

No.34/23/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 22<sup>nd</sup> April 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Strategic Port Management to be held in Japan from 5<sup>th</sup> September 2010 to 16<sup>th</sup> October 2010 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from July 2010 to December 2010, out of this, the Core Phase, from 5<sup>th</sup> September 2010 to 16<sup>th</sup> October 2010 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 Programme is designed mainly for port administrators and managers. The programme aims to promote the sustainable economic growth through strategic port management and operation.

3. The applicant should be currently engaged in port administration and/or management works with more than eight years of occupational experience in the field of ports and harbours; be a University graduate or have equivalent academic background; be proficient in written and spoken English; be over 35 years of age and hold an executive position in port administration or management; not be serving in the military and be in good health both physically and mentally to undergo the training.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). 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 13<sup>th</sup> April 2010. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

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7. The applications should reach this Department through the Administrative Ministry/ State Government not later than 21<sup>st</sup> June 2010. 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)



(RAKESH MISHARA)  
Section Officer

1. The Secretary, Ministry of Shipping, Parivahan Bhavan, Parliament Street, New Delhi.

2. 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



34/231/2010

Japan International Cooperation Agency  
(Government of Japan)

No.28/GT-CP/2010

13<sup>th</sup> April, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Strategic Port Management will be held in Japan from 5<sup>th</sup> September, 2010 to 16<sup>th</sup> October, 2010 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 29<sup>th</sup> June, 2010:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire

Further details are available in the General Information Booklet.

It is further informed that 26 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,

*R-1*  
15/04/2010  
Mrs Shilpa  
(Yuniko Asakuma)  
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

U.D. No. 33529/2010  
C-307/EOC(13)/2010  
16/04/2010

# TRAINING AND DIALOGUE PROGRAMS



**GENERAL INFORMATION ON  
STRATEGIC PORT MANAGEMENT**

**集團研修「港湾戦略運営」**

***JFY 2010***

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

**NO. J10-00773-/ID.1080981**

**From July, 2010 to December, 2010**

**Phase in Japan: September 5, 2010 to October 16, 2010**

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

## ***I. Concept***

### **For what?**

This program aims to promote sustainable economic growth through strategic port management and operation.

### **For whom?**

This program is offered to port administrators and managers

### **How?**

Participants shall have opportunities to acquire practical knowledge of managing port.

## ***II. Description***

**1. Title (J-No.10-00773):** Strategic Port Management

**2. Period of program**

<b>Duration of whole program:</b>	July 2010 to December 2010
<b>Preliminary Phase:</b> (in a participant's home country)	July 2010 to September 2010
<b>Core Phase in Japan:</b>	September 5, 2010 to October 16, 2010
<b>Finalization Phase:</b> (in a participant's home country)	October 2010 to December 2010

**3. Target Regions or Countries:**

Algeria, Angola, Brazil, Cambodia, Cape Verde, Colombia, Djibouti, Egypt, El Salvador, India, Indonesia, Iran, Kenya, Kiribati, Maldives, Oman, Philippines, Solomon Islands, Sri Lanka, Tanzania, Timor-Leste, Vanuatu

**4. Eligible / Target Organization**

This program is designed mainly for port administrators and managers (See III.2. Nominee qualifications for details).

**5. Total Number of Participants :** 26 participants

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

**7. Program Objective:**

At the end of the program, the participants are expected to achieve the following;  
To formulate a feasible action plan to address the issues relating to port management (the modernization of port management, and systematic management and operation)

**8. Overall Goal:**

To promote sustainable economic growth through strategic port management and operation

## 9. Expected Module Output and Contents:

This program consists of the five components as follows,

- (1) The issues related to the port development of respective countries are preliminary organized as Country Report with draft action plan
- (2) The participants acquire the knowledge of port administration
- (3) The participants acquire the knowledge for the strategic port management
- (4) The participants understand the current situation surrounding the port in the world
- (5) The participants finalize the action plan for port management of respective country, after they go back to their countries

Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (July 2010 to September 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
The issues related to the port development of respective countries are preliminary organized as Country Report with draft action plan (1)	Preparation and submission of Country Report Preparation of the presentation on Country Report

<b>(2) Core Phase in Japan</b> (September 5, 2010 to October 16, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
The issues related to the port development of respective countries are preliminarily organized as Country Report with draft action plan (2)	Presentation of Country Report	Presentation and discussion
The participants acquire the knowledge of port management	Institution of administration and operation of port, Promotion of Integration and Simplification of Port Procedures with IT, Port security measure, Administration and operation of container terminal	Lecture and discussion

The participants acquire the knowledge for the strategic port management	Port cargo transport, Strengthening of international competitiveness, Comparison analysis on the system of port administration and management, Economic and financial analysis, Port promotion, Finance of port, Privatization	Lecture and discussion
The participants understand the current situation surrounding the port in the world	Issues of world's ports and measure to be taken, trend of social infrastructure development, Port development strategy of the world, Trend of container terminal development of the world, Trend of maritime security policy of the world	Lecture and discussion
The participants finalize the action plan for port management of respective country, after they go back to their countries (1)	Site Visit of case example for port security measure, management and operation of container terminal, and port promotion	Observation
	Preparation of the revised action plan as final report through discussion on the issues such as institution of administration and operation of port, port cargo transport, strengthening of international competitiveness, and port development strategy of the world	Lecture, discussion and presentation

**(4)Finalization Phase in a participant's home country**  
*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
The participants finalize the action plan for port management of respective country, after they go back to their countries (2)	The revised action plan is presented to your office and finalized as an action plan incorporating the comments and feedbacks of your office. After the finalization of action plan, it is submitted to your office and JICA Yokohama Center through the JICA office of the respective country.



**Conceptual Framework for the Group Training Course**  
**“Strategic Port Management”**

**OVERALL GOAL**

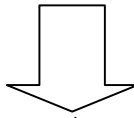
To promote sustainable economic growth through strategic port management and operation

**GOAL**

To formulate a feasible action plan to address the issues relating to port management (the modernization of port management, and systematic management and operation)

**THE MODULE**

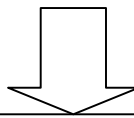
**OUTPUT 1)** The issues related to the port development of respective countries are preliminarily organized as Country Report with draft action plan.



**OUTPUT 2)**  
The participants acquire the knowledge of port administration.

**OUTPUT 3)**  
The participants acquire the knowledge for the strategic port management.

**OUTPUT 4)**  
The participants understand the current situation surrounding the port in the world.



**OUTPUT 5)** The participants finalize the action plan for port management of respective country, after they go back to their countries.

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section -9.

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

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

- (1) be nominated by their government in accordance with the procedures mentioned in 4. below,
- (2) be university graduates or have an equivalent academic background.
- (3) be currently engaged in port administration and/or management works with more than eight (8) years of occupational experience in the field of ports and harbors,
- (4) be over thirty-five (35) years of age and hold an executive position in port administration or management
- (5) have a good command of spoken and written English,
- (6) not be serving in the military, and
- (7) be in good health, both physically and mentally, to undergo the training course. Pregnancy is regarded as disqualifying condition for participation in this training course, for the schedule of this course includes many field works (trips) which may be too demanding at certain stages.

#### **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.

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

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

Closing date for application to the JICA Center in JAPAN: **June 29, 2010**

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

##### **(2) Selection:**

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

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 29, 2010**.

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

Country Report -- to be submitted by **August 20, 2010**:

Before coming to Japan, only accepted participants are required to prepare Country Report (detailed information is provided in the ANNEX "Country Report". The Country Report should be sent to JICA or the Japan International Cooperation Center by August 20, 2010.

**6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain, and
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section -9 and -5.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** Yokohama International Center (JICA Yokohama)

(2) **Contact:**

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251

Fax: 81-45-663-3265

### 2. Implementing Partner:

(1) **Name:** -Ports and Harbours Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

-The Overseas Coastal Area Development Institute of Japan (OCDI)

(2) **Contact:**

-MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

Tel: 81-3-5253-8679

-OCDI

Address: Kowa Bldg. No.16, North Wing, 1-9-20 Akasaka, Minato-ku, Tokyo 107-0052, Japan

Tel: 81-3-5570-5931

(3) **Remark**

OCDI is a non-profit organization established with the authorization of the Japanese Government to undertake various kinds of activities including studies and research for the development of ports in developing countries.

### 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:

Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

If there is no vacancy at JICA Yokohama, JICA will arrange alternative

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

### 5. 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. Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
2. The accepted participants are required to prepare 20-minute presentation on Country Report using visual aid such as Power Point.

## **VI. ANNEX:**

### **Strategic Port Management (JFY 2010)**

#### *Country Report*

All the applicants are required to prepare the Country Report providing information on the following items and subjects. The draft action plan should be directly related to your activities, because the action plan should be mainly implemented by your office. The Country Report has to be typewritten in English, less than 10 pages (12-point font, double-spaced, A4 size paper). If necessary, use Attached-1 and 2 to describe general information of your country as reference material of the Country Report.

#### 1. Front Page

- 1) Title of the country report
- 2) Country
- 3) Name of applicant
- 4) Position of applicant and name of organization
- 5) Problem Areas
  - Choose an area(s) where problems are found.
    - a: Port development policy
    - b: Port planning
    - c: Port management
    - d: Institutional matters
    - e: Others
  - Content
    - Describe the most crucial technical problem in port administration and management with which the applicants' organizations or countries are faced and the measures being taken to cope with it.

#### 2. Draft Action plan

(Describe an idea of action plan to solve or alleviate the problems/constraints)

- 1) Name of the plan
- 2) Purpose of the plan
- 3) Period of the plan
- 4) Main activities
- 5) Estimating negative impact

#### Note:

(1) Participants of the training are encouraged to bring photos that describe your idea of action plan (If you don't have any, please take some before coming to Japan. It will be helpful for you so as to have image of the port of your country.), 35mm slides, OHP transparencies or data on CD-ROM or Floppy Diskette to support their Job Report and Action plan presentation.

(2) The program offers participants the opportunity for solving real problems with knowledge from the training. In this connection, the training emphasis is on the rational design and preparation of action plan by training participants. The below shows the steps followed by the participants to create real outputs.

- Draft Action plan (pre-departure, in home country)

To analyze the problems on target area in your organization for formulating best action plan. The draft action plan prepared by the participant is considered as the starting point and needs the detailed preparation before leaving their home countries.

- Revised Action Plan

Draft action plan will be refined as a revised action plan based on information and knowledge gained from the lectures, workshops, case studies and site visits.

- Follow up

The revised action plan is considered as containing important knowledge and information for the potential development of new projects. Participants are required to present it to your office and finalize the action plan incorporating the comments and feedbacks of your office on your action plan, which may be developed into a project proposal as a basis of our future cooperation. After the finalization of action plan, the participants are also required to submit it to your organization and JICA Center through the JICA office or Embassy of Japan of the respective country.

(3) Those who are informed of acceptance to participate in the course will be requested to make an approximately thirty (20) minute presentation of their country reports during the comparative study session of the course. The presentation should be focused on the problems of port development and draft action plan. Participants are encouraged to use visual aids, such as overhead projectors, videos, slides, pictures, etc. for the presentation. Equipment for such visual aids (e.g. an OHP, video player, slide projector and MS power point) is available at the seminar room.

## 1. General Information on Ports in the Country

Please fill in the form with the latest information.

<b>1-1. Socio-economic Information</b>	
Country:	
Area: km <sup>2</sup>	GNP (or GDP) : US\$ (as of 2009 )
Population: (as of 2009)	Per Capita : US\$ (as of 2009)
General Information on Socio-economic Condition of the country.	
(1) Economic Growth Rate:	
(2) Trade Value Details (during the last 3 years):	
(3) Others:	
<b>1-2. Outline of Port Administration</b>	
(1) Basic Laws Related to Port Management and Development (Please specify if different laws are applied to different types of ports.)	
(2) Classification of Ports in the Country	
(3) Number and location of Ports by Classification. (Please attach a location map with compass signs and scale of ports in the country.)	
(4) Role of the Central (or Local) Government for Port Administration and Operation.	

Please attach an additional sheet(s) of paper if a given space is insufficient.



**1-3. General information on all Port Activities in the Country**

(1) Total Cargo Handling Volume, Container Cargo Handling Volume and Number of Calling Ships in a year (if available, please provided data for five years.)

(2) Deepest Quay in the Country (length, depth and location)

**1-4. Port Development in the Country**

System of Port Planning (procedure and role of organizations for port planning), Representative Office of Port Development and System of Fund-raising for Port Development (including source of funds for port development).

(If different systems for port planning, development and fund-raising are applied for each port, please describe each system.)

**1-5. Port Development Policy/Plan**

(1) National Port Development Policy/Plan

(2) Port Development Projects/Plans (name of project plan, established year, target year, name of organization responsible for planning, name of consultants and fund raising.)

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-6. Location Map of Ports in the Country**

Please attach a detailed location map of the ports in the country (including compass signs, scale of port, legend etc.)

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-7. Organization Chart of Port Management Body and Other Port Related Offices**

Please describe relevant organizations and attach organization charts.

Please attach an additional sheet(s) of paper if a given space is insufficient.

**1-8. National Port Development Policy and Strategy**

Please describe national port development policies or strategies.

Please attach an additional sheet(s) of paper if a given space is insufficient.

## 2. General Information about the Port of which you are in charge

Please fill in the form with the latest information.

### 2-1. General

<b>1. Name of the Port:</b> (in English)							
(in local language)							
<b>2. Features of the Port</b>							
Please describe features and functions of the port - e.g. general berths, container berths, multi purpose berths, Ro-Ro berths, bulk berths, oil berths, passenger terminals, marinas, fishing ports, etc. (including names of districts).							
<b>3. Main Facilities at the Port</b>							
(Please attach Location Map of the facilities on the next page)							
- Please provide dimensions of channels, main breakwaters and basins.							
Outline of Berths							
Berth Name	Water Depth (m)	Berth Length (total)	Length of the berths with a depth exceeding -10m	Area of Terminal (m <sup>2</sup> )	Cargo Handling Capacity per a Year	Recent Cargo Handling Volume (from actual data. ton/year)	Others

Please attach an additional sheet(s) of paper if a given space is insufficient.

**Layout Map of Port Facilities (Current Situation)**

**Current problems and obstacles.**

Please attach an additional sheet(s) of paper if a given space is insufficient.

## 2-2. Statistical Data (Cargo, Passengers, Calling vessels)

(Unit: tons)

Year	2004	2005	2006	2007	2008
Cargo Handling Volume (total)					
1. Foreign Cargo (total) - including container cargo					
1-1. Export					
1-2. Import					
1-3. Main Commodities e.g. Banana (export)					
1-4. Container Cargo Export (ton) (TEU) Import (ton) (TEU) Total (ton) (TEU)					
2. Domestic Cargo (total) -including container cargo					
2-1. Outgoing					
2-2. Incoming					
2-3. Main Commodities					
2-4. Container Cargo Outgoing (ton) (TEU) Incoming (ton) (TEU) Total (ton) (TEU)					

(Unit: persons)

Year	2004	2005	2006	2007	2008
No. of Passengers (total)					
1. Foreign Line Outgoing Incoming					
2. Domestic Line Outgoing Incoming					

Please attach an additional sheet(s) of paper if a given space is insufficient.

(Unit: vessels)

Year	2004	2005	2006	2007	2008
No. of Vessels (total)					
1. Foreign Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					
2. Domestic Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					

### 2-3. Port Management and Operation

#### 1. Organization

Please provide an outline of organization of port management body.

#### 2. Port Management

Please describe port management systems including ownership, users, operating schemes of port facilities and equipment - e.g. channels, anchorage areas, seawalls, berths, cargo handling yards, warehouses, cargo handling equipment (both fixed and movable). Also, please include the present level of privatization.

#### 3. Port Service Entities

Please describe port service system including port service entities (e.g. port authority, private sectors approved concession) which implement cargo handling, tug or pilotage services.

Please attach an additional sheet(s) of paper if a given space is insufficient.



**4. Financial Conditions**

Please describe financial conditions including budget scale of port management body.

**5. Port Tariff**

Please provide an outline of port tariff (please attach tariff table).

**6. Organization Charts**

Please attach charts of organizations related to the port.

Please attach an additional sheet(s) of paper if a given space is insufficient.

## 2-4. Container Terminals

Name of Terminal				
Depth of Berths (-m)				
No. of Berths				
Length of Berth (m)				
Area of Terminal (m <sup>2</sup> )				
Main cargo handling Equipment (Capacity)				
Planned Berth Capacity (ton or TEU/year)				
Actual Handling Data (the latest ton or TEU/year)				
Planning Entities				
Construction Entities				
Ownership				
Management & Operation Entities				
Users				
Opened in (year/month)				

## 2-5. Introduction of Computer System (Current Situation and Plans in Future)

<p><b>1.</b></p>	<p><b>The departments or divisions where computer system is already introduced and the details (e.g. computerized items) of the system.</b></p>
<p><b>2.</b></p>	<p><b>Plans of Computer System Introduction (Target Fields and the Details of the Systems)</b></p>

Please attach an additional sheet(s) of paper if a given space is insufficient.

**2-6. The Future Plans of the Port**

**1. Future Development Plans**

Please provide outlines of development plans including planning body, the name of plan, target years, the consultants, fund raising, features of plans (details and points) and basic policy.

**2. Outlines of the Plans for Main Port Areas (Excluding Container Terminals)**

Please provide the names of planning areas, target years, planned capacity, scale of facilities (e.g. the depth, length and No. of berths), main equipment (including cargo handling equipment), development entities, investment costs, the methods of fund raising, management systems and entities.

Please attach an additional sheet(s) of paper if a given space is insufficient.

**3. Future Plans of Container Terminals**

Please describe planning entities, the names of plans, construction entities, ownership, management & operation entities and systems (public or private, etc.), target years, the details of plans (Number of berths, length of berths, areas of terminals, cargo handling system and main equipment).

**Anticipated problems.**

Remarks

Please attach an additional sheet(s) of paper if a given space is insufficient.

## *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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3251 FAX: 81-45-663-3265**

## 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, of which the electronic version is available on the web site: [http://www.jica.go.jp/\\*\\*\\*\\*\\*](http://www.jica.go.jp/*****), or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use  or "x" to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

### **3. Privacy Policy**

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

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

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

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

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

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

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





## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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.



For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

**2) Nationality**  
(as shown in the passport)

**5) Date of Birth** (please write out the month in English as in "April")

**3) Sex**

( ) Male

( ) Female

**Date**

**Month**

**Year**

**Age**

**4) Religion**

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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



**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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



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

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

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)				
Listening	<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.

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> 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?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: ( _____ )	

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

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

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

Date:	Signature:
	Print Name: