

North Block, New Delhi-1
Dated the 8th February 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in Disaster Risk Reduction Strategy (DRR) for Urban Earthquake to be held in Japan from 8th May 2011 to 30th June 2011 (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 course is from April 2011 to December 2011, out of this the core phase from 8th May 2011 to 30th June 2011 will be held in Japan, the preliminary phase and the finalization phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The objective of the training is to learn the holistic and comprehensive DRR strategies for urban earthquakes in seismic hazardous countries.

3. The Candidate should be public officers, technical specialists, researchers, engineers or medical staffs who are presently engaged in practical service of disaster risk reduction of urban city; have more than 2 years experience in the field of disaster risk reduction; be a graduate of University or equivalent; be between twenty five and forty-five years of age; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service.

4. The course covers the cost of a round-trip air ticket between an international airport designated by the JICA and Japan will be borne by JICA; 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 (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 1st February 2011. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

.....Contd.

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

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 1st March 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)
Desk Officer

1. The Secretary, Ministry of Earth Science, Mahasagar Bhavan, Block No.12, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
3. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
4. The Vice-chairman, National Disaster Management Authority, NDMA Bhavan, A-1, Safdarjung Enclave, N.Delhi-29
5. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
6. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No 1/GT-CP/2011

1st February, 2011

Dear Mr. Rakesh Mishra

A Group Training Course in DRR (Disaster Risk Reduction) Strategy for Urban Earthquake (A) will be held in Japan from 8th May, 2011 to 30th June, 2011, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **8th March, 2011**:-

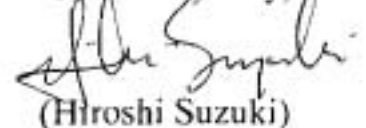
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

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

With regards,

Yours sincerely,



(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra

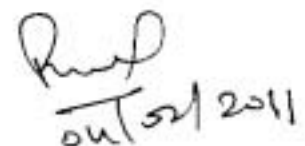
Desk Officer

Department of Personnel and Training

Ministry of Personnel, Public Grievances and Pensions

North Block

New Delhi


out 2011

Mrs Shiekh



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**DRR (Disaster Risk Reduction) STRATEGY
FOR URBAN EARTHQUAKE(A)
集団研修「都市地震災害軽減のための総合戦略(A)」
JFY 2011**

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

NO. J11-00635/ ID. 1180892

From Apr. 2011 to Dec.2011

Phase in Japan:From May 8, 2011 to June 30, 2011

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

I. Concept

Background

On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities resulting in losses of more than 6000 lives and property damage of over 10 trillion yen (US\$ 100 billion). These urban cities have revived from this immense tragedy over the past 16 years by learning the complexity of urban recovery processes and building better earthquake prepared urban environments. The lessons learnt from the past disasters and the future strategies for disaster reduction were encapsulated in the Hyogo Framework for Action 2005 – 2015 (HFA) which was announced at the United Nations World Conference on Disaster Reduction (UNWCDR) organized in Kobe in January 2005. The HFA strongly calls for the pro-active measures for disaster risk reduction (DRR) and the holistic and comprehensive approaches to integrate the efforts among all the stakeholders involved in DRR.

The course is designed to train and deliver the leaders of urban earthquake DRR by sharing the necessary knowledge and tools for the holistic and comprehensive strategies of seismic hazardous countries. To deal with the complex problems of urban earthquake disasters systematically, the course emphasizes the importance of knowledge and tools in three key components for the urban DRR strategies; namely, 1) Risk Assessment, 2) Risk Management and 3) Risk Communication.

For what?

The objective of the training is to learn the holistic and comprehensive DRR strategies for urban earthquakes in seismic hazardous countries. Upon the successful completion of the course, the participants are to elaborate action plans for urban earthquake DRR which would make the policies and programs more suitable and effective for their respective countries under the specific country situations.

For whom?

This program is offered to the public officers, technical specialists, researchers, engineers or medical staffs who presently engaged in practical service of urban earthquake DRR for large cities in seismic hazardous country.

How?

The knowledge & tools in three key components for the urban DRR strategy, namely 1) Risk Assessment, 2) Risk Management, and 3) Risk Communication will be taught. Upon completion of the training course work, the participants can take part in a collaboration program for urban DRR specialist which is supported by international organizations such as a consortium of universities and NGOs, and UN organizations such as International Strategy for Disaster Reduction (UN/ISDR).

II. Description

1. Title (J-No.): DRR (Disaster Risk Reduction) Strategy for Urban Earthquake (J-11-00635)

2. Period of program:

Duration of whole program:	Apr. 2011 to Dec. 2011
Preliminary Phase: (in a participant's home country)	Apr. 2011
Core Phase in Japan:	May. 8, 2011 to June. 30, 2011
Finalization Phase: (in a participant's home country)	July. 2011 to Dec. 2011

3. Target Regions or Countries:

Bangladesh, India, Iran, Kazakhstan, Nicaragua, Peru, Turkey

4. Eligible / Target Organization:

This program is offered to the organizations that employ administrative officers, technical specialists, researchers, engineers and/or medical staff who presently engage in practical services for urban earthquake DRR in large cities of seismic hazardous countries.

5. Total Number of Participants:

10 participants

6. Language to be used in this program:

English

7. Program Objective:

At the end of the program, the participants are expected to achieve the followings;

Through this program, the participants are to elaborate a comprehensive strategy for urban earthquake DRR in seismic hazardous countries and to propose action plans for earthquake DRR that are suitable and effective in their respective countries under the specific country situations.

To achieve the program objective, participants are expected to learn;

- (1) Risk Assessment techniques needed prior to the earthquake events
- (2) Risk Management techniques required during and after the events
- (3) Risk Communication techniques applied before, during and after the events.

8. Overall Goal

Each role of the related organizations of DRR (ministries, research institutes, civil engineering, architectural and medical professions, universities, and so on) will be understood. Comprehensive strategies for DRR will be elaborated in each organization, based on the technique and knowledge on risk assessment, risk management and risk communication

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in participants' home countries (April 2011) <i>Participating organizations prepare for the Program as requested in the respective countries.</i>	
Expected Module Output	Activities
Country Report	Summarize the vulnerabilities of participant's country and urban society & facility against seismic hazards

(2) Core Phase in Japan (May 8, 2011 to June30, 2011) <i>Participants dispatched by the organizations attend the Program to be held in Japan.</i>		
Modules	Subjects/Agendas	Methodology
Risk Assessment	Earthquake Mechanism	Lectures & Visit to NIED, Tsukuba
	Seismic Ground Motion & Hazard Map	Lectures & Visit to PWRI, Tsukuba
	Building Codes, Lifeline Damage Assessment	Lectures & Visit to NILIM, Tsukuba
	Economic Impacts of Earthquake	Lectures
Risk Management	Recovery and Reconstruction of Kobe City and Communities	Lectures & Visit to the affected communities
	Medical Response to Disasters and Public Health	Lectures & Visit to Hyogo Emergency Medical Center
	Japanese Public Admin. for DRR	Visit to Cabinet Office. Hyogo and Hiroshima Prefectures
	Environmental Impacts of Disasters	Lectures
Risk Communication	Disaster Information Sharing and IT for Emergency Management	Lectures & Visit to Meteorological Agency, NHK
	NGOs' Activities and Community-based DRR	Lectures & Visit to the Communities in Kobe
	Education on DRR	Lectures
International Activities and Education for Urban DRR	International Collaboration and Program on DRR	Lectures
DRR Strategy for Urban Earthquake	Action plan workshop and the final reports on Urban DRR Strategies	Workshop and Participants' Presentation

NIED: National Research Institute for Earth Science and Disaster Prevention

PWRI: Public Works Research Institute

NILIM: National Institute for Land and Infrastructure Management

(3)Finalization Phase in participants' home countries (July 2011 to Dec.2011) <i>Participating organizations produce final outputs by making use of results brought back by the participants. This phase marks the end of the Program.</i>	
Modules	Subjects/Agendas
To elaborate DRR Strategy for Urban Earthquake	Organization of a reporting session in the participants' institutions to share the knowledge acquired from the course. Formulation and submission of action plan and its progress report as below Action Planby Sep.2011 Progress Report.....by.Dec.2011

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the country report that summarizes the vulnerability of the participant's country and urban society & facilities against the earthquake hazard. The report should also contain the role of participant's organization in DRR and the benefit of taking the training course for future works of the organization.
The country report should be submitted with Application Form.

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

Week & Date	Activities
1st week May 8 to 14	-Program Orientation and Introductory Sessions -Briefing on Japanese Politics, Economy, Society and Culture -The roles of Japanese central and local governments in DRR -Disaster prevention education -Visit DRI
2nd week May15 to 21	-Opening & Program introduction @ RCUSS, Kobe University -Presentation of country reports by participants -Visit to Hyogo Prefecture Disaster Management Center
3rd week May 22 to 28	Lectures on Risk Assessment and Risk Management -Earthquake Mechanism -Recovery and Reconstruction of Kobe City and Communities -Ground Shaking and Seismic Hazard Map -Lifeline Damage Assessment -Building Codes
4th week May 29 to Jun.4	Visit to Tsukuba and Tokyo -National Institute of Land & Infrastructure Management (NILIM), National Institute of Earth Science (NIED), Public Work Research Institute (PWRI) @ Tsukuba - Cabinet Office, National Institute of Fire and Disaster, National Disaster Medical Center, Japan Meteorological Agency, NHK

5th week Jun.5 to 11	-Methodologies on issue analysis/ Workshop on Action Plan Formulation Lectures on Risk Assessment and Risk Management -Strategies for Emergency Management -Introduction and lectures on an international collaboration program for "urban DRR specialist" -Economic Impacts of Earthquake
6th week Jun.12 to 18	Lectures on Risk Management and Risk Communication - Epidemic Prevention during Disasters and Public Health - Disaster Information Sharing Visit to Hyogo Emergency Medical Center, Communities in Kobe, E-Defense (the world largest shaking table)
7th week Jun. 19 to 25	Lectures on Risk Management and Risk Communication - IT Strategies for Emergency Management -Environmental Impacts of Disasters Visit to Hiroshima Prefectural Disaster Office
8th week Jun.26 to Jun.29	Presentation of Final Reports and preparation of Action Plans Visit to local school Final Evaluation & Closing Ceremony

3. Finalization Phase(activities in home country)

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

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use the 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 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) Current Duties: be a public officer, technical specialist, researcher, engineer or medical staff who is presently engaged in practical service of disaster risk reduction of urban city
- 2) Experience in the relevant field: have more than 2 years' experience in the field of disaster risk reduction
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of English (read, speak, write and understand). Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

※Pregnancy

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant' s consent to bear

economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
6) Must not be serving any form of military service.

(2) Recommendable Qualifications

1) Age: be between the ages of twenty-five (25) and forty five (45) years

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office or the Embassy of Japan, and 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) Country Report: to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the Nomination Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **Mar. 8, 2011.**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than Apr. 8, 2011.**

5. Conditions for Attendance:

(1) to observe the schedule of the program,

(2) not to change the program subjects or extend the period of stay in Japan,

(3) not to bring any members of their family,

(4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA,

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Hyogo
- (2) **Contact:** jicahic-kenshukakuju@jica.go.jp

2. Implementing Partner:

- (1) **Name:** Research Center for Urban Safety and Security(RCUSS), Kobe University
- (2) **Contact:** rcuss@kobe-u.ac.jp, Fax:81-78-803-6394
- (3) **URL:** <http://www.rcuss.kobe-u.ac.jp/English/index-e.html>
- (4) **Remark:** One of 14 founding members of Asia Regional Task Force on Urban Risk Reduction, UN/ISDR-Hyogo Office.

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 Hyogo International Center (JICA HYOGO)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo
651-0073, Japan
TEL: 81-78-261-0341 FAX: 81-78-261-0342
(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA HYOGO, JICA will arrange alternative accommodations for the participants.

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. Participants who have successfully completed the seminar will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, Hyogo International Center encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. There is a computer room in JICA Hyogo where sixteen desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.

VI. ANNEX

~Format of the country Report~

DRR(Disaster Risk Reduction) Strategy For Urban Earthquake

1 Basic Information

1	Name of participant	(First)	(Family)	(Middle)
2	Name of your organization			
3	Name of your professional status			
4	Organization Chart to which you belong to. (Example) <div style="text-align: center; margin-top: 20px;"> <pre> graph TD Minister[Minister] --> SG[Secretary General] SG --> DAP[Director of Asian-Pacific] SG --> DA[Director of Africa] SG --> DSA[Director of South America] DAP --> CA[Chief of Asia] DA --> CEAF[Chief of East Africa (Myself)] DSA --> COAC[Chief of Andes Countries] </pre> </div>			

2 Information regarding the training course

1 The present situation of your country and/or the urban cities and the function of your belonging institutions regarding the topic of the training.
2 The prime and immediate problems facing your country and your belonging institutions regarding the topic of the training. Also describe your ideas and situations in relation to earthquake disaster mitigations such as; i) Past experience, ii) Present situation, iii) Future plan, iv) Others
3 The lectures, practice and visits that you would like to expect and wish to have in the training.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Hyogo International Center (JICA Hyogo)

Address: 1-5-2 Wakinohama-Kaigan-dori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0341 FAX: +81-78-261-0342

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/*****, 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)

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

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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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

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First Name

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Middle Name

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2) Nationality
(as shown in the passport)

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

3) Sex

() Male

() Female

Date

Month

Year

Age

4) Religion

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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.

<input type="checkbox"/> _____)
<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: