

No.34/27/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 19<sup>th</sup> May 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Capacity Building for Developing Communication and Information Environment in Rural Community to be held in Japan from 27<sup>th</sup> July, 2010 to 11<sup>th</sup> September 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 June 2010 to December 2010, out of this, the Core Phase, from 27<sup>th</sup> July, 2010 to 11<sup>th</sup> September 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](http://persmin.nic.in)).

2. The Overall goal is to contribute to the adoption and implementation of an action plan for promoting local information distribution by improving the Internet usage environment at local public facilities, by developing approaches for promoting Internet usage and by increasing IT literacy amongst users as part of an overall plan for improving standards of living and invigorating local industry.

3. The candidate should be a managerial level officer, who is in charge of informatization in Ministry/ Agency, local government and community (town/villagae); have more than five years experience be under 50 years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training; not be serving in the military.

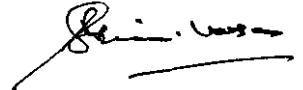
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. 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 7<sup>th</sup> May 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.

.....Contd/-

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 1<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



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Communications, Sanchar Bhavan, 20, Ashoka Road, New Delhi-1.
2. The Secretary, Ministry of Rural Development, Shastri Bhavan, New Delhi-1.
3. 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



S.No-1(R)

Japan International Cooperation Agency  
(Government of Japan)

No. 37/GT-CP/2010

7<sup>th</sup> May, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Capacity Building for Developing Communication and Information Environment in Rural Community will be held in Japan from 27<sup>th</sup> July, 2010 to 11<sup>th</sup> September, 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 **11<sup>th</sup> June, 2010**:-

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

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

It is further informed that 12 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,

小早川 徹

(Toru Kobayakawa)  
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

Doc No. 41/4/2010  
C-346/EO(E)/2010  
01/5/2010



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Capacity Building for Developing Communication and  
Information Environment in Rural Community**

**地域情報発信能力強化**

*JFY 2010*

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

**NO. J10-00647 / ID. 1080953**

**From June to November 2010**

**Core Phases in Japan: From July 27, 2010 to September 11, 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**

## **Background**

Thanks to efforts of governments in developing and developed countries, as well as international organizations such as the International Telecommunication Union (ITU), to promote communications liberalization within developing countries, the information and communication technology infrastructure within the major cities of developing countries continues to improve. In rural areas as well, steady improvements are being made in the telecommunications infrastructure; however, factors such as geography and population distribution impede this development, and the “digital divide” between urban and rural areas remains large.

Yet, with the information and communications environment in developing countries undergoing rapid change, even more important than improving the telecommunications infrastructure is getting useful information out to rural areas. This training and dialogue program, therefore, is aimed at those government offices at the national, state and local (town and village) levels responsible for information technology and seeks primarily to help develop problem-solving strategies that will promote the flow of information and contribute to the rectification of the digital divide.

## **For what?**

To arrange and analyze the problems for the remedy of information gap in the rural area of participant’s country and propose one of the solutions as the participant’s organization

## **For whom?**

This program is offered to the department of national and local government in charge of promotion of organizing communication infrastructure and information society

## **How?**

1. Nominees should submit a Job Report as screening criteria for the selection of participants.
2. Selected participants are required to formulate individual Reports in three different phases.
3. Participants shall have opportunities to learn methods for developing communication and information environment (IT policy, information transmission methods, network planning, and telecommunications technology) through lectures, site visits and practice of network planning.

At the end of this program, participants will make project proposals for the promotion of developing communication and information environment leading to problem solving of their respective countries.

4. The experienced experts will assess and make some comments on those proposals from the standpoints of impact and feasibility.

## **II. Description**

**1. Title (J-No.): Capacity Building for Developing Communication and Information Environment in Rural Community (J10-00647)**

**2. Period of program**

<b>Duration of whole program:</b>	June to November 2010
<b>Preliminary Phase:</b> (in a participant's home country)	June to July 2010
<b>Core Phase in Japan:</b>	July 27 to September 11, 2010
<b>Finalization Phase:</b> (in a participant's home country)	September to November 2010

**3. Target Countries:** Brazil, India, Indonesia, Sri Lanka and Thailand

**4. Overall Goal:**

Contribution to the adoption and implementation of an action plan for promoting local information distribution by improving the Internet usage environment at local public facilities, by developing approaches for promoting Internet usage and by increasing IT literacy amongst users as part of an overall plan for improving standards of living and invigorating local industry.

**5. Program Objective:**

Formation of project proposal for promotion of developing communication and information environment in rural area of participants' countries

**6. Expected Output**

To achieve the above Program Objective, participants are expected;

- 1) To overview the current condition and identify the issues of communication and information environment in their respective countries,
- 2) To acquire good understanding of theories essential for developing communication and information environment,
- 3) To acquire good understanding of various methods for developing communication and information environment in rural area , and
- 4) To formulate a draft project proposal for promotion of developing communication and information environment of the rural area in their respective countries with due consideration of the feasibility.

## 7. Eligible / Target Organization

This program is offered to department of national and local government in charge of promotion of organizing communication infrastructure and information society

## 8. Total Number of Participants: 12

## 9. Language to be used in this program: English

## 10. Contents

This program consists of the following components. Participants and participating organizations should be aware of the requirement that the selected participants have to formulate individual Reports\* in three different phases.

\* For more details, please see section V and Annex 2 “Inception Report”

Details on each component are given below:

<b>Preliminary Phase in a participant’s home country</b>	
June 2010 to July 2010	
<i>Selected participants make required preparation for the Program in the respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
1) Submission of Inception Report*	1) Each participant is required to formulate and submit the Inception Report <b>by July 15, 2010</b> .
2) Preparation for presentation of Inception Report	2) Each participant is also requested to prepare his/her presentation material for the Inception Report Presentation in Power Point.

\* Inception Report: See ANNEX 2 “Inception Report”

<b>Core Phase in Japan</b>		
July 27, 2010 to September 11, 2010		
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>		
<b>Expected Module Output</b>	<b>Contents</b>	<b>Methodology</b>
To overview the current condition and identify the issues of communication and information environment in their respective countries	Inception Report presentation - Share present situation and respective issues	Presentation & Discussion
To acquire good understanding of theories essential for developing	Basic theories of the rural telecommunication network development - Overview of the rural telecommunications	Lecture

communication and information environment	<ul style="list-style-type: none"> <li>- Roles of the rural telecommunications</li> <li>- Financing for infrastructure development and others</li> </ul>	
To acquire good understanding of various methods for developing communication and information environment	Various telecommunication methods and technologies <ul style="list-style-type: none"> <li>- Theory of telecommunication network system</li> <li>- Theory of Information System</li> </ul>	Lecture & Site Visit
	Construction of telecommunication system in drill <ul style="list-style-type: none"> <li>- Construction of suitable telecommunication system on the given map by each participant</li> <li>- Presentation and discussion of the constructed system</li> </ul>	Lecture & Practice
To formulate a draft project proposal for promotion of developing communication and information environment in their respective countries with due consideration of the feasibility	Submission of drafted Project proposal of the network development as Interim Report <ul style="list-style-type: none"> <li>- Problem analysis by PCM (Project Cycle Management) method</li> <li>- FS (Feasibility Study)</li> <li>- Drafting of project proposal for promotion of developing communication and information environment in the selected area of the participant's home country</li> <li>- Presentation and discussion of Interim Report</li> </ul>	Presentation & Discussion

NOTE: The above contents are subject to minor changes, if necessary

### **Finalization Phase in a participant's home country**

September 2010 to November 2010

*Participants make a presentation of their Interim Report to their organizations, and revise the Report. Each participating organization considers the feasibility of the proposal and formulates it as Final Report.*

*This phase marks the end of the Program.*

<b>Modules</b>	<b>Activities</b>
<u>Participant</u> Presentation of Interim Report <u>Participating organization</u> Submission of Final Report	1) Each participant is required to make a presentation of his/her Interim Report in his/her organization and add lacking information in accordance with his/her organization's comments/feedback. 2) Each participant's organization is required to give the comments on his/her Interim Report and to submit revised project proposal as Final Report <b>by November 26, 2010.</b>



### **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 this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (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-10.

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

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) be a managerial level who is in charge of informatization in Ministry/Agency, local government and community (town/village)
- (2) have more than five (5) years experience ,
- (3) be under fifty (50) years of age in principle,
- (4) have a fluent command of spoken and written English. English proficiency equivalent to the score of TOFEL higher than 500 is recommendable,
- (5) be in good health, both physically and mentally, to undergo this program\*, and  
\*As the schedule of this course is rather tight and may include field trips that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in this program
- (6) not be serving in any form of military service

NOTE:

1. Nominees who have previously participated in JICA programs in the similar subject will be given lower priority than those without experience of participation in JICA training programs.

2. There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases. Under the pandemic situations of the new Influenza, pregnant

applicants shall not be accepted for the time being. And applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc) shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations. Please ask national staff in JICA offices for the details.

### **3. Required Documents for Application**

#### **(1) Application Form**

The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

#### **(2) Job Report (Annex 1)**

#### **(3) Nominee's English Score Sheet**

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

NOTE: As "Job Report (Annex 1)" is important reference for screening of nominees, application without submission of Annex 1 will not be duly considered as qualified.

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

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

Closing date for application to the JICA Tokyo International Center in JAPAN, which organizes this program: **June 11, 2010**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

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

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International 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 countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than June 25, 2010.**

## **5. Document to be submitted by accepted participants:**

### **Inception Report -- to be submitted by July 15, 2010**

Upon receiving Notice of Acceptance, accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 2 "Inception Report"). The Inception Report should be sent to JICA Tokyo International Center **by July 15, 2010**, preferably by e-mail to [onishi-hiroko@jica.go.jp](mailto:onishi-hiroko@jica.go.jp)

## **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.

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

### **1. Organizer: JICA Tokyo International Center (JICA TOKYO)**

### **2. Implementing Partner: The ITU Association of Japan, Inc. (ITU-AJ)**

Address: 3rd floor Kanda KS Bldg.,

1-8-6 Kaji-cho, Chiyoda-ku, Tokyo 101-0044, Japan

### **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)
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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/domestic/pdf/welcome.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
- (5) For more details, please see p. 8-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

## 6. Pre-departure Orientation

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

## **V. Others:**

Participants of this training program is required to submit following 3 (three) “Reports”. Overview of each “Report” is as in the following.

### **1. Inception Report (Deadline of submission: July 15, 2010)**

Purpose: To collect basic data for formulating a project proposal for the promotion of developing communication and information environment

For more details, please see Annex 2 “Inception Report”

Before coming to Japan, selected participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 2 "Inception Report". The Inception Report should be sent to JICA Tokyo International Center **by July 15, 2010**, preferably by e-mail to [onishi-hiroko@jica.go.jp](mailto:onishi-hiroko@jica.go.jp)

Participants are also required to make a presentation of Inception Report in the first week of the program in Japan.

### **2. Interim Report (to be submitted during the Core Phase in Japan)**

Purpose: To formulate a draft project proposal for the promotion of developing communication and information environment leading to problem solving.

Topics to be included:

- ✓ background of the selected area
- ✓ problem analysis by PCM (Project Cycle Management) method
- ✓ system construction plan on the actual map
- ✓ cost estimation, etc

\* Time is allocated to write Interim Report during the program in Japan.

\* Presentation and discussion of Interim Report is to be held at the end of program in Japan.

### **3. Final Report (Deadline of Submission: November 26, 2010)**

Purpose: To formulate a project proposal for the promotion of developing communication and information environment leading to problem solving.

Each participant is required to make a presentation of his/her Interim Report in his/her organization and supply necessary information in accordance with his/her organization's comments/feedback.

What to be added to Interim Report for Final Report:

- ✓ Feedback from organization
- ✓ Supplemental information

Each participant's organization is required to give the comments on his/her Interim Report and submit revised project proposal as Final Report **by November 26, 2010.**

## **VI. ANNEXES:**

1. Job Report (ANNEX 1)
2. Inception Report(ANNEX 2)

## Job Report

- ✓ All the nominees are required to submit Job Report, which is **essential for screening the nominees**. Those who do not submit this report may bring disadvantage in selection due to the lack of relevant professional information. Please make sure to submit the report without fail.
- ✓ This report consists of two parts, **Part 1 to be filled in by the nominee** and **Part 2 to be filled in by the supervisor of the nominee**.
- ✓ The report should be submitted together with Application Form to JICA Tokyo **no later than June 11, 2010**.

**Part 1: Filled in by the Nominee**

1) Regarding the organization the participant works for

1-1) Background of the organization (i.e. main field of business etc)

1-2) Vision and Strategy for developing communication and information environment

1-3) Organization's projects for rural area (completed, on-going and planned projects)

2) Regarding the nominee

2-1) Main field and experience of your work

	Main Field (tick one)	Experience: if yes, tick as necessary	Number of working years
1. Optical fiber Transmission			
2. Radio wave Transmission			
3. Satellite Communication			
4. I.P.			
5. Operation & Maintenance			
6. Network Planning			
7. Others ( )			

2-2) Details of your position and duty in network planning

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		



FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

2-3) Experience of outside-plant networking

a. Title of your position:

b. Description of your duty:

2-4) Involvement/duties in the developing communication and information environment at present or in the future

3) Your expectation for this program

3-1) What do you think you need for promotion of developing communication and information environment?

3-2) What do you want to learn most in this program?

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part 2: filled in by the supervisor of the nominee

This report will be used only for screening the participants for this course. This part should be filled in by the supervisor of the nominee and will constitute an important material at the time of selection together with “Part1” which is to be filled in by the nominee.

This program requires active participation of the organization that the participant works for at the phase of the preliminary and final programs. The specific cooperation required is mentioned below. Please be aware of this requirement and make an application.

- The participant of this program is required to submit reports before and after the training program in Japan, which may require preparation during the ordinary working hours.
- Prior to the submission of Inception Report by the participant, the organization must select the model area for which the rural telecommunication network development will be planned in Japan during the program.
- Feedback should be made for the content of Interim Report which will be presented by the participant upon his/her return home from Japan.

1) What does your organization need for promotion of developing communication and information environment?

2) What do you expect the nominee to learn in this program?

3) Possibility of the nominee to be involved in promotion of developing communication and information environment, if possibly so, please describe the details of his/her expected duties.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Inception Report

All participants are required to fill in this form and submit as “Inception Report” **by July 15, 2010**. As this Inception Report is to be used in lectures and drills in Japan, you are recommended to gather the latest and accurate data in order to make your training effective.

Many lectures and drills premise that all participants review the current condition of communication and information environment thoroughly and bring information which is required for this Inception Report. As Inception Report is crucial to make successful performance in the training, it is urged to start working on your Inception Report as soon as possible.

This Inception Report includes three parts;

**1. Organizational Information**

(i.e. information of organization where you work)

**2. National Communication and Information Environment**

(i.e. data of communication and information environment at a country level)

**3. Selected Rural Area information**

(i.e. data of selected area where you are going to make a project proposal for the promotion of developing communication and information environment)

### How your “Inception Report” is used during Core Phase in Japan

You need the information and data of Inception Report for 2 purposes in Japan. Firstly, you are going to make a presentation of the summary of your “Inception Report”. Secondly, you definitely need the information and data, when you make an “Interim Report” at the end of program in Japan.

Although all parts are important, “3 Selected Rural Area” and map of the selected area are essential for making “Interim Report”. As your successful completion relies greatly on the accuracy of data, please make sure to bring necessary information and data.

✓ **Selected rural area information**

When you write your “Interim Report” in Japan, you will need relevant information in this part.

✓ **Map of the selected rural area**

You are going to plan promotion of developing communication and information environment on a map of selected rural area. For the planning, a map with appropriate contour (altitude) line is necessary for estimation of line-of-sight in a radio transmission path. Any form of a map (e.g. paper, data, etc) can be optional.

*If you have any question about Inception Report, contact to Someya.Yuko@jica.go.jp*

**Inception Report 2010**  
**for**  
**“Capacity Building for Developing Communication and Information Environment in Rural Community”**

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**1. Organizational Information**

**1.1 Organization which you belong to**

(1) Name

(2) Date of Foundation

(3) Home Page Address

**1.2 Type of Organization (select appropriate one)**

Government Body

State Owned Company or Public

Private Company (Privatized year \_\_\_\_\_)

Others

**1.3 Organization Chart (Please attach herewith)**

**1.4 Profile of Organization**

(1) Outline of Business

(2) Capital in thousand US dollars	\$
(3) Operation Revenue in thousand US dollars	\$
(4) Operation Expense in thousand US dollars	\$
(5) Total communication and information environment Asset in thousand US dollars	\$
(6) Total Number of Employees	
a. Number of Administrative Employees	
b. Number of Technical Employees	

**1.5 Country Data**

(1) Population

Year	2007	2008	2009	present
Population				

(2) Square (km<sup>2</sup>)

## 2. National Telecommunications Infrastructure Information

### 2.1 Regulatory Authority

(1) Name of Regulatory Authority that supervises or controls your organization

(2) Organization Chart of the authority (Please attach herewith)

### 2.2 Privatization of telecommunication services

(1) Telecommunication services in your country are already privatized?

Fixed Line                      Yes / No

Mobile                              Yes / No

Internet                            Yes / No

(2) If "No", is there a national plan to privatize?

Yes / No                      If "Yes", when will it be privatized?    Year \_\_\_\_\_

### 2.3 Telecommunication Services in Your Country

Numbers of Companies/Organizations (Competitors) providing domestic telecommunications services	
-------------------------------------------------------------------------------------------------	--

#### <Companies providing domestic telecommunication services>

	Name of company	Service share (%)		
		Fixed line	Mobile	Internet
1				
2				
3				
4				
5				

\* In case when the number of company is more than 5, please make additional lines

#### <Fixed Telephone Services>

(1) Total Number of Telephone Subscribers	
(2) Number of Telephone Subscribers per 100 inhabitants	
(3) Domestic Telephone Tariff (Typical)	
a. Initial fees (Installation fee, Subscription fee etc):	
b. Basic charge (Monthly)	
c. Call charges (Per unit)	
Local call	
Toll call	
d. Other charges	
(4) Revenue per line*	
(5) Expenses per line**	

\* Revenue per line; the figure dividing Operation Revenue by a number of Activated Lines of a fixed line telephone company in your country.

\*\* Expenses per line; the figure dividing Operation expenses except depreciation by a number of Activated Lines of a fixed line telephone company in your country.

(6) Increase/Decrease of Telephone subscribers in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

(7) Increase/Decrease of Telephone subscribers in your country except Capital City

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

**<Mobile phone Services>**

(1) Total number of Mobile phone Subscribers	
(2) Number of Mobile phone Subscribers per 100 inhabitants	
(3) Tariff (Typical)	
a. Basic charge	
b. Call charge	
c. Other charges	

(4) Increase/Decrease of Mobile phone subscribers in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Mobile phone Density = (Number of Telephones / Population) × 100 (%)

**<Internet>**

(1) Number of Internet users in your country	
(2) Number of estimated PCs in your country	
(3) Tariff	
a. Basic charge	
b. Flat rate charge	
c. Other charges	

(4) Increase/Decrease of Internet in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of hosts							
Number of users							
Number of PCs							
Internet users Density*							

\* Internet users Density = (Number of uses / Population) × 100 (%)

## **2.4 Backbone Network between capital and cities/rural areas**

(1) Backbone network between capital city and major cities

Please fill in the table using following numbers.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

(2) Backbone network between major cities and rural areas

Please fill in the table using following marks.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

## **2.5 Telecommunication Systems for Rural Areas**

(1) Typical or an example of configuration of Rural Network in connection with the domestic network (Please attach herewith)

(2) Technologies Applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Open Cable Wire	HF System	VHF /UHF /SHF point to point	Analog MAS (FDMA)	Digital MAS (TDMA)	Cellular	Satellite	Trans horizon	Optical Fiber	WLL
Present										
Future										

(3) Power facilities applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Commercial Electric power	Engine Generator system	Photovoltaic Power system	Wind-Driven Generator	Waterpower generator	Thermionic generator	Others
Present							
Future							

(4) Other information about rural telecommunication in your country

## **2.6 Current Problems for Rural Telecommunications and Countermeasures Considered**

(1) Are there areas where there is no access to any telephone?

Number of villages without telephone access: \_\_\_\_\_

Rate of population without telephone access: \_\_\_\_\_

Is there any project or plan to reduce villages/population without telephone access? Explain the on-going project or future plan briefly.

(2) Problems of technical matters (systems, facilities, etc)

Explain current effort or future plan to solve it, if any

(3) Problems of human resources (skills, knowledge of staff, etc)

Explain current effort or future plan to solve it, if any

(4) Others

## **2.7 Ongoing Projects and Future Plans for Rural Telecommunications**

### **<Ongoing Projects for Rural Telecommunication Infrastructure>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc)

(3) Project duration

(4) Network configuration

(5) Technologies applied

(6) Power facilities applied



(7) Gross amount of investment in US dollars

(8) Other comments

**<Future Plans or Under Study Plans>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc)

(3) The relation with National Master Plan and/or National Telecommunication Development Plan

(4) Project duration

(5) Network configuration

(6) Technologies applied

(7) Power facilities applied

(8) Gross amount of investment in US dollars

(9) Others

### 3. Selected Rural Area Information

#### 3.1 The Basic Information of the selected area

(1) Name of the selected area	
(2) Surface/Square of the area	
(3) Population	

(4) The background of the area (e.g. topography, history, on-going project, etc)

(5) The reasons why the area was selected

(6) The characteristic of the area (e.g. main industry, residential area or not, rural or remote, etc)

(7) Future growth estimation considering industry, population, etc

(8) Map of the area

Please prepare geographical map(s) of the selected rural area and bring to Japan. Map(s) needs appropriate contour (altitude) lines., map(s) of 1/50.000 is recommendable.

(9) Other information

#### 3.2 The Issues to be overcome in the selected area

Please write problems in the selected rural area and possible solutions as many as possible following the example. As your ideas do not need to be so precise, find at least 3 issues.

##### <Example>

The problem in rural areas: In the area A, the income of farmers is very low. One of the reasons is they do not know the market price, so they tend to sell their crops very cheap which are controlled by buyers.
Your idea to solve the problem: Farmers sell their crops at the reasonable price.
The means of solution, if you have any idea: Regional office sends market price of crops every week by SMS text message.

The problem in rural areas:
Your idea to solve the problem:
The means of solution, if you have any idea:

The problem in rural areas:
Your idea to solve the problem:
The means of solution, if you have any idea:

The problem in rural areas:
Your idea to solve the problem:
The means of solution, if you have any idea:

**3.3 Existing infrastructure in the selected area**

- (1) Connection system(s); existing telecommunication network that new network can connect to, in particular for Cellular networks
  
- (2) Legacy Infrastructure; existing facilities that can be utilized for new installation of radio equipment, base stations, repeater stations, etc
  - Premises;
  
  - Power supplies;
  
  - Access road;
  
- (3) Other information

**3.4 Cost of equipment and facilities**

- (1) Cost of Equipment in the selected area; Average price of equipment which will be used for rural network projects. (This information is to be used in “Network Planning Drill”. You need to select necessary equipment and gather information of the costs.)

Name of equipment	Costs (US\$ preferable)

(2) Local costs in the selected area; Prices of telecommunication facilities and others essential in telecommunication projects.

Items	Price (US\$)
1) Premises	
a. Land / 100m <sup>2</sup> City	
Rural area	
Mountain for repeater station	
b. Access Road to repeater station (8m- width)	
c. Building 100m <sup>2</sup> for office or base station	
20m <sup>2</sup> for repeater or terminal station	
2) Antenna Supporter	
a. Self-supporting tower 50m	
20m	
b. Guyed mast 50m	
20m	
15m	
c. Pole 10m	
5m	
3) Line Installation (material and installation)	
a. AC Power Line / km	
b. Subscriber pair cable / km	
c. Optical cable (4 cores) / km with pole	
with existing pole	
4) Personnel costs / day	
a. Engineer	
b. Technician	
c. Rigger	
d. Worker	

\* Gasoline consumption

Car; 1 liter / 10km, Engine generator; 10kVA : 3.6 liter / hour, 15kVA : 5.5 liter / hour

## **4. National Communication and Information Environment Projects**

### **4.1 Regarding Projects for developing Communication and Information Environment (on-going and planned projects)**

\*If you have any projects, please describe the outline of the projects.

(1) The name of the project

(2) Brief overview of the project

End

## *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:

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

## Job Report

- ✓ All the nominees are required to submit Job Report, which is essential for screening the nominees. Those who do not submit this report may bring disadvantage in selection due to the lack of relevant professional information. Please make sure to submit the report without fail.
- ✓ This report consists of two parts, **Part 1 to be filled in by the nominee** and **Part 2 to be filled in by the supervisor of the nominee.**
- ✓ The report should be submitted together with Application Form to JICA Tokyo **no later than June 11, 2010.**

## Part 1: Filled in by the Nominee

1) Regarding the organization the participant works for

1-1) Background of the organization (i.e. main field of business etc)

1-2) Vision and Strategy for developing communication and information environment

1-3) Organization's projects for rural area (completed, on-going and planned projects)

2) Regarding the nominee

2-1) Main field and experience of your work

	Main Field (tick one)	Experience: if yes, tick as necessary	Number of working years
1. Optical fiber Transmission			
2. Radio wave Transmission			
3. Satellite Communication			
4. I.P.			
5. Operation & Maintenance			
6. Network Planning			
7. Others, ( )			

2-2) Details of your position and duty in network planning

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		



FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

2-3) Experience of outside-plant networking

a. Title of your position:

b. Description of your duty:

2-4) Involvement/duties in the developing communication and information environment at present or in the future

3) Your expectation for this program

3-1) What do you think you need for promotion of developing communication and information environment?

3-2) What do you want to learn most in this program?

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part 2: filled in by the supervisor of the nominee

This report will be used only for screening the participants for this course. This part should be filled in by the supervisor of the nominee and will constitute an important material at the time of selection together with "Part1" which is to be filled in by the nominee.

This program requires active participation of the organization that the participant works for at the phase of the preliminary and final programs. The specific cooperation required is mentioned below. Please be aware of this requirement and make an application.

- The participant of this program is required to submit reports before and after the training program in Japan, which may require preparation during the ordinary working hours.
- Prior to the submission of Inception Report by the participant, the organization must select the model area for which the rural telecommunication network development will be planned in Japan during the program.
- Feedback should be made for the content of Interim Report which will be presented by the participant upon his/her return home from Japan.

1) What does your organization need for promotion of developing communication and information environment?

2) What do you expect the nominee to learn in this program?

3) Possibility of the nominee to be involved in promotion of developing communication and information environment, if possibly so, please describe the details of his/her expected duties.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Inception Report

All participants are required to fill in this form and submit as “Inception Report” **by July 15, 2010**. As this Inception Report is to be used in lectures and drills in Japan, you are recommended to gather the latest and accurate data in order to make your training effective.

Many lectures and drills premise that all participants review the current condition of communication and information environment thoroughly and bring information which is required for this Inception Report. As Inception Report is crucial to make successful performance in the training, it is urged to start working on your Inception Report as soon as possible.

This Inception Report includes three parts;

**1. Organizational Information**

(i.e. information of organization where you work)

**2. National Communication and Information Environment**

(i.e. data of communication and information environment at a country level)

**3. Selected Rural Area information**

(i.e. data of selected area where you are going to make a project proposal for the promotion of developing communication and information environment)

### **How your “Inception Report” is used during Core Phase in Japan**

You need the information and data of Inception Report for 2 purposes in Japan. Firstly, you are going to make a presentation of the summary of your “Inception Report”. Secondly, you definitely need the information and data, when you make an “Interim Report” at the end of program in Japan.

Although all parts are important, “3 Selected Rural Area” and map of the selected area are essential for making “Interim Report”. As your successful completion relies greatly on the accuracy of data, please make sure to bring necessary information and data.

✓ **Selected rural area information**

When you write your “Interim Report” in Japan, you will need relevant information in this part.

✓ **Map of the selected rural area**

You are going to plan promotion of developing communication and information environment on a map of selected rural area. For the planning, a map with appropriate contour (altitude) line is necessary for estimation of line-of-sight in a radio transmission path. Any form of a map (e.g. paper, data, etc) can be optional.

*If you have any question about Inception Report, contact to [Someya.Yuko@jica.go.jp](mailto:Someya.Yuko@jica.go.jp)*

**Inception Report 2010**  
**for**  
**“Capacity Building for Developing Communication and Information Environment in Rural Community”**

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**1. Organizational Information**

**1.1 Organization which you belong to**

(1) Name

(2) Date of Foundation

(3) Home Page Address

**1.2 Type of Organization (select appropriate one)**

Government Body

State Owned Company or Public

Private Company (Privatized year \_\_\_\_\_)

Others

**1.3 Organization Chart (Please attach herewith)**

**1.4 Profile of Organization**

(1) Outline of Business

(2) Capital in thousand US dollars	\$
(3) Operation Revenue in thousand US dollars	\$
(4) Operation Expense in thousand US dollars	\$
(5) Total communication and information environment Asset in thousand US dollars	\$
(6) Total Number of Employees	
a. Number of Administrative Employees	
b. Number of Technical Employees	

**1.5 Country Data**

(1) Population

Year	2007	2008	2009	present
Population				

(2) Square (km<sup>2</sup>)

## 2. National Telecommunications Infrastructure Information

### 2.1 Regulatory Authority

(1) Name of Regulatory Authority that supervises or controls your organization

(2) Organization Chart of the authority (Please attach herewith)

### 2.2 Privatization of telecommunication services

(1) Telecommunication services in your country are already privatized?

Fixed Line	Yes / No
Mobile	Yes / No
Internet	Yes / No

(2) If "No", is there a national plan to privatize?

Yes / No                      If "Yes", when will it be privatized?    Year \_\_\_\_\_

### 2.3 Telecommunication Services in Your Country

Numbers of Companies/Organizations (Competitors) providing domestic telecommunications services	
-------------------------------------------------------------------------------------------------	--

#### <Companies providing domestic telecommunication services>

	Name of company	Service share (%)		
		Fixed line	Mobile	Internet
1				
2				
3				
4				
5				

\* In case when the number of company is more than 5, please make additional lines

#### <Fixed Telephone Services>

(1) Total Number of Telephone Subscribers	
(2) Number of Telephone Subscribers per 100 inhabitants	
(3) Domestic Telephone Tariff (Typical)	
a. Initial fees (Installation fee, Subscription fee etc):	
b. Basic charge (Monthly)	
c. Call charges (Per unit)	
Local call	
Toll call	
d. Other charges	
(4) Revenue per line*	
(5) Expenses per line**	

\* Revenue per line; the figure dividing Operation Revenue by a number of Activated Lines of a fixed line telephone company in your country.

\*\* Expenses per line; the figure dividing Operation expenses except depreciation by a number of Activated Lines of a fixed line telephone company in your country.

(6) Increase/Decrease of Telephone subscribers in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

(7) Increase/Decrease of Telephone subscribers in your country except Capital City

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

**<Mobile phone Services>**

(1) Total number of Mobile phone Subscribers	
(2) Number of Mobile phone Subscribers per 100 inhabitants	
(3) Tariff (Typical)	
a. Basic charge	
b. Call charge	
c. Other charges	

(4) Increase/Decrease of Mobile phone subscribers in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of Telephones							
Telephone Density*							

\* Mobile phone Density = (Number of Telephones / Population) × 100 (%)

**<Internet>**

(1) Number of Internet users in your country	
(2) Number of estimated PCs in your country	
(3) Tariff	
a. Basic charge	
b. Flat rate charge	
c. Other charges	

(4) Increase/Decrease of Internet in your country

Year	2002	2003	2004	2005	2006	2007	2008
Number of hosts							
Number of users							
Number of PCs							
Internet users Density*							

\* Internet users Density = (Number of uses / Population) × 100 (%)

## 2.4 Backbone Network between capital and cities/rural areas

(1) Backbone network between capital city and major cities

Please fill in the table using following numbers.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

(2) Backbone network between major cities and rural areas

Please fill in the table using following marks.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

## 2.5 Telecommunication Systems for Rural Areas

(1) Typical or an example of configuration of Rural Network in connection with the domestic network  
(Please attach herewith)

(2) Technologies Applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Open Cable Wire	HF System	VHF /UHF /SHF point to point	Analog MAS (FDMA)	Digital MAS (TDMA)	Cellular	Satellite	Trans horizon	Optical Fiber	WLL
Present										
Future										

(3) Power facilities applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Commercial Electric power	Engine Generator system	Photovoltaic Power system	Wind-Driven Generator	Waterpower generator	Thermionic generator	Others
Present							
Future							

(4) Other information about rural telecommunication in your country

## **2.6 Current Problems for Rural Telecommunications and Countermeasures Considered**

(1) Are there areas where there is no access to any telephone?

Number of villages without telephone access: \_\_\_\_\_

Rate of population without telephone access: \_\_\_\_\_

Is there any project or plan to reduce villages/population without telephone access? Explain the on-going project or future plan briefly.

(2) Problems of technical matters (systems, facilities, etc)

Explain current effort or future plan to solve it, if any

(3) Problems of human resources (skills, knowledge of staff, etc)

Explain current effort or future plan to solve it, if any

(4) Others

## **2.7 Ongoing Projects and Future Plans for Rural Telecommunications**

**<Ongoing Projects for Rural Telecommunication Infrastructure>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc)

(3) Project duration

(4) Network configuration

(5) Technologies applied

(6) Power facilities applied

(7) Gross amount of investment in US dollars



(8) Other comments

**<Future Plans or Under Study Plans>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc

(3) The relation with National Master Plan and/or National Telecommunication Development Plan

(4) Project duration

(5) Network configuration

(6) Technologies applied

(7) Power facilities applied

(8) Gross amount of investment in US dollars

(9) Others

### 3. Selected Rural Area Information

#### 3.1 The Basic Information of the selected area

(1) Name of the selected area	
(2) Surface/Square of the area	
(3) Population	

(4) The background of the area (e.g. topography, history, on-going project, etc)

(5) The reasons why the area was selected

(6) The characteristic of the area (e.g. main industry, residential area or not, rural or remote, etc)

(7) Future growth estimation considering industry, population, etc

(8) Map of the area

Please prepare geographical map(s) of the selected rural area and bring to Japan. Map(s) needs appropriate contour (altitude) lines., map(s) of 1/50.000 is recommendable.

(9) Other information

#### 3.2 The Issues to be overcome in the selected area

Please write problems in the selected rural area and possible solutions as many as possible following the example. As your ideas do not need to be so precise, find at least 3 issues.

##### <Example>

The problem in rural areas: In the area A, the income of farmers is very low. One of the reasons is they do not know the market price, so they tend to sell their crops very cheap which are controlled by buyers.
Your idea to solve the problem: Farmers sell their crops at the reasonable price.
The means of solution, if you have any idea: Regional office sends market price of crops every week by SMS text message.

The problem in rural areas:
Your idea to solve the problem:
The means of solution, if you have any idea:





## 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**

---

#### **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)

--

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

**3. Country Name:**

--

**4. Name of Applying Organization:**

--

**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.**





**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	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )				
	( ) Excellent	( ) Good	( ) Fair	( ) 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.

( _____ )
<i>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.</i>

### 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: