

F.No. 34/32/2008-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

New Delhi, the 30th April, 2008.

Subject: A Group Training Course in Low Input Agricultural Management System to be held in Japan from 21st July to 5th November, 2008.

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 Low Input Agricultural Management System to be held in Japan from 21st July to 5th November, 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in).

2. This course is particularly designed for the Engineers or educators engaged in the guidance and dissemination of sustainable agricultural system, crop cultivation and agricultural machinery having more than three(3) years of experience in this field. The applicant should be a university graduate or equivalent. He/she should be in good health, both physically and mentally and not be serving in the military. The candidate should be proficient in spoken and written English.

3. This Course aims to develop human resources capable of acquiring techniques(method of making effective use of low-cost technology also applicable to developing countries) to establish optimum mechanized production systems according to agricultural techniques, field environments and management scales of developing countries and who can provide guidance on low input agricultural production that reduces impacts on the environment.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by JICA and Japan, Allowances for (accommodation, living expenses, outfits and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan and expenses for programme implementation including materials.

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 the Department not later than 26th May, 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website (www.persmin.nic.in).


(Trishaljit Sethi)
Director

1. Ministry of Agriculture, Krishi Bhavan, New Delhi.
2. Department of Agriculture Research and Education/Indian Council of Agricultural Research, Krishi Bhavan, 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 on the Department's website.



For a better world
Japan International Cooperation Agency
(Government of Japan)

No. 31/GT-CP/2008

23rd April, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Low Input Agricultural Management System will be held in Japan from 21st July, 2008 to 5th November, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 29th May, 2008:-

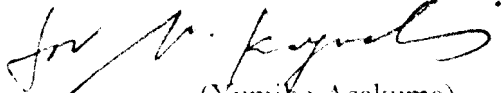
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The filled in Questionnaire

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

It is further informed that 7 slots are available globally for the above 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 (PMU and Trg.)
Department of Economic Affairs
Ministry of Finance
North Block
New Delhi

Copy to:-

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

C-217/Bo (F) / 105
29/4/08

2008
28/4/08



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

GROUP TRAINING COURSE “Low Input Agricultural Management System”

**集団研修「低投入型農業生産管理システム」
JFY 2008**

<Type: Leaders Training / 中核人材育成型>

No. J08-00642

From July. 21 2008 to November. 5, 2008

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

I. Concept

Background

This course aims to develop human resources capable of acquiring techniques (methods of making effective use of low-cost technology also applicable to developing countries) to establish optimum mechanized production systems according to agricultural techniques, field environments and management scales of developing countries and who can provide guidance on low input agricultural production that reduces impacts on the environment.

For what?

The purpose of this course is to foster human resources who can provide guidance on low input agricultural production that reduces impacts on the environment.

For whom?

This course is offered to engineers and educators engaged in the guidance and dissemination of sustainable agricultural system, crop cultivation and agricultural machinery.

How?

This course is designed for the participants to acquiring techniques (methods of making effective use of low-cost technology also applicable to developing countries), through lectures and practical work. At the end of the training, the participants make their action plans so that they can put the knowledge gained from training into practice at their work places as soon as they go back to their countries.

II. Description

1. Title (J-No.):

Group Training Course on Low Input Agricultural Management System (J08-00642)

2. Period of Course

July 21, 2008 to November 5, 2008

3. Target Regions or Countries:

Cuba, Myanmar, China, Brazil, Malawi, India, Kenya

4. Overall Goal:

Improve technology of low input agricultural production in each countries that reduces impacts on the environment by establish optimum mechanized production systems.

5. Objective:

This course aims to develop human resources capable of acquiring techniques (methods of making effective use of low-cost technology also applicable to developing countries) to establish optimum mechanized production systems according to agricultural techniques, field environments and management scales of developing countries and who can provide guidance on low input agricultural production that reduces impacts on the environment.

Through this training course, participants are expected:

- (1) to understand the importance of low input agricultural management on the global environment,
- (2) to understand the analytical decision method for the field environment and making field environment maps,
- (3) to make plans on introducing agricultural machinery which is suitable for each country of participants,
- (4) to make plans on production system of low input agricultural management which is suitable for each country of participants.

6. Eligible / Target Organization:

This course is designed for engineers and educators engaged in the guidance and dissemination of sustainable agricultural system, crop cultivation and agricultural machinery

7. Total Number of Participants:

8 participants in total (1 participant from each target country)

8. Language:

English

9. Contents:

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

(L.:Lecture, P.:Practice, O.:Observation, D.:Discussion)

(Unit: days)

Item	Subject	L.	P.	O.	D.	Objective	Content
OBJECTIVE 1. Understanding the importance of low input agriculture on the global environment							
•Global environment	General view on low input agriculture/ Agriculture in Tokachi	1.0				Understanding the concept of low input agriculture	General view on low input agriculture/ Agriculture in Tokachi
	Current situation of the global environment and direction of biomass resources	1.0				Future prospects of the global environment	Environmental changes and forecast
•Sustainable agriculture	APEID(Asia & Pacific Program of Education Innovation for Development) Symposium			1.0	0.5		
	Environmental pollution	1.0				Environmental pollution on a global scale	Causes of and countermeasures against environmental pollution
•Recycling-oriented society	Biomass energy	0.5		0.5		Types of energy	Biomass and energy: solar energy and wind power energy
	Agricultural energy consumption and methods for its reduction	0.5				Understanding agricultural energy consumption and methods for its reduction	The status of fossil energy consumption in the whole production process of field crops, and the energy consumption reduction methods realized by improving tilling methods etc.
	Biology of upland weed and low input weed control	0.25				Understanding the biology of upland weed and low input weed control	The establishment of a weed control plan based on the epidemiology of upland weeds

	The ecology of nematodes and their biological control	0.2 5				Understanding the ecology of nematodes and their biological control	The ecology of nematodes which are difficult to control in field crop agriculture and their biological control methods using trap plants
Environmental conservation agriculture	Environmental conservation agriculture	0.5		0.5		Understanding the environmental conservation agriculture	Agriculture under the controlled application of agricultural chemicals Study visits to experimental farms and learn fertilizer production procedures
Agricultural cooperative	Guidance on agricultural cooperatives	0.5		0.5		Understanding the agricultural cooperatives in Japan	Organizational structure & economical business of agricultural cooperatives
OBJECTIVE 2. Understanding the analytical determination method for the field environment and drawing field environment maps							
Basics of information management methods	Basics and application of data processing by PC	1.5	1.5			Acquiring basic techniques for data processing	Concept and utilization methods of data processing
Analytical and measurement methods of field environments	Basics of chemical analysis of soil	2.0	2.0			Obtaining basic knowledge about the chemical analysis method for soil	Explanation of measuring methods and practical training in measurement for the concentration of nitrogen and other nutrients and pH and other chemical elements
	Basics of measuring physical properties of soil	1.0	1.0			Obtaining basic knowledge about the measurement of physical properties of soil	Explanation of measuring methods and practical training in measurement concerning Pf value, soil moisture content, triple distribution and physical properties, such as EC
	Soil conditions and machine operation	1.5		0.5		Understanding of the effect of soil conditions on agricultural work and the effect of agricultural work on soil environments	Explanation of mutual relations between soil conditions, such as plowing depth, adhesion coefficient and soil hardness, and machine operation

	Measurement method for groundwater contamination	0.5		0.5		Theory and practice of water contamination tests	Theory and practice of water quality contamination inspection
Basic knowledge and measurement method of meteorological factors	Basic knowledge and measurement method of meteorological factors	0.5	0.5	0.5		Obtaining basic knowledge of meteorological factors and understanding their measuring method	Explanation of temperatures, humidity, solar radiation, wind velocity and other meteorological factors and practice of measurement methods
Basics of growth measurement	Collection and analysis methods for information on crop growth	0.5				Acquiring basic knowledge about biomass measurement methods	Analysis of nitrogen and other nutrients, explanation of biomass, such as budding ratios, leaf colors, plant lengths and leaf areas, and yield components and practical training in measurement
Advanced technology for field environmental measurement	Satellite remote sensing	1.0				Acquiring basic knowledge about satellite remote sensing	Introducing case study examples of paddy rice eating quality measurement etc.
	Automatic and sophisticate measurement	1.0				Learning the status of the advanced measuring method	Case study examples of measurement with unmanned helicopters High-precision measurement of plant body nitrogen content
	An interactive system for exchanging production history and recording	0.5				Learning the interactive system for recording and exchanging production history	A system that ensures crop quality and enhances crop safety through exchanging technical production information in real-time and recording such information as a traceable production history.
Management and utilization of information on fields and the environment	Wheat harvesting system & field information maps	1.0	0.5			Learning the wheat harvesting system and the visualization of information on field environments,	Efficient wheat harvesting system using satellite pictures and meteorological information Field maps based on the aforementioned measurement results

	Field information management using GIS	1.0				Acquiring basic knowledge about the wide-area field information management method	Concept of GIS and its application examples
	Collection and utilization of agricultural information	0.5				Understanding the current state and production statistics of the agriculture, forestry and fishery industries in Japan	Statistics concerning the agriculture, forestry and fishery industries in Japan, production statistic surveys and their utilization, crop situation sampling surveys, the climate and crops in Tokachi
Utilization and effect of systems	Utilization and effect of information on field environments	1.0	1.0		1.0	Production, yield and field management	Application of case study examples and effects of map utilization

OBJECTIVE 3. Making plans on introducing agricultural machinery which is suitable for each country of participants

Means of efficient agricultural production	Basic knowledge about agricultural machinery	3.5		0.5		Understanding the development and social background of agricultural mechanical engineering	History of agricultural machinery development Production techniques of field crops Livestock production techniques, intensive grazing techniques
Field environment and agricultural production	Method of testing and evaluation of agricultural machinery			3.0		Acquiring knowledge about basic performance and measurement method of agricultural machinery	Field conditions and drawbar performance of tractors Field conditions and cultivation properties Adjustment and accuracy testing of fertilizing machinery in accordance with field conditions Optimum adjustment method and accuracy testing of boom sprayers Livestock excreta treatment facilities
	Field conditions and work performance	0.5	0.5			Understanding the evaluation method of agricultural work	How to calculate work effectiveness, work efficiency and areas to be covered, and practice of time study

Utilization of low input agricultural machinery	Testing & evaluation of potato harvester	0.5	0.5			Understanding the method of testing & evaluation of foliage treatment machinery	Method of testing & evaluation of foliage treatment machinery and utilization of the result
Improvement method for field environment	Improvement of field environments using machinery	2.0	1.0			Acquiring basic knowledge about field environmental control	Irrigation/drainage methods and machinery Improving rooting zone environments by deep plowing Field leveling technology Methods of selecting agricultural chemicals and effects
Knowledge about the introduction of agricultural machinery	Use of agricultural machinery and low-cost production systems	1.0				Understanding efficient utilization methods of agricultural machinery	Field environment, work conditions and selection of machine types Method of calculating machine utilization expenses
Intensive grazing	Intensive grazing					Study visits to intensive grazing facility	Study visits to intensive grazing facility
	Observation of upland farming machinery					Observation of agricultural machinery	The demonstration and exhibition of operating machines for field crop manufacturing

OBJECTIVE 4. Making plans on production system of low input agricultural management which is suitable for each country of participants

Evaluation method concerning profitability	Basics of environmental accounting	0.5			0.5	Acquiring knowledge of the theory of agricultural economy that takes the environment into consideration	Calculation processes of environmental cost, environmental cost model
Knowledge concerning evaluation and improvement of production systems, knowledge about the introduction of agricultural machinery, improvement of	Evaluation method for environmental improvement effect	1.0			1.0	Evaluation method for environmental improvement	Practice of the effects and evaluation of environmental improvement
	Actual state of the dissemination of low input production systems	0.5			0.5	Understanding the actual state of dissemination and problems with the low input production system	Experiment and research institutions, trends of technological development in the private sectors Case study examples and problems with on-site introduction

production systems and environmental effects	Trend toward the development of low input production systems	0.5			0.5	Understanding the trend toward and conditions of development of the low input production system	Utilization of information for contractors Development into the traceability system Importance of the low input production system in developing countries Things that Japanese consumers demand in imported food
	Utilization system of mycorrhizal fungi, rhizobium and green manure in upland farming	0.5				Understanding the utilization system of mycorrhizal fungi, rhizobium and green manure in upland farming	The efficient use of phosphorus in soil with mycorrhizal fungi as a powerful measure for low input sustainable agriculture, the fixation of atmospheric nitrogen using rhizobium, and the introduction method of green manure to maintain productivity
	Soil conditioning system of potato	0.5				Understanding the soil conditioning system of potato	Soil conditioning system of potato, its technical elements and the effect
Project Cycle Management	Project Cycle Management	1.0	1.0			Learning and practicing PCM methods through a 2-day participatory workshop	Introduction of Project Cycle Management(PCM) method which is a tool for managing the entire cycle of a development project
	Action Plan making on production system of low input agricultural management which is suitable for each country of participants				2.0	Making a concrete Action plan to solve the problem that each participant is facing in applying the technology and knowledge acquired in this training program.	Discussion among a course leader and participants on the main problem that each participant is facing in his (her) country to make a concrete Action Plan

The schedule is subject to change due to the coordination of curriculum.

This course is mainly focused on upland farming such as wheat, potatoes, beans, and so on.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the course for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

This training course is designed for participants who should:

- (1) be engineers or educators engaged in the guidance and dissemination of sustainable agricultural system, crop cultivation and agricultural machinery,
- (2) have more than three(3) years of experience in this field,
- (3) not be pregnant, as the schedule of this course includes many field works that would be too much demanding for pregnant women,
- (4) be proficient in spoken and written English,
- (5) be a university graduate or the equivalent,
- (6) be nominated by their government in accordance,
- (7) be in good health, both physically and mentally, to undergo the field training, and
- (8) not be serving in the military.

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) **Job Report:** to be submitted with the Application Form. (The detailed information is provided in the ANNEX Attachment-1 "Job Report".)
- (4) **Questionnaire:** to be submitted with the Application Form. Fill in Attachment-2 in the Annex of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in Japan: **May 29, 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 Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this course. 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 course 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 20, 2008.**

5. Conditions for Attendance:

- (1) to observe the schedule of the course,
- (2) not to change the course 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 course 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, and
- (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:

Name: JICA Obihiro

2. Implementing Partner:

(1) **Name:** Obihiro University of Agriculture and Veterinary Medicine
Obihiro International Center, Northern Regions Center (NRC)

(2) **Contact:** JICA Obihiro

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note; *: country code for Japan, **: area code for Obihiro

(Email) jicaobic@jica.go.jp

(URL) <http://www.jica.go.jp/english/index.html> (JICA Homepage)

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:

Obihiro International Center, JICA, (JICA Obihiro)
Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan
Tel.: 81(*)-155(**)-35-2001
Fax.: 81(*)-155(**)-35-2213
URL: <http://www.jica.go.jp/english/index.html>

If no room is available at JICA Obihiro, JICA will arrange accommodations for participants at other appropriate places.

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,
- (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 course 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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

V. Other Information

1. Participants who have successfully completed the training course will be awarded a certificate by JICA.
2. In order to promote a cross-cultural understanding with Japanese children, it would be highly appreciated if participants would carry a few local picture books, written in whatever language with them. Those books (fairy tales or children's stories) with colorful pictures and happy-ending story are preferable because they are used for showing and reading to 4 to 8 year-old children.
3. School visit
JICA has emphasized on the support for "development education." For that purpose, this training course includes a school visit program to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some
 - 1) musical instruments and/or popular music CDs,
 - 2) crafts,
 - 3) photos of foods, clothes, housings, and families of participants and so on (digital data are preferable).There are also some cases to introduce their country's dances and games.
4. Regarding medical history, in case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.
5. Computer class : Please refer to Annex 2.

VI. ANNEX:

Attachment-1

Job Report

With the Application Form, applicants should submit a Job Report on their current job. **This report will be used for the screening of successful applicants, as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Job Reports to the Application Form will not be duly considered.**

a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training.
- (2) To provide advance information regarding issues and problems faced by participants to instructors and organizations to be visited during the course as a point of reference in finding solutions.

b. Contents

- (1) Name of the training course
- (2) Name of the applicant
- (3) Name of the organization
- (4) Organization chart (starting from the section at the lower level) for every agency, in their countries, which is responsible for their positions.
- (5) An introduction of work they have been in charge of for the last one year.
- (6) Problems in the view of their special field in which they are now engaged, or problems their region is facing with.
- (7) The subject in which they are particularly interested in this course and the reasons.

c. Layout

Typewritten in English, less than 5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Job Report is presented by each participant during the comparative study session of the course.

- (1) The time allocation for each presentation of the Job Report will be about 8-10 minutes.
- (2) It is advisable to use audio visual aids such as Microsoft PowerPoint, overhead projector, or pictures presenting the Job Report.

e. Other

Action Plan: At the end of the course participants are requested to present Action Plans on practical applicability of what they have learnt in the course in order to tackle with the problem mentioned on the Job Report.

Attachment-2

This course includes “Beginner’s Computer Class” for those who want to attend. If you want to attend it, please mark YES or NO and send it with the Application Form.

YES NO

Beginner’s Computer Class (5 times complete, 10 hours total)

The purpose of this class is to provide the least knowledge and information about the computer. However, a level can be adjusted to the level of your group.

You can get a certificate, if you attend every lesson. The schedule is as follows.

The First day	:	Windows XP, Basic operation of Word
The Second day	:	Basic operation of Word
The Third day	:	Basic operation of Internet
The Forth day	:	Basic operation of PowerPoint
The Fifth day	:	Basic operation of PowerPoint

- NOTE:
1. Those who answer “YES” should attend 5-day classes.
 2. Those who answer “NO” can not apply for the attendance after you come to Japan.

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 and Dialogue 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 Obihiro International Center (JICA Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

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

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)

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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

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.

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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.

(_____)

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	() No	() Yes >> Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes >> Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	() No	() Yes >> Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes >> Present Condition (_____)

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	() Yes >> Present Condition (_____)
Are you taking any medicine or insulin?		() No () Yes

(e) Past History: What illness(es) have you had previously?

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

(e') Has this disease been cured?

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



3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: