

TRAINING CIRCULAR

Subject: A Group Training Course in **Remote Sensing of Forest Resources** to be held in Japan from 18th July to 20th August 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held in Japan from 18th July to 20th August 2011. 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 aims to enhance the participant's knowledge and skills of remote sensing of forest resources in order to understand REDD (reducing emissions from deforestation and forest degradation) as a significant role in climate change mitigation.

3. The applicant should preferably be an administrative official or researcher currently engaged in forestry management or REDD; have more than three years of practical experience or research in forestry management or REDD; be a University graduate or have equivalent academic background; be proficient in written and spoken English; must know how to use Windows or Office; be between 25 and 40 years of age; 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 No. 28/GT-CP/2011 dated 12th May 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 the Administrative Ministry/ State Government **not later than 31st 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



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
 2. The Secretary, Department of Space, 3d Floor, Lok Nayak Bhavan, New Delhi.
 3. The Chief Secretaries/The Administrators of all State Governments/ Union Territories.
- [With the request to circulate it amongst the related organizations]

4. ✓ Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No 28/GT-CP/2011

12th May, 2011

Dear Mr. Rakesh Mishra

A Group Training Course in Remote Sensing of Forest Resources will be held in Japan from 18th July, 2011 to 20th August, 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 3rd June, 2011:-

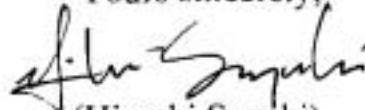
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

Further details are available in the General Information Booklet. It may be noted that the completed Country Report 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.

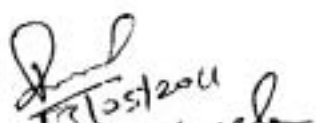
With regards,

Yours sincerely,


(Hiroshi Suzuki)
Senior Representative

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

13/05/2011
16/05/2011


13/05/2011
Mr. Rakesh Mishra



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

REMOTE SENSING OF FOREST RESOURCES
集団研修「森林リモートセンシング」
JFY 2011

<Type: Trainers Training / 類型: 人材育成普及>
No. J11-00755 / ID. 1180113

Phases in Japan: From July 18, 2011 to August 20, 2011

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

I. Concept

Background

Addressing deforestation and forest degradation may play a significant role in climate change mitigation. CO₂ emissions from deforestation and forest degradation in developing countries might amount for about 20% of the total emissions of the world. Thus, it is a key challenge not only for developing countries but also for the whole world to address reducing emissions from deforestation and forest degradation in developing countries (REDD), which could slow increases in atmospheric CO₂ concentrations.

However, there are not sufficient systems or personnel in many developing countries so that they can investigate the forest resources, which is basic information for REDD. This constitutes a matter of immediate concern for the international community.

Remote sensing provides extensive information of forest resources in an efficient and effective manner. This program will provide basic theory and skills of remote sensing of forest resources to improve forest management in developing countries, which also support the REDD-related activities for the participants and is expected to contribute to the climate change mitigation.

For what?

Participants are expected to acquire the skills and knowledge for using remote sensing of forest resources in their own countries based on international discussions on REDD.

For whom?

This program is offered to administrative officials or researchers engaged in forestry management.

How?

Participants shall have opportunities in Japan to enhance the participants' knowledge and skills of remote sensing of forest resources in order to understand REDD as a significant role in climate change mitigation. Participants are expected to formulate an action plan describing what the participant is going to do after they go back to home country, making the best use of the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): Remote Sensing of Forest Resources (J-11-00755)

2. Period of program

Core Phase in Japan: July 18 to August 20, 2011

India, Thailand, East Timor, Kenya, Gabon, Viet Nam, Peru, Papua New Guinea

3. Eligible / Target Organization

Administrative officials or researchers engaged in remote sensing of forest resources, forestry management and climate change mitigation.

4. Total Number of Participants

Ten (10) participants from India, Thailand, East Timor, Kenya, Gabon, Viet Nam(2), Peru(2), Papua New Guinea

5. Language to be used in this program: English

6. Program Objective

Participants are expected to acquire the skills and knowledge for using remote sensing with the aim of understanding forest resources in their own countries on the basis of international discussion of REDD.

7. Overall Goal

Each participant's belonging organizations take actions based on the action plans, in order to build the system for monitoring of forest resources using remote sensing in the countries concerned.

8. Expected Module Output and Contents:

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

<p>(1) Preliminary Phase in a participant's home country (June 2011 to July 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i></p>	
Expected Modules Output	Activities
To overview the present situation and issues of forestry management in participants' respective countries	<ul style="list-style-type: none"> • Preparation and submission of Country Report

<p>(2) Core Phase in Japan (July 18, 2011 to August 20, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Modules Output	Contents	Activities
To acquire the current knowledge about the REDD using a remote sensing,	<ul style="list-style-type: none"> • International methodology such as IPCC guideline • Remote sensing usage to keep up with REDD 	<p>Lecture Exercises</p>
To learn about the basic theory and skills of remote sensing,	<ul style="list-style-type: none"> • Basic theory of remote sensing • Characteristics of electromagnetic wave • Spectral Reflectance • Classification of platform and sensor • Feature and difference of various satellite for earth observation 	<p>Lecture Observation</p>
To acquire the knowledge and technique for the practical use of remote sensing of forest resources,	<ul style="list-style-type: none"> • Case Study of remote sensing • Possibilities of remote sensing • Image processing of satellite images using a PC • Calculation of various index models of vegetation • ALOS/PALSAR usage for the forest mapping 	<p>Lecture, Practice and Exercise</p>

To acquire the knowledge and technique for the practical use of GIS/GPS of forest resources,	<ul style="list-style-type: none"> •How to use a GPS •Satellite Images/Data Acquisition for GIS in the open air •The basic usage of GIS •Space analysis by GIS 	Lecture Practice
To formulate the practical Action Plan for solving their own issues	• Planning for understanding the forest inventory in their own countries using remote sensing	To prepare action plan and make it presentation

NOTE: (1)

Participants must submit Country Report before arriving in Japan. Participants are requested to make Country Report Presentation at the beginning of the training course in Sapporo, in order to share the respective countries information in the field of forestry management and using remote sensing technologies. Participants must prepare for Country Report presentation before arriving in Japan. Country Report must be written in English, and fifteen (15) minutes will be allocated to each participant for the presentation (including interpretation and discussion). Presentation by using Microsoft Power Point is recommended. If possible, it is also recommended to bring a CD-R etc. in which the Country Report is saved, that will facilitate report making.

(3)Finalization Phase in a participant's home country	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Modules	Activities
Implementation of the Action Plan Submission of the Final Report	Application and implementation of the Action Plan back in respective home country and submission of the Final Report describing the progress of implementing respective Action Plan by February 29, 2012.

NOTE :(2)

JICA Sapporo might suspend the acceptance of candidates for the coming years from those organizations which does not seriously share participant's action plan, nor without reporting to JICA within the mentioned period.

9. Follow-up Cooperation by JICA:

In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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 -8 .
- (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 -8.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: preferably to be an administrative official or researcher currently to be engaged in forestry management or REDD. In some countries, forestry management or REDE are covered in the field of wildlife management, nature conservation and climate change mitigation. This course will accept the participant from such area,
- 2) Experience in the relevant field: should have more than 3 years of practical experience or research in forestry management or REDD,
- 3) Educational Background: should be a university graduate or have an equivalent qualification,
- 4) Language: have good command of spoken and written English which is equivalent to TOEFL CBT 200 or more, (This program includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) IT Literacy: must be needed. Nominees should know how to use Windows or Office,
- 6) Health: should be in good health, both physically and mentally, to undergo the course of training. **Please notice that this course includes ground truth or field survey in the forest. Participants must have enough strength left to go through such survey in the field and bring comfortable shoes.**

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include;

- 1) letter of the participant's consent to bear economic and physical risks
- 2) letter of consent from the participant's supervisor
- 3) letter of consent from your Embassy in Japan
- 4) medical certificate.

Please ask National Staff in JICA office for the details.

7) Must not be serving any form of military service

(2) Recommendable Qualifications

Expectations for the Participants:

Age: be between the ages of twenty-five (25) and forty (40) years

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office.

(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) Country Report: to be submitted to the respective country's JICA Office with the application form. Fill in ANNEX of this General Information, and submit it along with the Nomination Form **by May 31, 2011.**

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **May 31, 2011**

Note: Please confirm the closing date set by the respective country's JICA office 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 shall conduct screenings, and send the documents to the JICA Sapporo which organizes this project. Selection shall be made by the JICA Sapporo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. **Nominees who belong to the organization which is a target of Countries for grant aid of "The Forest Preservation Programme" by Japanese Government will be highly valued in the selection.**

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office to the respective Government by **not later than June 20, 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,
- (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 -8 and section III-4.
- (8)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Sapporo

(2) **Contact:** jicasic@jica.go.jp and sictp1-sub@jica.go.jp

2. Implementing Partner:

Name: Rakuno Gakuen University

Contact: Prof. KANEKO Masami (kaneko@rakuno.ac.jp)

URL: <http://www.rakuno.ac.jp/english/>

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Sapporo International Center (SIC)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku , Sapporo,
Hokkaido, 003-8668, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where “81” is the country code for Japan, and “11” is the local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of SIC at its URL,

SIC: http://www.jica.go.jp/english/contact/domestic/pdf/sapporo_facilities_01.pdf

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.

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 program, and other matters.

V. Other Information

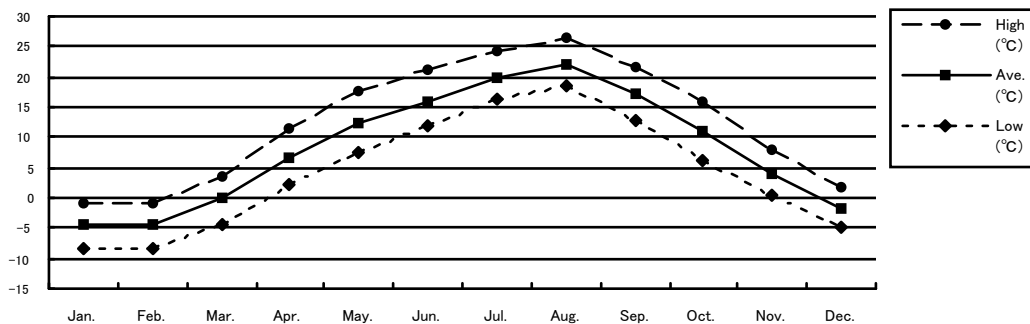
1. Pre-departure orientation is held at JICA office to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and a cassette tape, "SIMPLE CONVERSATION IN JAPANESE". A brochure, "GUIDE TO TRAINING IN JAPAN" will be handed to each selected candidate before or at the orientation.
2. Participants who have successfully completed the course will be awarded a certificate by JICA.
3. Toward the end of the course, each participant is to draft an Action Plan and present it. The Action Plan, which includes outcomes of this training, is a short to mid-term concrete plan of possible measures to tackle a high priority problem(s) related to introduction or application of remote sensing of forest resources or sound forestry management in the participant's capacity as a responsible officer. The participant is expected to fully utilize the ideas and techniques he/she has obtained through the training program in order to formulate "Action Plan" which will hopefully lead to the solution or mitigation of the above-mentioned problem.

<Contents of the Action Plan (Example) >

- a) Background and present status of the selected problem
- b) Purpose of the Plan
- c) Concrete plan of actions (contents of actions and timeframe)
- d) Necessary resources and prospect to secure them

*In order to make a better Action Plan, it is recommended that each participant bring necessary documents or data from your country.

4. Climate in Sapporo



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

Typical Seasonal Wear: (July - August) Short-sleeves, Long-sleeves or Light Jacket at night

5. Recreation:

- 1) Participants can use an indoor swimming pool and gymnasium located next to JICA Sapporo. The charges are paid by JICA. JICA Tokyo also has gymnasium for the participants.

2) JICA encourages international friendship exchange between participants and local communities. Therefore, it would be helpful for participants to bring their national costumes and materials such as slides, videos, and music cassettes, which introduce the culture in their countries.

6. Equipment in JICA Center

JICA Center has following equipment for participants.

<utensils in the private room>

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

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

<Audio-visual equipment for training>

Video recorder, Multimedia Projector (available to use Microsoft Power Point 2007)

VI. ANNEX:

J11-00755 Remote Sensing of Forest Resources (JFY 2011)

Country Report

Participants are requested to prepare the Country Report on the following issues and submit it to JICA Sapporo along with the application form **by May 31, 2011**.

The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

This Report shall be used for selection of participants.

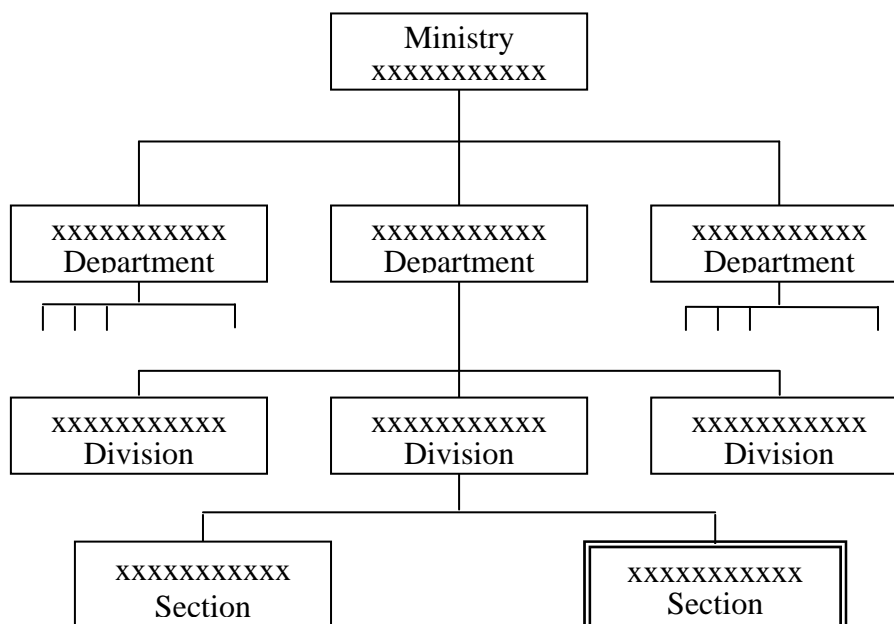
NOTE: Participants are requested to give a 15 minutes presentation and discuss about the situation of forestry management in respective country at beginning of the program in Sapporo.

1. Basic information

Name	
Organization	
Position	
Country	

2. Outline of the participant's Organization

(example)



3. Description of your job experiences

Period	From	to
Organization		
Position		
Outline of duties:		

4. Describe present condition and/or historical trend of forests and forest management with specific figures in the applicant's country, in accordance with the following indicators respectively;

(choose more than 2 indicators from among the following for the description)

- ① area and percent of forest by forest ecosystem types,
- ② area and percent of forest specifically for conservation,
- ③ area, percent and growing stock of plantations by species,
- ④ value and volume of production of wood, wood products and non-wood products,
- ⑤ status of legal and institutional framework on forest planning, policy development and coordination with relevant sectors, and
- ⑥ status of forest inventory, assessment and monitoring.

If there is no national data on the indicators, you can use provincial data or data at the project level as well.

5. Current development of Remote Sensing of Forest Resources in the applicant's country

6. Problems/constraints on the development of Remote Sensing in the applicant's country (Itemize 3 main issues which the applicant directly faces on and describe them.)

7. On-going efforts to specifically cope with the problems mentioned in 7. above. (If any)

8 The applicant's role in development and application of Remote Sensing in the country.

9. Knowledge or skills which the applicant intends to acquire from this training program.

10. Plans/projects which you are likely to be involved in your country after completing the training, if any

**11. In the applicant's country, what kind of effort/action for REDD can be made?
(example: law, policy, finance and aid)**

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Sapporo International Center (JICA Sapporo)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku , Sapporo,
Hokkaido, 003-8668, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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)

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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.



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:



MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

No | Yes >> Name of Medication (_____), Quantity (_____)

(b) Are you pregnant?

No | Yes (_____ months)

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

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

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

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

2. Medical History

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

Past: No | Yes >> Name of illness (_____), Place & dates (_____)
Present: No | Yes >> Present Condition (_____)

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

Past: No | Yes >> Name of illness (_____), Place & dates (_____)
Present: No | Yes >> Present Condition (_____)

(c) High blood pressure

Past: No | Yes
Present: No | Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past: No | Yes
Present: No | Yes >> Present Condition (_____)
Are you taking any medicine or insulin? No | Yes

(e) Past History: What illness(es) have you had previously?

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

(e') Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: