

No.34/21/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

.....
New Delhi, the 5th March, 2009

OFFICE MEMORANDUM

Subject : Group Training Course in Laboratory Management for Diagnosis and Monitoring of HIV Infection to be held in Japan from 9th June, 2009 to 18th 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 Laboratory Management for Diagnosis and Monitoring of HIV Infection to be held in Japan from 9th June, 2009 to 18th July, 2009, under the Technical Cooperation Programme of the Government of Japan. There are 13 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).

2. As per the eligibility conditions, the candidates should be graduated from School of Medical Technology, be engaged in laboratory diagnosis of HIV infection or in a position to supervise actual laboratory diagnosis of HIV infection at the National Laboratory, or the ~~as~~ ~~the~~ corresponding organization having 4 to 10 years of experience in this field. The applicants 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 9th April, 2009.


(Trishajit Sethi)
Director

To

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



34/21/2009

Japan International Cooperation Agency
(Government of Japan)

No. 17/GT-CP/2009

27th February, 2009

Dear Mr. R.K. Kharb

A Group Training Course in Laboratory Management for Diagnosis and Monitoring of HIV Infection will be held in Japan from 9th June, 2009 to 18th 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 20th April, 2009:-

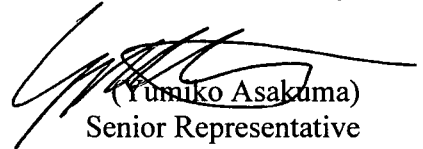
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Pre-Course Survey

Further details are available in the General Information Booklet. It may be noted that the completed Pre-Course Survey is essential for screening of applications.

It is further informed that 13 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.

for DOPT
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.

1900 PMU - For
6/3/09
Ms. Pinki
25

25/03/09



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Laboratory Management for Diagnosis and Monitoring
of HIV Infection**

**集団研修「診断とモニタリングのためのHIV感染検査マネジメント」
JFY 2009**

<Type : Human Capacities Development / 類型:人材育成普及型>

NO. J09-00650

From May 2009 to January 2010

Phases in Japan From June 9, 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

The number of people living with HIV/AIDS is still rising everywhere in the world and more rapid rise in Asia and African regions is estimated and concerned.

To combat HIV/AIDS pandemic a number of global strategic movements are going on including the “UN Millennium Development Goals (MDGs)”. In Japan, Health and Development Initiative (HDI) was released in June 2005, in which Japan announced its determination to stand for “Human Security” and to tackle infectious diseases including HIV/AIDS, which are the common threat to all humankind. In developing countries, antiretroviral drugs distribution program is under way lead by WHO and has shown remarkable progress

Along with these global strategic movements, there is growing expectation for effective application of antiretroviral drugs and of vaccine to be developed in future, which calls for ever more accurate and reliable diagnosis and monitoring technique, namely QT-PCR and CD+4 cell count, to be prevailed in the area in need of easing heavy burden of HIV/AIDS infection.

In awareness of such needs, this training program is designed with focuses on diagnosis technique and on monitoring technique as well and with a belief in its effectiveness to be proved assuredly by stages of implementation and through collaboration with the partner organizations, the national reference laboratories in participating countries.

For what?

This program aims for improvement of laboratory management technology for HIV/AIDS diagnosis and monitoring as a means to help improve the condition of the HIV/AIDS stricken area.

For whom?

The program is offered to national reference laboratories or the corresponding organizations which intend to improve laboratory management for diagnosis of HIV infection through the dissemination of knowledge and expertise acquired and transferred by participants as a feedback to the organizations.

How?

Participants dispatched by their respective organizations are exposed to practical knowledge and experiences of leading organizations and individuals in Japan through a series of lectures, workshops and technical visits. They also have a chance to share knowledge and experiences with participants from other countries. By the end of the core phase participants are assigned to formulate and present an action plan describing how they would apply and transfer the knowledge and technique in the respective workplace. In the finalization phase, they are expected to report his/her implemented plan.

II. Description

1. Title (J-No.): Laboratory Management for Diagnosis and Monitoring of HIV Infection (J0900650)
2. Period of program

Duration of whole program:	May 2009 to January 2010
Preliminary Phase: (in a participant's home country)	May 2009 to June 2009
Core Phase in Japan:	June 9 to July 18, 2009
Finalization Phase: (in a participant's home country)	~ January 2010
3. Target Regions or Countries:
China, India, Botswana, Madagascar, Malawi, Myanmar, Nigeria, Senegal, South Africa, Swaziland, Zimbabwe, Cameroon, Tanzania
4. Overall Goal
 - (1) The participating organizations are strengthened in laboratory management technology for HIV/AIDS diagnosis, monitoring and quality control.
 - (2) The relevant technology is transferred and shared with other laboratories in the country.
 - (3) Technology thus disseminated help develop overall laboratory system in the country to be receptive to the age of Universal Access to anti-retroviral therapy.
5. Objective:
Through the program, participants are expected:

- (1) to learn the basic knowledge concerning HIV/AIDS,
- (2) to understand the principles of serodiagnosis and quality control techniques,
- (3) to acquire the theoretical background knowledge of PCR (Polymerase Chain Reaction) technology and its practice,
- (4) to learn technique of monitoring HIV infection
- (5) to formulate an action plan to disseminate the acquired knowledge and technique in their organizations

6. Eligible / Target Organization :

This program is designed for the national reference laboratories or the corresponding organizations.

7. Total Number of Participants :

12 participants with one from each of 13 target countries.

8. Language to be used in this project : English

9. Contents:

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

(1) Preliminary Phase in a participant's home country (May 2009 to June 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country report	Formulation and submission of Country Report (cf. Annex 2)

(2) Core Phase in Japan (June 15 to July 17, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>			
	Modules / Outputs	Subjects / Agendas	Methodology
1	to learn the basic knowledge concerning HIV/AIDS	Biosafety (L) Retrovirology Epidemiology of HIV/AIDS Infection Laboratory set-up &	L:lecture L P:practice

		maintenance)	
2	to understand the principles of serodiagnosis and quality control techniques	Serodiagnosis of HIV infection (L) Serodiagnosis & Quality Control (P)	L L P
3	to acquire the theoretical background knowledge of PCR technology and its practice	Basics of PCR(introduction) DNA PCR RT PCR Basics of PCR(summary)	L P P L
4	to learn technique of HIV Infection monitoring	Amplicore(to be determined) QT-PCR CD4 Count	P / Workshop
5	to formulate an action plan to disseminate the acquired knowledge and technique in their organizations	Country report presentation Interim report (Action Plan) presentation	Presentatio n/ Discussion

In addition to the above technical visit. Aids Clinic Center is planned for understanding of how the laboratory diagnosis is linked to the field of clinic.

Note: The above contents is subject to minor changes.

(3)Finalization Phase in a participant's home country (July 2009 to January 2010) <i>Participants are required to report the situation of technical transfer within their organizations to JICA approximately 6 months after their return.</i>	
Modules	Activities
Implementation of the Interim report (action plan)	Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by January 2009.

(Please refer to the Annex 3, last year's program.)

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 essential qualifications.

Applicants should::

- (1) Present position, assignment: be engaged in laboratory diagnosis of HIV infection or in a position to supervise actual laboratory diagnosis of HIV infection at the National Laboratory, or the corresponding organization.
Note: Laboratories where nucleic acid assays, e.g. DNA PCR, RT PCR, virus load determination, etc, are implemented or will be introduced in the near future are preferable.
- (2) Occupational background: have four(4) to ten(10) years of experience in laboratory diagnosis of infectious diseases (viral diseases or bacterial diseases)
- (3) Educational background: be graduated from School of Medical Technology,

School of Pharmacology, School of Medicine, or have equivalent educational background.

- (4) Language: be proficient in spoken and written English. As some of laboratory practices may involve handling of potentially toxic or bio-hazardous materials, proficiency in English communication is prerequisite for safety reason.
- (5) Computer skill: have basic knowledge of computer operation (have basic knowledge of PC operation such as Microsoft Word or Microsoft Excel). During the course, DNA sequence analysis will require the PC operation skills, however, orientation of basic PC operation will not be given.
- (6) Health : be in good health, both physically and mentally, to participate in the Core phase 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 ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
- (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) Pre-course survey
Applicants are requested to fill in the pre-course survey form which is used for screening of Applicants (Attached in ANNEX I) and submit it together with the Nomination Form. Application not accompanied by a completed pre-course survey may not be duly considered.

4. Procedure for Application and Selection :

- (1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: April 20, 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 15, 2009.

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

Country Report -- to be submitted by May 29, 2009

Before coming to Japan, only accepted participants are required to prepare a Country Report (detailed information is provided in the ANNEX II). The Country Report should be sent to the Japan International Cooperation Center by May 29, 2009, preferably by e-mail to

jicatic-jice@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 II -9 and section III-5.

IV. Administrative Arrangements

1. Organizer:

(1) Name: Human Development Division, JICA Tokyo

(2) Contact : ticthd@jica.go.jp

2. Implementing Partner:

(1) Name : AIDS Research Center, National Institute of Infectious Diseases, (NIID)

1. Main Campus

Address: 1-23-1, Toyama, Shinjuku-ku, Tokyo, 162-8640 Japan

Tel: 81-3-5285-1111 FAX: 81-3-5285-1150

2. Murayama Campus

Address: 4-7-1, Gakuen, Musashimurayama-shi, Tokyo, 208-0011 Japan

Tel: 81-42-561-0771 FAX: 81-42-565-3315

(2) Contact Dr. MURAKAMI Tsutomu (tmura@nih.go.jp)

(3) URL: <http://www.nih.go.jp/niid/>

(4) AIDS RESEARCH CENTER

The AIDS Research Center (ARC) was founded in April of 1988 to reinforce the research activities related to HIV/AIDS. The center consists of two major research groups and three research laboratories. Current research projects include basic research on the structure and replication of HIV and related viruses, pathogenesis of AIDS including histopathology and development of primate and nonprimate animal models and the establishment of conceptual and technological bases for HIV vaccine development. Additional activities are performance tests of HIV laboratory diagnosis methods, evaluation of current chemotherapy in clinical sectors, including the detection of drug resistance mutations in viral genomes of clinical specimens, development of novel anti-HIV drugs and molecular epidemiology to clarify the HIV subtypes spreading in Asian and African countries. These studies are being conducted in collaboration with other departments of this Institute, including the Primate Center, Department of Pathology and Department of Immunology and with many clinical sectors in Japan. Several projects are ongoing in collaboration with researchers in developing countries. Upon request of JICA, a training course for laboratory diagnosis of HIV infection is annually held, attracting

participants primarily from developing countries. Also annually held is a technical course to reinforce HIV diagnostic capacity of local institutions for public health.

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.

Annex 1

Pre-course survey

Laboratory Management for Diagnosis and Monitoring of HIV Infection

The information provided will be used as a part of the selection of the candidates and to arrange the course program. (make a circle or answer to the following questions).

Name: _____ Country: _____

Type of your job: 1. Laboratory work 2. Administration 3. both

Work experience in HIV diagnosis: 1. over 5 years 2. 1-5 years 3. none

About PC skills

MS-word	1. very confident by frequent and daily use 2. only use it from time to time 3. difficult to manage it
Excel	1. very confident by frequent and daily use 2. only use it from time to time 3. difficult to manage it
Power point	1. very confident by frequent and daily use 2. only use it from time to time 3. difficult to manage it

I. Are you familiar with the following techniques and intending to implement them?

(choose one)

- keys. Familiarity
1. performing almost everyday, very familiar with
 2. done once or twice but not so familiar with
 3. never done but know what it is
 4. never done and do not know what it is

Annex 2

Country Report
For
Laboratory Management for Diagnosis and Monitoring of HIV Infection

- (1) Name of Applicant and his/her country (Presentation is requested to cover the brief introduction of country.)
- (2) Name of Organization, and participant's role in the organization
- (3) Organization Chart
Applicants are required to draw an organization chart with an indication of the section handling HIV
- (4) National Prevalence Level and implementation of anti-HIV strategies
- (5) Situation Analysis and problems
- (6) The Strategic Plan
- (7) List of Tables and figures
(the results of national surveillance data and yearly change should be included)
- (8) Others

The presentation session on this report is expected to be held on the first day of course in Japan. It is encouraged to use MS power point for his/her presentation. The length of the presentation is about 15 minutes for each.

Annex 3

Laboratory Management for Diagnosis and Monitoring of HIV Infection (1)

June 16 – July 18, 2008 at National Institute of Infectious Diseases, Murayama Campus **Yellow*** at Toyama campus, **Light blue*** at outside institutes

Week 1	June 16	17	18	19	20
	Opening ceremony Country report (ALL ARC MEMBERS) L1: Conceptual Foundation for the course (Dr. Murakami)	L2: Retrovirology (Dr. Yamamoto/Komano) L3: Surveillance of Infectious Diseases in Japan (Dr. Okabe)	L4: Immunology (Dr. Yokota) L5: Care and treatment of people living with HIV/AIDS. - The role of laboratory systems (Dr. Wakasugi) L6: Vaccine (Dr. Matano)	L7: Bridging Science and Community to improve diagnosis, treatment and care for TB/HIV (Dr. Jintana Ngamvithayapong-Yanai) L8: Principle and Practice of Biosafety Management of Pathogenic Agents in NIID (Dr. Sugiyama)	L9: Epidemiology of HIV/AIDS: Introduction for Molecular Epidemiology of HIV (Dr. Takebe) L10: Monitoring of HIV-1 Infected Patients; Tips for Care and Management of Daily Clinical Practice (Dr. Kikuchi) ACC site visit (Dr. Murakami)
Week 2	23	24	25	26	27
	P1: Laboratory Set-up (Drs. Fujino, Shiino, Ishikawa, Murakami) P2: DNA PCR-1 (Preparation of PBMC) (Drs. Kusagawa, Ishikawa, Murakami)	L11: Laboratory Diagnosis of HIV Infection (Dr. Tatsumi) P3: Serodiagnosis of HIV infection I (Drs. Tatsumi, Sakai, Takeda)	P3: Serodiagnosis of HIV infection II (Drs. Tatsumi, Sakai, Takeda)	P4: Pathology of AIDS (Drs. Ryo, Okayama, Murakami) L12: Pathology of AIDS (Dr. Ryo)	Visit to Dokkyo Univ (Dr. Kusagawa) L13: HIV pathogenesis: Analysis by in vivo and in vitro models (Dr. Koyanagi)
Week 3	30	July 1	2	3	4
	Visit to Japanese Red Cross (Dr. Murakami) L14: Blood safety and screening in Japan (Dr. Satake)	L15: Basics of PCR (Dr. Komano) P2: DNA PCR-2 (Drs. Kusagawa, Mori, Komano, Takeda)	P2: DNA PCR-3 (Drs. Kusagawa, Mori, Fujino, Suzuki)	P5: RT PCR-1 (RNA extraction) (Drs. Sakai, Shiino, Ishikawa) L16: DNA sequencing (Dr. Sakai)	P5: RT PCR-2 (Drs. Sakai, Shiino, Ishikawa) P6: DNA sequencing (Drs. Sakai, Shiino, Ishikawa) L17: Interpretation of the sequence information -Drug resistance - (Dr. Sugiura)
Week 4	7	8	9	10	11
	P7: DNA sequence analysis (blast, genetic code, phylogeny) (Drs. Shiino, Nakasone, Ishikawa)	P8: Amplicor-1 (Drs. Fujino, Takeda, Suzuki)	P8: Amplicor-2 (Drs. Fujino, Takeda, Suzuki) P9: Real-time PCR (Drs. Nakasone, Ishikawa)	P10: Assessing Absolute Counts of T cell subset in Blood (FACS and Dynabeads Method for Enumerating CD4+ Cell Count) (Drs. Nakasone, Bi, Mori,) L18: HIV-1 isolation in Japan (Dr. Nakasone)	Visit to SRL and Fuji Rebio (Dr. Takeda)
Week 5	14	15	16	17	18
	P11: DNA PCR Workshop-1 (Drs. Komano, Kusagawa, Shiino, Mori) Evaluation test	P11: DNA PCR Workshop-2 (Drs. Komano, Fujino, Sakai)	P11: DNA PCR Workshop-3 (Drs. Komano, Nakasone, Suzuki, Takeda)	Evaluation test (Q&A) Discussion Introduction of ARC Farewell party (All ARC members)	Closing ceremony at JICA Tokyo (Director, Chief)



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

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)**

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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.

(_____)

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) _____
() 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: