

No.34/22/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 4<sup>th</sup> May 2011.

**TRAINING CIRCULAR**

Subject : A Group Training Course in Environment-Oriented Agriculture for Increase of Food Production to be held in Japan from 18<sup>th</sup> July 2011 to 3<sup>rd</sup> November 2011.

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 June 2011 to February 2012, out of this, the Core Phase, from 18/07/2011 to 03/11/2011 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website: [persmin.nic.in](http://persmin.nic.in)

2. The Program aims to draft plans to introduce an environment-oriented agricultural production system in order to pursue both improved productivity as well as environmental conservation, using agricultural machinery (farm equipment).

3. The Candidate should be Engineers at agricultural institutions, researchers (in supervisory positions), agricultural extension officers, instructors at higher education institutions related to agricultural machinery and farm equipment; have more than three years of experience in crop cultivation or in technical development/guidance of agricultural machinery; be a university graduate or equivalent; be proficient at written and spoken English; be between twenty five and forty 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 No.25/GT-CP/2011 dated 28<sup>th</sup> April 2011. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The nomination details should be submitted in the JICA's prescribed proformas (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 30<sup>th</sup> May 2011. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)



(Raakesh Mishra)  
Desk Officer

Ph.No. 011 23094575

e-mail : [doeof@nic.in](mailto:doeof@nic.in)

1. The Secretary, Ministry of Agriculture, Krishi Bhavan, New Delhi.
2. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
3. 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



S.NO.1(R)

Japan International Cooperation Agency  
(Government of Japan)

No. 25/GT-CP/2011

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

Dear Mr. Rakesh Mishra,

A Group Training Course in Environment-Oriented Agriculture for Increase of Food Production will be held in Japan from 18<sup>th</sup> July, 2011 to 3<sup>rd</sup> November, 2011 under the Technical Cooperation Programme of the Government of Japan.

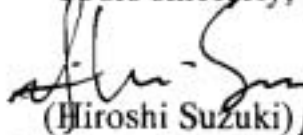
We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **3<sup>rd</sup> June, 2011**:-

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

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

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

With regards,

Yours sincerely,  
  
(Hiroshi Suzuki)  
Senior Representative

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

DN No. 3148/2011  
C-124/2011  
9/5/2011



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION

**Environment-oriented Agriculture  
for Increase of Food Production**

**集団研修「食糧増産のための環境対応型農業」**

***JFY 2011***

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

**NO. J-1100780 / ID.1180900**

**From July 18 to November 3, 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 the Governments of recipient country and Japan.

# **I. Concept**

## **Background**

Agriculture gives rise to many environmental problems, such as soil and water contamination caused by the inappropriate use of fertilizers and farmland in combination with runoff from surface soil. Against the backdrop of a rapid increase in food demand in recent years, these problems are expected to escalate further. Accordingly, future agricultural techniques require the achievement of both increased production and environmental conservation. Specific technical fields related to this area include fertilizer application techniques based on soil analysis and the utilization of organic fertilizers such as compost. These will help prevent excessive fertilizer application and increase soil fertility. Furthermore, increased use of agricultural machinery and farm equipment will help enhance the efficiency of farm work.

In the postwar Japan the distribution of bad quality machinery caused confusion in agricultural production sites. Based on the lessons from this, Japan enacted the Agricultural Mechanization Promotion Law in 1953 and has since promoted the use of agricultural machinery that is suitable for Japan. In particular, there is a wealth of experience and knowledge in the Tokachi area (one of the nation's leading agricultural districts) concerning the development and utilization of agricultural machinery that meet the region's unique farming requirements stemming from factors such as the local topographic and soil conditions. Such experience and knowledge can also be utilized in developing nations.

## **For what?**

This program is aimed at drafting of plans to introduce an agricultural production system in order to pursue both improved productivity and environmental conservation using agricultural machinery (farm equipment).

## **For whom?**

This program is designed for engineers at agricultural institutions, researchers (in supervisory positions), agricultural extension officers, instructors at higher education institutions.

## **How?**

Participants will have opportunities to identify approaches and strategies to achieve the program objectives in Japan. Participants will also formulate an action plan describing how they will put the techniques, knowledge and ideas acquired and discussed in Japan into their on-going activities in their countries.

## II. Description

1. **Title (J-No.):** Environment-oriented Agriculture for Increase of Food Production (J-1100780)

2. **Period of Program:**

**Duration of Whole Program:** June, 2011 to February, 2012

**Preliminary Phase:** June to July, 2011

(in a participant's home country)

**Core Phase in Japan:** July 18 to November 3, 2011

**Finalization Phase:** November, 2011 to February, 2012

(in a participant's home country)

3. **Eligible / Target Organizations:**

This program is designed for departments responsible for the field crop in agriculture-related organizations (government, research and education institute)

4. **Target Countries:**

Cuba (2 persons), Chile (1 person), Zambia (1 person), Moldova (2 persons), Thailand, India, Albania

5. **Total Number of Participants:** 8 participants

6. **Working Language:** English

7. **Program Objective:**

Drafting of plans to introduce an agricultural production system aimed at pursuing both improved productivity and environmental conservation using agricultural machinery and farm equipment.

8. **Overall Goal:**

Introduction of an environment-oriented agricultural production system.

9. **Expected Module Output and Contents:**

This program consists of the following components:

**(1) Preliminary Phase in a participant's home country**

(June to July, 2011)

*Participating organizations make required preparation for the Program in the respective country.*

Expected Module Output	Activities
Inception Report is formulated. (Ⅲ-5)	Formulation and submission of Inception Report to the respective country's JICA Office

**(2) Core Phase in Japan**

(July 18 to November 3, 2011)

*Participants dispatched by the organizations attend the Program implemented in Japan.*

Expected Module Output	Subjects/Agendas	Methodology
1. To be able to explain the general concept and importance of environment-oriented agriculture with examples.	•Introduction to environment-oriented agriculture	Lectures and field visits
	•Examples of environment-oriented agriculture in Japan	
	•Global environment and agriculture	
	•Mechanism of agricultural cooperatives	
2. To be able to perform soil and water analyses and collect required basic information for management of farm fields environment.	•Soil analysis methods	Lectures, field visits and practices
	•Soil and water pollution and agriculture	
	•Basics of farm environment analysis and measurements	
	•Utilization of farm environment information and its effects	
3. To be able to identify challenges of cultivation management and dissemination system from the perspective of environment-oriented agriculture by economic evaluation methods and comparison to Japan.	•Environmental cost and profitability-related evaluation methods	Lectures and practices
	•Technology development and dissemination system for environment-oriented agriculture in Japan	
	•Tools for efficient agricultural production	
	•Knowledge concerning the introduction of agricultural machinery	
	•Project Cycle Management (PCM)	

4. To be able to propose optimum use of agricultural machinery (farm equipment) based on the challenges of cultivation management identified in “Module Output 3”.	•Methods of using and testing agricultural machinery	Lectures, Practices and discussions
	•Farm work system using agricultural machinery	
	•Methods of implementing performance tests on agricultural machinery	
5. To be able to draft technology development plans applied to environment-oriented agriculture, taking the circumstances of their organizations into consideration. (Activity after the program in Japan).	•Drafting of Interim Report which include technical development plans in accordance with environment-oriented agriculture in consideration of the circumstances of the organizations concerned	

<b>(3)Finalization Phase in a participant’s home country</b> (November, 2011 to February, 2012) <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 Interim Report	Application and implementation of Interim Report in the participant’s country and submission of the Final Report by <b>February 1, 2012</b> to the respective country’s JICA Office.

The schedule is subject to change due to the coordination of curriculum.

### **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 utilize the program 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 program 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, III-5.



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

## 2. Nominee Qualifications:

Applying organizations are expected to select nominees who meet the following qualifications:

Participants who should;

- (1) Be nominated by their government,
- (2) Current duties: Engineers at agricultural institutions, researchers (in supervisory positions), agricultural extension officers, instructors at higher education institutions related to agricultural machinery and farm equipment,
- (3) Experience in the relevant fields: more than three(3) years of experience in crop cultivation or in technical development/guidance of agricultural machinery,
- (4) Educational background: be university graduates or equivalent,
- (5) Age: be over twenty-five (25) and under forty-five (45) years,
- (6) Language: competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (the program is commanded by English; therefore participants are requested to have sufficient English ability).

\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/

\*\*\*PBT: Paper-Based Testing

- (7) Health: be in good health, both physically and mentally, to undergo the field training,

There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases. Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being.

And applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle.

Please ask national staffs in JICA office for the details.

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

## 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) Inception Report**: to be submitted with the Application Form. (Detailed information is provided in *VI. ANNEX: Attachment-1.*)

**(4) Questionnaire**: to be submitted with the Application Form. (see *Attachment-2*)

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

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

Closing date for application to the JICA International Center in Japan: **June 3, 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 International Center in charge in Japan, which organizes this program. Selection shall be made by the JICA International Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

##### **(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 June 17, 2011.**

#### **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 II -9 and section III -5.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

**Name:** JICA Obihiro International Center (JICA Obihiro)

**Contact:**

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

(Tel) 81(\*)-155(\*\*)-35-1210 (Fax) 81(\*)-155(\*\*)-35-1250

Note: \*:country code for Japan, \*\*:area code for Obihiro

(Email) [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

(Website) [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

### **2. Implementing Partner:**

**Name:** Northern Regions Center (NRC)

Obihiro University of Agriculture & Veterinary Medicine

### **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:

Obihiro International Center (OBIC)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at OBIC, JICA will arrange alternative accommodations for the participants.

### **5. Expenses:**

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

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

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

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

**(4)** Expenses for program implementation, including materials.

For more details, please see p. 8-16 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. Participants who have successfully completed the training program will be awarded a certificate by JICA.

## 2. School visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

- (1) musical instruments, and/or popular music CDs,
- (2) crafts,
- (3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

## 3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

## 4. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

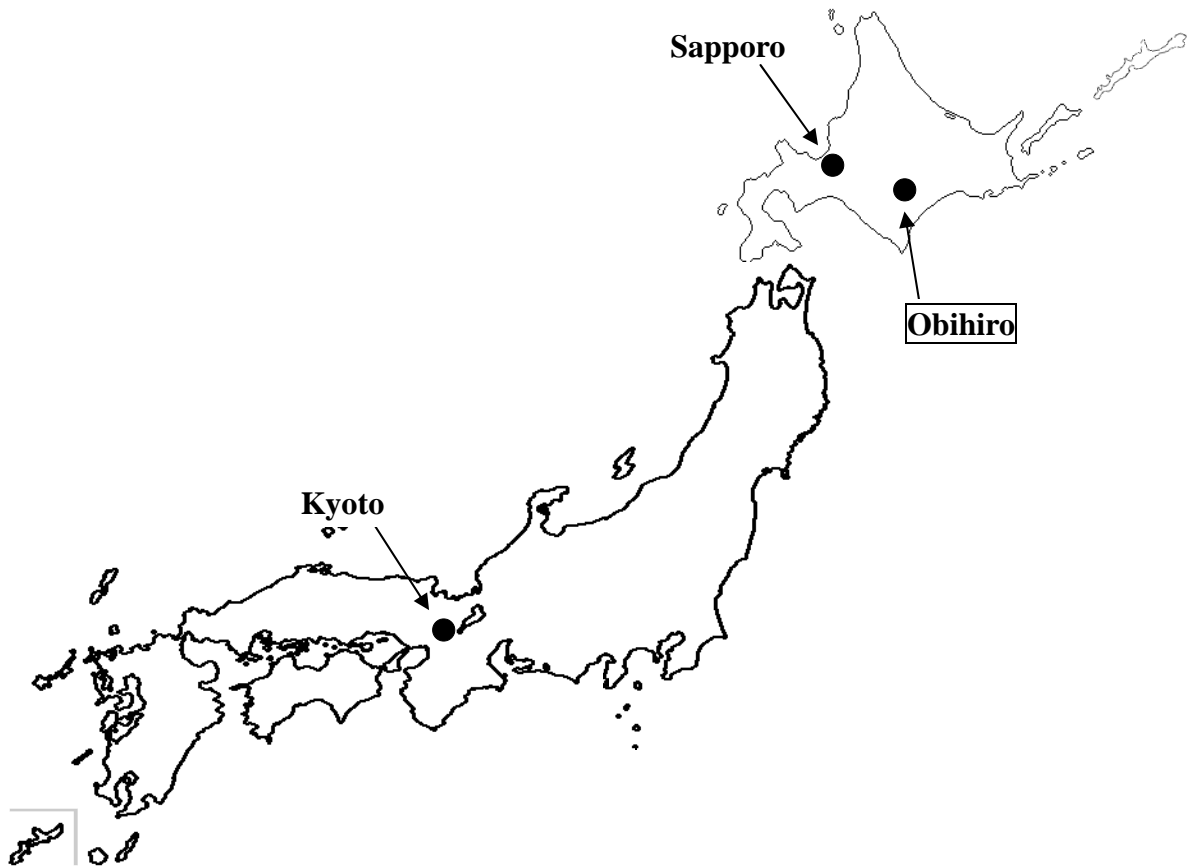
		Winter		Spring			Summer			Autumn			Winter
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature (°C)	Maximum	-2.0	-1.0	3.4	11.3	17.6	20.4	23.7	25.1	21.2	15.4	7.7	1.1
	Average	-7.7	-6.8	-1.6	5.4	11.0	14.5	18.4	20.0	16.0	9.6	2.8	-3.7
	Minimum	-13.9	-13.2	-6.9	0.2	5.4	10.0	14.5	16.2	11.6	4.3	-1.9	-8.9
Humidity (%)		70	69	67	66	69	79	83	82	79	73	68	69
Precipitation (mm)		42.3	30.7	49.6	60.5	80.1	85.9	94.4	139.2	139.8	91.7	68.2	40.3

(Average from 1971 to 2000)

## 5. Study Trip

As a supplemental program, there are study trips during your stay.

1. Kyoto···Duration: About 4 days  
Visit: Bio-oriented Technology Research Advancement Institution  
Yanmar Co., Ltd.  
Kyoto University
2. Sapporo···Duration: About 4 day  
Visit: Hokkaido University



## **VI. ANNEX:**

Attachment-1

### **Inception Report**

Participants are requested to prepare the Inception Report on the following issues and submit it to the respective country's JICA Office or JICA Obihiro by **June 3, 2011**, attached with the Application form and preferably send by e-mail to [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp).

#### **a. Purposes**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of techniques, knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

#### **b. Contents**

- (1) Name of training program
- (2) Name of applicant
- (3) Name of organization
- (4) Organization chart
- (5) Roles of the organization and the department to which the applicant belongs
- (6) Brief introduction of agricultural sector in your area (main crop, farming schedule, agricultural population, average farm size, agricultural input, agricultural equipment/ machinery, etc)
- (7) Introduction of the work of which the applicant has been in charge for the last one year
- (8) Specific problems in the view of food production condition and its environmental issue relating in which they are now engaged, or problems their region is facing with (especially about agricultural machinery)
- (9) The subject in which they are particularly interested in this course and the reasons

\* (6) to (9) are the main part of the Inception report, (1) to (5) are briefly.

#### **c. Layout**

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

#### **d. Presentation**

The Inception Report is to be presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's agricultural situation.

This program includes “Beginner’s Computer Class” for those who want to attend. If you want to attend it, please mark YES or NO and send it with the Application Form.

YES

NO

**Beginner’s Computer Class  
(5 times complete, 10 hours total)**

The purpose of this class is to provide the basic knowledge and information about the computer. However, a level can be adjusted to the level of your group. The schedule is as follows:

First day	:	Windows XP, Basic operation of <b>MS Word</b>
Second day	:	Basic operation of <b>MS Excel</b>
Third day	:	Basic operation of <b>Internet</b>
Forth day	:	Basic operation of <b>MS PowerPoint</b>
Fifth day	:	Basic operation of <b>MS PowerPoint</b>

- NOTE:
1. Those who answer “YES” should attend 5-day classes.
  2. Those who answer “NO” can not apply for the attendance after you come to Japan.

## ***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 Obihiro International Center (JICA Obihiro)**

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

E-mail: [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

## 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**

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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.

### **4. Copyright policy**

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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.



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)

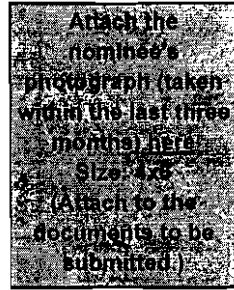
NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required"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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)		<b>6) 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**

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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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (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 &amp; 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 &amp; 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 |  YesPresent:  No |  Yes >> Present Condition ( \_\_\_\_\_ ) mm/Hg to ( \_\_\_\_\_ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:  No |  YesPresent:  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 ( \_\_\_\_\_ ) 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: \_\_\_\_\_