

**F.No. 34/24/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 24<sup>th</sup> March, 2008.

**Subject: A Group Training Course Laboratory Management for Diagnosis and Monitoring of HIV Infection to be held in India and Japan from May, 2008 to January, 2009 (Preliminary Phase: Activities in India from May, 2008 to June 2008, Core Phase in Japan: From 10<sup>th</sup> June, 2008 to 19<sup>th</sup> July, 2008 and Final Phase in India: From July, 2008 to January, 2009).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course Laboratory Management for Diagnosis and Monitoring of HIV Infection to be held in Japan from June, 2008 to July, 2008. However, the preliminary phase of the training will be held in India before May, 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. The course is meant for graduates from School of Medical Technology, School of Pharmacology, School of Medicine, or have equivalent educational background who are presently engaged in laboratory diagnosis of HIV infection or in a position to supervise actual laboratory diagnosis of HIV infection. (Laboratories where nucleic acid assays, e.g. DNA PCR RT PCR, virus load determination, etc. are implemented or will be introduced in the near future are preferable). The applicant should have four(4) to ten(10) years of experience in laboratory diagnosis of infectious diseases (viral diseases or bacterial diseases). He/She should have basic knowledge of computer system (have basic knowledge of PC operation such as Microsoft Work or Microsoft Excel), be in good health, both physically and mentally, to undergo the training, be proficient in spoken and written English and not be serving in the military.

3. This group training course is designed with focuses on diagnosis technique and on monitoring technique as well and with a belief in its effectiveness to be proved assuredly by stages of implementation and through collaboration with the partner organizations, the national reference laboratories in participating countries.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by JICA and Japan, Allowances for (accommodation, living expenses, outfits and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan and expenses for programme implementation including materials.

5. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach the Department not later than 10<sup>th</sup> April, 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website ([www.persmin.nic.in](http://www.persmin.nic.in)).

  
(Trishaljit Sethi)  
Director

1. W/o Health & Family Welfare, Nirman Bhavan, New Delhi-110001.
2. W/o Railways, Rail Bhavan, New Delhi-110001/
3. All the State Governments/Union Territories.
4. ✓ Director(Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.



For a better tomorrow for all.

Japan International Cooperation Agency  
(Government of Japan)

S.No 1 (R)

1

No. 23/GT-CP/2008

17<sup>th</sup> March, 2007

Dear Ms. Arun Prabha,

A Group Training Course in Laboratory Management for Diagnosis and Monitoring of HIV Infection will be held in Japan from 10<sup>th</sup> June, 2008 to 19<sup>th</sup> July, 2008. under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 **18<sup>th</sup> April, 2008**.

- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

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

It is further informed that 10 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
(Miki Asakuma)  
Deputy Resident Representative

Encl: As stated above.

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

Copy to

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

*Handwritten notes:*  
✓  
25/3  
MS VS



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

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

#### 集団研修「診断とモニタリングのためのHIV感染検査マネジメント」 JFY 2008

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

NO. J08-00631

From May 2008 to January 2009

Phases in Japan From June 10, 2008 to July. 19, 2008

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

# *I. Concept*

## Background

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

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

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

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

## For what?

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

## For whom?

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

## How?

Participants dispatched by their respective organizations are exposed to practical knowledge and experiences of leading organizations and individuals in Japan through a series of

lectures, workshops and technical visits. They also have a chance to share knowledge and experiences with participants from other countries. By the end of the core phase participants are assigned to formulate and present an action plan describing how they would apply and transfer the knowledge and technique in the respective workplace. In the finalization phase, they are expected to report from home country on 6 months implementation of the plan.

## II. Description

1. Title (J-No.): Laboratory Management for Diagnosis and Monitoring of HIV Infection (J0800631)
2. Period of program

|  |                          |
|--|--------------------------|
| Duration of whole program:                               | May 2008 to January 2009 |
| Preliminary Phase:<br>(in a participant's home country)  | May 2008 to June 2008    |
| Core Phase in Japan:                                     | June 10 to July 19, 2008 |
| Finalization Phase:<br>(in a participant's home country) | ~ January 2009           |
3. Target Regions or Countries:  
China, India, Botswana, Madagascar, Malawi, Namibia, Nigeria, Senegal, South Africa, Swaziland, Zimbabwe,
4. Overall Goal
  - (1) The participating organizations are strengthened in laboratory management technology for HIV/AIDS diagnosis, monitoring and quality control.
  - (2) The relevant technology is transferred and shared with other laboratories in the country.
  - (3) Technology thus disseminated help develop overall laboratory system in the country to be receptive to the age of Universal Access to anti-retroviral therapy.
5. Objective:  
Through the program, participants are expected:
  - (1) to learn the basic knowledge concerning HIV/AIDS,
  - (2) to understand the principles of serodiagnosis and quality control techniques,
  - (3) to acquire the theoretical background knowledge of PCR (Polymerase Chain Reaction) technology and its practice,
  - (4) to learn technique of monitoring HIV infection
  - (5) to formulate an action plan to disseminate the acquired knowledge and technique in their organizations
6. Eligible / Target Organization :  
This program is designed for the national reference laboratories or the corresponding organizations.
7. Total Number of Participants :  
10 participants with one from each of 10 target countries.
8. Language to be used in this project : English

## 9. Contents:

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

|  |   |
|--|---|
| (1) Preliminary Phase in a participant's home country<br>(May 2008 to June 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i> |   |
| Modules  | Activities  |
| Country report   | Formulation and submission of Country Report<br>(cf. Annex 2) |

|   |  |   |                                   |
|---|--|---|-----------------------------------|
| (2) Core Phase in Japan<br>(June 11 to July 19, 2008)<br><i>Participants dispatched by the organizations attend the Program implemented in Japan.</i> |  |   |                                   |
|   | Modules / Outputs  | Subjects / Agendas  | Methodology                       |
| 1   | to learn the basic knowledge concerning HIV/AIDS   | Biosafety (L)<br>Retrovirology<br>Epidemiology of HIV/AIDS Infection<br>Laboratory set-up & maintenance ) | L:lecture<br>L<br>L<br>P:practice |
| 2   | to understand the principles of serodiagnosis and quality control techniques                           | Serodiagnosis of HIV infection (L)<br><br>Serodiagnosis & Quality Control (P)                             | L<br>L<br>P                       |
| 3   | to acquire the theoretical background knowledge of PCR technology and its practice                     | Basics of PCR(introduction)<br>DNA PCR<br>RT PCR<br>Basics of PCR(summary)                                | L<br>P<br>P<br>L                  |
| 4   | to learn technique of HIV Infection monitoring   | Amplicore(to be determined)<br>QT-PCR<br>CD4 Count  | P /<br><br>Workshop               |
| 5   | to formulate an action plan to disseminate the acquired knowledge and technique in their organizations | Country report presentation<br>Interim report (Action Plan)<br>presentation                               | Presentation/<br><br>Discussion   |

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

Note: The above contents is subject to minor changes.

|   |  |
|---|--|
| (3) Finalization Phase in a participant's home country<br>(July 2008 to January 2009)<br><i>Participants are required to report the situation of technical transfer within their organizations to JICA approximately 6 months after their return.</i> |  |
| Modules   | Activities   |
| Implementation of the Interim report (action plan)  | Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by January 2009. |

<Structure of the program>

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

2. Core Phase (activities in Japan):

1st week (6/10 - 6/13)

Registration / Briefing / General Orientation / Program Orientation  
venue: JICA Tokyo (Tokyo International Center)

2nd week (6/16 - 6/20)

Opening Ceremony / Briefing / Country Report Presentation  
venue: NIID Murayama Campus

Lecture                      NIID Main Campus in Toyama  
Visit                              ACC, Toyama, Tokyo

3rd week / 4th week / 5th week (6/23 - 7/11)

Lecture / Practice      venue: NIID Murayama Campus  
Visit

6th week (7/14 - 7/18)

Lecture / Workshop / Test & QA

venue: NIID Murayama Campus

Presentation of Interim Report (Action Plan)/Evaluation Meeting / Closing Ceremony  
venue: JICA Tokyo (Tokyo International Center)

3. Final Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan.

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

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

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

#### 2. Nominee Qualifications:

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

Applicants should:

- (1) Present position, assignment: be engaged in laboratory diagnosis of HIV infection or in a position to supervise actual laboratory diagnosis of HIV infection. Note: Laboratories where nucleic acid assays, e.g. DNA PCR, RT PCR, virus load determination, etc, are implemented or will be introduced in the near future are preferable.
- (2) Occupational background: have four(4) to ten(10) years of experience in laboratory diagnosis of infectious diseases (viral diseases or bacterial diseases)
- (3) Educational background: be graduated from School of Medical Technology, School of Pharmacology, School of Medicine, or have equivalent educational background.
- (4) Language: be proficient in spoken and written English. As some of laboratory practices may involve handling of potentially toxic or bio-hazardous materials,



proficiency in English communication is prerequisite for safety reason.

- (5) Computer skill: have basic knowledge of computer operation (have basic knowledge of PC operation such as Microsoft Word or Microsoft Excel). During the course, DNA sequence analysis will require the PC operation skills, however, orientation of basic PC operation will not be given.
- (6) Health : be in good health, both physically and mentally, to participate in the Core phase in Japan,
- (7) Not be serving in any form of military services

### 3. Required Documents for Application<sup>1</sup>

- (1) Application Form : The Application Form is attached to this General Information.
- (2) Nominee's English Score Sheet : to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

#### (3) Pre-course survey

Applicants are requested to fill in the pre-course survey form which is used for screening of Applicants (Attached in ANNEX I) and submit it together with the Nomination Form. Application not accompanied by a completed pre-course survey may not be duly considered.

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: April 18, 2008

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

#### (2) Selection:

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

*opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by not later than May 15, 2008.

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

Country Report -- to be submitted by May 30, 2008:

Before coming to Japan, only accepted participants are required to prepare a Country Report (detailed information is provided in the ANNEX II ). The Country Report should be sent to the Japan International Cooperation Center by May 30, 2008, preferably by e-mail to [nagasawa.kuniko@jice.org](mailto:nagasawa.kuniko@jice.org)

6. Conditions for Attendance:

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

## *IV. Administrative Arrangements*

### 1. Organizer:

(1) Name: JICA Tokyo

(2) Contact : Ms.OKURA Junko (Okura.Junko @jica.go.jp)

### 2. Implementing Partner:

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

#### 1. Main Campus

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

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

#### 2. Murayama Campus

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

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

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

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

#### (4) AIDS RESEARCH CENTER

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

### 3. Travel to Japan:

- (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) Travel Insurance: Term of Insurance: From arrival to departure in Japan. \*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)

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

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

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

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

### 5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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

### 6. Pre-departure Orientation:

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



Other nucleic acid related assay

DNA sequencing 1 2 3 4 A B

DNA cloning 1 2 3 4 A B

*II. Are you familiar with the following subjects?*

(please answer in 1 to 4 scale, 1 being very familiar with, 4: not familiar with )

Molecular biology of HIV 1 2 3 4

Epidemiology of HIV 1 2 3 4

Pathology of HIV 1 2 3 4

Vaccine development against HIV 1 2 3 4

Animal model for HIV 1 2 3 4

Clinical aspects of HIV infection 1 2 3 4

Sequencing analysis of HIV 1 2 3 4

*III. What subjects/techniques are you interested in and want to learn during this course?*

*Please name two in the order of your interest and give the reason for your choice (if you need more space, use another sheet of paper, please type or print).*

## Annex 2

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

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

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



***CORRESPONDENCE***

For enquires and further information, please contact the JICA office,  
or the Embassy of Japan. Address any other correspondence to:

Tokyo International Center,  
Japan International Cooperation Agency  
(JICA TOKYO)

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

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



# Technical Cooperation by The Government of Japan

## Training Award of Japan International Cooperation Agency (JICA)

Application by the Government of

.....  
 for a training course in the field of  
 .....

Please provide one original  
 and three copies.  
 Please print or type.

(FOR JAPANESE OFFICIAL USE)

- Ordinary Group Course (集団コース) Course No. ....
- Special Group Course (一般特設) Course No. ....
- Country-focused Group Course (国別特設) Course No. ....
- Counterpart (カウンターパート) 専門家名 .....
- プロジェクト名 .....
- Ordinary Individual Course (個別一般)
- Others (C.S, 特別案件等)

Recent photo

**PART A** To be completed by the nominee.

|   |  |          |      |              |
|---|--|----------|------|--------------|
| <b>1 FULL NAME</b> (as in Passport, underline Family Name)              |  |          |      |              |
| (Family)  | (First)  | (Middle) |      |              |
| <b>2 ADDRESS FOR CORRESPONDENCE</b>                                     | <b>4 DATE OF BIRTH</b>   |          |      | <b>5 AGE</b> |
|   | Month  | Date     | Year |              |
|   |  |          |      |              |
| Telephone :   | <b>6 SEX</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE               |          |      |              |
| E-mail :  |  |          |      |              |
| <b>3 NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY</b> | <b>7 MARITAL STATUS</b> <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED |          |      |              |
|   | <b>8 NATIONALITY</b>   |          |      |              |
|   | <b>9 RELIGION</b>  |          |      |              |
| Relationship to you:  |  |          |      |              |
| Telephone:  |  |          |      |              |

**10 EDUCATIONAL RECORD**

| Institution | City/Country | Years Attended |    | Qualification Obtained | Subject |
|-------------|--------------|----------------|----|------------------------|---------|
|             |              | From           | To |                        |         |
|             |              |                |    |                        |         |

**11 TRAINING OR STUDY IN FOREIGN COUNTRIES** (in relation to professional interests.)

| Institution | City/Country | Period |    | Certificate/<br>Degree Awarded | Field of Study |
|-------------|--------------|--------|----|--------------------------------|----------------|
|             |              | From   | To |                                |                |
|             |              |        |    |                                |                |

**12 EMPLOYMENT RECORD**

1) Present Place of Employment

|            |   |
|------------|---|
| Name       | Title of Present Job  |
|            | Date of Taking Up Post  |
| Address    | Type of Organization  |
|            | <input type="checkbox"/> Governmental/Public<br><input type="checkbox"/> Private<br><input type="checkbox"/> International<br><input type="checkbox"/> Others |
| Telephone: |   |
| Telex/Fax: |   |

2) Previous Job

|  |                                  |
|--|----------------------------------|
| Name and Address of Organization       | Description of Your Previous Job |
| Previous Title/Post and Dates(from/to) |                                  |

3) Describe briefly the work of your organization and the service it provides.

.....

.....

.....

4) Describe your own job.

.....

.....

.....

.....

.....

5) Explain how the proposed training will be of benefit to you in the work you will be doing on your return.

.....

.....

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.....

.....

**13 LANGUAGE PROFICIENCY**

|                        |                                    |                               |                               |                               |
|------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 1. English             |                                    |                               |                               |                               |
| 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 |
| Writing/Reading        | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |
| 2. Mother Tongue ..... |                                    |                               |                               |                               |
| 3. Other Language..... |                                    |                               |                               |                               |
|                        | <input type="checkbox"/> excellent | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> poor |

**14 NOMINEE'S DECLARATION** To be signed by the nominee.

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

If accepted for a training award, I agree:

- (a) not to bring any member of my family.
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of this course of training.
- (c) to follow the course of study or training, and abide by the rules of the institution or establishments with which I undertake to study or train.
- (d) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (e) to submit any progress report or evaluation questionnaires which may be prescribed.
- (f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause including physical conditions determined by the Government of Japan.

Date: ..... Signature: .....

**PART B** To be completed by nominee's Director or Head of Department.

**OBSERVATIONS OF NOMINATING ORGANIZATION**

1 Describe what work the nominee will be expected to do on his return.

.....

.....

.....

2 Explain how the proposed training will be of benefit to the work of your organization.

.....

.....

.....

3 (For Non-Group Training only)

Describe:

1) Subject area of the training required.

.....  
.....  
.....  
.....  
.....

2) Special subjects which are particularly important and should be included in the training program (continue on an additional sheet if necessary).

.....  
.....  
.....  
.....  
.....

3) Period of training required (from/to).

.....

4) Notice required before nominee can be released from present post.

.....

**PART C** To be completed and signed by a responsible government official.  
**OFFICIAL NOMINATION**

I certify that:

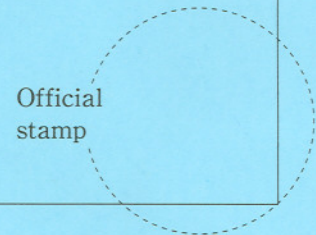
I have examined the documents in this form and I am satisfied that they are authentic and relate to the nominee.

I accordingly nominate this person on behalf of the  
Government of .....

Date: ..... Signature: .....

Position: ..... Name:.....

Organization: .....



## MEDICAL HISTORY AND EXAMINATION FOR JICA TRAINING AWARD

| MEDICAL HISTORY TO BE COMPLETED BY NOMINEE                       |               |                                     |                       |
|--|---------------|-------------------------------------|-----------------------|
| 1 NAME OF NOMINEE(last name, first name, middle name)            |               |                                     |                       |
| 2 DATE OF BIRTH<br>(mo/day/yr)                                   | 3 NATIONALITY | 4 SEX<br>_____ male<br>_____ female | 5 ADDRESS FOR CONTACT |
| 6 NAME OF TRAINING COURSE/SEMINAR<br><br>_____                   |               |                                     |                       |
| 7 LENGTH OF TRAINING COURSE/SEMINAR (weeks, months)<br><br>_____ |               |                                     |                       |

### 8 IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by JICA and may result in termination of your training program.

I understand and accept the terms of this notice. \_\_\_\_\_ Yes \_\_\_\_\_ No

**9 NOMINEE WILL CHECK "YES" OR "NO" AND EXPLAIN**

|    | YES | NO |   | EXPLANATION |
|----|-----|----|---|-------------|
| a. |     |    | Have you had any significant or serious illness or injury? (If hospitalized, give place & dates.)                   |             |
| b. |     |    | Have you had any operations or advice by a physician to have an operation? (Give place & dates.)                    |             |
| c. |     |    | Do you currently use any drugs for treatment of a medial condition? (Give name & dose.)                             |             |
| d. |     |    | Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (Give place & dates.) |             |

**10 NOMINEE WILL INDICATE "YES" OR "NO" TO EACH ITEM**

**DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?**

(Check each item, if yes, enclose the relevant condition with a circle.)

|    | YES | NO | CONDITION  |
|----|-----|----|--|
| a. |     |    | Asthma, emphysema, or other lung conditions                                  |
| b. |     |    | Tuberculosis or live with anyone who has tuberculosis                        |
| c. |     |    | High blood pressure, heart disease   |
| d. |     |    | Stomach, liver (hepatitis), gall bladder disease                             |
| e. |     |    | Kidney or bladder disease, stone or blood in urine                           |
| f. |     |    | Diabetes (sugar in the urine)  |
| g. |     |    | Depression, excess worry, attempted suicide, or other psychological symptoms |
| h. |     |    | Acquired Immune Deficiency Syndrome (AIDS)                                   |
| i. |     |    | Tumor, abnormal growth, cyst, or cancer                                      |
| j. |     |    | Bleeding disorder, blood disease (sickle cell anemia)                        |

**I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.**

|                                   |                |                                |
|-----------------------------------|----------------|--------------------------------|
| <b>11 PRINTED NAME OF NOMINEE</b> | <b>12 DATE</b> | <b>13 SIGNATURE OF NOMINEE</b> |
|                                   |                |                                |