

No.34/20/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

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

**OFFICE MEMORANDUM**


**Subject : Group Training Course in Local Governance and Public Policies to be held in Japan from 2<sup>nd</sup> June, 2009 to 18<sup>th</sup> July, 2009, under the Technical Cooperation Programme of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation programme of the Government of Japan has invited applications for a Group Training Course in Local Governance and Public Policies to be held in Japan from 2<sup>nd</sup> June, 2009 to 18<sup>th</sup> July, 2009, under the Technical Cooperation Programme of the Government of Japan. There are 12 slots available globally. The details of the course and the application form can be drawn from the Ministry of Personnel, P.G. & Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. As per the eligibility conditions, the candidates should be civil service personnel of central government who are engaged in local administration having more than 5 years of experience in this field. The applicants should be under 45 years of age; should have sufficient command of spoken and written English, be in good health both physically and mentally and should not be serving in any form of military service.

3. The fellowship award covers a round trip air ticket between an international airport designated by the JICA and JAPAN, allowances for accommodation, living expenses, shipping, expenses for JICA study course, free medical care who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

4. It is requested that the nomination of suitable candidates may please be forwarded on the prescribed proforma A2 and A3 duly authenticated by the Department concerned to this office latest by 9<sup>th</sup> April, 2009.

  
(Trishaljit Sethi)  
Director

To

1. All the Ministries/Department of the Govt. of India
2. All the State Governments/UTs
3. Director Technical(NIC) with the request to post the circular alongwith the JICA's circular on the Department's website.



34/20/2009

Japan International Cooperation Agency  
(Government of Japan)

No. 20/GT-CP/2009

4<sup>th</sup> March, 2009

Dear Mr. Kharb,

A Group Training Course in Local Governance and Public Policies will be held in Japan from 2<sup>nd</sup> June, 2009 to 18<sup>th</sup> July, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 17<sup>th</sup> April, 2009:-

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

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

It is further informed that 12 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

(Yumiko Asakuma)  
Senior Representative

Encl: As stated above.

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

Copy to:-

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

Ms. Pinki

05/03/09



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### LOCAL GOVERNANCE AND PUBLIC POLICIES

集團研修「地方自治研修」

**JFY 2009**

<Type: Leaders Training / 類型: 中核人材育成型>

NO. J09-00622 / ID. 0980932

From April 2009 to July 2009

Phases in Japan: From June 2, 2009 to July 18, 2009

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

# ***I. Concept***

## **Background**

In developing countries, in order to provide administrative services more effectively and more efficiently depending on needs of local residents, it is urgent issues to build balanced inter governmental relationship in terms of authority, financial resource and human resource and also to improve capacity of local government.

Therefore, it is necessary to improve local administrative framework in order that local governance which has been formulated affected by historical, ethnic and political background performs validly. Besides, not only local administration framework but also capacity of local government especially regarding provision of administrative services and planning, implementation and management of regional development should be improved at the same time. Moreover, it is indispensable to develop capacity to promote citizen participation in the context of democratization as well.

This program named “LOCAL GOVERNANCE AND PUBLIC POLICIES” aims to develop capacity on local governance by understanding Japanese local governance and identifying applicable essences to each participant's country.

## **For what?**

This program aims to develop comprehensive capacity and widen participant's perspective on local governance.

## **For whom?**

This program is offered to central government offices (the Ministry of Interior, etc.) responsible for local administration.

## **How?**

Participants shall have opportunities to deepen understanding local administration system and practical management efforts in Japan. Then, participants will be able to identify applicable essences on local governance to participants' country. Participants will also formulate a perspective report describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## ***II. Description***

**1. Title (J-No.): Local Governance and Public Policies (J0900622)**

**2. Period of program**

<b>Duration of whole program:</b>	April 2009 to July 2009
<b>Preliminary Phase:</b> (in a participant's home country)	April 2009 to June 2009
<b>Core Phase in Japan:</b>	June 2 to July 18, 2009

**3. Target Regions or Countries**

Cambodia, China, Cook Islands, Bangladesh, India, Laos, Malaysia, Nepal, Nicaragua, Papua New Guinea, Sierra Leone and Viet Nam

**4. Eligible / Target Organization**

This program is designed for central government offices (the Ministry of Interior, etc.) responsible for local administration

**5. Total Number of Participants**

11 participants

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

**7. Program Objective:**

To be able to propose proposition regarding medium-term policy issue in participants' countries in perspective report.

**8. Overall Goal**

Proposition which is proposed in the perspective report will be reflected to policy formulation in participants' countries.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (April 2009 to June 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report

<b>(2) Core Phase in Japan</b> (June 2, 2009 to July 18, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To identify problems regarding local governance in participating countries realistically in comparison with Japan	Basic Lectures Local Government System in Japan	Lecture
To understand applicability of Japanese local governance policy to participating countries	Specific Lectures Local Public Enterprises in Japan Administrative Reform in Japan Prevention of Corruption Local Public Finance in Japan Local Tax system in Japan	Lecture Observation
To formulate perspective report to solve medium-term policy issue	(1) Issue analysis discussion (2) Perspective Report guidance (3) Presentation of Perspective Report	Discussion Consultation Presentation

### **<Structure of the program>**

1. Preliminary phase (activities in your home country): Preparation of the inception report.

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week (June 2-5)

- (1) Program Orientation
- (2) General Orientation

2nd week (June 8-12)

- (1) Presentation of "Inception Report"
- (2) Japanese Government and Politics

3rd week (June 15-19)

- (1) Local Government System in Japan
- (2) Local Public Servant System in Japan
- (3) Local Public Finance in Japan
- (4) Local Tax system in Japan
- (5) Discussion

4th week (June 22- 26)

- (1) Local Public Enterprises in Japan
- (2) Administrative Reform in Japan
- (3) Theory, Implementation, and Evaluation of Policy/Program

5th week (June 29- July 3)

- (1) Study Tour for Municipalities
- (2) Discussion on Study Tour

6th week (July 6- 10)

- (1) Japan's Specific Policies
- (2) Prevention of Corruption
- (3) Perspective Report writing

7th week (July 13- 17)

- (1) Presentation of "Perspective Report"
- (2) Evaluation Meeting, Closing Ceremony, Farewell Party

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

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

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

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

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

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

- 1) Current Duties: Be civil service personnel of central government who are engaged in local administration and be promising candidates for the post of higher management of senior management in the central government in the future.
- 2) Experience in the relevant field: have more than 5 years' experience in the field of local administration
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This seminar includes active participation in discussions, perspective report development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

Pregnancy : 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.

- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Expectations for the Participants:



2) Age: be under the ages of forty-five (45) years

### 3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

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

(3) **Inception Report:** to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the Nomination Form. Detailed information is provided in the ANNEX "Inception Report". The Inception Report should be sent to JICA or the Japan International Cooperation Center by **April 17, 2009**, preferably by e-mail to [jicatic-jice@jica.go.jp](mailto:jicatic-jice@jica.go.jp)

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **April 17, 2009**

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

#### (2) Selection:

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

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 1, 2009**.

### 5. Conditions for Attendance:

(1) to observe the schedule of the program,

(2) not to change the program subjects or extend the period of stay in Japan,

(3) not to bring any members of their family,

(4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7)** to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section -9 and section -4.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. ARIMA Tomohiro (jicatic@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Local Autonomy College (LAC)

(2) **Contact:** Mr. SATO Hiroki (h9.satou@soumu.go.jp)

(3) **URL:** <http://www.soumu.go.jp/jitidai/index.htm>

(4) **Remark:** Local Autonomy College was set up in October 1953 as Japan's only central training institution for local public employees. It has been producing excellent personnel for over half a century since its launch, and many of its graduates have been working actively in the front lines as executives. In addition, Local Autonomy College has another function as a research center on local autonomy. It conducts researches and studies on local autonomy-related systems in and outside Japan and their operations.

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)

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

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

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

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants

before (or at the time of) the pre-departure orientation.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective 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***

**LAP TOP PC:**

The participants are encouraged to bring their own PCs for preparing a presentation on Inception Report and writing Perspective Report. Only a limited number of PCs are available for lending.

## **VI. ANNEX:**

### **LOCAL GOVERNANCE AND PUBLIC POLICIES**

**(JFY 2009)**

#### *Inception Report*

All applicants for this program are required to submit “Inception Report” on one of the issues elaborated below to identify the problems which you are facing. The Committee of Experts of this program will select the participants based on your report. Therefore, the report must be submitted with the Application Form. The paper should be in English. It ought to be type written in double-space and in an A4 size paper. The length is approximately 6 pages.

#### **The Report should include:**

- 1. Name of the Course**
- 2. Name of Applicant and Country**
- 3. Major Theme of Your Report**

The primary theme of this program is about “**Local Governance and Public Policies**”. The program is centered on both local units of government and quality of local public management. The issues are closely related to the question of democratization, development and decentralization. You may write a report by alluding to local effort of “Democratization.” In this context, you can delineate rampant corruptions that often impede democratization at the local level. You may also describe several issues that would often undermine “Development” among the local units of government. On this problem, you may point out the lack of both human and financial resources and serious shortage of infrastructures that would frequently impede the local development challenges.

With regard to “Decentralization,” you should first note that many international donors have increasingly asked recipient countries to decentralize their system of government. Decentralization has often become a condition for the financial aids. Although decentralization may improve economic and democratic values, the condition would also generate a number of untoward effects on local governance of the recipient countries. Your experience and answer to one of these questions will expand our understanding and facilitate our mutual discourse in the program.

#### **4. The Organization which you belong to**

- (1) What is the issue?

Taking the thematic contour of program into account, you are first asked clearly to identify the most important issue that your local governments have lately been

facing (Democratization, Development or Decentralization?).

(2) Why is the issue so critical?

You are likewise requested to elucidate and elaborate on the reason for the problem. Your report ought to provide statistical data to substantiate your opinion.

(3) How has your government been dealing with the problem?

You are also requested to describe your policy efforts to alleviate the effects of the critical issue.

(4) What is your future program to combat the issue?

You must write a future policy to deal with the problem.

## *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 Tokyo International Center (JICA TOKYO)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

##### **Part B. Information About the Nominee**

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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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**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

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

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

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

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
	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: