

TRAINING CIRCULAR

Subject : A Group Training Course in HIV/ AIDS Diagnosis, Prevention and Control Plan to be held in Japan from 17/05/2010 to 19/06/2010 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for Group Training Course in HIV/ AIDS Diagnosis, Prevention and Control Plan. The total duration of the programme is from March 2010 to December 2010, the core phase from 17/05/2010 to 19/06/2010 will be held in Japan, the remaining period will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The course is designed to provide participants from governmental organization or hospital in charge of HIV research or AIDS control with knowledge and techniques on preventive measures and public health, epidemiology, screening/ diagnosis, treatment and global measures, aiming to improve their ability to develop an action plan to accelerate AIDS control in their countries.

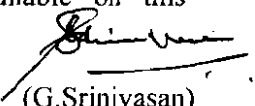
3. The candidate should have graduated from college or have an equivalent academic achievement; be HIV researchers or medical doctors/medical administrators with registered license of medical doctor who have working experience of more than 5 years in AIDS treatment or surveillance prevention; be 40 years of age or younger; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

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 Circular dated 20th January 2010. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel **not later than 4th March 2010**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website persmin.nic.in


(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.
2. The Secretary, Ministry of Railways, Rail Bhavan, New Delhi.
3. All State Governments/Union Territories.
- ✓ 4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Group Training and Dialogue Program;
“HIV/AIDS Diagnosis, Prevention and Control Plan”

**集団研修「HIV/AIDSの診断・予防・対策モデル」
JFY 2010**

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

NO. J1000792 / ID.1080086

From March 2010 to December 2010

Phases in Japan: From May 17th 2010 to June 19th 2010

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

I. Concept

Background

Since the discovery of the virus (HIV) especially sub-Saharan Africa, 42 million people were infected with HIV, the annual death toll reaches 395 million people. The World Health Organization (WHO) advocates that AIDS is the most immediate priority measures. Also, "Millennium Development Goals (Millennium Development Goals)" adopted by the UN in 2000 focuses on that HIV / AIDS epidemic should be stopped by 2015. And also in the G8 Kyushu-Okinawa Summit on 2008 Japan addressed AIDS as the most important topic. This summit also advocated 25 per cent reduction of the number of new cases of AIDS by the year 2010 as the international community's goals. In this way, AIDS prevention, treatment is the most important international business, and on the advancement of globalization, against the infectious diseases, including AIDS efforts in close cooperation with the international community is indispensable said.

For what?

This program is designed to provide participants from governmental organization or hospital in charge of HIV research or AIDS control with knowledge and techniques on preventive measures and public health, epidemiology, screening/diagnosis, treatment and global measures, aiming to improve their ability to develop an action plan to accelerate AIDS control in their countries.

For whom?

Medical doctors (clinical/managerial) or researchers involved in countermeasures against spread of HIV infection.

How?

This program is designed to provide participants from governmental organization or hospital in charge of HIV research or AIDS control with knowledge and techniques on preventive measures and public health, epidemiology, screening/diagnosis, treatment and global measures, aiming to improve their ability to develop an action plan to accelerate AIDS control in their countries

II. Description

1. Title (J-No. 1000792): “HIV/AIDS Diagnosis, Prevention, and Control Plan”

2. Period of program

Duration of whole program:

March 2010 to December 2010

Phase in Japan:

May 17th 2010 to June 19th 2010

Finalization Phase:

June 2010 to December 2010

(in a participant's home country)

3. Target Regions or Countries:

Bhutan, Belize ,Cote d'Ivoire, Ghana, India, Jamaica, Kiribati, Lesotho, Namibia, Swaziland, Tanzania, Thai , Ukraine and Yemen.

4. Overall Goal:

The action plans formulated by the participants will be utilized to promote the control measures against HIV/AIDS in their respective countries.

5. Objective:

- 1) Learn epidemiology and virology of HIV/AIDS and acquire diagnosis/screening techniques.
- 2) Understand the control measures against HIV/AIDS, including safe blood transfusion, public health administration and educational activities, etc.
- 3) Understand treatment and social support, including psychiatric approach and mental care for people living with HIV/AIDS.
- 4) Understand global strategy to control HIV/AIDS and formulate an action plan for HIV/AIDS control.

6. Eligible / Target Organization :

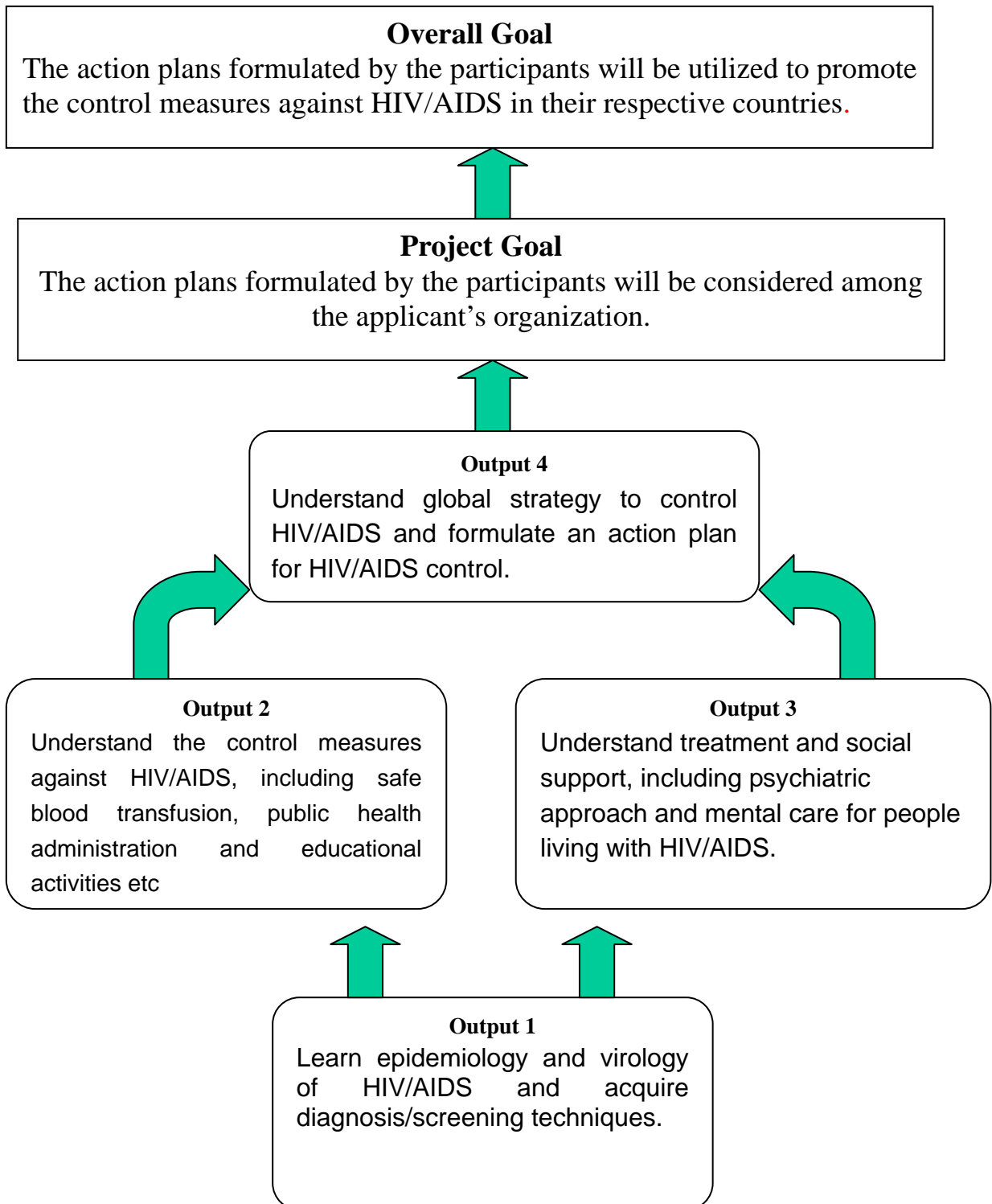
This program is designed for a Governmental organization, hospital or laboratory; in charge of prevention and treatment of AIDS.

7. Total Number of Participants :

13

8. Language to be used in this project: English

9. **Contents:**



<Structure of the program and Example of last year>

*For detail, Please see the Attachment (Annex II)

** This schedule is subject to change.*

The Contents

1. Preliminary phase (activities in your home country): Preparation of the country reports	
2. Core Phase (activities in Japan): Topic outline (subject to minor changes)	
1st week	General Orientation
2nd week	Presentation and Lecture (1) Country Report Presentation (2) Lecture about the control measures against HIV/AIDS in Japan ①HIV Overview ②HIV Test ③Blood Center in Japan ③Non-B subtype HIV
3rd week	Practice
4th week	Lectures and Visiting ①Drug Development ②HIV and Host Factor ③Epidemiology ④Clinical ⑤Volunteer ⑥Medical Insurance ⑦HIV/AIDS of foreign residents in Japan ⑧From the view point of Blood Products Development
5th week	Presentation of Action Plan
3. Final Phase (activities in home country) Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan.	

9. Follow-up Cooperation by JICA:

In this training course, 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 II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- ① Be nominated by their government in accordance with the approved procedures
- ② Graduated from college, or who have equivalent academic achievement
- ③ Be HIV researchers or medical doctors/medical administrators with registered license of medical doctor who have working experience of more than 5 years in AIDS treatment or surveillance prevention
- ④ Be 40 years of age or younger(in principle)
- ⑤ Have sufficient command of spoken and written English since the training will be conducted in English
- ⑥ Be in good health, both physically and mentally, to undergo the training.
- ⑦ Not be serving in any form of military services

3. Required Documents for Application

(1) Application Form: The Application Form is attached to this General Information.

(2) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) Country Report Presentation materials: Using the power point to create the

country reports presentation according to the items mentioned in VI Annex attached in GI 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: **March 9th 2010**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than April 3rd, 2010**

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Osaka

(2) **Contact:** Ms. KINASHI, Yoko (Kinashi.Yoko@jica.go.jp)
Training Program Division 1, JICA Osaka

2. Implementing Partner:

(1) **Name:** Osaka University

(2) **Contact :** Professor IKUTA Kazuyoshi

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 Osaka International Center (JICA OSAKA)

Address: 25-1, Nishi-Toyokawa-cho, Ibaraki, Osaka 567-0058, Japan

TEL: 81-72-641-6903 FAX: 81-72-641-6910

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

If there is no vacancy at JICA Osaka, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of at its URL, <http://www.jica.go.jp/osaka/index.html>

5. Expenses:

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled

"KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

VI. ANNEX:

Annex-I

Country Report

1. Introduction about your country:

- (1) General information about your country
 - ① Population
 - ② Climate
 - ③ Medical insurance system
- (2) Primary health care in rural areas:
 - ① Infant and maternal health
 - ② Health care for the elderly
 - ③ Adult diseases
 - ④ Health and medical service systems
 - ⑤ Infectious diseases
- (3) List the top 5 major health problems in your country in the order of seriousness.
- (4) List the top 5 major infectious diseases in your country in the order of seriousness.

2. About HIV and AIDS

- (1) The number of HIV infected patients
- (2) Organizational structure in the applicant's country and organization, dealing with HIV and AIDS
- (3) Current epidemiological surveillance and control measures regarding the diseases related to this seminar, and results obtained in the applicant's country and organization
- (4) The applicant's professional experience with HIV and AIDS
- (5) Current topics on HIV and AIDS of applicant's country and organization or applicant
- (6) Problems being encountered in the applicant's country or applicant when the activities mentioned in 4 are being carried out:
- (7) Current situation of "Blood Transfusion Service System" in the applicant's country.
- (8) Any special remarks:

3. About you

- (1) Please explain about your daily operation specifically
- (2) Regarding the operation you mentioned in question (1), please explain about the difficulty or problems you have faced (A4 1page)

- (3) Please describe your own goal through the training
- (4) Please describe what you want to see in Japan refer to the curriculum of last year of Page6

Remarks 1: Applicants should submit the country report with the contents above using at most 10 slides of Power Point.(We use it for the selection as a reference)

Remarks 2: Each participant is required to have presentation in 15-20 minutes based on this country report at the early stage of the training for the purpose of the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 3: Applicants can use non submitted slides for the presentation in Japan.

Remarks 4: Country Report which Applicants have submitted would be together in one book to share the information among the people related before the training starts.

Remarks 5: Country Report is expected to help creating the Curriculum Vitae, including report title, summary, facial portrait, name, and publication list.

Remarks 6: Please write the country report in the easy way to read.

Annex II

Training Program Schedule 2009 (For your reference)

Course (Group) : HIV/AIDS Diagnosis, Prevention and Control Plan

Training period : May.11 – June. 13, 2009

Date		Subject	Lecturer	Place to visit
5/11	MON	Arrival in Japan		
5/12	TUE	Briefing, Program Orientation	Briefing Unit Ms.Kinashi	JICA Osaka
5/13	WED	<u>General Orientation</u> Japanese People & Society Characteristics of the Japanese Language Japanese History and Culture		"
5/14	THU	Development Education		"
5/15	FRI	Country Report Presentation		"
5/16	SAT	Holidays		
5/17	SUN			
5/18	MON	Course Orientation	IKUTA	"
		Overview of HIV		
		Flight Meeting		
5/19	TUE	Follow-up of HIV Carrier	MORI	"
		The Project of Measures for Infectious Diseases-Kenya Medical Reseach Institute	OISHI	
5/20	WED	The Characteristics of HIV in Thailand	KAMEOKA	"
		The Characteristics of HIV in Africa	TOKUNAGA	
5/21	THU	Tissue Culture, Immunofluorescence assay, Western Blotting	IKUTA	Research Institute for Microbial Diseases, Osaka University
		PCR, Sequencing, Drug Resistant Gene	MORI	The Osaka Prefectural Institute of Public Health (OPIPH)
5/22	FRI	Tissue Culture, Immunofluorescence assay,	IKUTA	Research Institute for Microbial Diseases, Osaka

		Western Blotting		University
		PCR, Sequencing, Drug Resistant Gene	MORI	The Osaka Prefectural Institute of Public Health (OPIPH)
5/23	SAT	Holidays		
5/24	SUN			
5/25	MON	Tissue Culture, Immunofluorescence assay, Western Blotting	IKUTA	Research Institute for Microbial Diseases, Osaka University
		PCR, Sequencing, Drug Resistant Gene	MORI	The Osaka Prefectural Institute of Public Health (OPIPH)
5/26	TUE	Tissue Culture, Immunofluorescence assay, Western Blotting	IKUTA	Research Institute for Microbial Diseases, Osaka University
		PCR, Sequencing, Drug Resistant Gene	MORI	The Osaka Prefectural Institute of Public Health (OPIPH)
5/27	WED	Discussion for Writing a Report		JICA Osaka
		Writing a Report		
5/28	THU	SHIV as AIDS Animal Model	IGARASHI	''
		''Lecture on Life'' to High School Students	ENOMOTO	Kwansei Gakuin University
		''Introduction of Countries'' to University Students		
5/29	FRI	HIV and Host Factor	SHIOTA	JICA Osaka
		Writing a Report		
5/30	SAT	HIV Test by Volunteer		Chot Cast, Namba, Osaka City
5/31	SUN	Holiday		
6/1	MON	Testing System in Blood Center	TANI	Japan Red Cross Blood Center (JRCBC)
		The Researches in Blood Center	FURUTA	
6/2	TUE	Writing a Report		JICA Osaka
		Molecular Epidemiology of HIV in Central Africa	IDO	
6/3	WED	The Development of Anti HIV drugs and New Drugs	HIDAKA	''

		HIV infection and Opportunistic Infections	OISHI	
6/4	THU	The Characteristics of HIV in India	JUAN	"
		Theory and Measures for Prevention of HIV	NISHIMURA	
6/5	FRI	Clinical Study and Therapy of AIDS	SHIRASAKA	"
		Support for HIV-positives patients in Japan	ENOMOTO TAKENAKA	
6/6	SAT	Kinki AIDS Workshop (Belize, India, Ukraine, Swaziland)	IKUTA	
6/7	SUN	Holiday		
6/8	MON	The Measures for Infectious Disease by Blood Derivative Manufacturer	YUNOKI	JICA Osaka
		HIV Test	OTAKE	
6/9	TUE	Healthcare System in Japan	NAKAMURA	"
		Consultation on HIV/AIDS of Foreign Residents in Japan	HERRERA	
6/10	WED	The Test System of HIV/AIDS in Japan	TANI	Japan Red Cross Blood Center (JRCBC)
6/11	THU	Report Presentation		JICA Osaka
		Farewell Party		
6/12	FRI	Evaluation Meeting		"
		Closing Ceremony		
6/13	SAT	Departure from Japan		
6/14	SUN			

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.

Welcome to JICA Osaka

Osaka International Centre of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.

1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

2. Orientation Programme & Japanese Language Course

(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.

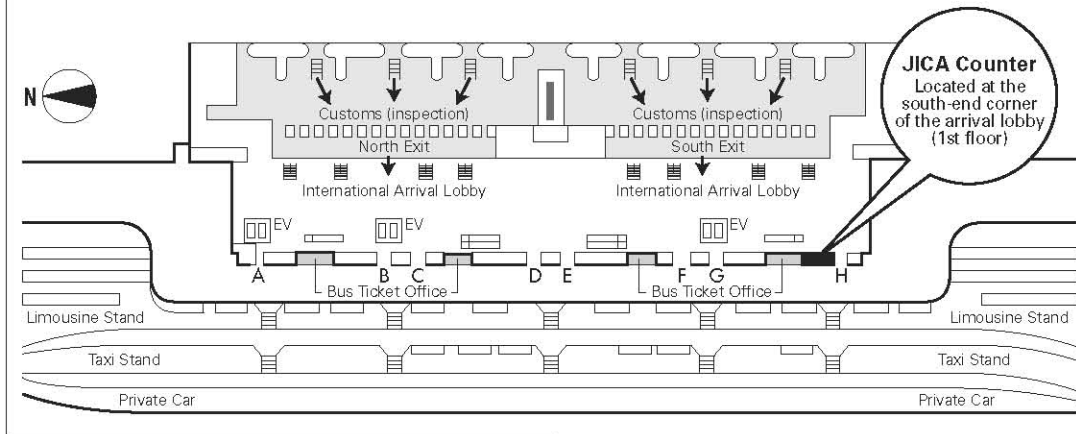
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

- 1 an intensive Japanese language course as an integral part of the training programme in designated courses
- 2 an optional Japanese language course held in the evenings

3. Weekend Recreational Programme

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony, kimono wearing, handicrafts, and folk dancing, and visits to Japanese homes.

Map of JICA Counter in Kansai International Airport (KIX)



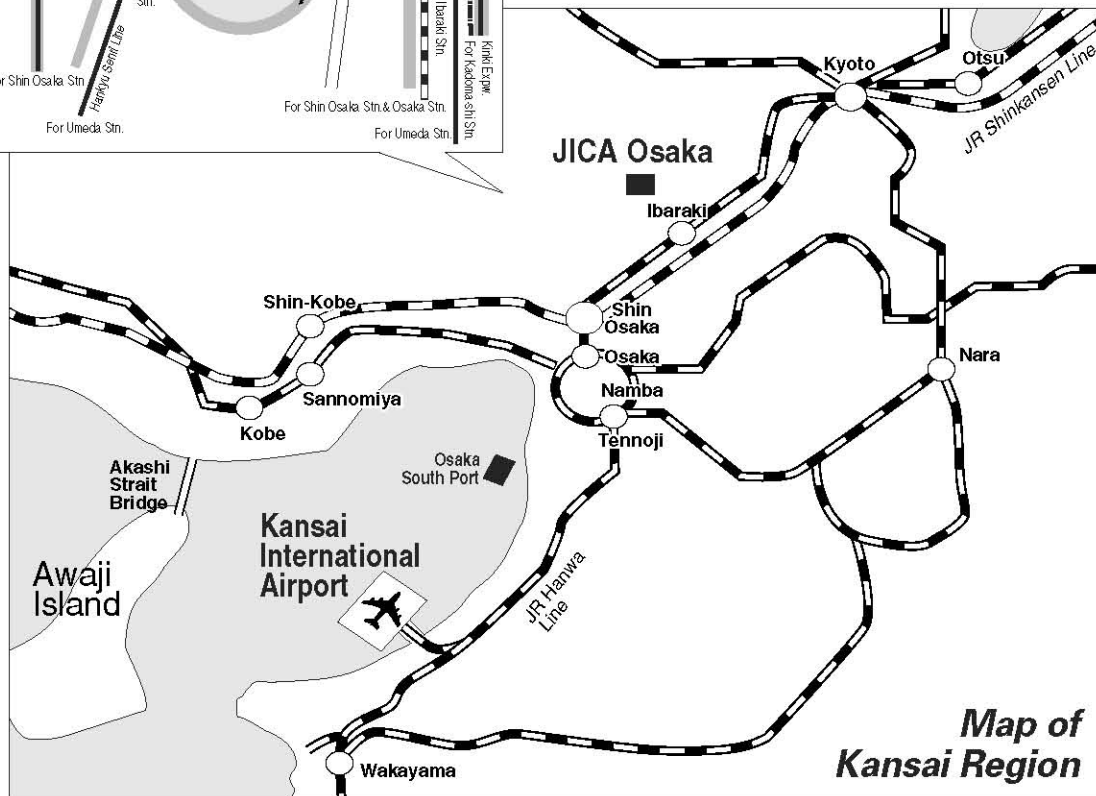
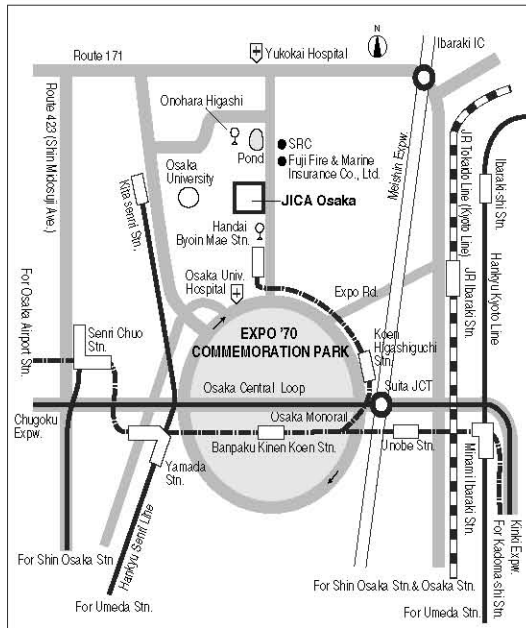
Upon arrival, participants should follow the procedure below:

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

Map of the JICA Osaka Vicinity



Map of Kansai Region



CORRESPONDENCE

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

JICA Osaka International Center (JICA OSAKA)

Address: 25-1, Nishi-Toyokawa-cho, Ibaraki, Osaka 567-0058, Japan

TEL: 81-72-641-6903 FAX: 81-72-641-6910

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> _____, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use or “x” to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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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.



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)**

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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

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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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.

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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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: