

**F.No. 34/29/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

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

**Subject:** A group training course in Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries to be held in Japan and India from June, 2008 to March, 2009 (Preliminary Phase: Activities in India from June, 2008 to July, 2008, Core Phase in Japan: From 14<sup>th</sup> July, 2008 to 5<sup>th</sup> September, 2008 and Final Phase in India: From September, 2008 to March, 2009).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for a group training course in Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries to be held in Japan from July, 2008 to September, 2008. However, the preliminary phase of the training will be held in India from June, 2008. The details of the course and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. This Group Training Course is particularly meant for specialists and/or officials dealing with policy-making for local development with more than 3 years experience. The applicant should be a university graduate, be under forty(40) years of age, be in good health, both physically and mentally and not be serving in the military. The candidate should have a competent command of spoken and written English.

3. The objective of this course is to realize the importance of effective and feasible participatory community development by local governments, community based organizations, NGOs and other stakeholders.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan, Travel insurance from arrival to departure in Japan, Allowances for (accommodation, living expenses and shipping), expenses for JICA study tours, 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. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach this Department before 14<sup>th</sup> May, 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website ([www.persmin.nic.in](http://www.persmin.nic.in)).

  
(Trishajit Sethi)  
Director

1. All the Ministries/Departments, Government of India.
2. All the State Governments/Union Territories.
3. Director(Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed proformas on the Department's website.



S. No 1 (14)

For a better tomorrow for all  
Japan International Cooperation Agency  
(Government of Japan)

No. 5/CF-CP/2008

16<sup>th</sup> April, 2008

Dear Ms. Arun Prabha,

An Area Focused Training Course in Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries will be held in Japan from 14<sup>th</sup> July, 2008 to 5<sup>th</sup> September, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 20<sup>th</sup> May, 2008:-

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

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

It would be much appreciated if you could take further necessary action and submit the nomination of a suitable candidate to this office by the designated date.

With regards,

Yours sincerely,

小早川 徹  
氏 (Yumiko Asakuma)  
Deputy Resident Representative

Encl: As stated above.

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

Copy to:-

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



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Area-Focused training course Local Government  
Administration and Public Services (Participatory Local  
Development) in South West Asian Countries  
地域別研修「南西アジア地域地方自治体行政(参加型地域開発)」  
JFY 2008**

**<Type: Solution Creation/ 類型: 課題解決促進型>  
NO. J08-00627**

**From June 2008 to March 2009  
Phase in Japan : From July 14, 2008 to September 5, 2008**

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

# **I. Concept**

## **Background**

The past two decades have seen a gathering momentum in favor of devolving the powers of government from central to local authorities. In many countries in Asia, Africa and Latin America, decentralization emerged as a direct response to discredited, heavily centralized states. Also, these decentralizing trends associated with notions of good governance, participatory development and capacity development have accelerated over the course of the 1990s in both developed and developing countries.

One of the essences of decentralization is to improve the provision of public services in terms of effectiveness of delivery, efficiency, access, equity and pro-poor impact. Decentralization aims to deliver the services more closely with the needs of the community by locating the providers of public services closer to the people. Improvements in service delivery cannot be separated from issues of elected representation, community participation, local government accountability and local capacity. Contrarily, the reality in public services in developing countries needs to be much improved to reach these anticipations.

Under these circumstances, this JICA training course aims to strengthen the capability of human resources dealing with policy-making of participatory local development and community participation in developing countries. This program is designed to contribute the realization of importance on participatory local development and community participation.

## **For what?**

To achieve the betterment and improvement in livelihood / welfare of the people concerned through participants' initiatives that derives from the implementation of an Action Plan for participatory local development, which appropriately considers situation and concern of stakeholders such as a community people and local governments.

## **For whom?**

This program is offered to

- (1) Policy makers and program / project implementation in charge of local and rural development in Local governments/National government
- (2) Researchers and practitioners in other institutes, which is in charge of policy-making and program / project implementation for local and rural development

## **How?**

Participants will design and implement a feasible and effective Action Plan based on the knowledge and skills as follows;

- (1) Participatory Local Societal Development (PLSD)

- (2) Project Cycle Management (PCM),
- (3) Observation and dialogue with Japanese case studies on participatory local development
- (4) Concretization of realistic Action Plans for participatory local development with outputs in (1), (2), and (3)

## **II. Description**

### **1. Title (J-No.): Area-Focused training course Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries (J08-00627)**

#### **2. Period of program**

<b>Duration of whole program:</b>	June 2008 to March 2009
<b>Preliminary Phase:</b> (in a participant's home country)	June 2008 to July 2008
<b>Core Phase in Japan:</b>	July 14 to September 5, 2008
<b>Finalization Phase:</b> (in a participant's home country)	September 5, 2008 to March 2009

#### **3. Target Regions or Countries:**

South West Asian Countries

#### **4. Overall Goal:**

- (1) Participatory community development activities are promoted
- (2) The livelihood / welfare in the community are improved.

#### **5. Objective:**

##### **(1) Program objective**

To realize the importance of effective and feasible participatory community development by local governments, community based organizations, NGOs and other stakeholders.

##### **(2) Expected Module Output:**

*(2)-1 To achieve the Program Objective, participants are expected to achieve the following Expected Module Outputs in Japan*

- (1) To understand the theory and method of Participatory Local Societal Development (PLSD) and Project Cycle Management (PCM),
- (2) To understand the Japanese reality of the role of local government in local development and capture the essence of participatory local development
- (3) To design realistic Action Plans for participatory local development with outputs in (1) and (2).

II. In participants' country, it is also expected that

- (1) the Action Plan created in this program is approved and implemented by the

participant and the organization concerned within planned duration.

(2) Progress report is submitted by the end of March 2009

#### 6. Eligible / Target Organization :

(1) Local governments/National government sections in charge of local and rural development

(2) Institutes, which is in charge of policy-making and program / project implementation for local and rural development

#### 7. Total Number of Participants :

11 participants from Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka in total are expected to participate in this program. The number of participants from each country will be 2 except for India. (\*the number of India will be one.)

#### 8. Language to be used in this project : English

#### 9. Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (June 2008 to July 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Consultation of Proposal Plan	Modification and improvement of Proposal Plan(*See VI "Annex" in detail) This plan will be improved and modified through preliminary consultation and core program, and then become a base of the action plan.

<b>(2) Core Phase in Japan</b> (July 14, 2008 to September 5, 2008) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
<b>1) Theory and Methods for Participatory Development</b>	Theory & Methods for Participatory Local Societal Development (PLSD) 1	Lecture
	Theory & Methods for Participatory Local Societal Development (PLSD) 2	Lecture
	Theory & Practice of Logical Framework (PCM) 1	Workshop
	Theory & Practice of Logical Framework (PCM) 2	Workshop
	Theory & Practice of Logical Framework (PCM) 3	Workshop
<b>2) Collaboration</b>	Decentralization in Japanese public administration	Lecture

<b>Network of Local Resources &amp; Local Government</b>	Paradigm shift between local governments and local development	Lecture
	Local Network Supporting for Small-scale Industries in Kyoto	Field Survey
	Town Development with Citizen Participation and Local Community, Sustainable Development in Cooperation with University	Field Survey
	Integration Workshop 1	Workshop
<b>3) Participatory Development &amp; Local Government in Urban Area</b>	Local Government System in Japan	Lecture
	Urban Development & Roles of Kyoto City Government	Lecture
	Case Study 1 (Heritage & Urban Development in Kyoto)	Field Survey
	Case Study 2 (Environment & Urban Development in Kyoto)	Field Survey
	Integration Workshop 2	Workshop
<b>4) Participatory Development &amp; Local Government in Rural Area</b>	Changes in Rural Communities with Economic Development in Japan	Lecture
	Agricultural/Rural Development & Roles of Kyoto Prefecture Government	Lecture
	Case Study 3 (Agricultural Development in Kyoto: Rice, Vegetables)	Field Survey
	Case Study 4 (Rural Development in Kyoto: Community Agri., Green Tourism)	Field Survey
	Integration Workshop 3	Workshop
<b>5) Brush-up: Theory and Methods for Participatory Development</b>	Follow-up 1: Theory & Methods of PLSD	Lecture
	Follow-up 2: Theory & Methods of PLSD	Lecture
	Theory and Methods for Participatory Development & Local Government	Workshop
	Case Study 5 (Hiroshima)	Field Survey
	Case Study 6 (Hiroshima)	Field Survey
<b>6) Program Integration</b>	Action Plan Workshop	Workshop
	Symposium on Local Government Administration for Participatory Development	Presentation
	Course Evaluation / Closing Ceremony	Meeting

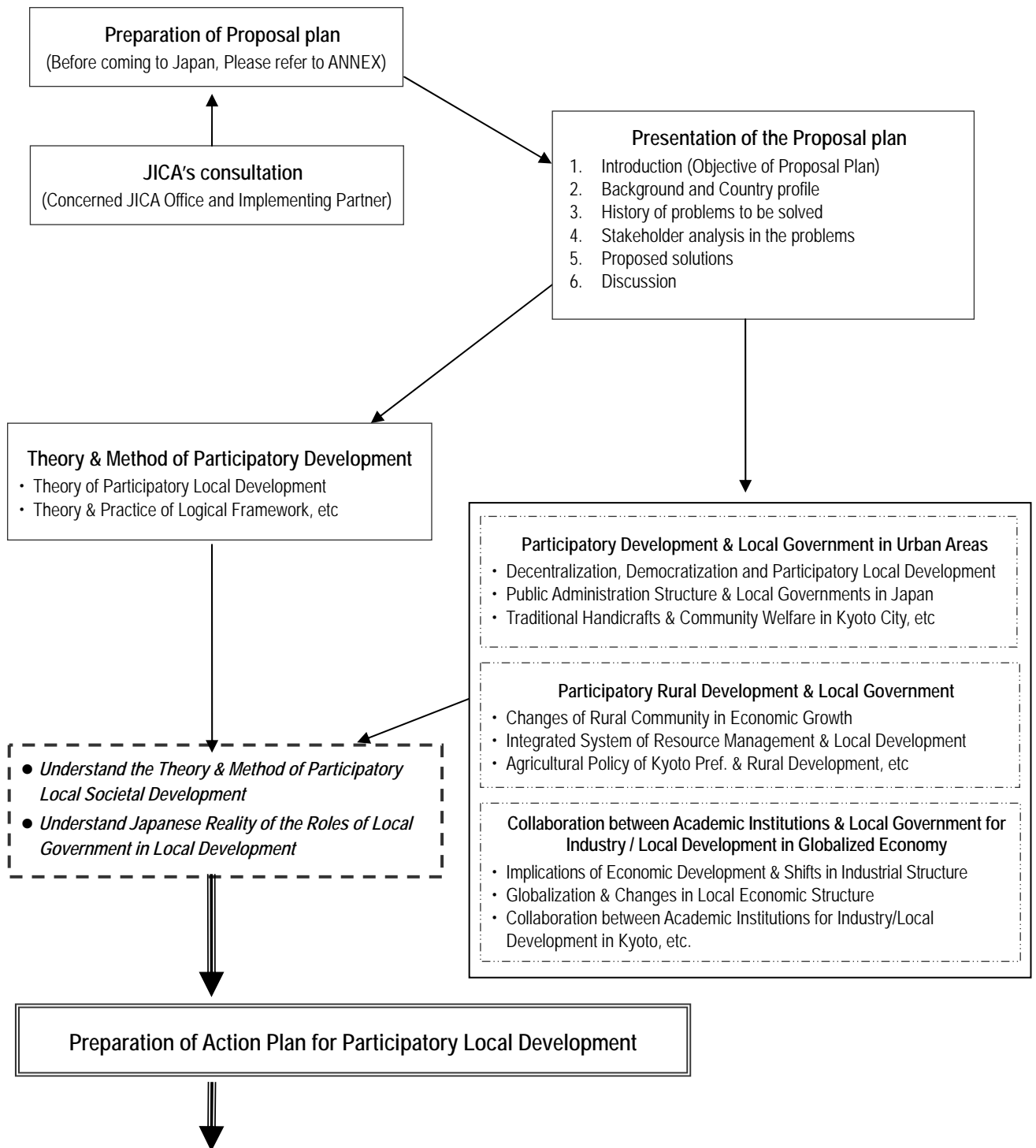
**(3)Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Modules	Activities
Implementation of the action plan and submission of the final report	Application and implementation of the action plan back in the participant's country and submission of its progress report by the end of March 2009 Participants will submit final report within the planned duration.



## <Structure of the program>



### Final Phase (activities in home country)

Participants are expected to implement the Action Plan and report on progress within planned duration.

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

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

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

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

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

\*Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

##### **(1) Essential Qualifications**

- 1) Specialists and/or officials dealing with policy-making for local development with more than 3 years experience,
- 2) Educational Background: be a graduate of university
- 3) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 5) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

Age: be under forty (40) years of age,

### 3. Required Documents for Application

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

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **May 20, 2008**

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

#### (2) Selection:

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

*The organization with a detailed plan to utilize the opportunity of this program will be highly valued in the selection.*

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than June 14 2008**

### 5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the

program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9(1).

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Osaka

(2) **Contact:** Mr. HIHARA Kazutomo (Hihara.Kazutomo@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Ryukoku University, Graduate School of Economics

(2) **URL:** <http://www.ryukoku.ac.jp/english/english1/>

(3) **Remark:** The Graduate school of economics, Ryukoku University has been implementing and supporting JICA training course and project in local governance and development over the last ten years. Internationally, the institution has accumulated various and profound knowledge and experience through these JICA programs and other independent activities. Moreover, the institution has deep and strong relationship with local governments and community based organization in western region in Japan. This course consists of above mentioned human networks and academic fruits.

### 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 Centre international de Osaka (JICA Osaka)

Adresse : 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL : 81(\*)-72(\*\*)-641-6900      FAX : 81(\*)-72(\*\*)-641-6910

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

If there is no vacancy at [JICA Osaka](#), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Osaka at its URL, <http://www.jica.go.jp/branch/osic/english/training/index.html>

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled

"KENSU-IN GUIDE BOOK," which will be given to the selected participants

before (or at the time of) the pre-departure orientation.

## **6. Pre-departure Orientation:**

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

# ***V. Other Information***

## **1. Proposal Plan**

At the beginning of the training course, each of participants will be requested to make a presentation on his/her Proposal Plan. (See II -9. <Structure of the program> and VI)

### **a. Purpose of the Proposal Plan:**

The purposes of the Proposal Plan are,

- (1) To identify problems to be solved and propose practical solutions in the local governance and development in a participant's country and
- (2) To share these problems among the participants to improve and review your plan.

\* This Proposal Plan will become a base for the Action Plan.

### **b. Contents of the Presentation:**

One hour is allocated for each presentation. Each presentation is comprised of the below components;

1. Introduction (Objective of Proposal Plan) – 5 minutes –
2. Background and Country profile – 10 minutes –
3. History of problems to be solved – 5 minutes –
4. Stakeholder analysis in the problems – 10 minutes –
5. Proposed solutions – 5 minutes –
6. Discussion – 25 minutes –

Before the presentation, participants should be distributed handouts on the brief country outline and the description on general government system focusing on local administrations to other participants.

The presentation should be made under the assumption that nobody knows plan and the country. As a medium for presentation, power-point or over-head projector would be recommended as well as hard-printed handout/paper.

## **2. Action Plan**

Each of participants should make a realistic Action Plan for participatory local development at the end of the training course. He/she will have opportunity to make a presentation on the Action Plan in the training course.

### **a. Purpose of Action Plan:**

The purpose of Action Plan is, first, to analyze and describe the problems to be solved appropriately and precisely and second, to identify and elaborate the practical and comprehensive activities or what the participant can do to solve

these problems.

b. Contents of Action Plan:

The Action Plan should include the problems at the following three aspects:

- (1) Comprehensive analysis to observe environments and stakeholders around the problems is implemented.
- (2) The structure of the clear hypotheses of relation between problems and causal factors should be elaborated.
- (3) The practical actions to solve the problems should be specified and proposed in order of priority.

For these, the participants are expected to integrate their knowledge and skills with the experiences they gained through the field observations, workshops and lectures in the training course.

c. Form of Presentation:

Thirty minutes are allocated for each presentation. This presentation divided by two parts: the first twenty minutes for the presentation and the following ten minutes for discussion among the participants. As a medium for presentation, power-point or over-head projector should be used as well as hard-printed handout/paper.

## **VI. ANNEX:**

### **Organization and Personal Profile** (\*Please submit with Proposal Plan)

1. Name of Applicant (Country):

2. Employer:

3. Organization:

Provide an organizational chart of the department which you belong to and a brief explanation about the duties which are allotted to you.  
(Attach separately on A4-size paper.)

4. Job History (List all positions held since graduating from university.)

5. General Government System in Applicant's Country:

Focus on local administration and clarify the inter-relationship ①between local government and local society (including community and industry), and ②between local government and central government.

### **Proposal plan for participatory development and local government functions in your country** (\*At least 10 pages on double-spaced A4-size paper, attached separately)

This proposal plan is to include the following information;

1. Necessity and Objective of Proposal Plan
2. Background and Country profile (social, cultural, economical, political, statistical and administrative information)
3. Implantation organization and Schedule of implementation
4. History or past experience of problems to be solved
5. Stakeholder analysis in the problems
6. Proposed solutions
  - a. Rational and limitation of Plan
  - b. Inputs (Human resources, Financial resources and Necessary technical information)
  - c. Decision making process and coordination process
  - d. Outputs and Objective
  - e. Coordination among stakeholders
7. Similar activities by other organizations
8. References



## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



# Welcome to JICA Osaka

**Osaka International Centre of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.**

## 1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

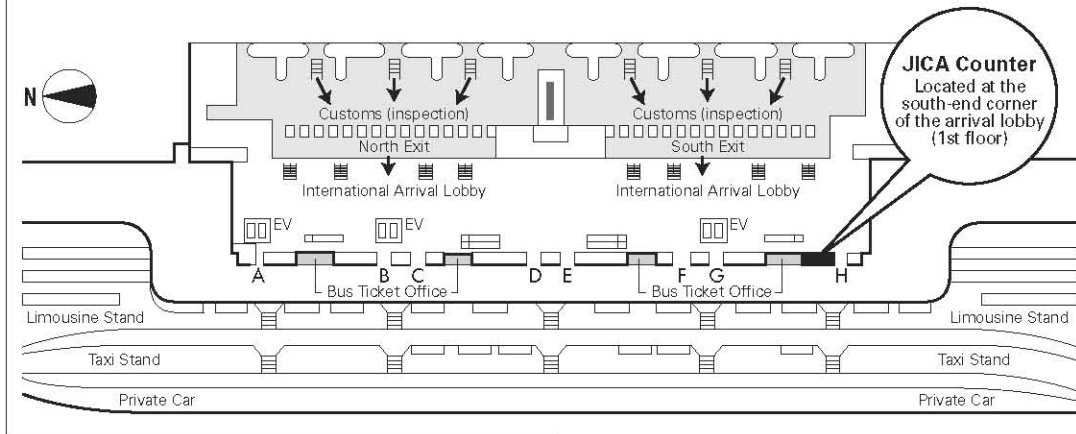
## 2. Orientation Programme & Japanese Language Course

- (1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.
- (2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:
  - ① an intensive Japanese language course as an integral part of the training programme in designated courses
  - ② an optional Japanese language course held in the evenings

## 3. Weekend Recreational Programme

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony, kimono wearing, handicrafts, and folk dancing, and visits to Japanese homes.

## Map of JICA Counter in Kansai International Airport (KIX)



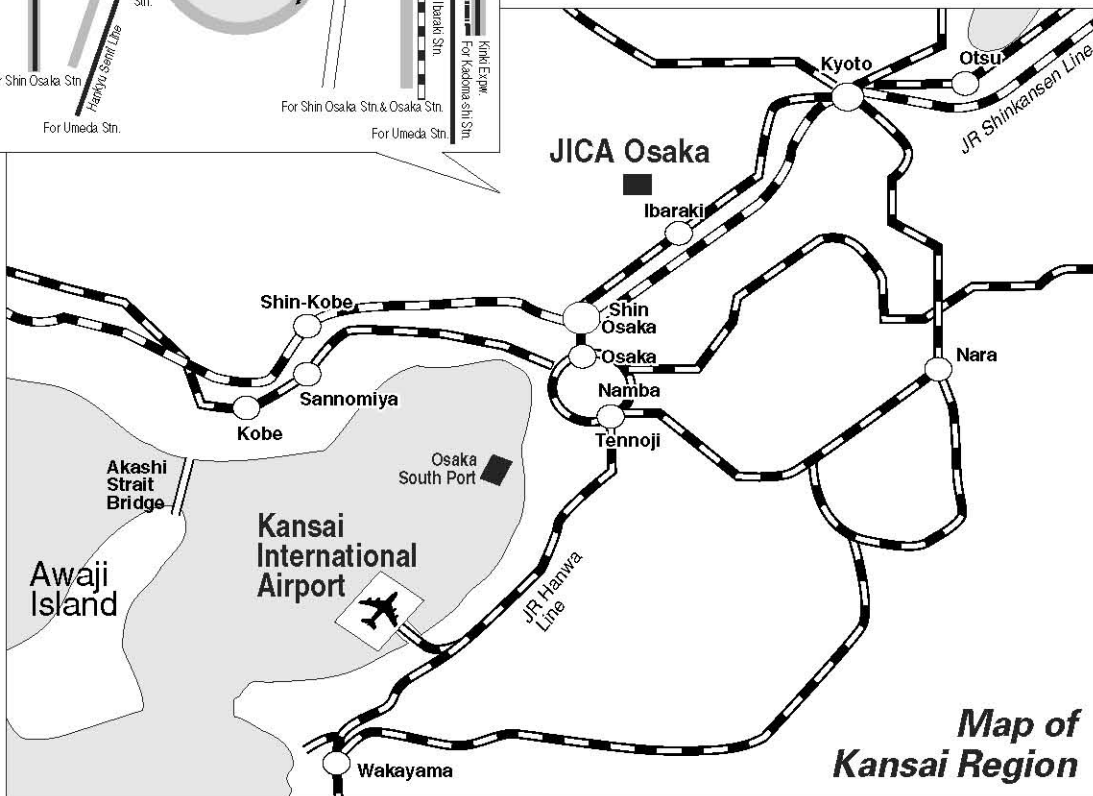
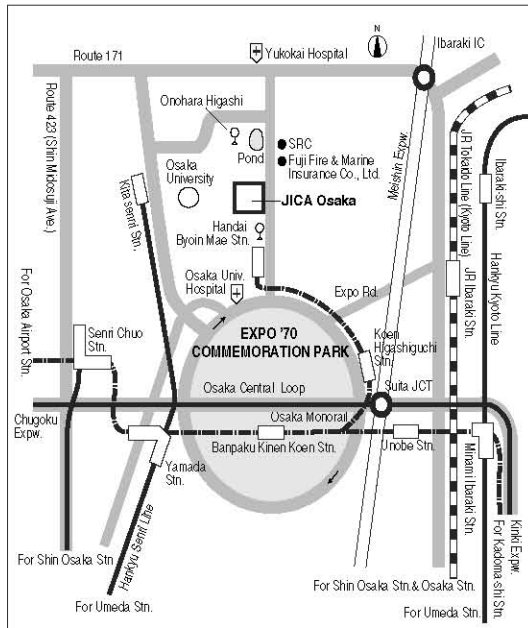
**Upon arrival, participants should follow the procedure below:**

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

## Map of the JICA Osaka Vicinity



**Map of Kansai Region**



***CORRESPONDENCE***

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

**JICA Osaka International Center (JICA Osaka)**  
**Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan**  
TEL : 81-72-641-6900 FAX : 81-72-641-6910

## 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 must be submitted.

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

Part B 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**

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:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) 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/> \_\_\_\_\_, or write in **block letters**,

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-						
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

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**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.





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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**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.

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

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

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### \*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.
- (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.)

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
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*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?

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( _____ )			
( ) Other >>> Specify ( _____ )			

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) ( _____ )
( ) No	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: