

**TRAINING CIRCULAR**

Subject : A Group Training Course in **Maritime Search and Rescue and Disaster Prevention for Policy Planners** to be held in Japan from 17<sup>th</sup> August 2009 to 14<sup>th</sup> November 2009 (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 a Group Training Course in Maritime Search and Rescue and Disaster Prevention for Policy Planners. The total duration of the programme is from July 2009 to February 2010, out of this, the Core Phase, from 17<sup>th</sup> August 2009 to 14<sup>th</sup> November 2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Programme is designed for organizations which have a duty of Maritime search and rescue (SAR) and disaster prevention. The programme aims to realize the implementation of actions by participants for improvement and/or solution of issues and problems about maritime search and rescuer and disaster prevention in participants' organizations.

3. The applicant should be administrative officials presently engaged in the field of maritime search and rescue and/or maritime disaster prevention having more than 5 years experience in the above field; be a university graduate or the equivalent; be proficient in written and spoken English; be under 50 years of age; not be serving in the military and be in good health both physically and mentally to undergo the training.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 17<sup>th</sup> April 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel not later than **22<sup>nd</sup> June 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. Ministry of Shipping, Transport Bhavan, 1 Parliament Street, New Delhi.

2. Ministry of Home Affairs, North Block, New Delhi.

3. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

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



S. NO. 1(R)

34/30

-1-

Japan International Cooperation Agency  
(Government of Japan)

No 31/GT-CP/2009

17<sup>th</sup> April 2009

Dear Mr. R.K. Kharb

A Group Training Course in Maritime Search and Rescue and Disaster Prevention for Policy Planners will be held in Japan from 17<sup>th</sup> August, 2009 to 14<sup>th</sup> November, 2009, 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 **26<sup>th</sup> June, 2009**:-


- (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 9 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,

  
(Yumiko Asakuma)  
Senior Representative

Encl: As stated above.

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

Copy to:-

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

M.D. No. 305 of 4/2009  
C-424/EO(E)/09  
RRA/09

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# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### MARITIME SEARCH AND RESCUE AND DISASTER PREVENTION FOR POLICY PLANNERS

集團研修「海難救助・海上防災」  
*JFY 2009*

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

NO. J09-00880 / ID. 0980807

From July 2009 to Feb. 2010

Phases in Japan: From Aug. 17, 2009 to Nov. 14, 2009

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 present situation of maritime search and rescue and disaster prevention in developing countries such as Southeast Asian countries seems to be not in adequate level. Therefore, in order to meet the necessity, "Maritime search and rescue operation and maritime disaster prevention course" had been conducted from 1983 until 2002. And this course was renewed as "Maritime search and rescue and disaster prevention course for policy planners" from 2003 and had been conducted until 2007. Every year number of application of this course has been about 2 times more than the fixed number of participants. Participants have highly evaluated this course by mentioning that the contents of this course were very useful and beneficial. Furthermore, there are many requests from the developing countries for enhancement of this course.

In order to cope effectively and efficiently with maritime accidents and large scale oil spill accidents, it is necessary to work in close coordination and cooperation with related countries and to have sufficient skills and knowledge. If maritime accidents and large scale oil spill accidents occur in the sea areas of these countries, there is concern that it might cause extensive damages and serious influences to the environments in these countries and its surrounding areas. Especially it is likely to endanger the smooth and safe navigation of vessels related with Japan in the sea areas of Southeast Asia including the straits of Malacca and Singapore.

## **For what?**

This program aims to realize the implementation of actions by participants for improvement and/or solution of issues and problems about maritime search and rescue and disaster prevention in participants' organizations.

## **For whom?**

This program is offered to administrative officials presently engaged in the field of maritime search and rescue and/or disaster prevention.

## **How?**

Participants shall have opportunities in Japan to acquire skills and knowledge regarding maritime search and rescue and disaster prevention through lectures, practices and observations. Participants will also formulate an action plan describing what the participant will do after they go back to home country, putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## **II. Description**

**1. Title (J-No.): Maritime Search and Rescue and Disaster Prevention for Policy Planners (J0900880)**

**2. Period of program**

<b>Duration of whole program:</b>	July 2009 to Feb 2010
<b>Preliminary Phase:</b> (in a participant's home country)	July 2009
<b>Core Phase in Japan:</b>	<b>Aug. 17 to Nov. 14, 2009</b>
<b>Finalization Phase:</b> (in a participant's home country)	November 2009 to Feb. 2010

**3. Target Regions or Countries**

Algeria, Cambodia, East Timor, India, Indonesia, Malaysia, Pakistan, Philippines, Solomon,

**4. Eligible / Target Organization**

This program is designed for organizations which have a duty of Maritime search and rescue (SAR) and disaster prevention.

**5. Total Number of Participants**

13 participants (2 participants from Algeria, Indonesia, Malaysia and Philippines.  
1 participant from Cambodia, Pakistan, East Timor, India and Solomon)

**6. Language to be used in this program:** English

**7. Program Objective:**

Based on the action plan prepared by participants, the fundamental direction for improvement and/or solution of issues and problems about maritime SAR and disaster prevention is identified in the organizations which have a duty of maritime SAR and disaster prevention.

**8. Overall Goal**

The draft plan for improvement and/or solution of issues and problems about maritime SAR and disaster prevention is formulated in the organizations which have a duty of maritime SAR and disaster prevention.

## 9. Expected Module Output and 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> (July 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country Report

<b>(2) Core Phase in Japan</b> (Aug. 17, 2009 to November 14, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) To be able to clarify and understand the present situation, issues and problems of SAR and maritime disaster prevention system of participants' country.	(1) To understand and analyze the present situations of SAR and disaster prevention system of home country and identify its issues and problems.  (2) To make and present a country report on the above mentioned topics.	Presentation and Discussion
2) To be able to clarify and understand issues on international framework, knowledge and skills on maritime SAR.	(1) Lecture on knowledge about maritime SAR  (2) Lecture, exercise and observation of related facilities on actual SAR methods  (3) SAR Table-Top Drill	Lecture, Observation and Exercise
3) To be able to clarify and understand issues on international framework, knowledge and skills regarding disaster preventions and method of combating oil, harmful and hazardous substances.	(1) Lecture on basic knowledge about disaster prevention.  (2) Lecture, exercise and observation of related facilities on properties of oil, harmful and hazardous substances, combating method, etc..  (3) Observation of disaster prevention drill by local government, etc.	Lecture, Observation and Exercise

4) To be able to clarify and understand issues on services and system of coast guard	(1) Lecture and observation on organization and function of JCG.	Lecture Observation
5) To be able to formulate the action plan for solution of issues and problems on SAR and disaster prevention system in participants' countries.	(1) Lecture and exercise on formulation of action plan for solution of issues and problems on SAR and disaster prevention system.  (2) Formulation and presentation of action plan for solution of issues and problems identified by each participant.	Exercise, Presentation, Discussion

**(4) 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.*

Expected Module Output	Activities
To implement an action plan	Application and implementation of the action plan back in the participant's country and submission of its progress report by Feb. 2010.

## <Structure of the program>

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

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week (8/17-8/21)

(1) General Orientation

2nd (8/24-8/28)

(2) JICA Hyogo Orientation

(1) Japanese Language Course

3rd week - 13th week (8/31-11/14)

### ● Lectures

(1) Organization and function of JCG

(2) Theory of SAR and Maritime Disaster Prevention

(3) Maritime search and rescue activities under the International Convention on Maritime Search and Rescue, 1979

(4) Maritime search and rescue system in Japan

(5) Method on rescue of capsized and a grounded ship

(6) Global Maritime Distress and Safety Systems (GMDSS)

(7) Prevention of marine pollution system

(8) JCG's activities on Maritime Disaster Prevention

(9) Outline of countermeasure against HNS (Hazardous and Noxious Substances)

(10) Current international framework against oil spill incident

(11) Case studies of maritime disasters

### ● Practice

(1) Basic training for First Aid

(2) Table top exercise of SAR and Maritime Disaster Prevention operation

(3) Maritime Disaster Prevention Drill at the Maritime Disaster Prevention Center

### ● Observation and study tour

### ● County Report Presentation

### ● Action Plan

(1) Formulation, draft plan presentation and modification of action plan



- Evaluation, closing ceremony

**3. Final Phase (activities in home country)**

Participants are expected to implement the action plan and report on progress within Three (3) 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 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.

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

1) Current Duties: be administrative officials presently engaged in the field of maritime search and rescue and/or maritime disaster prevention.

\* As for Algeria, Indonesia, Malaysia and Philippines, Please nominate one participant in charge of SAR and one participant in charge of maritime disaster prevention.

2) Experience in the relevant field: have more than five (5) years' experience in the field of maritime search and rescue and/or maritime disaster prevention.

3) Educational Background: be a graduate of university or equivalent

4) Age: be under fifty (50) years

5) Language: have a competent command of spoken and written English.

Experiences have shown that many participants find themselves unable to make progress in their training because of inadequate knowledge of English. (This course includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

\*Pregnancy is regarded as a disqualifying condition because this program

includes much fieldwork that would be too demanding for pregnant women.  
7) Must not be serving any form of military service.

### 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.
- (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. The detail information is provided in the ANNEX "Country Report".

### 4. Procedure for Application and Selection:

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

Closing date for application to the JICA Center in JAPAN: **June 26, 2009**

**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 July 17, 2009**.

### 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 and section III-4.

## IV. Administrative Arrangements

### 1. Organizer:

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

### 2. Implementing Partner:

- (1) **Name:** Japan Coast Guard (JCG)  
The 5<sup>th</sup> Regional Coast Guard Headquarters
- (2) **URL:** <http://www.kaiho.mlit.go.jp/>
- (3) **Remark:** JCG was founded in 1948 and has been commissioned to save lives and properties and to maintain peace and order at sea, taking charge of maritime activities in SAR, law enforcement, maritime disaster prevention and marine environment protection, hydrographic surveys, aids to navigation services and etc.

The 5<sup>th</sup> Regional Coast Guard Headquarters is charged by JCG with the responsibility for saving lives and properties and for maintenance of order and safety at sea, taking charge of maritime activities in SAR, law enforcement, maritime disaster prevention and marine environment protection, hydrographic surveys, aids to navigation services and etc.

### 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, Wakino-hama-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)
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If there is no vacancy at JICA HYOGO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Hyogo at its URL, <http://www.jica.go.jp/english/contact/map/hic.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. 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.
2. 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:**

### **Maritime Search and Rescue and Disaster Prevention for Policy Planners (JFY 2009) *Country Report***

Applicants are requested to prepare a country report on the following issues and submit it together with the Nomination Form (FormA2A3). The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing with the format indicated below.

NOTE: Selected participants are requested to make a presentation on their country report during the course program. The use of audio-visual aids (power-point, video-projector, slides and over head projector) is available.

Participants' Country Reports are used as training materials (especially useful in comparative studies).

- 1 Name of Participant
- 2 Name of Organization
- 3 Organizational Chart  
(Preferably the order of the higher to lower offices shown in a blocked diagram with the participant post clearly marked.)
- 4 Contents
  - (1) Description of services which your organization provides
  - (2) Description of your job
  - (3) The names and functions of national authorities related to your job
  - (4) The system for maritime disaster prevention activities in your country including the summary of National Contingency Plan for responding to oil pollution incidents if possible
  - (5) The facilities of Maritime SAR in your country
    - a. Unit available (number of vessel, helicopters etc.)
    - b. Some examples of accrual operation
  - (6) Equipment for oil-spill and HNS which your organization has
  - (7) Statistics of marine casualties
  - (8) Major problems of your country and your department in the field of maritime search and rescue
  - (9) Major problems of your country and your department in the field of maritime disaster prevention (oil-spill and HNS)
  - (10) Situation of maritime accidents and disaster in your country with a study note on some typical case(s)
  - (11) Situation of maritime disaster of oil-spill and HNS in your country with a study note on some case(s) which had a social

impact

- (12) Description in detail how the related organizations cooperate and coordinate with each other in order to cope with the accident
- (13) Information of National Contingency Plan (oil-spill and HNS)



## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA 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**

## 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:

**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.**





**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)
	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: