

No.34/18/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 29th March 2010.

TRAINING CIRCULAR

Subject: An Area Focused Training Course in Safety Management System for Animal Food in Asia and Pacific Regions to be held in Japan from 27th July 2010 to 16th September 2010 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from May 2010 to December 2010, out of this, the Core Phase, from 27th July 2010 to 16th September 2010 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program is designed for the central/local government organization in charge of production, processing and distribution of animal food (livestock food products) or universities studying epidemiology. It aims to strengthen/improve the administration system of animal food safety management.

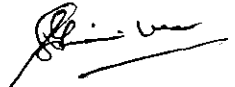
3. The Candidates should be engaged in job related to Safety Management System for Animal Food as (1) an examiner or inspector concerned with production, processing and distribution of food, especially of animal food (livestock food products), at the central or local government organization or (2) be engaged in epidemiology at a university (3) Priority is given for Veterinarian; have more than 5 years of experience in the field, having basic knowledge of HACCP (Hazard Analysis Critical Control Point); be a university graduate or possess an equivalent qualification; be between twenty five and forty five years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

4. The fellowship award covers the cost of a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 25th March 2010. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel not later than 14th May 2010. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Department of Animal Husbandry and Dairying, Krishi Bhavan New Delhi.
2. The Secretary, Ministry of Human Resource Development, Shastri 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

No 24/GT-CP/2010

25th March, 2010

Dear Mr. Rakesh Mishra

An Area Focused Training Course in Safety Management System for Animal Food in Asia and Pacific Regions will be held in Japan from 27th July, 2010 to 16th September, 2010, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **21st May, 2010**:-

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


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

It is further informed that 7 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,

Prasad
26/03/2010


(Yumiko Asakuma)
Senior Representative

Mrs Shieela

Encl: As stated above.

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

DI/DA/CP/28/28/2010
C-266/FC(F)/2010
29/3/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Safety Management System for Animal Food
for Asia and Pacific Countries**
地域別研修「アジア・大洋州地域 畜産食品安全管理」
JFY 2010

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

NO. J10-04194 / ID.1084106

Phases in Japan: From July 27, 2010 to September 16, 2010

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Securing food safety is an important issue in protecting people's health from food poisoning. Many countries, however, have recognized more significance on expansion of food production rather than food sanitation to cope with these matters.

This program aims at acquiring practical knowledge and techniques for food sanitation system including HACCP to strengthen/improve food safety administration of livestock food products in participant's home country.

*HACCP: Hazard Analysis and Critical Control Point

For what?

This program aims to assist participants to strengthen/improve the administration system of animal food safety management in respective countries.

For whom?

This program is offered to examiners and inspectors concerned with production, processing and distribution of food, especially of animal food (livestock food products), at central or local government organizations, or those who are engaged in epidemiology at universities.

How?

Participants shall have opportunities to learn food safety administration, inspection methods, theories and techniques of hygiene control through lectures, observations, exercises and discussions in Japan.

At the end of the program, participants will propose an "Action Plan" describing what the participant will do after they go back to home country, making the best use of the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): Safety Management System for Animal Food for Asia and Pacific Countries (J1004194)

2. Period of program

Duration of whole program: May 2010 to December 2010
Preliminary Phase: May 2010 to July 2010
(in a participant's home country)
Core Phase in Japan: July 27, 2010 to September 16, 2010
Finalization Phase: September 2010 to December 2010
(in a participant's home country)

3. Target Regions or Countries:

China, India, Thailand, Vanuatu and Indonesia

4. Eligible / Target Organization :

This program is designed for the central/local government organization in charge of production, processing and distribution of animal food (livestock food products) or universities studying in epidemiology.

5. Total Number of Participants :

7 participants

6. Language to be used in this project: English

7. Program Objective:

The Plan to strengthen/improve the administration system of animal food safety management is officially discussed and formulated by the participant's organization, based on the Action Plan proposed through the program in Japan.

8. Overall Goal:

The official plan to strengthen/improve the administration system of animal food safety management will be actually implemented in the participant's organization.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May 2010 to July 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Submission of Country Report	-Preparation and submission of Country Report -Necessary arrangements for Country Report presentation -Consultation with Ex-Participants

NOTE:

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

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

(2) Core Phase in Japan (July 27, 2010 to September 16, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) Food safety administration	(1) Introduction of food safety administration in Japan (2) Public health center, food sanitation control (3) Quarantine center, quarantine station	Lecture Observation and Exercise
2) Food inspection methods of international standard	(1) Introduction of HACCP (2) Food plant implementing HACCP system	Lecture Observation and Exercise
3) Sanitary control of livestock food products at the stage of animal production, processing and distribution stages	(1) Animal production <ul style="list-style-type: none"> ▪ Health Management of livestock ▪ Reproduction of Domestic Animals ▪ Visiting livestock farm (2) Processing <ul style="list-style-type: none"> ▪ Dairy and Meat processing method and Quality control ▪ Visiting meat processing plant (3) Distribution <ul style="list-style-type: none"> ▪ Food poisoning and countermeasures ▪ Traceability System ▪ Visiting shopping center 	Lecture and Observation
4) Propose "Action Plan"	(1) Discussion (2) Preparation of Action Plan	Lecture and Exercise

NOTE:

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

(3) Finalization Phase in a participant's home country
(September 2010 to December 2010)
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
<ul style="list-style-type: none">- Implementation of the Action Plan- Submission of the Final Report	<ul style="list-style-type: none">- Sharing and finalizing the "Action Plan" in the participant's organization.- Submission of the "Final Report" describing the progress of implementing the Action Plan by the end of December, 2010.

NOTE:

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

<Structure of the program>

*The following is the curriculum of last year's training course. Although this training program will be basically the same as that of 2009, some modification may be given depending upon the availability of lectures, etc.

Date		Contents
Jul. 27	Tue	Arrival in Sapporo, Japan
Jul. 28	Wed	Briefing
Jul. 29	Thu.	Briefing & General Orientation
Jul. 30	Fri.	General Orientation
Jul. 31	Sat.	Day off
Aug. 1	Sun.	Day off
Aug. 2	Mon.	Opening ceremony
		Program Orientation
Aug. 3	Tue.	Country Report Presentation
		Guidance on Library use, etc
Aug. 4	Wed.	Lecture: Food safety Control and Flies
Aug. 5	Thu.	Lecture: Overview of Meat Inspection/Meat Hygiene/Carcass Grading
Aug. 6	Fri.	Lecture & Observation: Poultry Inspection/Meat Examination
Aug. 7	Sat.	Day off
Aug. 8	Sun.	Day off
Aug. 9	Mon.	Lecture & Practice: Individual Identification System of Dairy Cattle and Beef Cattle / Recent Condition of Food Safety Control In US
Aug. 10	Tue.	Lecture & Observation: Sanitary Supervision of Dairy Farms
Aug. 11	Wed.	Lecture & Practice: PCR-Applied Detection Method for Causative Microorganisms of Food Poisoning in Food Products
Aug. 12	Thu.	Lecture & Practice: Food Poisoning Countermeasures for Livestock Food Products / Detection of Salmonella
Aug. 13	Fri.	Observation: Incineration Plant / Waste Water Treatment Center
Aug. 14	Sat.	Day off
Aug. 15	Sun.	Day off
Aug. 16	Mon.	Lecture & Observation: Overview of HACCP / HACCP Implementation at Dairy Products Plant
Aug. 17	Tue.	Lecture & Observation: Cleaning and Sterilization at Dairy Products Plant
Aug. 18	Wed.	Lecture & Observation: Production of Dairy Products / National Institute of Animal Health
Aug. 19	Thu.	Observation & Practice: Sanitary Supervision in Kitchens / Principles and Practice of Milking Equipment Cleaning
Aug. 20	Fri.	Lecture & Observation: Traceability System / Challenges of Shopping Centers

Aug.21	Sat.	Day off
Aug.22	Sun.	Day off
Aug.23	Mon.	Study trip: Sanitary Supervision at Milk Factory, Sanitary Supervision at Dairy Farm etc.
Aug.24	Tue.	
Aug.25	Wed.	
Aug.26	Thu.	Lecture & Observation : Responsibilities of Public Health Center and Food Sanitation Control / Food Sanitation Control in the Course of Distribution
Aug.27	Fri.	Lecture & Discussion: Thorough Dissemination of Information on Food Sanitation Control at Large-scale Restaurants / Interim Discussion on Action Plan
Aug.28	Sat.	Day off
Aug.29	Sun.	Day off
Aug.30	Mon.	Lecture & Observation: Observation of Meat Processing Plant / Observation of Food Plant Implementing HACCP System
Aug.31	Tue.	Lecture: Quality Control of Meat Products / HACCP Control of Meat and Meat Products
Sep. 1	Wed.	Lecture & Observation: HACCP Implementation at Meat Processing Plant / Meat Processing and its Principles
Sep. 2	Thu.	
Sep. 3	Fri.	Preparation of Action Plan
Sep.4	Sat.	Day off
Sep.5	Sun.	Day off
Sep.6	Mon.	Study trip Sapporo-Tokyo
Sep.7	Tue.	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100px; margin-right: 10px;"></div> <div style="text-align: center;"> <p>Visit Yokohama Quarantine Station, Yokohama City Institute of Public Health, Dairy Farm etc.</p> </div> </div>
Sep.8	Wed.	
Sep.9	Thu.	
Sep.10	Fri.	Tokyo-Sapporo
Sep.11	Sat.	Day off
Sep.12	Sun.	Day off
Sep.13	Mon.	School visit
Sep.14	Tue.	Final discussion
Sep.15	Wed.	Action Plan Presentation, Evaluation Meeting, Closing ceremony
Sep.16	Thu.	Leaving Sapporo, Japan

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties:
 - be engaged in job related to Safety Management System For Animal Food such as
 - an examiner or inspector concerned with production, processing and distribution of food, especially of animal food (livestock food products), at the central or local government organization
 - or be engaged in epidemiology at a university
 - Priority is given for Veterinarian.
- 2) Experience in the relevant field: have more than 5 years' experience in this field.
 - have basic knowledge of HACCP (Hazard Analysis Critical Control Point)
- 3) Educational Background: be a university graduate or possess an equivalent qualification
- 4) Language: have a good command of spoken and written English which is equal to TOEFL CBT 200 or more (This program includes active participation in discussions, action plan 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

※Pregnancy : There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases.

Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being.

And applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations.

Please ask national staffs in JICA office for the details.

6) Must not be serving any form of military service

(2) Recommendable Qualifications

Age: be between the ages of twenty-five (25) and forty-five (45) years

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) Country Report: to be submitted with the application form. (Detail information is provided in the ANNEX.)

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **May 21, 2010**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA 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 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 25, 2010.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Sapporo
- (2) **Contact:** jicasic@jica.go.jp, sictp1-tech@jica.go.jp

2. Implementing Partner:

- (1) **Name:** Rakuno Gakuen University

3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. *the traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Sapporo International Center (JICA SAPPORO)

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

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

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

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

5. Expenses:

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

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

6. Pre-departure Orientation:

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

V. Other Information

1. Participants who have successfully completed the program in Japan will be awarded a certificate by JICA.
2. At the end of the program in Japan, each participant is required to propose "Action Plan" and present it.

The Action Plan has to include the participant's diagnosis of a first priority problem related to Safety Management System for Animal Food and possible measures to tackle the problem. The participant is expected to fully utilize the ideas and techniques he/she has obtained through the program to write an applicable Action Plan which will hopefully lead to the solution of the above-mentioned problem.

<Format of Action Plan >

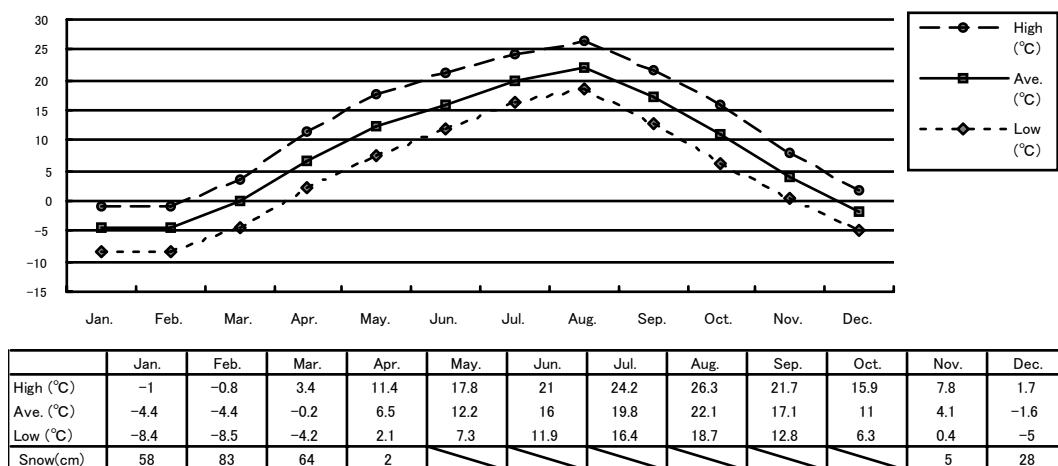
- a) Background of the selected problem for the Plan
- b) Purpose, objective and strategy of the Plan
- c) Concrete actions and necessary resources of the Plan

d) Time schedule and budget of the Plan

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

Each participant is required to submit "the Progress Report" which describes the progress of implementing the Action Plan by the end of December 2010.

3. Climate in Sapporo



Typical Seasonal Wear: (July- September) Long-sleeves, Short-sleeves, Light Jacket

4. Recreation

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

5. Equipment in JICA Sapporo

JICA Sapporo has the following equipment for the participants.

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

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

<Audio-Visual equipment for training>

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

6. Cultural Exchange Program

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

National costume, Musical instruments, Typical crafts using local materials,

Traditional cooking/eating utensils, Pictures showing daily life, Small national flag, .(Bringing these items is not a requirement.)

VI. ANNEX:

COUNTRY REPORT

Please describe the following subjects in the Country Report.

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

- (1) Name of the participant's organization
- (2) Responsibilities of the participant's organization
- (3) Describe the participant's position and duties in the organization

2. Issues on food safety administration in the participant's country/area

- (1) Present situation and challenges on hygiene control of livestock food products in the participant's country/area
- (2) Present situation and challenges on application of HACCP in the participant's country/area
- (3) Issue(s), problem(s) or difficulty(ies) that the participant is currently facing in his/her present job
- (4) Participant's ideas to solve above mentioned issues/problems.

**Please attach or bring some materials(statistic data, pictures, videos etc) to show the situation of agriculture in participants country, if possible.*

NOTE:

- (1) The Country Report should be written in **English** in **maximum 4(four) sheets of A4 size paper**.
- (2) Each participant will have 15-20 minutes (including time for interpretation) for an oral presentation on his/her Country Report at the beginning of the program.
- (3) It is advisable to use audio visual aids such as Microsoft PowerPoint for the presentation.
- (4) It is recommended to prepare related information or materials which could be useful in drawing an Action Plan.
- (5) The participant is expected to share each Action Plan with his/her organization. Also, he/she is expected to report the progress of each Action Plan to JICA Office within three (3) months after completion of the program in Japan.

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Sapporo International Center (JICA SAPPORO)

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: http://www.jica.go.jp/*****, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

J	0																		
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

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

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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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

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9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	() 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 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.

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____) <i>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.</i>
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2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

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

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: (_____)	

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

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

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

Date:	Signature:
	Print Name: