

34/16/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

.....
New Delhi, the 2nd March, 2009

OFFICE MEMORANDUM


Subject : Group Training Course in Urban Development (Focused on Land Readjustment Measures) to be held in Japan from 26th May, 2009 to 18th July, 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 Group Training Course in Urban Development (Focused on Land Readjustment Measures) to be held in Japan from 26th May, 2009 to 18th July, 2009 under the Technical Cooperation Programme of the Government of Japan. There are 12 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 Training Course is offered to the Central/Local Government Officials responsible for the formulation of urban development policies or the implementation of urban development programmes/projects. The Core phase of the training course will be held in Japan from 26.5.2009 to 18.7.2009. The applicants should be in the age group of 30 years to 45 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 6th April, 2009.


(Trishaljit Sethi)
Director

To

1. Ministry of Urban Development, Nirman Bhavan, New Delhi
2. Ministry of Rural Development, Krishi Bhavan, New Delhi.
3. All the State Governments/UTs
4. ✓ Director Technical(NIC) with the request to post the circular alongwith the JICA's circular on the Department's website.



No. 16/GT-CP/2009

10th February, 2009

Dear Mr. Kharb,

A Group Training Course in Urban Development (Focused on Land Readjustment Measures) will be held in Japan from 26th May, 2009 to 18th July, 2009 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 **10th April, 2009**:-


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

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

It is further informed that 12 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,


(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.

1
D.D. No. 1150/01-
C-32/Eo(E)/09
609/12
27/2/09



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

URBAN DEVELOPMENT

(Focused on Land Readjustment Measure)

集團研修「都市整備」

JFY 2009

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

NO. J09-00679 / ID: 0980325

From April to September, 2009

Phases in Japan: From May 26 to July 18, 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

This program was designed to equip participants with the knowledge and expertise to introduce the Land Readjustment method in respective cities/countries. The Land Readjustment (LR) is one of the urban development methods that is practiced in Japan and Germany for long time, and in recent years, it has been implemented in Korea, Taiwan, India, and Australia. Many cities in developing countries are facing urban challenges: providing housing lots with sufficient urban infrastructure; development of urban facilities (e.g. inner-city roads); improvement of urban environment; and resource mobilization from non-public sector. Since the LR is regarded as an effective urban development method, JICA has provided technical assistance, based on the Japanese experiences and practices, to the countries which are willing to adapt this technique. (Please see Annex 1 for more details of LR) This training course is implemented as part of this technical cooperation.

For what?

This Program aims to improve the methods and systems of urban development in participants' respective countries by learning urban development/renewal system and methods and techniques of LR in Japan.

For whom?

This program is offered to central/local government officials responsible for the formulation of urban development policies or the implementation of urban development programs/projects.

II. Description

1. Title (J-No.): Urban Development (Focused on Land Readjustment Measure) (J09-00679)

2. Period of program

| | |
|-----------------------------------------------------------------|--------------------------------|
| Duration of whole program: | April to September 2009 |
| Preliminary Phase: (in a participant's home country) | April to May 2009 |
| Core Phase in Japan: | May 26 to July 18, 2009 |
| Finalization Phase: (in a participant's home country) | July to September 2009 |

3. Target Countries:

Indonesia, Philippines, Viet Nam, Cambodia, China, Mongolia, Bangladesh, India, Pakistan, Sri Lanka, Brazil, Colombia, Uruguay, Iran

4. Program Objective

The objective of this program is to improve the methods and systems of urban development in participants' respective countries by learning urban development/renewal system and methods and techniques of LR in Japan.

5. Expected Output

To achieve the above Program Objective, participants are expected;

- 1) To understand the outline of Japanese urban development system and land readjustment techniques,
- 2) To identify current issues regarding urban development systems and techniques in their home countries, and
- 3) To study applicability of Japanese urban development systems/techniques and propose improvement plan of urban development system/techniques.

6. Eligible / Target Organization

This program is designed for central/local governments responsible for the formulation of urban development policies or the implementation of urban development programs/projects.

7. Total Number of Participants: 12

8. Language to be used in this program: English

9. Contents

This program consists of the following components. Especially, selected participants are required to formulate reports* by three different phases.

*For more details, please see section V.

Details on each component are given below:

| | |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Preliminary Phase in a participant's home country | |
| April to May 2009 | |
| <i>Preparation</i> | |
| <i>Selected participants make required preparation for the Program in the respective countries.</i> | |
| Modules | Activities |
| Self-learning | - Study pre-training materials which will be sent in advance |

| | |
|---------------------------|----------------------------------------------------------------------------------------------------|
| | - Review ex-participants' output from the same countries including interviewing with them |
| Inception Report | - Formulation of Inception Report (Please see section V.) |
| Data Preparation (Option) | - For your proposal in the Interim Report which will be made in the end of the core phase in Japan |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Core Phase in Japan May 26 to July 18, 2009 <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Modules | Subjects |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inception Report presentation | - Share and discuss urban development issues |
| Overview of city planning system in Japan | - City Planning System in Japan - Urban Development Methods in Japan - Regional Planning and City Planning - Development Plan for the National Land and Capital Region - Urban Renewal/Renaissance |
| Particular subjects of Urban Development | - Urban Transport System - Urban Drainage with Sewerage and River System - Urban Landscape Design |
| Introduction of LR system in Japan | - Outline of LR - LR Law - Land System - Land Registration - Implementation Planning and Financial Planning - LR in the world - Introduction Example of LR to Developing Countries |
| Case Study (Site Observation) | - Comprehension of LR types and their characteristics (in Tokyo, Nagoya and other cities in Japan) |
| Applicability of LR | - Propose an LR system which can be applicable to participants' countries |
| LR Design | - LR Design Guidance - Residents' Participation in LR - Replotting Design - Preparation of Implementation Plan |
| Interim Report Preparation and Presentation | - Propose a new/improved urban development plan for respective countries/cities based on the above (6) and (7) - Share and discuss urban development issues |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Finalization Phase in a participant's home country | |
| July to September 2009 | |
| <i>Assessment/Review</i> | |
| <i>Participants make a presentation of their Interim Report to their organizations. Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability and feasibility. This phase marks the end of the Program.</i> | |
| Modules | Activities |
| Final Report | Formulation and submission of Final Report |

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 this 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 help them toward solve the urban 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 ensure adequate support for the participants to carry 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 adequately select nominees. Nominees must;

- 1) have university degree or equivalent, with more than 5 years of professional experiences in urban development and/or urban planning in principle,
- 2) be between thirty (30) and forty five (45) years of age in principle,
- 3) be responsible for the formulation of urban development policies or the implementation of urban development programs/projects,
- 4) have a high level of English language ability in speaking and writing, (Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.)

- 5) be in good health, both physically and mentally, to undergo this program*,
*As the schedule of this course is rather long and may include field trips that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in this program.
- 6) not be serving in the military.

3. Required Documents for Application

(1) Application Form

The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

(2) Supplemental Report (Annex 2)

Each nominee is required to prepare a Supplemental Report on the themes indicated in the Annex 2. The Supplemental Report, which will be used for screening the nominees, should be submitted with the Application Form.

(3) Nominee's English Score Sheet

If nominees 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 Tokyo International Center in JAPAN, the organizer of this program: April 10, 2009

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International 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 countries' JICA offices (or Embassies of Japan) to the respective Governments by not later than April 24, 2009.

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:** JICA Tokyo International Center (JICA TOKYO)

2. **Implementing Partner:** Ministry of Land, Infrastructure, Transport and Tourism

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

TEL: 81-3-5253-8111 FAX: 81-3-5253-1591

(where “81” is the country code for Japan, and “3” is the local area code)

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 Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where “81” is the country code for Japan, and “3” is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL:

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.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 countries’ JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Formulation of the reports

Participants are required to formulate specific proposals in order to solve issues regarding urban development tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

(1) The first step: Inception Report

Inception Reports should state urban development plans, urban development systems and the current issues which participants and their organizations are now facing in their countries.

Participants must prepare Report Document before coming to Japan and submit it to JICA on the first day of this program in Japan.

At the beginning of this program, participants should present their Inception Reports within about 20 minutes. Participants are requested to prepare visual material such as MS Power Point or OHP and bring it to Japan.

During the presentation, the following information should be provided where necessary, in order to help the audience understand background of your country.

- a) Statistical data of urban area
- b) Existing city plan
- c) Map and drawings

However, please note that in the presentation the explanation of general information of countries and cities should be brief and specific urban issues and measures to solve them should be focused on.

(2) The second step: Interim Report

Interim Report should be formulated at the end of this program in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Interim Report includes specific feasible proposals to solve the issues concerning urban development.

The Report is prepared through the training programs. Some consultation for drafting the report will be offered by Japanese advisors at the middle of the program in Japan.

(3) The third step: Final Report

After returning to home countries, participants are expected to share Interim Reports with colleagues as well as the senior management of the same offices. The participants' organizations are required to review and examine the concepts and implementation plan proposed in the Interim Reports and study the possibility of evolution of the proposals. The returned participants should report the result of their organizations' study on their proposals to JICA Tokyo as the Final Report. **The deadline for submission is September 30, 2009.**

* Comments will be provided by the advisor for the submitted Final Report.

2. Others

The format for Inception Report will be informed when acceptance notice is sent back to the participating government.

Participants should be ready to explain the current situation of legislation and practice and financial resource, etc, of their countries. (Detailed information will be given when acceptance notice is sent to the participating government)

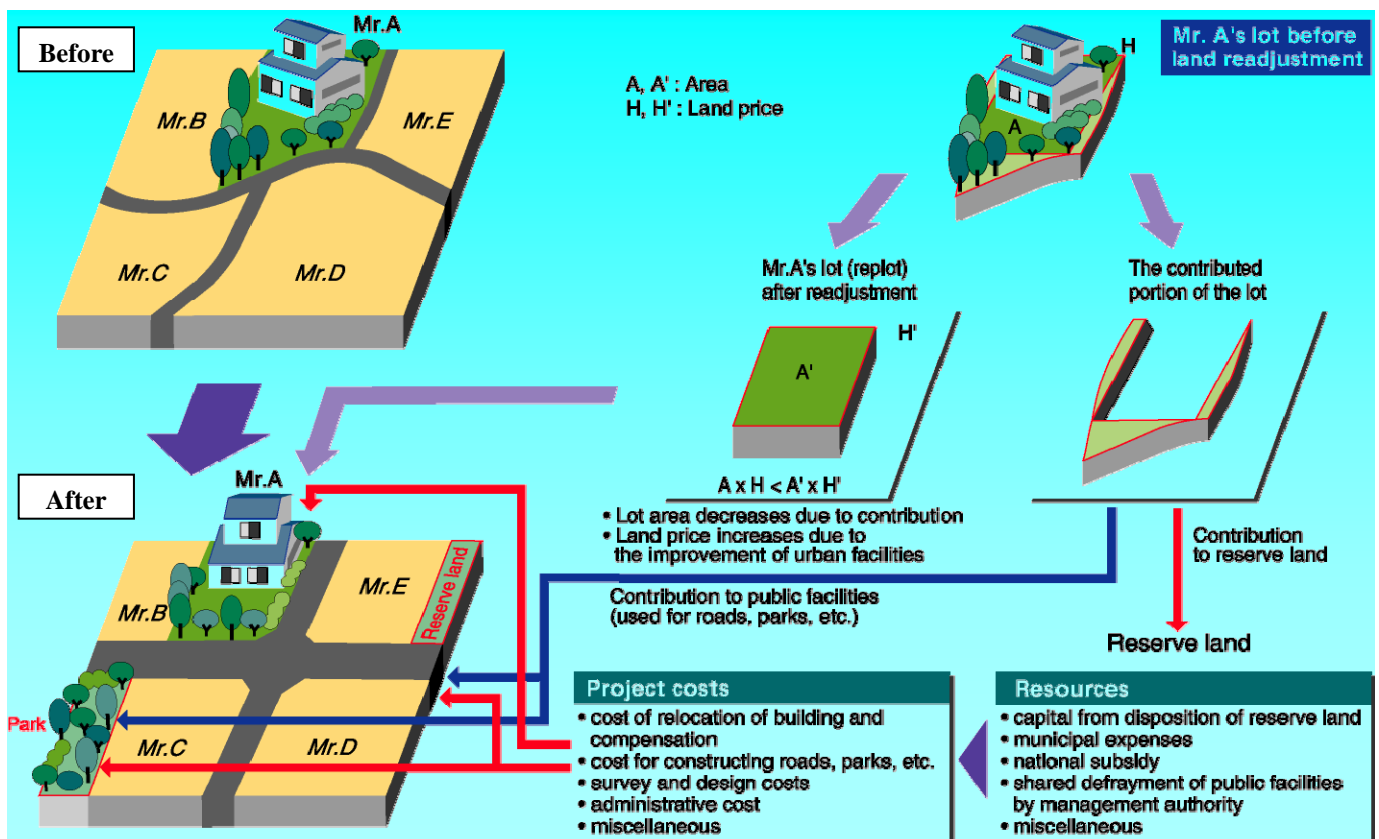
VI. ANNEXES:

1. What is Land Readjustment?
2. Supplemental Report

What is Land Readjustment?

1. Overview

Land readjustment (LR) is one of the measures for urban area development. It is implemented through “replotting”. The conceptual framework of a LR project is shown below, involving a number of unique concepts such as “replotting”, “contribution”, etc. Since landowners and leaseholders equitably contribute a portion of their land in a LR project, a replot (building lot after LR) becomes smaller than the lot before LR. However, urban infrastructure developed under the LR project increases land values with an enhancement of efficient/effective utilization of building lots. This is called an “increase in land use value” between original building lots and replotted lots (replot).



2. Characteristics

Characteristics of land readjustment in comparison with the land acquisition method and others are as follows:

(1) Comprehensive urban development with extensive use

Land readjustment is an urban development measure that constructs urban facilities such as roads, parks and utilities, and develops building lots in a project area. And land readjustment is also an urban development measure that is flexible in objective, size, area and development grade.

(2) Fair distribution of development benefits and cost

Each landowner and leaseholder shoulder fairly land and expenses for development of urban facilities. On the other hand, the benefits accruing from the development are also fairly distributed among them. Land readjustment project is oriented to self-financing.

- (3) Preservation of land titles
Under land readjustment, land titles before a project are transferred to replots. Therefore, land titles are preserved during a project and a previous regional community remains.
- (4) Participation by landowners and leaseholders
Landowners and leaseholders can participate in a project. Land readjustment is a democratic measure to reflect their views in the project.
- (5) Impartial procedures
The procedures for a project are regulated, ensuring transparency. In the case of implementation by local government, an advisory council of representatives of landowners and leaseholders follows the procedures. In the case of implementation by cooperative, general meetings of landholders and leaseholders are organized.

3. Types

Land readjustment is a measure applied broadly to urban development. It is basically classified into two types in terms of development objectives—"Building Lot Supply Type" and "Urban Infrastructure Development Type." The former is designed to supply a massive amount of building lots in good planned environments. It is used for new town development and prevention of disorderly sprawl. The latter is intended for development of existing built-up areas with inadequate urban infrastructure and for renewal of urban functions.

- (1) New Town Type
It is implemented in a suburban area massively and quickly in order to meet the brisk demand for housing site, especially resulting from concentration of population and industry in large cities during the period of rapid economic growth. Farmland and forestry areas are developed into building lots.
- (2) Sprawl Prevention Type
Comprehensive urban development is carried out in peripheral parts of urbanized areas where spotted developments are emerging and the needs for planned development are urgent, in order to prevent disorderly sprawl and create urbanized areas with good environment in advance.
- (3) Urban Renewal Type
Urban renewal is carried out in existing built-up areas by development of shopping street, station plazas, etc. with adequate urban infrastructure. As projects are implemented in existing build-up areas, it is necessary to involve complex coordination of land titles featuring a much longer project period and a larger amount of project cost.
- (4) Urban Center Development
This type is located closely to the urban center. Under this type of development, the vacant area caused by the relocation of railroad yards or large-scale factories due to changes in the socio-economic situation is renewed with adequate development of urban infrastructure for the new land use.
- (5) Urban Reconstruction Type
This type of land readjustment has been used for reconstruction of damaged urban areas after wars or natural disasters. This type was implemented at a large-scale for the first time in 1923 for reconstruction after the Great Kanto Earthquake, World War II and also the Great Hanshin Earthquake.

(Source: Japan Land Readjustment Association, "Urban Development Project in Japan", 4th edition, 2003)

Supplemental Report

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach a Supplemental Report on the following themes to the Application Form.

The report will be used for screening the nominees.

The report subjects:

1. Urban problems to be solved in your country/city.
2. Improvement needs of the current urban development/renewal system.
3. How you and your organization are addressing the issues mentioned above.

The report should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

(Note)

The above subjects need to be discussed beforehand from the viewpoint of nominee’s and applying organization’s responsibilities.

Please be specific as much as possible.

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:

Tokyo International Center,
Japan International Cooperation Agency
(JICA TOKYO)

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

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) (_____) |
| () No | 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: |