEs' product competitiveness putting the knowledge and ideas acquired and discussed through the program.	Preparation and Presentation

<b>(3)Finalization Phase in a participant's home country</b> <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To share the knowledge and ideas acquired and discussed in Japan.	Report the Action Plan to their colleagues and revise it based on their comments and submit it to JICA as "Final Report" by the end of August 2011.

**10. Follow-up Cooperation by JICA:**

In this training and dialogue programs, 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.

### **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 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: Official or staff who implements SME promotion policies in Governmental and Public organizations or Chambers of commerce and industry.
- 2) Experience in the relevant field: more than three (3) years.
- 3) Educational Background: be university graduates or possess equivalent technical qualifications in this field
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This program includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an 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. As the schedule of this course includes field observation that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in the course.
- 6) Must not be serving any form of military service.



## **(2) Recommendable Qualifications**

- 1) Those persons are desirable who can implement policies practically from a global view point of expanding exports within SAARC region and to other regions.
- 2) Age: less than 45 years old.

## **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) Questionnaire:** to be submitted with the application form. Fill in ANNEX I of this General Information, and submit it with the Application Form.

\*The format should be

-typewritten

-A4 size (21cm x 30cm) \*Please write in English

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

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

Closing date for application to the JICA Center in JAPAN: **May 20, 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 (or Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection 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 from the organizational view point 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 June 10, 2011.**

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

**Prior Learning Report** – to be submitted **by June 24, 2011:**

Before coming to Japan, the accepted participants are required to prepare and submit a Prior Learning Report. Detailed information is shown in ANNEX II.

The Prior Learning Report would be used as reference for Prior Learning Report Presentation scheduled at the beginning of the course.

\*The format of this report should be

-typewritten

-A4 size (21cm x 30cm) \*Please write in English

\* Presentation time of the Prior Learning Report for each presenter will be around 30 minutes including a 10-minute Q&A session. Each presenter are suggested to prepare Power Point material and bring to Japan Power Point Data for presentation.

**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 -5.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Yokohama

(2) **Contact:** Mr.Satoshi MACHIDA (jicayic-training1-as2@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** KANAGAWA IGUREN

(2) **URL:** <http://www.kanagawa-iguren.com/> (in Japanese only)

### 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 Yokohama International Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken  
231-0001, Japan

TEL: 81-45-663-3251 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

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

### 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.

## **VI. ANNEX:**

### **ANNEX I**

QUESTIONNAIRE FOR  
Country Focused Training  
EMPOWERMENT OF EXPORT COMPETITIVENESS IN SAARC REGION  
\*Fill in the blanks the appropriate items

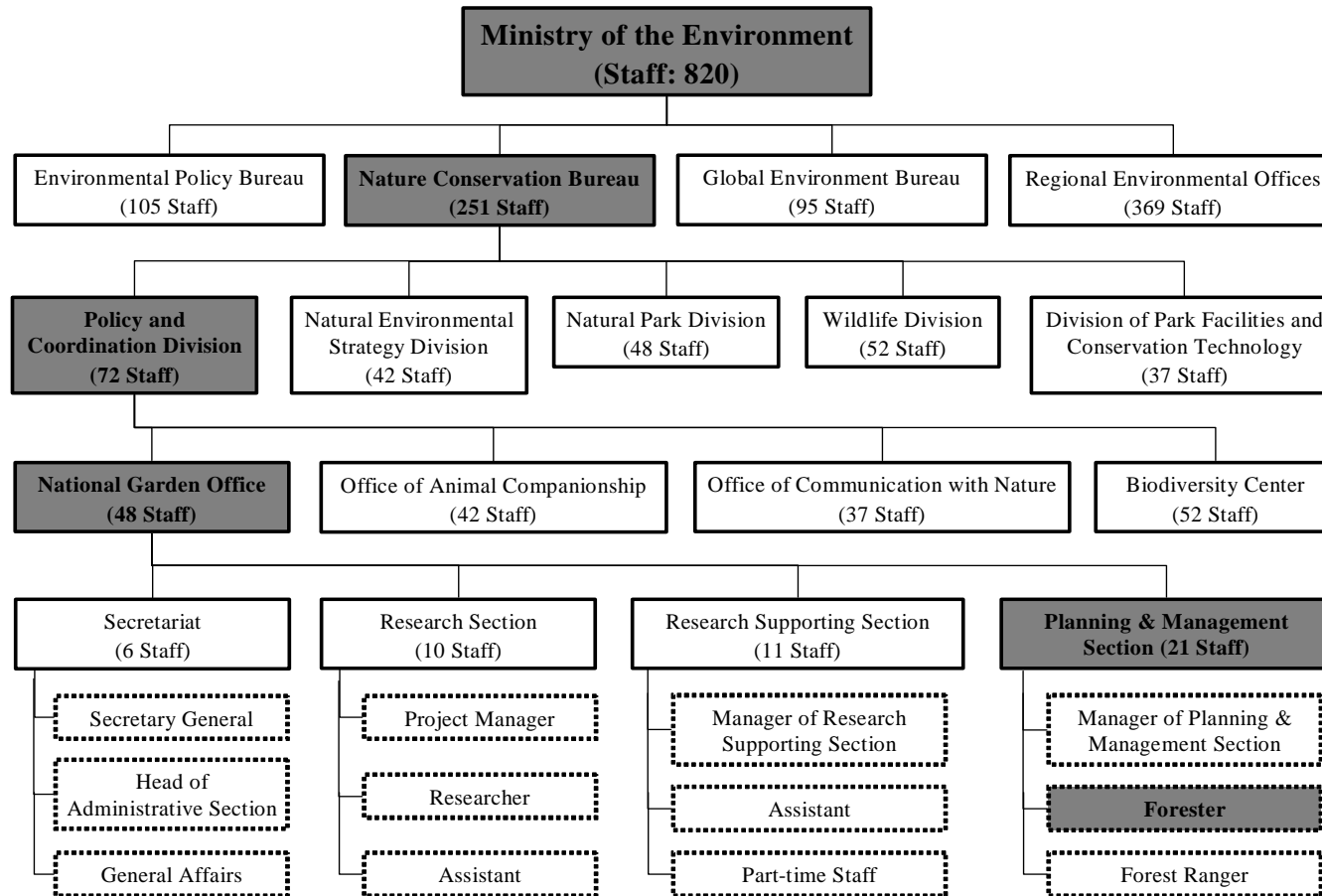
Name of Applicant:

Country:

1. Name of organization, organization chart and its roles.  
(Please attach the organization chart, the example is shown below.)
  
2. Applicant's present duties.
  
3. Applicant's interests in this training
  - (1) Topics to learn  
(Please describe the topics which applicant wants to study most and the reason why he or she thinks so.)
  
  - (2) Facilities to observe  
(Please describe what type of facilities applicant wants to observe most and the reason why he or she thinks so.)

### Organization Chart (Example)

\* Please attach or draw an organization chart, starting from the lowest level of the organization with the number of staff members who belong to each department.



## **ANNEX II**

### ITEMS OF PRIOR LEARNING REPORT

1. The following should be included in the Prior Learning Report.

- 1) Name of training course
- 2) Name of participant
- 3) Economic Indicator: the examples are shown below.
  - Gross domestic product
  - Manufacturing Part of Gross domestic product
  - Exports and Imports of goods and services
  - Exports of goods and services
  - Imports of goods and services
- 4) Current situation and specific issue(s) of SMEs of applicant's country  
(Please outline the specific SMEs' issue(s) from the viewpoint of what is the bottleneck(s) for expanding exports.)
- 5) Activities of your organization and your duties
- 6) Specific problems awaiting solution of your organization in terms of promotion of SMEs

2. Please send the report to the following E-mail address by June 24, 2011.

<jicayic-training1-as2@jica.go.jp>

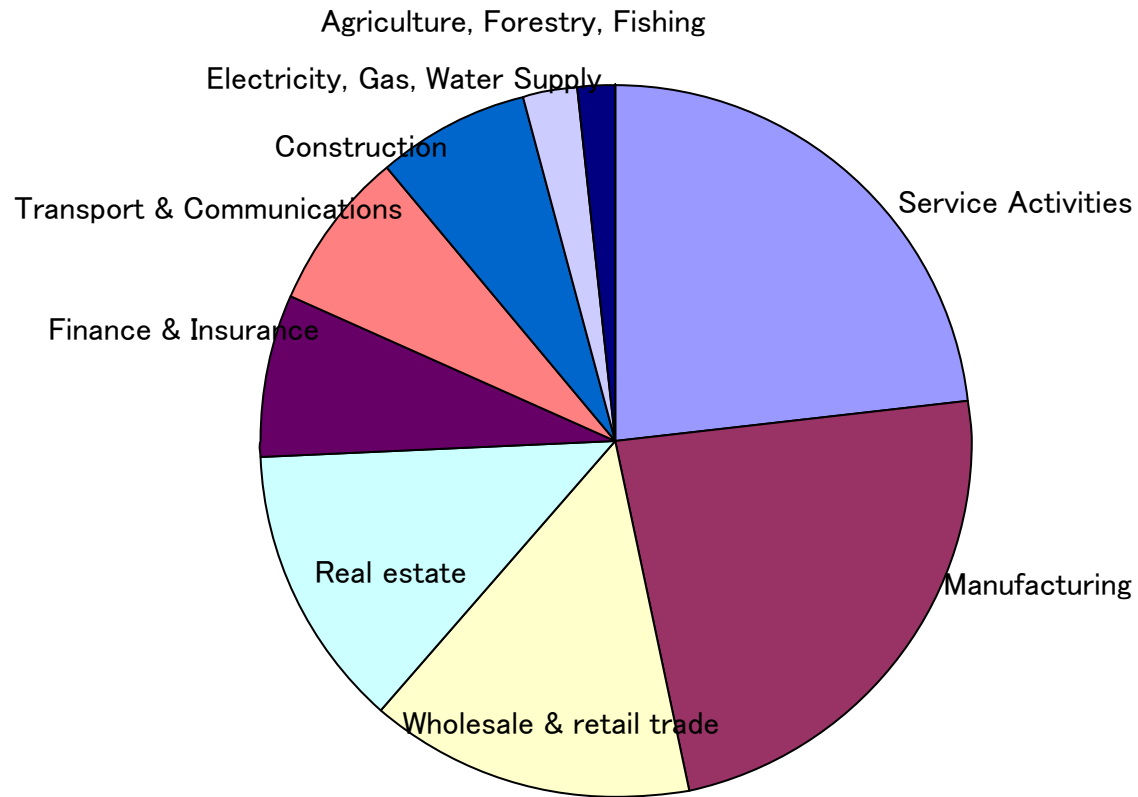
C/O Mr. Satoshi MACHIDA

### Economic Indicator (Examples)

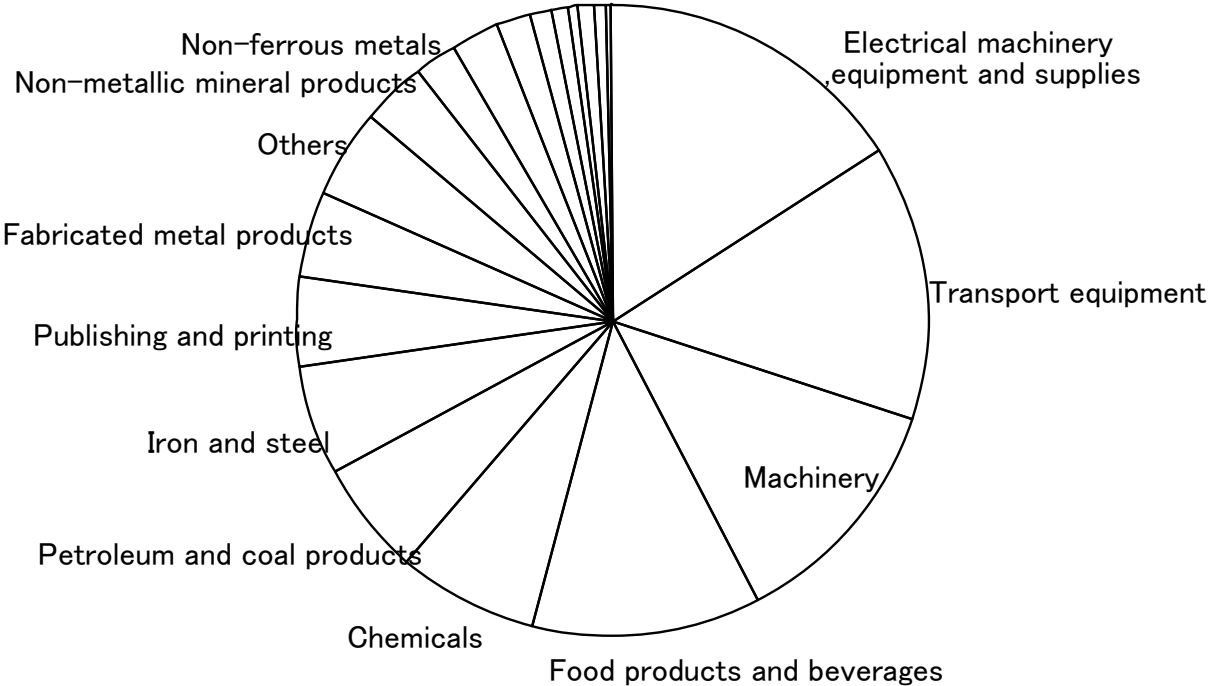
\* Please prepare and attach the economic indicators to the PRIOR LEARNING REPORT.

\* Examples' Source: <http://>

## Gross Domestic Product (0000 Calender Year)

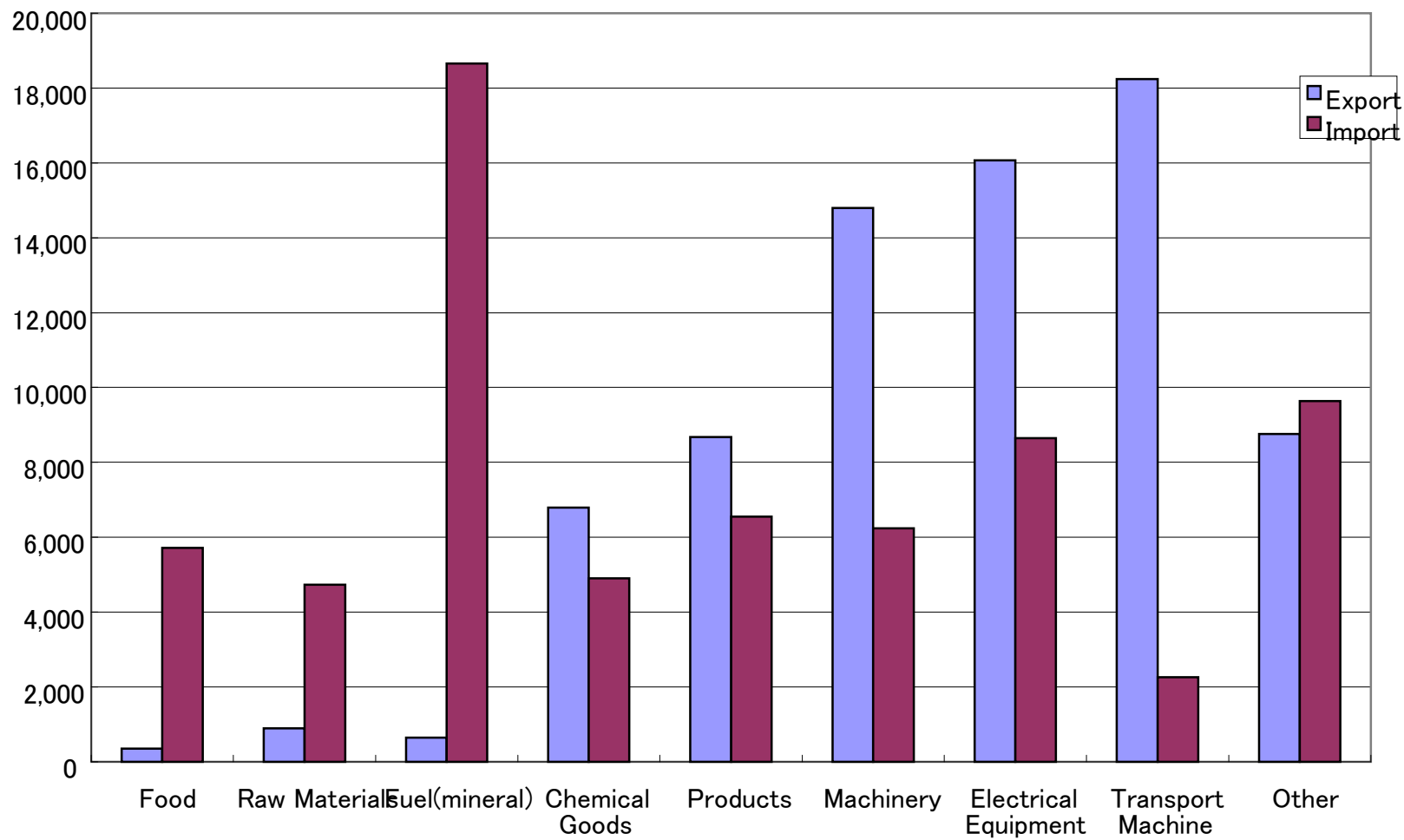


**Manufacturing Part  
Gross Domestic Product (0000 Calender Year )**

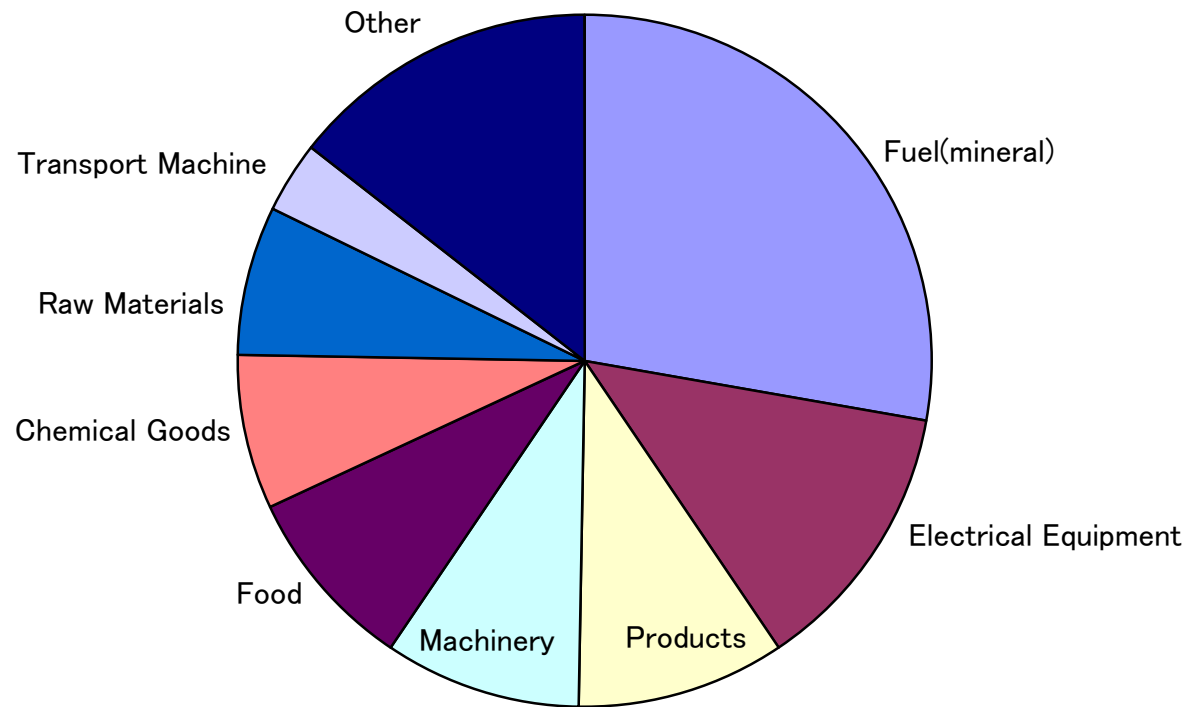




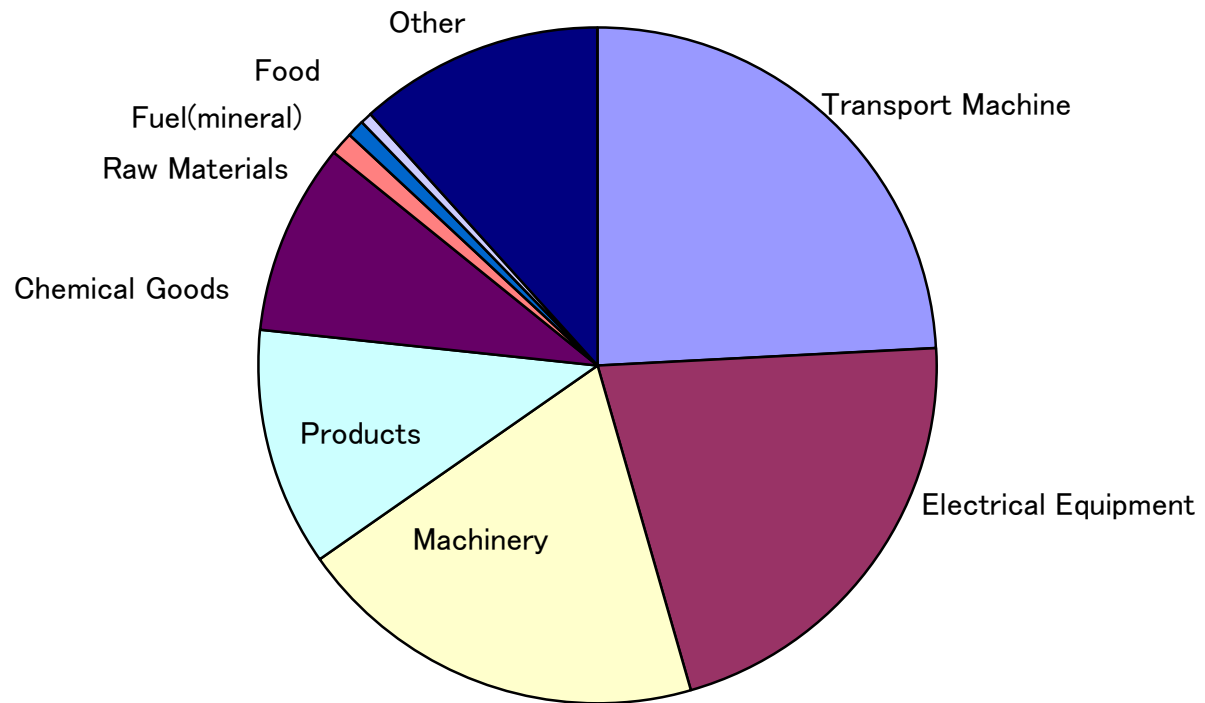
### Export/Import (0000 Calender Year ) U: Billion Yen



# Import(0000 Calender Year )



## Export (0000 Calender Year )



## ***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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3251 FAX: 81-45-663-3265**

## 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:

- (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 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)

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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.**





**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 &amp; 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 &amp; 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  YesPresent:  No  Yes >> Present Condition ( \_\_\_\_\_ ) mm/Hg to ( \_\_\_\_\_ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:  No  YesPresent:  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  Liver Disease  Heart Disease  Kidney Disease

Intestinal Disorder

 Tuberculosis  Asthma  Thyroid Problem Infectious Disease >>> Specify name of illness ( \_\_\_\_\_ ) 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: \_\_\_\_\_