

**F.No. 34/31/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 25<sup>th</sup> April, 2008.

**Subject: A Group Training Course in Maritime Safety Management for Engineering Instructors to be held in Japan and India from July, 2008 to August, 2009 (Preliminary Phase in India: From July, 2008, Core Phase in Japan: From 28<sup>th</sup> July, 2008 to 07<sup>th</sup> February, 2008 and Final Phase in India: From February, 2008 to August, 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 Maritime Safety Management for Engineering Instructors to be held in Japan from July, 2008 to February, 2009. However, the preliminary phase of the training will be held in India from the beginning of July, 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 the officers engaged in maritime education concerning marine engineering in developing countries having experience of service on the sea for one(1) year or longer as a marine engineer or have equivalent knowledge and skills to (a), and (b) have experience of operation and management of vessel and maritime education for one(1) year or longer. The applicant should be a university graduate or equivalent. He/she should be between the ages of twenty-six(26) and forty(40) years, 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 overall goal of this training course is to foster leaders who can do planning, implementation, evaluation and improvement of education and training in the field of maritime education, maritime administration and marine transportation, etc. by exercising their abilities fully based on the action plan prepared in this training program and knowledge and skills obtained through lectures and practices using advanced facilities and equipments.

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 9<sup>th</sup> June, 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)).

  
(Trishaljit Sethi)  
Director

1. Ministry of Defence, South Block, New Delhi.
2. Ministry of Shipping, Transport Bhavan, Sansad Marg, Complex, New Delhi.
3. All the State Governments/Union Territories.
4. 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.



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

No. 30/GT-CP/2008

22<sup>nd</sup> April, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Maritime Safety Management for Engineering Instructors will be held in Japan from 28<sup>th</sup> July, 2008 to 7<sup>th</sup> February, 2009, 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 **13<sup>th</sup> June, 2008**:-

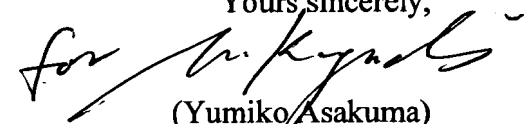
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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 6 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,

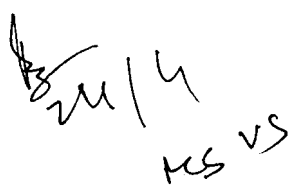
  
(Yumiko Asakuma)  
Deputy Resident Representative

Encl: As stated above.

Ms. Arun Prabha  
Under Secretary (PSE 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.

  
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# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

MARITIME SAFETY MANAGEMENT  
FOR ENGINEERING INSTRUCTORS

集团研修「海事安全教育(機関)」

*JFY 2008*

<Type: Trainers Training Program / 類型:人材育成普及型>

NO. J08-00924 (0799-G005)

From July 2008 to Aug. 2009

Phase in Japan: From July 28, 2008 to Feb. 7, 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**

There are international treaties related with maritime affairs such as SOLAS treaty for the purpose of maritime safety and protection of human life and property, MARPOL treaty for the purpose of protection of marine environment, STCW treaty which established requirements of seafarers, etc. Regulations have been tightened and environments surrounding seafarers have been changed by revision of these international treaties. Therefore, seafarers are requested to acquire more advanced knowledge and skills. In the background of international shortage of seafarers, shipping enterprises in the world are increasing dependence on seafarers of developing countries. Furthermore, seafarers are requested to acquire the wide range of ability concerning all aspects of ship management as well as conventional ability of operation skills of vessel.

Therefore, for safe operation of vessel and protection of marine environment, there is a pressing need to improve quality of maritime safety education and training system in developing countries. The following 3 points become indispensable. (1)dissemination of effective and practical maritime safety education and training system, (2)implementation of planning of maritime education, (3)development of human resources in charge of maritime education of diversified engineering system.

Japan is the advanced country of marine transportation and our maritime safety education system is highly evaluated internationally. This training program is established for persons in charge of maritime safety education for the purpose of technology transfer and sharing knowledge and skills with the people concerned with maritime affairs.

## **For what?**

This program aims to improve the teaching ability of educators of marine engineering (including planning of education scheme), to deepen knowledge and skills required for seafarers, to transfer technology and share knowledge and skills by diffusion of knowledge and skills for the peoples engaged in marine engineering.

## **For whom?**

This program is offered to those who are engaged in maritime education concerning marine engineering in developing countries.

## **How?**

Participants shall have opportunities in Japan to study maritime education safety management (engineering) mainly at Marine Technical College. 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 Safety Management for Engineering Instructors (J0800924)**

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

<b>Duration of whole program:</b>	July 2008 to August 2009
<b>Preliminary Phase:</b> (in a participant's home country)	July 2008
<b>Core Phase in Japan:</b>	<b>July 28, 2008 to Feb. 7, 2009</b>
<b>Finalization Phase:</b> (in a participant's home country)	Feb. 2009 to August 2009

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

6 participants from Malaysia, Myanmar, Tonga, India, Maldives and Pakistan

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

To foster leaders who can do planning, implementation, evaluation and improvement of education and training in the field of maritime education, maritime administration and marine transportation, etc. by exercising their abilities fully based on the action plan prepared in this training program and knowledge and skills obtained through lectures and practices using advanced facilities and equipments. For example, they will be able to hold a workshop for colleagues and other instructors.

### **5. Objective:**

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

This program aims to improve the teaching ability of educators of marine engineering (including planning of education scheme), to deepen knowledge and skills required for seafarers, to transfer technology and share knowledge and skills by diffusion of knowledge and skills for the peoples engaged in marine engineering.

I To achieve this program objective, participants are expected in Japan;

(1) To understand marine engine system, latest marine related machinery and equipment, international treaties related with seafarers, and to develop practical abilities

(2) To understand education and training method and seafarers' ability evaluation method based on knowledge of international safety management system and its operation, and to develop practical abilities

(3) To understand vessel management, preventive maintenance and corrective maintenance of engine and maintenance plan, and practice on engine maintenance.

(4) To acquire knowledge and skills on effective education and training method using simulator

(5) To understand present situation of marine transportation, to make a work plan and action plan and to promote self-development

II In participants' home country, it is also expected that the action plan is approved by the organization concerned.

**6. Eligible / Target Organization :**

This program is designed for educational institutes for seafarers.

**7. Total Number of Participants :**

6 participants from Malaysia, Myanmar, Tonga, India, Maldives and Pakistan in total are expected to participate in this program.

**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> (July 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country report	Formulation and submission of Country Report

<b>(2) Core Phase in Japan</b> (July 28, 2008 to Feb. 7, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>
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Modules/Outputs	Subjects/Agendas	Methodology
1) To understand marine engine system, latest marine related machinery and equipment, international treaties related with seafarers, and to develop practical abilities	(1) lecture on various system, latest machinery and equipment related with marine engine (2) lecture on international maritime treaty adopted by IMO (3) practice on board by training ship (4) Fire fighting drill against fire accidents at engine room by Maritime disaster prevention center	Lecture and Exercise
2) to understand education and training method and seafarers' ability evaluation method based on knowledge of international safety management system and its operation, and to develop practical abilities	(1) lecture on ISM, ISPS code, PSC, etc. (2) training using engine room simulator, remote operation simulator, etc. (3) observation of port facilities and maritime industries	Lecture Observation and Exercise
3) To understand vessel management, preventive maintenance and corrective maintenance of engine and maintenance plan, and practice on engine maintenance.	(1) lecture on vessel management (2) observation of maritime industries and operation facilities (3) practice on maintenance of marine equipments	Lecture Observation and Exercise
4)To acquire knowledge and skills on effective education and training method using simulator	(1) education and training using engine room simulator and remote control simulator (2) lecture on maritime education method, maritime education system, etc.	Lecture and Exercise

<p>5)To understand present situation of marine transportation, to make a work plan and action plan and to promote self-development</p>	<p>(1) formulation of action plan for dissemination of education method in participant's country (workshop for colleagues, etc), promotion of effective self-development by periodical correction  (2) formulation of work plan and promotion of effective self-development by periodical correction  (3) seminar (individual research) on the theme of education and training method, marine engine and system</p>	<p>Presentation and Discussion</p>
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<p><b>(3)Finalization Phase in a participant's home country</b>  <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
<p>Modules</p>	<p>Activities</p>
<p>Implementation of the action plan</p>	<p>Application and implementation of the action plan back in the participant's country and submission of its final report by Aug. 2009.</p>



### <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)

1<sup>st</sup> week (7/28-8/1)

(1) General Orientation

2<sup>nd</sup> week and 3<sup>rd</sup> week (8/4-8/8, 8/11-8/15)

(1) Japanese Language Course

4<sup>th</sup> week – 28<sup>th</sup> week (8/18 – 2/7)

Curriculum

No.	Program/ Subjects	Purpose and method of guidance / Contents	Schedule (days)			
			Lecture	Practice	Field study	Visit
[ I ]	<b>Introduction</b>					
(1)	Course Orientation		1			
[ II ]	<b>Common Subject</b>					
(1)	Marine Engineering General	To develop understanding of ships propulsion system, economical operation of the system and policy of maritime safety.	5	2		
(2)	Marine Propulsion System Design	To study marine propulsion system design including sub systems such as generator, boiler, auxiliary machinery, automatic control system.	5			
(3)	Marine Propulsion System Operation	To study marine propulsion system operation such as main propulsion engine operation, sub system operation, automatic control system operation and to examine system economics based on the system characteristics and energy flow.	5	2		
(4)	Marine Propulsion System Control	To provide basic knowledge of automatic control and its application. To study optimum control of ships propulsion system and evaluation of system performance.	5	2		
(5)	Maritime Safety and Pollution Prevention	To develop understanding of the policy on environmental protection and maritime safety To study safety management and the methods for prevention of pollution	4			

No.	Program/ Subjects	Purpose and method of guidance / Contents	Schedule (days)			
			Lecture	Practice	Field study	Visit
(6)	Advanced Maritime Technology	To study advanced or new technology concerning marine propulsion system, environmental protection and safety management.	4	2		
(7)	Maritime Education and Training System	To develop understanding of the policy on maritime education and training. To study planning of maritime education and training	5	2		
(8)	Teaching Pedagogic	To provide understanding of the processes of curriculum design, teaching process, role of the lecture and evaluation process. To study the methods for simulation based training.	5	2		
(9)	Engine Room Simulator Training	To obtain knowledge and skill on the propulsion system operation and trouble-shooting using ERS, RCS and PC-ERS. To develop understanding the methods for using simulator on the education and training.		7		
(10)	Computer	To develop MET support using 3D CAD VCD technique. To obtain the knowledge and skill for information process and network process using computer	3	3		
(11)	Performance of the work for ship management system	To obtain the knowledge concerning ISM code, procedures of port state control and procedure of ship survey inspection.	5			
(12)	Engine Plant Preventive Maintenance and Corrective Maintenance	To study the engine plant preventive maintenance and corrective maintenance, Diesel & steam turbine trouble situations and countermeasures.	2			
(13)	Ship Safety and Prevention of Disaster	To obtain the knowledge concerning safety management, ISPS code, SSO and CSO for the ship safety and prevention of disaster.	4			
(14)	Practice on Board	(1) Training ship "Kaigi maru" Institute for sea training			3 7	
(15)	Practice on Workshop	Practice on engine maintenance using middle scale diesel engine plant		5		
(16)	Visiting Maritime Institute	(1) Academy of Maritime Institute (2) Marine Disaster Prevention Center: Fire fighting drill	3 5			
(17)	Visiting Factories	(1) Study tour for Tokyo district (2) Study tour for Hokuriku district (3) Study tour for Hiroshima district (4) Study tour for Okayama district				15

No.	Program/ Subjects	Purpose and method of guidance / Contents	Schedule (days)			
			Lecture	Practice	Field study	Visit
[ III ]	<b>Seminar at Laboratory</b>	The preparation of grasping of the present shipping situation, the work plan, the action plan and the promotion of the self-enlightenment.	12			
	<ul style="list-style-type: none"> <li>■ Steam plant (Boiler or Steam turbine)</li> <li>■ Internal combustion engine</li> <li>■ Electrical engineering and electronics</li> <li>■ Auxiliary machinery</li> <li>■ Automatic control</li> <li>■ Instrumentation</li> <li>■ Computer</li> <li>■ Engine room simulator</li> <li>■ Propulsion</li> <li>■ Other matters concerning marine engineering or maritime education and training.</li> </ul>	<p>(1) Action plan preparation for the education technique diffusion in the own country.</p> <p>(2) The promotion of the effective self-enlightenment by the preparation of the work plan and the regular modification.</p> <p>(3) The execution of the seminar (individual studies) on the theme of an education, training technique and the marine engine system. Participants will develop teaching materials of their specialized filed.</p>				
Total			73	27	10	15

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

Participants are expected to implement the action plan and report on progress within six (6) months after the end of the phases 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 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.

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

- 1) Current Duties: be engaged in maritime education concerning marine engineering in developing countries
- 2) Experience: (a) have experience of service on the sea for one (1) year or longer as a marine engineer or have equivalent knowledge and skills to (a), and (b) have experience of operation and management of vessel and maritime education for one (1) year or longer
- 3) Educational Background: be a graduate of university or equivalent, have knowledge and skills equivalent to those required for Japanese Second or Third Grade Maritime Officer (Engineering), based on the '95 STCW treaty.
- 4) Age: be between the ages of twenty-six (26) and forty (40) years
- 5) Language: have a competent command of spoken and written English (This program 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)
- 5) 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.

6) Must not be serving any form of military service.

### 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) **Country Report:** to be submitted with the application form. Detailed 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 13, 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 program. 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 June 28, 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 and section III-4.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Hyogo

(2) **Contact:** Mr. NAKAMURA Satoshi (Nakamura.Satoshi@jica.go.jp)  
Ms. MATSUNO Junko (jicahic-kenshukakuju@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Maritime Technical Education Agency, Marine Technical College (MTC)

(2) **Contact** MTC (kyoumu@mail.mtc.ac.jp)

(3) **URL:** <http://www.mtc.ac.jp/>

(4) **Remark:** Marine Technical College established in 1945 is the independent administrative institution (under the control of the Ministry of Land, Infrastructure and Transport) of vocational training for seafarers. The purposes of education in the college are to give and brush up technical knowledge and to carry out practical researches for technological development of mercantile marine.

### 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. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/map/hic.pdf>

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

“KENSHU-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 Safety Management Education for Engineering Instructors (JFY 2008)**

#### *Country Report*

Participants are requested to prepare a country report on the following issues and submit it to JICA together with the Nomination Form (Form A2A3). The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 5 pages.

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

● Please prepare and submit the reference data such as pamphlet or leaflet that include Marine Transportation activity in your county.

● In the seminar, participants will develop teaching materials of their specialized filed. Please bring instruction manuals, teaching materials and textbook that you are using in your home country.

1. Name of Participant
2. Name of Organization
3. Organization Chart
4. General outlook of Marine Transportation in my country
5. Outline of my experience on Marine Transportation
6. Sea-going certificate which I have (STCW or STCW equivalent)
  - 1) grade and issuing authority
  - 2) date and place of issue
  - 3) kind of certificate (Foreign going or Home trade)
7. Main problems of Marine Transportation currently confronted in my county
8. Subject which I particularly want to study and practice in the Seminar at Laboratory and the reason of my choice. (Please refer to page 9 Curriculum [III] )
9. Subject which I teach in my home country

## ***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.

## 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.**

## 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.

( _____ )
<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:	( ) 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: