

No.34/19/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

.....  
New Delhi, the 5<sup>th</sup> March, 2009

**Subject : Group Training Course in Sustainable Port Development and Planning to be held in Japan from 7<sup>th</sup> June, 2009 to 8<sup>th</sup> August, 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 Sustainable Port Development and Planning to be held in Japan from 7<sup>th</sup> June, 2009 to 8<sup>th</sup> August, 2009, under the Technical Cooperation Programme of the Government of Japan. There are 17 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](http://www.persmin.nic.in)).

2. As per the eligibility conditions, the candidates should be university graduate in science and engineering field, currently engaged in port and harbour related activities with more than 3 years of occupational experience as a technical staff. The applicants should be under 40 years of age; 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 31<sup>st</sup> March, 2009.

  
(Trishaljit Sethi)  
Director

To

1. Ministry of Shipping, Transport Bhavan, New Delhi
2. All the State Governments/UTs
3. Director Technical(NIC) with the request to post the circular alongwith the JICA's circular on the Department's website.



34/19/2009

Japan International Cooperation Agency  
(Government of Japan)

No. 19/GT-CP/2009

3<sup>rd</sup> March, 2009

Dear Mr. R.K. Kharb

A Group Training Course in Sustainable Port Development and Planning will be held in Japan from 7<sup>th</sup> June, 2009 to 8<sup>th</sup> August, 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 **8<sup>th</sup> April 2009**:-

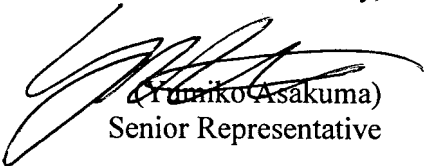
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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 17 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,

  
(Yuriko Asakuma)  
Senior Representative

Encl: As stated above.

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

Copy to:-

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

for DOPT

191-PMU-Tag  
6/3/09

Ms. Pinki  
2/8  
05/03/06



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
SUSTAINABLE PORT DEVELOPMENT  
AND PLANNING**

**集團研修「港湾開発計画」**

***JFY 2009***

**<Type: International Dialogue/ 類型: 国際対話型>**

**NO. J09-00660**

**From June 7, 2009 to August 8, 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***

## **For what?**

This program aims to contribute to the respective countries' economic development through port development by nurturing qualified port and harbour engineers

## **For whom?**

This program is offered to port and harbour related engineers

## **How?**

Participants shall have opportunities to acquire practical knowledge of port and harbour engineering, port and harbour development, strategy and planning.

## **II. Description**

**1. Title (J-No.0900660):** Sustainable Port Development and Planning

**2. Period of program**

**Duration of whole program:** June 7, 2009 to August 8, 2009

**3. Target Regions or Countries:**

Madagascar, Croatia, Indonesia, Philippines, Cambodia, Vietnam, Myanmar, India, Sri Lanka, Papua New Guinea, Haiti, Colombia, Syria, Egypt, East Timor, Costa Rika, Tanzania

**4. Eligible / Target Organization**

This program is designed mainly for port engineers

**5. Total Number of Participants :** 16 participants

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

**7. Program Objective:**

To nurture qualified port and harbour related engineers

**8. Overall Goal:**

To contribute to the country's economic development through port development by controlling the effect and cost and to consider the environment in port development and planning

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

This program consists of the three components such as 1)To acquire comprehensive knowledge of port and harbour engineering, 2)To acquire comprehensive knowledge related to port and harbour development, and 3)To acquire comprehensive knowledge on enhancing the sustainability of port development. Details on each component are given below:

**Conceptual Framework for the Group Training Course**  
**“Sustainable Port Development and Planning”**

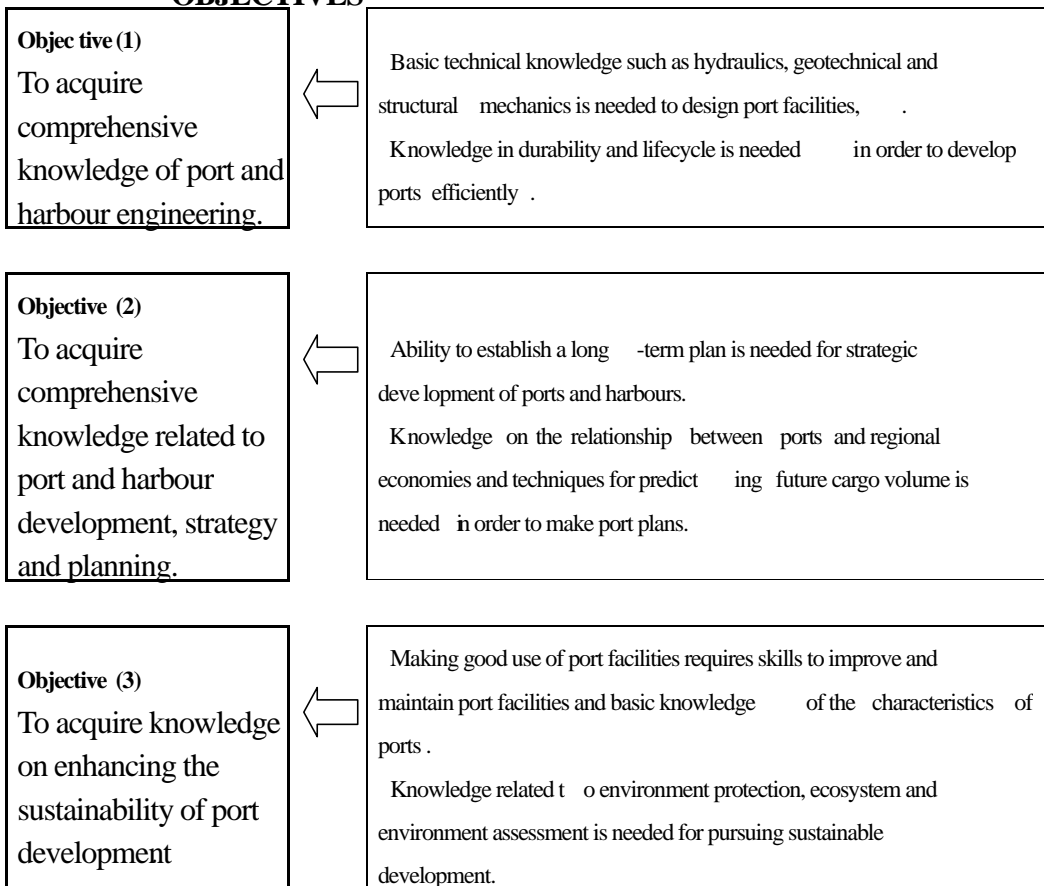
**SUPEME GOAL**

**To contribute to the country’s economic development through port development by controlling the effect, the cost and take into the environmental consideration in port development and planning**

**GOAL**

**To nurture qualified port and harbour related engineers**

**QUALIFICATIONS AND THE COURSE OBJECTIVES**



## Curriculum

Item	Specific content of lectures, discussions, and visits	Training objectives (training attainment level)	Schedule (Hours)			
			Lecture	Exercise	P/D*	Obs./V**
Port policy and system	Port control and management systems, and administrative structures Port planning, project systems for ports, and project assessment Distribution facilities at ports, and public-private partnership projects Ports and regional development Technological policy for ports	To learn about the role of central government in port administration, and various port-related policies and systems by using cases in Japan	10	0	4	16
Port plan	Acquisition and analysis of statistical data concerning ports Flow and modelization of international marine container cargo Method for calculating the size of port facilities Demand forecast Port improvement and economy Economic and financial analysis Method for and practice of port planning	To learn about a series of works to formulate a port plan, such as collection of data, demand forecast, method of economic and financial analysis and planning of facilities, and to acquire ability for formulating port planning	20	6	4	8
Design of port facilities	Basics about waves Deformation of waves Hydraulics model test Observation of waves and sea levels Estimation of waves and high water Siltation Drift sand Soil survey and testing methods Foundation piles and soil pressure Coastal ground Improvement of foundations Design of breakwaters Design of berths (gravity type, sheet pile type, and landing pier type) Design of fenders Aseismic design of port structures	To learn basic knowledge on wave and soil properties, and theories and standards necessary for designing port facilities, and to acquire methods on designing of port facilities	36	16	0	0
Port project management and construction technology	Port construction technology Dredging technology Port project management (including estimation)	To acquire basic knowledge for promoting port development projects including cost estimation, and port construction technology	6	4	0	0
Maintenance technology for port facilities	Introduction to life cycle management Prediction and repair of deteriorated concrete structures at ports Inspection of port structures Design of durable port structures Corrosion and anticorrosion of port structures	To acquire appropriate maintenance technology for existing port facilities	10	2	2	6
Port management and computerization, and security measures	Port finance and privatization in developing countries Computerization of ports, and single window system Adoption of information technology for container terminals Introduction to container terminals Measures for port security	To acquire basic knowledge on port management, computerization and port security, and method for efficient container terminal management	10	0	0	8
Port development and environmental conservation	Overview of marine environments Port administration and environments (domestic and overseas cases) History of pollution and environmental measures for enclosed coastal areas General management of coastal areas Environmental impact assessment	To learn about compatibility issues between port development and environmental conservation, and their measures	10	0	0	0
Disaster prevention at ports	Measures for earthquakes and tsunamis in port and coastal areas Measures for disaster prevention at ports Japan's coastal disaster prevention Method for preparation and utilization of tsunami hazard maps	To learn about Japan's experience, one of the most earthquake-prone countries in the world, and Japan's disaster prevention technology for port and coastal area, and to acquire necessary knowledge for disaster prevention in participant's own	12	0	2	0
Understanding of world port trends	International cooperation in the field of ports Cases of overseas developments Social infrastructure trends International container transportation trends Shipping companies' selection of anchorage sites Shipping company services and what shipping companies request of ports Outline and measures of IAPH and PIANC	To deepen understanding about Japan's ODA scheme, and trends of world port, shipping lines and international organizations	14	0	2	6
			128	28	14	44

\*P/D : Presentation & Discussion \*\*Obs./V : Observation & Visit  
There will, however, be minor changes in several subjects.

### ***III. Conditions and Procedures for Application***

#### **1. Expectations for the Participating Organizations:**

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
  
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section -2 below.
  
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

#### **2. Nominee Qualifications:**

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

- (1) be university graduates in science and engineering field or have the equivalent educational history,
  
- (2) be currently engaged in port and harbour-related activities with more than three (3) years of occupational experience as a technical staff,
  
- (3) be under forty (40) years of age,
  
- (4) have a sufficient command of spoken and written English,
  
- (5) be nominated by their government in accordance with the procedures mentioned in below,
  
- (6) be in good health, both physically and mentally, to undergo the training; and
  
- (7) not be serving in the military.



### **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) Country Report:**

Applicant is to submit the country report together with the Application Form. The country report is used for screening applicants, as training materials, and as a basis for group discussions. The format of the country report is in ANNEX.

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

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

Closing date for application to the JICA Center in JAPAN: **April 8, 2009**

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

**(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection 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 May 8, 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, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA

## ***IV. Administrative Arrangements***

### **1. Organizer:**

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

**(2) Contact:**

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251

Fax: 81-45-663-3265

### **2. Implementing Partner:**

**(1) Name:** -Ports and Harbours Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

-The Overseas Coastal Area Development Institute of Japan (OCDI)

**(2) Contact:**

-MLIT

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

Tel: 81-3-5253-8679

-OCDI

Address: Kowa Bldg. No.16, North Wing, 1-9-20 Akasaka, Minato-ku, Tokyo 107-0052, Japan

Tel: 81-3-5570-5931

**(3) Remark**

OCDI is a non-profit organization established with the authorization of the Japanese Government to undertake various kinds of activities including studies and research for the development of ports in developing countries.

### **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:

Yokohama International Center (JICA Yokohama)
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Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan
--

If there is no vacancy at JICA Yokohama, JICA will arrange alternative

**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.

**5. 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***

Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

## **VI. ANNEX:**

### **Sustainable Port Development and Planning (JFY 2009)**

#### *Country Report*

All the applicants are required to prepare the Country Report providing information on the following items and subjects. The Report should be typewritten in double-spaced English, and not more than five (5) pages of A4 size paper excluding Attached-1 and 2.

#### 1. Front Page

- 1) Title of the country report
- 2) Country
- 3) Name of applicant
- 4) Position of applicant and name of organization
- 5) Problem Areas  
Choose an area(s) where problems are found.
  - a: Port development policy
  - b: Port planning
  - c: Port management
  - d: Institutional matters
  - e: Others

#### 2. Content

Describe the most crucial technical problem in port administration and management with which the applicants' organizations or countries are faced and the measures being taken to cope with it.

#### 3. General Information on Ports in the Country

Please fill in the forms of Attached-1. You may use additional sheets of paper if necessary.

#### 4. General Information on the Port you are in charge

Please fill in the forms of Attached-2. You may use additional sheets of paper if necessary.

#### **Note:**

(1) Those who are informed of acceptance to participate in the course will be requested to make an approximately thirty (30) minute presentation of their country reports during the comparative study session of the course. The presentation should be focused on the problems of port development and interests of the participants. Participants are encouraged to use visual aids, such as overhead projectors, videos, slides, pictures, etc. for the presentation. Equipment for such visual aids (e.g. an OHP, video player, slide projector and MS power point) is available at the seminar room.

(2) In addition to the Country Report, participants described in above (1) are kindly requested to bring documents or papers that describe the socioeconomic conditions, transport sector, port sub-sector in their respective countries for smooth presentation and discussion.

## 1. General Information on Ports in the Country

Please fill in the form with the latest information.

<b>1-1. Socio-economic Information</b>			
Country:			
Area:	km <sup>2</sup>	GNP (or GDP) : US\$	(as of 2008 )
Population:	(as of 2008)	Per Capita : US\$	(as of 2008)
General Information on Socio-economic Condition of the country.			
(1) Economic Growth Rate:			
(2) Trade Value Details (during the last 3 years):			
(3) Others:			
<b>1-2. Outline of Port Administration</b>			
(1) Basic Laws Related to Port Management and Development (Please specify if different laws are applied to different types of ports.)			
(2) Classification of Ports in the Country			
(3) Number and location of Ports by Classification. (Please attach a location map with compass signs and scale of ports in the country.)			
(4) Role of the Central (or Local) Government for Port Administration and Operation.			

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-3. General information on all Port Activities in the Country**

(1) Total Cargo Handling Volume, Container Cargo Handling Volume and Number of Calling Ships in a year (if available, please provided data for five years.)

(2) Deepest Quay in the Country (length, depth and location)

**1-4. Port Development in the Country**

System of Port Planning (procedure and role of organizations for port planning), Representative Office of Port Development and System of Fund-raising for Port Development (including source of funds for port development).

(If different systems for port planning, development and fund-raising are applied for each port, please describe each system.)

**1-5. Port Development Policy/Plan**

(1) National Port Development Policy/Plan

(2) Port Development Projects/Plans (name of project plan, established year, target year, name of organization responsible for planning, name of consultants and fund raising.)

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-6. Location Map of Ports in the Country**

Please attach a detailed location map of the ports in the country (including compass signs, scale of port, legend etc.)

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-7. Organization Chart of Port Management Body and Other Port Related Offices**

Please describe relevant organizations and attach organization charts.

Please attach an additional sheet(s) of paper if a given space is insufficient.



**1-8. National Port Development Policy and Strategy**

Please describe national port development policies or strategies.

Please attach an additional sheet(s) of paper if a given space is insufficient.

**2. General Information about the Port of which you are in charge**

Please fill in the form with the latest information.

**2-1. General**

<p><b>1. Name of the Port:</b> (in English) (in local language)</p>																							
<p><b>2. Features of the Port</b> Please describe features and functions of the port - e.g. general berths, container berths, multi purpose berths, Ro-Ro berths, bulk berths, oil berths, passenger terminals, marinas, fishing ports, etc. (including names of districts).</p>																							
<p><b>3. Main Facilities at the Port</b> (Please attach Location Map of the facilities on the next page)</p> <p>- Please provide dimensions of channels, main breakwaters and basins.</p>																							
<p><b>Outline of Berths</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Berth Name</th> <th style="width: 7.5%;">Water Depth (m)</th> <th style="width: 12.5%;">Berth Length (total)</th> <th style="width: 12.5%;">Length of the berths with a depth exceeding -10m</th> <th style="width: 12.5%;">Area of Terminal (m<sup>2</sup>)</th> <th style="width: 12.5%;">Cargo Handling Capacity per a Year</th> <th style="width: 12.5%;">Recent Cargo Handling Volume (from actual data. ton/year)</th> <th style="width: 12.5%;">Others</th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Berth Name	Water Depth (m)	Berth Length (total)	Length of the berths with a depth exceeding -10m	Area of Terminal (m <sup>2</sup> )	Cargo Handling Capacity per a Year	Recent Cargo Handling Volume (from actual data. ton/year)	Others								
Berth Name	Water Depth (m)	Berth Length (total)	Length of the berths with a depth exceeding -10m	Area of Terminal (m <sup>2</sup> )	Cargo Handling Capacity per a Year	Recent Cargo Handling Volume (from actual data. ton/year)	Others																

Please attach an additional sheet(s) of paper if a given space is insufficient.

**Layout Map of Port Facilities (Current Situation)**

**Current problems and obstacles.**

Please attach an additional sheet(s) of paper if a given space is insufficient.

## 2-2. Statistical Data (Cargo, Passengers, Calling vessels)

(Unit: tons)

Year	2003	2004	2005	2006	2007
Cargo Handling Volume (total)					
1. Foreign Cargo (total) - including container cargo					
1-1. Export					
1-2. Import					
1-3. Main Commodities e.g. Banana (export)					
1-4. Container Cargo Export (ton) (TEU) Import (ton) (TEU) Total (ton) (TEU)					
2. Domestic Cargo (total) -including container cargo					
2-1. Outgoing					
2-2. Incoming					
2-3. Main Commodities					
2-4. Container Cargo Outgoing (ton) (TEU) Incoming (ton) (TEU) Total (ton) (TEU)					

(Unit: persons)

Year	2003	2004	2005	2006	2007
No. of Passengers (total)					
1. Foreign Line Outgoing Incoming					
2. Domestic Line Outgoing Incoming					

Please attach an additional sheet(s) of paper if a given space is insufficient.

(Unit: vessels)

Year	2003	2004	2005	2006	2007
No. of Vessels (total)					
1. Foreign Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					
2. Domestic Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					

## 2-3. Port Management and Operation

### 1. Organization

Please provide an outline of organization of port management body.

### 2. Port Management

Please describe port management systems including ownership, users, operating schemes of port facilities and equipment - e.g. channels, anchorage areas, seawalls, berths, cargo handling yards, warehouses, cargo handling equipment (both fixed and movable). Also, please include the present level of privatization.

### 3. Port Service Entities

Please describe port service system including port service entities (e.g. port authority, private sectors approved concession) which implement cargo handling, tug or pilotage services.

Please attach an additional sheet(s) of paper if a given space is insufficient.

**4. Financial Conditions**

Please describe financial conditions including budget scale of port management body.

**5. Port Tariff**

Please provide an outline of port tariff (please attach tariff table).

**6. Organization Charts**

Please attach charts of organizations related to the port.

Please attach an additional sheet(s) of paper if a given space is insufficient.

## 2-4. Container Terminals

Name of Terminal				
Depth of Berths (-m)				
No. of Berths				
Length of Berth (m)				
Area of Terminal (m <sup>2</sup> )				
Main cargo handling Equipment (Capacity)				
Planned Berth Capacity (ton or TEU/year)				
Actual Handling Data (the latest ton or TEU/year)				
Planning Entities				
Construction Entities				
Ownership				
Management & Operation Entities				
Users				
Opened in (year/month)				

## 2-5. Introduction of Computer System (Current Situation and Plans in Future)

<p><b>1. The departments or divisions where computer system is already introduced and the details (e.g. computerized items) of the system.</b></p>          
<p><b>2. Plans of Computer System Introduction (Target Fields and the Details of the Systems)</b></p>          

Please attach an additional sheet(s) of paper if a given space is insufficient.

## **2-6. The Future Plans of the Port**

### **1. Future Development Plans**

Please provide outlines of development plans including planning body, the name of plan, target years, the consultants, fund raising, features of plans (details and points) and basic policy.

### **2. Outlines of the Plans for Main Port Areas (Excluding Container Terminals)**

Please provide the names of planning areas, target years, planned capacity, scale of facilities (e.g. the depth, length and No. of berths), main equipment (including cargo handling equipment), development entities, investment costs, the methods of fund raising, management systems and entities.

Please attach an additional sheet(s) of paper if a given space is insufficient.



**3. Future Plans of Container Terminals**

Please describe planning entities, the names of plans, construction entities, ownership, management & operation entities and systems (public or private, etc.), target years, the details of plans (Number of berths, length of berths, areas of terminals, cargo handling system and main equipment).

**Anticipated problems.**

**Remarks**

Please attach an additional sheet(s) of paper if a given space is insufficient.

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

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

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

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

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B 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**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

## 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:

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

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

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

**8) Outline of duties: Describe your current duties**

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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

## 6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

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

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

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

( _____ )
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*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.*

### 2. Medical History

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

Past:	( ) No	( ) Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes>>Present Condition ( _____ )

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

Past:	( ) No	( ) Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes
Present:	( ) No	( _____ ) Yes>>Present Condition ( _____ )
Are you taking any medicine or insulin?		( ) No ( ) Yes

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: