

**TRAINING CIRCULAR**

Subject: A Group Training Course in Information Management Technology for Land Use and Natural Resources Analysis to be held in Japan from 28<sup>th</sup> August, 2011 to 29<sup>th</sup> September 2011 (Core Phase).

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 July 2011 to December 2011, out of this, the Core Phase, from 28<sup>th</sup> August, 2011 to 29<sup>th</sup> September 2011 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The programme is designed for universities, research institutions and central and/or local governments in the fields of land use and/or sustainable management of natural resources. It aims for the participants to utilize free and open-source software GIS (FOSS-GIS), GRASS, Q-GIS, Web Mapping etc. in their work, and share the technology in their institutions.

3. The candidate should have 5 years experience in the following target areas:  
a) University staff or institute researcher in the field of agricultural and/or environmental sciences who is engaged in teaching or research on information management technology for land use and natural resources analysis or  
b) officials who are engaged in policy-making for information management technology for land use and natural resources analysis at the central or local governments;

The candidates are required to :

1. have experiences of using at least proprietary GIS software,
2. but not necessarily well-experienced experts of GIS and
3. be in a position to disseminate GIS technology at/in their respective offices/countries;

Be a University Graduate; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training; not be serving in the military and be under forty years of age.

4. The fellowship award covers 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. 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 25<sup>th</sup> April 2011. The Ministries/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

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

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 8<sup>th</sup> July 2011. 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](http://persmin.nic.in)



(Raakesh Mishra)  
Desk Officer  
Ph.No. 011 23094575  
e-mail : [doeof@nic.in](mailto:doeof@nic.in)

1. The Secretary, Ministry of Human Resource Development, Shastri Bhavan, New Delhi.
2. The Secretary, Department of Agriculture Research and Education (DARE), Ministry of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
3. The Secretary, Ministry of Environment & Forest, Paryavaran Bhavan, Lodhi Road, New Delhi.
4. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
5. ✓ 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. 23/GT-CP/2011

25<sup>th</sup> April, 2011

Dear Mr. Rakesh Mishra,

A. Group Training Course in Information Management Technology for land Use and Natural Resource Analysis will be held in Japan from 28<sup>th</sup> August, 2011 to 29<sup>th</sup> September, 2011 under the Technical Cooperation Programme of the Government of Japan.

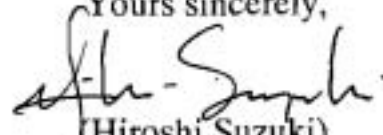
We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **14<sup>th</sup> July, 2011**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country and Job Report
- (3) The filled in Questionnaire

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


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

With regards,

Yours sincerely,  
  
(Hiroshi Suzuki)  
Senior Representative

Encl: As stated above.  
Mr. Rakesh Mishra  
Section Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
New Delhi

Handwritten notes on the left margin:  
JICA No. 350-48/2011  
C-107/EC(F)/2011  
27/4/2011

Handwritten signature and date on the left margin:  
  
26/04/2011  
Mr. Shikha



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

INFORMATION MANAGEMENT TECHNOLOGY FOR LAND USE  
AND NATURAL RESOURCES ANALYSIS

集団研修「土地利用と自然資源分析の情報管理技術」  
*JFY 2011*

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J11-00727 / ID. 1180987

From July 2011 to December 2011

Phase in Japan: From Aug.28, 2011 to Sep. 29, 2011

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

# **I. Concept**

## **Background**

In developing countries, environmental degradation in rural area is a serious problem. It is occurred by the increased needs in food production owing to the rapid population growth, and/or unstable agricultural production due to the climate change.

To tackle with this challenge to the environmental degradation, it is necessary to evaluate distribution and stockpile of natural resources, like land or forest, and to manage them in a sustainable manner, and it is very important to monitor the current situation of land use and natural resources all the time. For this purpose, GIS (Geographic Information Systems) technology is highly useful because it allows to process and analyze satellite data and other data like, geography, map, climate, ...etc., at the same time, and it contributes to the rapid and high-accurate monitoring of wide area.

Free and Open Source Software GIS (FOSS-GIS) is well-known as highly useful software especially for the use in developing countries, because anyone can download it from internet and introduce it, without any initial cost.

JICA Chubu has conducted a technical training for past 10 years, to promote the introduction and distribution of FOSS-GIS technology for the sustainable management of natural resources and food production in the developing countries. Through this 10-years' experience, it is found that this technology is highly useful for the solution of global issues like food crisis and/or environmental problems, if the application area of this technology would be extended.

Considering such a background, JICA Chubu revised the course, and added the perspective of land use to its scope. The renewed course starts from JFY 2010.

## **For what?**

This program aims to contribute to the improvement of quality and technology related with management of land use and natural resources in developing countries. In particular, it aims to introduce FOSS-GIS (Free and Open Source Software – Geographic Information Systems) to the management of land use and natural resources for reducing its managing cost.

## **For whom?**

This program is offered to university staffs or institute researchers in the field of agricultural and/or environmental sciences who are engaged in teaching or research on sustainable management of land use and/or natural resources, or officials who are engaged in policy-making for sustainable management and/or use of natural resources at the central or local governments.

## **How?**

Participants shall have opportunities to learn basic theory, techniques and knowledge of GIS through lectures and practices. Participants will also have opportunity to visit many sites where GIS technology is practically used for the management of land use and/or natural resources. After these lectures, practices, observation trips, and discussions, participants will formulate an action plan describing what the participant will do after they go back to home countries putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## ***II. Description***

**1. Title (J-No.): Information Management Technology for Land Use and Natural Resources Analysis (J1100727)**

**2. Period of program**

<b>Duration of whole program:</b>	July 2011 to December 2011
<b>Preliminary Phase:</b> (in a participant's home country)	July 26, 2011 to August 27, 2011
<b>Core Phase in Japan:</b>	August 28 to September 29, 2011
<b>Finalization Phase:</b> (in a participant's home country)	September 2011 to December 2011

**3. Target Regions or Countries**

Argentina, Burkina Faso, Cambodia, India, Kenya, Malawi

**4. Eligible / Target Organization**

This program is designed for universities, research institutions and central and/or local governments in the fields of land use and/or sustainable management of natural resources.

**5. Total Number of Participants**

8 participants

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

**7. Program Objective:**

Participants will become to be able to utilize Free and Open-Source Software GIS (FOSS-GIS), GRASS, Q-GIS, Web Mapping, etc. in their work and the technology will be shared in their institutions.

**8. Overall Goal:**

FOSS-GIS, GRASS, Q-GIS, Web Mapping, etc. will be used for land use and natural resources monitoring and for estimation of distribution and/or the volume of land, water and forest resources, etc.

## 9. Expected Module Output and Contents:

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

<p><b>(1) Preliminary Phase in a participant's home country</b>          (July 28, 2011 to August 27, 2011)          Participating organizations make required preparation for the Program in the respective country.</p>	
Expected Module Output	Activities
<p>Present status of land use and natural resources of his/her country will be clarified by pre-training activity and his/her subject for case study in Japan will be decided.</p>	<ul style="list-style-type: none"> <li>● Formulation and submission of Inception Report (or job and country report)</li> <li>● Search/Study: Job and country report</li> <li>● Reading the specified papers and documents on FOSS4G the materials of which will be provided with the participants.</li> </ul>

<p><b>(2) Core Phase in Japan</b>          (August 28, 2011 to September 29, 2011)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
<p>Module 1:          Basic theory and techniques of FOSS -GIS technology and remote sensing will be acquired by using GRASS.</p>	<ul style="list-style-type: none"> <li>● Lecture: Basic theory and techniques of FOSS-GIS technology and Remote Sensing</li> <li>● Practice: Install and use of GRASS, analysis of satellite data and graphic display by GRASS</li> </ul>	<p>Lecture and Practice</p>
	<ul style="list-style-type: none"> <li>➤ Windows7+ GRASS install</li> <li>➤ Remote Sensing</li> <li>➤ Web Mapping</li> </ul>	
<p>Module 2:          Global positioning figures by GPS will be displayed on the map and analyzed by GRASS, then, techniques for data sharing through internet will be acquired by using Mapserver technology.</p>	<ul style="list-style-type: none"> <li>● Lecture: Basic theory and use of GPS and techniques of Mapserver</li> <li>● Practice: Use of GPS and analysis by GRASS. Obtaining data set and data sharing through internet</li> </ul>	<p>Lecture and Practice</p>
	<ul style="list-style-type: none"> <li>➤ Google earth and GPS</li> <li>➤ Case studies</li> </ul>	



<p>Module 3: GIS-applied studies in Japan will be taught and participants will work on their own projects as a case study to share the results among participants.</p>	<ul style="list-style-type: none"> <li>➤ Study: Good practices regarding to land use and natural resources management of Japan</li> <li>➤ Practice: Case study by each participant and data sharing of the results among participants</li> <li>➤ Others: Preparation of action plan</li> </ul> <ul style="list-style-type: none"> <li>• Map information-related business</li> <li>• GIS in agricultural land management in developing countries</li> <li>• Remote sensing in agriculture in Japan</li> <li>• GIS in environmental conservation</li> <li>• Construction of forest GIS and its application</li> <li>• Research on GIS use in natural resource management</li> </ul>	<p>Lecture Field Visit</p>
<p>Action plan (interim report) is formulated.</p>	<p>Presentation of action plan</p>	<p>Presentation Discussion</p>

**(3)Finalization Phase in a participant’s home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
<p>Action plan will be realized through his/her own use in work and dissemination to colleagues of his/her institutions and its results will be reported to JICA.</p>	<p>Application and implementation of the action plan (interim report) after going back to the participant’s country and submission of the Progress Report (see ANNEX ) by December 2011. Please submit the Completion Report form (sample in the Annex on page 17) together with your final product to JICA overseas office in your country.</p>

## <Structure of the program>

### (1) Preliminary phase (activities in home country)

Preparation for the country and job report presentation (please refer (2)-2) below).

### (2) Core Phase (activities in Japan)

#### 1) Course Orientation

Before the start of training, a course orientation will be held to provide a general explanation of the course.

#### 2) Country and Job Report Presentation

Country and Job Report Presentation is scheduled at the beginning of the course, which will be attended by lecturers and people concerned with this course. Time allocation for each presentation will be about 20 minutes, followed by a 10-minute question and answer session. To make presentations more understandable and attractive, the participants are advised to make effective use of visual references such as PowerPoint, photos, brochures and others.

#### 3) Technical Training

- Introduction to GIS for land use and natural resources analysis
- Basic Theory of GIS (I)  
Concept of GIS (Data Structure, How to generate GIS Data)
- How to manipulate the Windows-GRASS  
Construction of GIS system (GRASS-GUI and Commands operation)
- Basic theory of GIS (II)  
Generation of evaluation maps for land utilization by GRASS
- Basic theory of Remote Sensing and its application  
Data processing technology of Remote Sensing Data
- Spatial data sharing using Free and Open Source Software (FOSS)
- Case study
- Application of GPS to GIS - GPS with GRASS
- Application of GIS to land use and natural resources analysis
- Field visit

#### 4) Action Plan Presentation

The participants are required to prepare the Action Plan and present it at the Action Plan presentation meeting scheduled at the end of the program in Japan. The purpose of this presentation is to show what the participants find most interesting concerning this field in Japan and what can be possibly applied in participants' home countries. See ANNEX for details.

### (3) Finalization Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on its progress within three (3) months after the end of the core phase in Japan. See ANNEX for details.

Reference (Training Schedule in 2011)

JICA-GIS 2011 Training Schedule (tentative)

		Activity (9:30-12:00, 13:00-16:30)	Location
Aug. 28	Sun	Arrival to Nagoya (JICA Chubu)	JICA Chubu
Aug. 29	Mon	AM: Briefing PM: Orientation on Living in Nagoya	JICA Chubu
Aug. 30	Tue	AM: Course & ICCAE Introduction PM: Inception Report Presentation	JICA Chubu
Aug. 31	Wed	AM: Introduction to FOSS-GIS PM: Windows7-GRASS	JICA Chubu
Sept. 1	Thu	Windows7-GRASS	JICA Chubu
Sept. 2	Fri	Windows7-GRASS	JICA Chubu
Sept. 3	Sat		
Sept. 4	Sun		
Sept. 5	Mon	Remote Sensing	JICA Chubu
Sept. 6	Tue	Remote Sensing	JICA Chubu
Sept. 7	Wed	Remote Sensing	JICA Chubu
Sept. 8	Thu	Remote Sensing (Move to Tokyo, stay at JICA Tokyo)	JICA Chubu
Sept. 9	Fri	<b>Study tour in Tsukuba</b> National Institute for Rural Engineering (NIRE) Japan International Research Center for Agricultural Sciences (JIRCAS)	(Tsukuba)
Sept. 10	Sat		
Sept. 11	Sun		
Sept. 12	Mon	Case Study (Instructors' topic)	JICA Chubu
Sept. 13	Tue	Case Study (Instructors' topic)	JICA Chubu
Sept. 14	Wed	Case Study (Participants' topics)	JICA Chubu
Sept. 15	Thu	Case Study (Participants' topics) (Move to Osaka)	JICA Chubu
Sept. 16	Fri	<b>Study tour in Sanda, Hyogo</b> Museum of Nature and Human Activities, Hyogo	(Sanda)
Sept. 17	Sat	<b>Study tour in Kyoto</b> Kyoto Prefectural University	(Kyoto)
Sept. 18	Sun		
Sept. 19	Mon	Case Study (Participants' topics)	JICA Chubu
Sept. 20	Tue	Case Study (Participants' topics)	JICA Chubu
Sept. 21	Wed	Case Study (Participants' topics)	JICA Chubu
Sept. 22	Thu	Web Mapping	JICA Chubu
Sept. 23	Fri	Web Mapping	JICA Chubu

Sept. 24	Sat		
Sept. 25	Sun		
Sept. 26	Mon	AM: Lecture: Remote sensing in Agriculture and Environment PM: <b>Study tour in Nagoya</b> Falcon Corporation (14:00-16:00)	JICA Chubu
Sept. 27	Tue	AM: Lecture: GIS research in forestry PM: Preparation of Action Plan	JICA Chubu
Sept. 28	Wed	AM: Presentation of Action Plans PM: Evaluation meeting (1), Evaluation meeting (2), Closing ceremony	JICA Chubu
Sept. 29	Thu	Leave Japan for home countries	

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

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

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the 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 -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 -9.

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

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

##### **(1) Essential Qualifications**

- 1) Nominees should be nominated by their Government in accordance with procedures mentioned in the III-4 below.
- 2) They should belong to one of the following target groups with over 5 years of experience;
  - a) University staff or institute researcher in the field of agricultural and/or environmental sciences who is engaged in teaching or research on information management technology for land use and natural resources analysis or
  - b) Officials who are engaged in policy-making for information management technology for land use and natural resources analysis at the central or local governments.
- 3) They are required to;
  - 1) have experiences of using at least proprietary GIS software,
  - 2) but not necessarily well-experienced experts of GIS, and
  - 3) be in a position to disseminate GIS technology at/in their respective offices/countries.
- 4) Educational Background: be a graduate of university
- 5) Language: have a sufficient command of spoken and written English. Please

attach an official certificate for English ability such as TOEFL, TOEIC etc, if available.

6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.

7) Must not be serving any form of military service.

8) Age: be under forty (40) years of age

### **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 and Job Report and Questionnaire:** to be submitted with the application form. Fill in Annex and of this General Information, and submit it along with the Nomination Form.

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

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

Closing date for application to the JICA Center in JAPAN: **July 14, 2011**

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

#### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA Office (or 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 July 28, 2011**.

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

Inception Report -- to be submitted by-**August 21, 2011**:

Before coming to Japan, only accepted participants are given the following preliminary tasks;

- 1) report-making on the current work (research) including own topic for case study, and the GIS related issues and the solutions by the use of GIS.
- 2) Voluntary pre-departure study; to read papers and documents relating to FOSS 4G the materials of which will be provided with the participants.

Detailed information about the Inception Report will be provided in the **Message Sheet** to be given with the notice of acceptance. The Inception Report should be sent to JICA Chubu preferably by e-mail to [cbictp1@jica.go.jp](mailto:cbictp1@jica.go.jp)

### **6. Conditions for Attendance:**

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

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Chubu

(2) **Contact:** Mr. KUWAHARA Naoya (cbictp1@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** International Cooperation Center for Agricultural Education (ICCAE), Nagoya University

(2) **Contact:** Prof. ASANUMA Shuichi, Ph. D. (iccae@agr.nagoya-u.ac.jp)

(3) **URL:** <http://iccae.agr.nagoya-u.ac.jp/index.html>

(4) **Remark:** The International Cooperation Center for Agricultural Education (ICCAE) is a research institute mandated to function as a leading center for international cooperation in agricultural education. It was established in April, 1999, at Nagoya University, under the initiative of the Ministry of Education, Science Sports and Culture of Japan. ICCAE has been engaged in the many undertakings, in collaboration with several domestic and overseas universities, international cooperation agencies and educational/research institutions. Through these activities, ICCAE has been strengthening the educational and research capacities of agricultural universities in developing countries, evaluating projects implemented by various international cooperation agencies, undertaking research related to agricultural and rural development in developing countries, and capacity building for researchers and technicians from developing countries and Japan.

### 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 Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52-533-0220 FAX: 81-52-564-3751

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu, 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. Development Education Program

For the promotion of mutual friendship, JICA Chubu encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and may be asked to make presentations on the society, economy and culture of their home countries.

# VI. ANNEX:

## ANNEX I

### Country and Job Report

Please use other papers, if it is necessary.

1	Name of Project	
2	Name of Nominee	
3	Name of Country	
4	Name of Organization	
	Address	
	Phone & Fax Number	
	Your E-mail Address	
5	Your Post and Duty	
6	Your experience using GIS	
	(1) How many years of experience using GIS do you have?	
	(2) Describe concretely your experience using GIS (eg. mapping, remote sensing, etc.).	
	(3) GIS software you have ever used	
7	General information related to sustainable management of land use and natural resources, respectively	
	(1) Managerial system in your country (including organizational chart)	
	(2) Characteristics of your country's land use and natural resources, respectively	
	(3) Current situation regarding land use and natural resources, respectively, in your country	
	(4) Current situation regarding GIS technology used for management of land use and/or natural resources	
	(5) Major problems to be solved by using GIS technology in order to develop better managerial systems for land use and natural resources in your country and their particular problems to be solved immediately and used as own case study in this Program.	
	(6) Please describe the training systems of GIS technology in your country	

## ANNEX II

### Questionnaire

Please describe applicant's position and organization and working environment.

1	Your occupational background	
	(1) Your previous and present positions (posts) with years of experience	
	(2) Your functions and duties	
2	Detailed description of the work of your organization *Please attach a chart of your organization (with number of staff members and mark your position).	
3	Please answer the following questions concerning your working environment.	
	(1) Number of personal computers in your office	
	(2) Type or specifications of the computer equipment.	
	(3) Type, specification, or number of equipments related to GIS and/or remote sensing	
	(4) GIS software used in your office	
4	Expectations from the project in connection with your plan for the future development of management systems for land use and/or natural resources in your country (Please refer the statement in (5) of Country and Job Report.)	

**ANNEX III**

**Action Plan (no page limit)**

1	Your Name	
2	Affiliation (Position), Country	
3	What learned during the program?	
	(1) Introduction	
	(2) First week	
	(3) Second week	
	(4) Third week	
	(5) Fourth week	
4	Problems in sustainable management of land use and natural resources in your country and your work plan to solve them with GIS technology	
5	Your future plan for FOSS utilization (You are expected not only to use FOSS by yourself but also to extend its use in your country.)	
	(1) Short-term (within one year after training)	
	(2) Long-term (beyond one year, if possible, yearly plan or time schedule up to 5 years)	
6	Other remarks	

\*Each participant is expected to prepare an Action Plan and make a presentation on it at the end of the training program in Japan.

**ANNEX IV****Progress Report (no page limit)**

1	Your Name	
2	Affiliation (Position), Country	
3	Report on the Presentation concerning the participant's Action Plan in his/her own or related organizations. ----- (1) Date of the presentation	
	(2) Venue	
	(3) List of audience	
	(4) Contents	
	(5) Questions from audience and participant's answers to them	
	(6) Any comments from participant's own and related organizations	
4	Progress of the Action Plan (especially short-term future plan) ----- (1) Present situation of the Action Plan implementation	
	(2) Difficulties and/or problems in realizing Action Plan.	
	(3) Countermeasures and visions of future implementation	
5	Technical inquiries (if any)	

Each participant is expected to submit a Progress Report three months after the completion of the training program in Japan.

## ANNEX V

Sample

### -Completion Report-

April 1, 2008

To Resident Representative of JICA Bangladesh

#### Completion Report of Group Training Program "School Health" in JFY2008\*

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program "School Health" which was implemented from June to August 2008. Please kindly find the followings for what we have achieved in the program.

##### 1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth's smoking has been authorized by our director general as attached.

##### 2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

##### 3. Future actions

(sample) : The project is supposed to start in the next two month with two of the target schools and complete by December 2008.

##### 4. Comments on this program, if any

Best regards,

Signature:

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Name: Ms. XXXX. XXXX

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Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

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## *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 Chubu International Center (JICA Chubu)**

**Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan**

**TEL: +81-52-533-0220 FAX: +81-52-564-3751**



## 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/\\*\\*\\*\\*\\*](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)

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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.**





**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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



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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

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.

( _____ )
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:	<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?

--

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: