

No.34/32/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

.....
North Block, New Delhi-1
Dated the 8th June 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Policy Improvement of Industrial Safety and Health to be held in Japan from 21st September, 2010 to 23rd October 2010 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held in Japan from 21st September, 2010 to 23rd October 2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).

2. The Program aims to provide participants' with the opportunities require necessary knowledge and experience to improve their country's policy for industrial safety and health by learning Japanese cases.

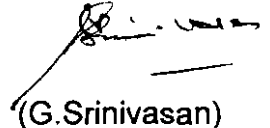
3. The Candidates should be in charge of planning and administration of industrial/occupational safety and health policy; have more than three years of experience in the relevant field; be university graduates or have an equivalent academic background; be proficient at written and spoken English; be under fifty years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 3rd June 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

Contd.../-

6. The nomination details should be submitted in the JICA's prescribed Application form together with the medical history questionnaire, duly authenticated by the Department concerned alongwith the country report to this Department, on or before **23rd July, 2010**. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)
Under Secretary to the Govt. of India

1. The Secretary, D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
2. The Secretary, M/o Health & FW, Nirman Bhavan, New Delhi.
4. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
5. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No.44/GT-CP/2010

3rd June, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Policy Improvement of Industrial Safety and Health will be held in Japan from 21st September, 2010 to 23rd October, 2010 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **30th July, 2010**:-

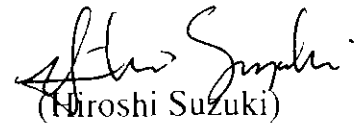
(1) The Application Form together with the medical history questionnaire.

Further details are available in the General Information Booklet.

It is further informed that 11 slots are available globally for the above mentioned course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

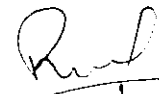
Yours sincerely,



(Hiroshi Suzuki)
Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi.


04/06/2010
Rakesh Mishra

210 No + 8295/2010
C-376/FF/2010
7/6/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

Policy Improvement of Industrial Safety and Health

集团研修「労働安全衛生政策向上」

JFY 2010

<Type: Solution Creation / 類型: 人材育成普及型>

NO. 10-00778 / ID. 1080718

Phases in Japan: From Sep.21, 2010 to Oct.23, 2010

(Whole Program From August 2010 to April 2011)

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

I. Concept:

Background

The rapid progress of industrialization in developing countries has been leading to economic development whereas negative aspects such as industrial accidents have been emerging. According to ILO, the number of victims of industrial accidents and diseases has exceeded over 2 million annually in the world. Therefore, it is urgently required to formulate and implement appropriate policies of industrial safety and health in many countries. When we examine changes in frequency rate (Internationally applicable expression mode for accident occurrence rate resolved by ILO, namely the number of accident per one million cumulative working hours) of industrial accidents in Japan, it was over 20 in mid 1950s. However, the rate has drastically dropped to 1.7-1.8 in recent years, which accounts for less than 1/10 of that of mid 1950s. This drastic change was realized by 5 year industrial accident prevention plan which started in 1958, execution of Law for industrial accident prevention organizations which was put in force in 1964, establishment of industrial accident prevention organizations based on the law, and improvement of the systems by administration such as enforcement of industrial safety and health related law in 1972 as well as improvement and enhancement of countermeasures for industrial accident prevention.

It is no exaggeration to say that the current situation of industrial safety and health in Japan has attained the highest level in the world.

With this as background, JICA together with the Japan Industrial Safety and Health Association (JISHA), have organized the Seminar on Policy of Industrial Safety and Health to introduce Japanese experience in this field.

The main purpose of this seminar is to introduce history and policy of industrial safety and health in Japan to developing countries, especially to the countries where industrialization has been progressing and to contribute to the improvement of policies of industrial safety and health of target countries.

For what?

This program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for industrial safety and health by learning Japanese cases.

For whom?

This program is offered to the Governmental/Non-Governmental organizations in charge of planning and administration of industrial/occupational safety and health policy.

How?

By lectures, practices, and site visits. Participants will also be requested to formulate an action plan. Action plan has two purposes. The first purpose is that participants know the actual Occupational Safety and Health(OSH) situation/problems of their own countries by comparing with that of Japan or through discussion and exchange of opinions with other participants after recognizing Japanese situation. The second purpose is that participants have clearer image of their goal and think about feasible methods to realize it.

II. Description:

1. Title (J-No.): Seminar on Policy Improvement of Industrial Safety and Health (J10-00778)

2. Period of program

Duration of whole program:	August 2010 to April 2011
Preliminary Phase: (in a participant's home country)	August 2010 to September 2010
Core Phase in Japan:	September 21 to October 23, 2010
Finalization Phase: (in a participant's home country)	October 2010 to April 2011

3. Target Regions or Countries:

China, India, Indonesia, Jordan, Malaysia, Philippines, Laos

4. Eligible / Target Organization :

Governmental officials/staff of related organization in charge of planning and administration of industrial/occupational safety and health policy

5. Total Number of Participants :

11 participants

6. Language to be used in this program : English

7. Overall Goal:

Standards of industrial safety and health in the target countries will be improved.

8. Program Objective:

An Action Plan which contributes to the improvement of the Occupational Safety and Health standards of their own countries will be formulated by high understanding of the Japanese countermeasures in this field.

9. Expected Module Outputs and Contents:

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

(1) Preliminary Phase in a participant's home country (August 2010 to September 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country report is formulated	Formulation and submission of Country Report

(2) Core Phase in Japan (September 21, 2010 to October 23, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Modules	Subjects
(1) To be able to recognize the issues of Occupational Safety and Health measures in their own countries.	<ul style="list-style-type: none"> ▪ Presentation of Country Report(including self introduction of the participants)
(2) To be able to recognize the basics of Occupational Safety and Health measure in Japan.	<ul style="list-style-type: none"> ▪ The Roles of Ministry of Health, Labor and Welfare[MHLW] ▪ Development of Industrial Safety and Health Measurement and the outline of its contents in Japan/Occupational Accident Statistics/Worker's Accident Compensation Insurance ▪ Industrial Safety and Health Law/Labor Inspection System in Japan ▪ Role of Labor Safety and Health Organization: National Institute of Occupational Safety
(3) To be able to recognize the practiced methods of Occupational Safety and Health measures in Japan.	<ul style="list-style-type: none"> ▪ Outline of Occupational Safety Measures in Japan ▪ Safety and Health Education[Tokyo OSH Education Center]&Facility tour ▪ Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method ▪ Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method ▪ Support of improvement for SME's OSH environment ▪ Machineries Safety Management ▪ Management of Chemical Materials ▪ Zero-Accident Campaign and KYT ▪ OSHMS & Risk Assessment ▪ Risk Assessment(Practice) ▪ Working environment measurement of Hazardous materials and measurement of Check-up ▪ Visit OSH-SQUARE(Industrial Safety Museum) ▪ PPE

<p>(4) To be able to understand the actual methods of Occupational Safety and Health measures which already taken in the workplace in Japan.</p>	<ul style="list-style-type: none"> • Green Cross Exhibition • National Industrial Safety and Health Convention • OSH Symposiums • Role of Labor Standard Inspection Office
<p>(5) To be able to formulate a practical and effective Action Plan for the improvement of Occupational Safety and Health measures based on the recognition of the situation of their own countries.</p>	<ul style="list-style-type: none"> • Formulation and presentation of Action plan

(3) Finalization Phase in a participant's home country
 (October 2010 to April 2011)
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Modules	Activities
Implementation of the action plan	Participants are required to implement some activities based on their Action Plans and submit a Questionnaire which will be sent from Japan in 6 months after the Core Phase.

III. Conditions and Procedures for Application:

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: Governmental officials /staff of related organization (division head or section chief) engaged in planning and administration in industrial/occupational safety and health.
- 2) Occupational Background: have more than three (3) years of occupational experience in the field of industrial/occupational safety and health, and be expected to be continuously engaged in this field after completion of this training program.
- 3) Academic Background: be university or college graduates, or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English to participate in the discussion.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- 6) Must not be serving any form of military service.
- 7) Pregnancy is regarded as a disqualifying condition for this course considering the possible unsafe environment of sight visits including construction sites.

(2) Recommendable Qualifications

Age should be under fifty (50), in principle.

3. Required Documents for Application:

Application Form: The Application Form is available in the JICA office or the Embassy of Japan in respective country.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo in JAPAN: **July 30, 2010**

Note: Please confirm the closing date set by the JICA office in respective

country 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 JICA office (or Embassy of Japan) in respective country shall conduct screenings, and send the documents to the JICA Tokyo in Japan, which organizes this project. Selection shall be made by the JICA Tokyo 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 JICA office (or Embassy of Japan) in respective country to the respective Government **by August 14, 2010.**

5. Document(s) to be submitted by accepted participants:

(1) Country Report: to be submitted **by September 3, 2010**

Only selected applicants are required to submit a Country Report to JICA Tokyo by e-mail at tictgd@jica.go.jp **by September 3, 2010.** Detailed information is provided in the ANNEX IV“Country Report”.

(2) Questionnaire: to be submitted by September 3, 2010

Only selected applicants are required to submit a Questionnaire by e-mail at tictgd@jica.go.jp **by September 3, 2010** together with Country Report. The information will be used for us to prepare your safety clothes in this program. (See ANNEX V)

6. 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.

IV. Administrative Arrangements:

1. Organizer:

- (1) **Name:** JICA Tokyo International Center, Human Development Division
- (2) **Contact:** Ms. Kaoru SAKATA (ticthd@jica.go.jp)

2. Implementing Partners:

- (1) **Names** Labor Standards Bureau, Ministry of Health, Labor and Welfare
Japan Industrial Safety and Health Association (JISHA)
- (2) **Contact** Mr. Kazunori MIZUNUMA, Mr. Takanari BAN (trajisha @jisha.or.jp)
- (3) **URL:** <http://www.jisha.or.jp/english/index.html>

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:** From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodation for the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

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

If there is no vacancy at JICA TOKYO, 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/domestic/pdf/welcome.pdf>

5. Expenses:

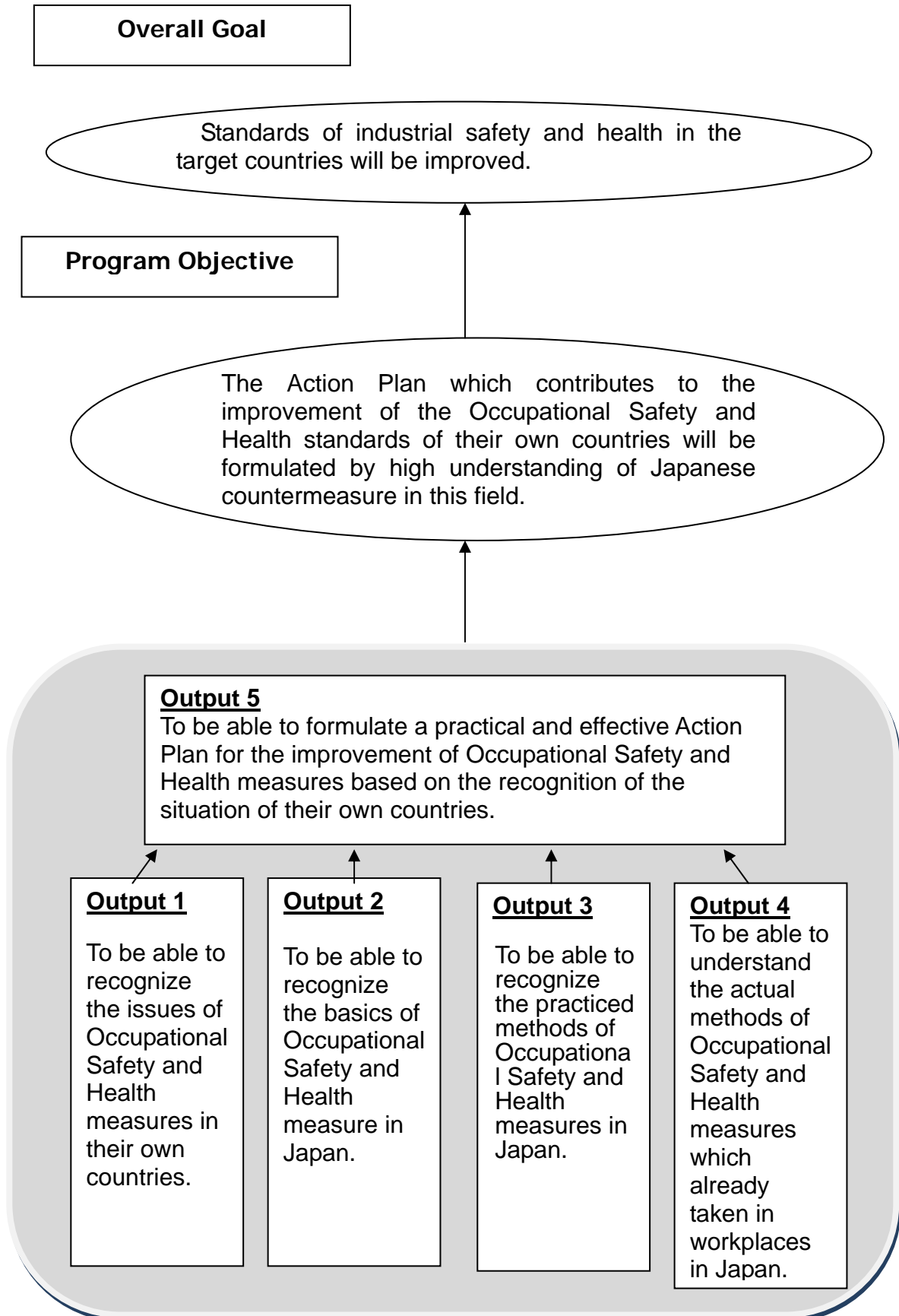
The following expenses will be provided for the participants by JICA:

- (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 "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

ANNEX I: CONCEPT CHART



ANNEX II: Schedule (Tentative)

Date			AM (9 : 30-12 : 30)	PM (13 : 30-16 : 30)	Module (morning)	Module (afternoon)	Venue
9	21	Tue	Arrival in Japan				TIC
9	22	Wed	JICA Briefing				TIC
9	23	Thu					TIC
9	24	Fri	Program orientation by JICA and JISHA				TIC
9	25	Sat					
9	26	Sun					
9	27	Mon	Presentation of Country Report (including self introduction of the participants)	Guidance of Action Plan	1	1, 5	TIC
9	28	Tue	The Roles of Ministry of Health, Labor and Welfare [MHLW]	Development of Industrial Safety and Health Measurement and the outline of its contents in Japan/Occupational Accident Statistics/Worker's Accident Compensation Insurance	2	2	TIC
9	29	Wed	Industrial Safety and Health Law/Labor Inspection System in Japan	Outline of Occupational Safety Measures in Japan	2	3	TIC
9	30	Thu	Role of Labor Safety and Health Organization : National Institute of Occupational Safety	Safety and Health Education [Tokyo OSH Education Center] & Facility tour	2	3	Kiyose
10	1	Fri	Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method		3	3	Kiyose
10	2	Sat					
10	3	Sun					
10	4	Mon	Support of improvement for SMEs' OSH environment		3	3	TIC
10	5	Tue	Machineries Safety Management	Traveling (Fukuoka)	3		TIC/Fukuoka

10	6	Wed	Green Cross Exhibition	National Industrial Safety and Health Convention	4	4	Fukuoka
10	7	Thu	OSH Symposiums	Role of Labor Standard Inspection Office	4	4	Fukuoka
10	8	Fri	Site Visit		4	4	Fukuoka
10	9	Sat	Traveling				
10	10	Sun					
10	11	Mon					
10	12	Tue	Management of Chemical Materials	Intermediary Guidance of Action Plan	3	1, 5	TIC
10	13	Wed	Zero-Accident Campaign and KYT I		3		JISHA
10	14	Thu	Zero-Accident Campaign and KYT II		3		JISHA
10	15	Fri	OSHMS & Risk Assessment	Risk Assessment(Practice)	3	3	JISHA
10	16	Sat					
10	17	Sun					
10	18	Mon	Working environment measurement of Hazardous materials and measurement of Check-up		3		JISHA
10	19	Tue	Visit OSH-SQUARE(Industrial Safety Museum)	Site Visit	3	4	JISHA
10	20	Wed	PPE	Preparation of Action Plan	3	5	TIC
10	21	Thu	Presentation of Action Plan		5		TIC
10	22	Fri	Evaluation/Closing Ceremony				TIC
10	23	Sat	Departure				

ANNEX IV:Country Report

Policy Improvement of Industrial Safety & Health (JFY 2010)

Country Report

Only selected applicants are required to formulate a Country Report by following subjects. The report should be typewritten in double-spaced English up to approximately 3,000 words on A4 size paper, and submitted to JICA Tokyo by e-mail at ticthd@jica.go.jp **by September 3, 2010.**

1. Basic Information
 - (1) Name of Applicant
 - (2) Country
 - (3) Organization / Department / Title
 - (4) Year of work experience in the field of industrial/occupational safety and health
2. Organization Chart
Please attach a chart specifying the division or section to which you belong.
3. Contents
 - (1) The report should include the detailed analysis of following topics.
 - a) Occurrence status of industrial accident and occupational diseases (including statistics)
 - b) Data collection status for statistics
 - c) Safety and Health related Laws and Regulations
 - d) Labor Inspection System
 - e) Workers' accident compensation insurance
 - f) Safety of equipment and facilities
 - g) Training /Education programs
 - h) Activities of industrial safety and health organizations other than government
 - i) Issues on your own countries' OSH action
 - (2) Problems in carrying out administrative policy on occupational safety and health, and your personal view of relevant countermeasures.

NOTE

Those who are informed of acceptance to this Seminar are requested to make a presentation of his/her country report in the beginning of the Seminar. For this session, audiovisual aids such as MS PowerPoint video player or OHP are available to assist the effective presentation.

ANNEX V:Country Report

Questionnaire

Only selected applicants are required to submit a questionnaire to JICA Tokyo by e-mail at tichd@jica.go.jp **by September 3, 2010.** This information will be used only for preparing safety clothes for the participants.

1. Name of Applicant / Country:

2. Physical Constitution:

- Height [] cm
- Weight [] Kg
- Chest [] cm
- Waist [] cm
- Foot size [] cm

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the

disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: http://www.jica.go.jp/*****, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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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.

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____) <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>
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2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: (_____)	

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

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

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

Date:	Signature:
	Print Name: