

No.34/21/2011-EO(F)
Government of India,
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training

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North Block, New Delhi-1
Dated the 28th June, 2011

Subject : A Group Training Course in “Zoonosis Control” to be held in Japan from 15th August, 2011 to 15th September, 2011.

Reference this Department’s circular of even number dated the 4th May, 2011 inviting applications for a Group Training Course titled “Zoonosis Control” to be held in Japan from 15th August, 2011 to 15th September, 2011.

3. The last date of accepting applications/nominations for the aforesaid training programme has been extended. The eligibility criteria mentioned in the earlier circular remain the same and can be accessed from the Ministry of Personnel, P.G. and Pension’s website (persmin.nic.in).

3. The duly filled-up application forms of eligible candidates may be forwarded to the Department by 5th July, 2011.


(Raakesh Mishra)
Desk Officer
Tel.No. 23092694
Email-doeof@nic.in

To

Director(Technical), NIC with the request to post the circular along with the JICA’s circular dated 28th April, 2011 and the enclosed application proformas on the Department’s website.

TRAINING CIRCULAR

Subject : A Group Training Course in Zoonosis Control to be held in Japan from 15/8/2011 to 15/09/2011 (Core Phase).

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from July 2011 to December 2011, out of this, the Core Phase, from 15/8/2011 to 15/09/2011 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website: persmin.nic.in

2. The Program aims to strengthen systems of prevention and control of zoonosis in respective countries through capacity development of researchers.

3. The Candidate should be a virologist, microbiologist and/or disease expert at a national research institute or a correspondent, engaged in the section for diagnosis of Zoonosis ; should have more than three years experience in the field of Zoonosis control as a research; be a university graduate; be proficient at written and spoken English; be under thirty five years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.

4. The fellowship award covers the cost of a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment is not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 28th April 2011. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The nomination details should be submitted in the JICA's prescribed proformas (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 10th June 2011. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in



(Raakesh Mishra)

Desk Officer

Ph.No. 011 23094575

e-mail : doeof@nic.in

1. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.
3. The Secretary, Department of Animal Husbandry and Dairying, Krishi Bhavan, New Delhi.
4. The Secretary, Department of Biotechnology, CGO Complex, Block No.2, Lodhi Road, New Delhi.
5. All State Governments/ Union Territories.
- ✓ 6. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



No. 26/GT-CP/2011

28th April, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Zoonosis Control will be held in Japan from 15th August, 2011 to 15th September, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 15th June, 2011:-

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

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

It is further informed that 11 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,

[Handwritten signature]
29/04/2011
Mr. Shikha

[Handwritten signature]
(Hiroshi Suzuki)
Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi

DIN No. 3146/15-04/11
11/04/15
7/5/11



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

ON

Zoonosis Control

集団研修「人獣共通感染症対策」

JFY 2011

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

NO. J11-00751 / ID. 1180033

From July 2011 to December 2011

Phases in Japan : From August. 15, 2011 to Sep. 15, 2011

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

I. Concept

Background

As WHO reports that infectious diseases represent more than 20% of cause of death, infectious diseases became major concern of public health. Particularly, emerging and reemerging infectious diseases, such as Ebola hemorrhagic fever, SARS, and influenza are constantly appearing worldwide. All of these diseases are zoonosis whose causative agents infect both humans and animals. The agents are originally harmless in their natural host wild animals and occasionally transmit to other animal species including humans, causing infectious diseases. Changes in the global environment and human behavior contribute to the emergence of new disease by changing transmission dynamics, bringing people into closer and more frequent contact with pathogens. In addition, increasing trade of animals for pets and as food sources, as well as increasing numbers of travelers and international interactions, have also contributed to a rise in opportunities for pathogens to jump from natural host animals to humans. In order to control zoonosis, it is essential that prevention strategies against zoonosis are implemented under the leadership of administration with international coordination.

For what?

This program aims to strengthen systems of prevention and control of zoonosis in respective countries through capacity development of researchers.

For whom?

This program is offered to be a virologist, microbiologist and/or disease expert at a national research institute or a correspondent, engaged in the section for diagnosis of zoonosis.

How?

Participants shall have opportunities to learn 1) basic and comprehensive concept and important items for zoonosis control based on scientific evidences, 2) basic techniques for diagnosis of zoonosis. Participants will also propose "Action Plan" describing what participants will do after the training with knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): Zoonosis Control (J10-00751)

2. Period of program

Duration of whole program:	July 2011 to December 2011
Preliminary Phase: (in a participant's home country)	July 2011 to August 14, 2011
Core Phase in Japan:	August 15 to September 15, 2011
Finalization Phase: (in a participant's home country)	September 16 to December 31, 2011

3. Target Regions or Countries

Indonesia (2), Laos, Mongolia, India, Argentine, Jordan, Zimbabwe, and Uruguay

4. Eligible / Target Organization

A national research institute or a correspondent, engaged in the section for diagnosis of zoonosis.

5. Total Number of Participants

11 participants

6. Language to be used in this program: English

7. Program Objective:

Each participant shares and implements his/her Action Plan for improvement of zoonosis control in respective organizations, and reports its progress to JICA.

8. Overall Goal

Participant's organization and participants start actions to improve zoonosis control based on Action Plan.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July 2011 to August 14, 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Job Report is formulated	Formulation and submission of job report

(2) Core Phase in Japan (August 15, 2011 to September 15, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To deepen understanding on basic and comprehensive concept and measurements for Zoonosis control based on the scientific evidences	(1) General Guidance on Zoonosis (2) Bio-Safety (3) Epidemiology (4) Surveillance (5) Immunology (6) Virology (Influenza, Rabies etc) (7) Microbiology (8)General guidance on international coordination on Zoonosis control	Lecture
To acquire basic techniques for diagnosis of zoonosis	(1) Molecular diagnosis (2) Immunological diagnosis (3) How to use bio-safety level 3 facility	Lecture and Exercise
To propose Action plan for improvement Zoonosis control in participant's belonging organization by making the best use of knowledge and know-how acquired from the program in Japan	(1)Job report presentation and discussions (2)Discussion (3)Preparation of Action Plan	Workshop Consultation Presentation

(3)Finalization Phase in a participant's home country (September 16, 2011 to December 31, 2011) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To implement an action plan	Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by December 31, 2011

Core Curriculum

15-Aug	Mon.	arrive in Japan			
16-Aug	Tue	Briefing	Program Orientation		
17-Aug	Wed	PCM training 1			
18-Aug	Thu	PCM training 2			
19-Aug	Fri	PCM training 3	Job report presentation		
20-Aug	Sat	holiday			
21-Aug	Sun				
22-Aug	Mon	Guidance	Overview 1	BioSafety	Surveillance system
23-Aug	Tue	Host defence1	Host defence	Molecular diagnosis 1	
24-Aug	Wed	Vaccinology	Drug resistance	Molecular diagnosis 2	
25-Aug	Thu	Medical Entomology	OIE activity	Serum diagnosis 1	
26-Aug	Fri	Epidemiology 1	Epidemiology 2	JICA Office hour	
27-Aug	Sat	holiday			
28-Aug	Sun				
29-Aug	Mon	Influenza 1	Influenza 2	Serum diagnosis 2	
30-Aug	Tue	JICA Field trip: Obihiro University of Agriculture and Veterinary Medicine, Meat hygiene Inspection Center, Livestock hygiene service center			
31-Aug	Wed				
1-Sep	Thu	Arbovirus Infection	Viral hemorrhagic fever	Characterization of Influenza virus	
2-Sep	Fri	Prion diseases	Rabies	JICA Office hour	
3-Sep	Sat	holiday			
4-Sep	Sun				
5-Sep	Mon	Tuberculosis	Leptospirosis	Bioinformatics	
6-Sep	Tue	Brucellosis	Echinococcosis	JICA selective course	
7-Sep	Wed	Leishmaniasis	Trypanosomiasis	JICA selective course	
8-Sep	Thu	Toxoplasmosis	Food borne infection	JICA selective course	
9-Sep	Fri	WHO activity	At a glance of BSL 3 facility		
10-Sep	Sat	holiday			

11-Sep	Sun			
12-Sep	Mon	Wildlife and Zoonosis	Diagnositc methods	JICA Office hour
13-Sep	Tue	Diagnositc methods	Overseas activity of GCOE program	JICA Office hour
14-Sep	Wed	Action Plan Presentation		Closing Ceremony
15-Sep	Thu	leave Japan		

The above curriculum may be subject to minor change, if necessary.

Most of the lectures will be held jointly with “Global COE program” by the establishment of International Collaboration Centers for Zoonosis Control, Hokkaido University.

(For your reference, <http://www.vetmed.hokudai.ac.jp/gcoe/english/index.html>)

Participants are requested to make Job Report Presentation at the beginning of the program in order to share the respective countries information in the field of zoonosis control. Participants are advised to prepare for Job Report presentation before arriving Japan. It must be written in English, and about fifteen (15) minutes will be allocated to each participant for the presentation (including discussion). Presentation by using Microsoft Power Point is recommended. If possible, it is also recommended to bring a CD-R etc. in which the Job Report is saved, that will facilitate report making.

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 III-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 a virologist, microbiologist and/or disease expert at a national research institute or a correspondent, engaged in the section for diagnosis of zoonosis
- 2) Experience in the relevant field: have more than 3 years' experience in the field of Zoonosis control as a researcher.
- 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 training course includes active participation in discussions, action plan (interim 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: should be in good health, both physically and mentally, to undergo the course of training.
×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;
 - 1) letter of the participant's consent to bear economic and physical risks
 - 2) letter of consent from the participant's supervisor
 - 3) letter of consent from your Embassy in Japan
 - 4) medical certificate.Please ask National Staff in JICA office for the details.
- .6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Age: be under thirty five (35) years of age

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form
- (3) **Job Report:** to be submitted along with the application form. Detailed information is provided in the ANNEX "Job Report" by **June 15, 2011**.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **June 15, 2011**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 15, 2011**.

5. Conditions for Attendance:

- (1) to follow 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 accordance with 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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training

expenditure depending on the severity of said violation.

- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival 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**-4.

IV. Administrative Arrangements

1. Organizer:

- (1) Name : JICA Sapporo
(2) Contact: jicasic@jica.go.jp
sictp1-sub@jica.go.jp

2. Implementing Partner:

- (1) Name : Hokkaido University, Research Center for Zoonosis control
(2) URL: <http://www.hokudai.ac.jp/czc/index-e.html>

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 Sapporo International Center (SIC) Address: Minami 4-25 Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido 003-8668, Japan TEL: 81(*)-11(**)-866-8333 FAX: 81(*)-11(**)-866-8382 (where "81" is the country code for Japan, and "11" is the local area code)
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If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants.

JICA Sapporo has the following equipment for the participants.

<Private Room>

Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN、NHK (BS) , DVD/VHS Video Player)

***ATTENTION:** There are no slippers or towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

<Audio-Visual equipment for training>

Video recorder, Multimedia Projector (available to use Microsoft Power Point).

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
(2) Expenses for study tours (basically in the form of train tickets).

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. Other Information

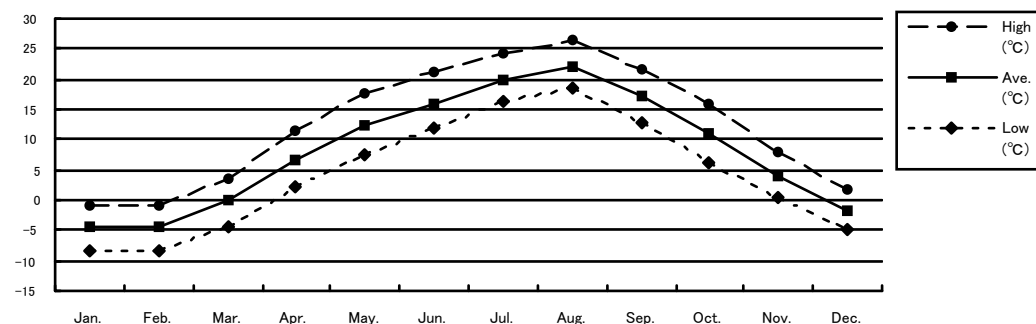
1. Action Plan

At the end of the program, participants are requested to make and present an action plan for the respective countries. For their convenience, JICA recommends each participant bring relevant data or reference documents which would be useful in drafting a well-grounded action plan.

2. Certificate

Participants who have successfully completed the program will be awarded a certificate by JICA.

3. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow(cm)	58	83	64	2							5	28

*Typical Seasonal Wear

(August-September) Short Sleeves, Long sleeves at night

4. Recreation

- (1) Participants can use an indoor swimming pool, gymnasium, and tennis courts located next to JICA Sapporo. The charges are paid by JICA.
- (2) JICA encourages international friendship exchanges between participants and local communities. Therefore, it would be helpful for participants to bring national costumes and materials such as slides, videos, and music CD which explain cultures in their countries.

VI. ANNEX:

Job Report

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks 1: Job Report should be typewritten on A4 sheets as double-spaced, less than 10 sheets.

Remarks 2: Each participant is required to make a presentation in 15 minutes based on this Job Report for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 3: Figures and tables can be attached separately.

1. Organizational structure in the applicant's country, dealing with zoonosis related:
2. The applicant's current job experience in the last 5 years (2007-2011).

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

3. Current epidemiological condition, control measures of zoonosis, and results obtained in the applicant's country:
4. Problems being encountered in the applicant's country when the activities mentioned in 3 are being carried out:

5. Expected results and applicant's objective to achieve through this course, in order to overcome the difficulties or constraint mentioned above.

6. Any special remarks:

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Sapporo International Center (JICA SAPPORO)
Address: Minami 4-25 Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido
003-8668, Japan

TEL: +81-11-866-8333 FAX: +81-11-866-8382

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form 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.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



Japan International Cooperation Agency

CONFIDENTIAL

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information			
Address:		Telephone:	
		Fax:	
		E-mail:	

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.



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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)

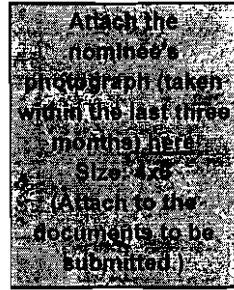
NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

J	0	-							
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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)		6) 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

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**9) Contact Information**

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

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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.

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

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

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

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

If accepted for the program, I agree:

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

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



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provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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 (_____)

(b) Are you pregnant?

No | Yes (_____ months)

(c) Are you allergic to any medication or food?

No | Yes >>> Medication | Food | Other: _____

(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?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: