

No.34/32/2011-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 30th May 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in **Reinforcement of the Means of Implementation for "Sustainable Forest Management (SFM)"** to be held in Japan from 31/08/2011 to 19/11/2011.

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 31st August 2011 to 19th November 2011. 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 programme aims to promote the formulation of the suitable and feasible program for SFM in developing countries. The course is designed for the key technical staffs engaged currently or in the future in planning and monitoring of forestry programs/projects related to such initiatives as C&I of Montreal Process, C&I of ITTO Process and equivalents.

3. The candidate should be staff in a division in charge of forest management, plan and coordination for rural area of the central forestry government office or its local office; have at least 3 years working experience or equivalent in the above field; be motivated and be able to make proposal on SFM to his/her organization after completing this course; be university graduates or have the equivalent knowledge and experience; be not more than forty five years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

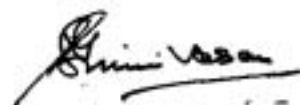
4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours;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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 35/GT-CP/2011 dated 24th May 2011. The Ministry/ State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries.

Contd.....

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

7. The applications should reach this Department through the Administrative Ministry/ State Government **not later than 11th July 2011**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S.No. 1(R)

Japan International Cooperation Agency.
(Government of Japan)

No. 35/GT-CP/2011

24th May, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Reinforcement of the Means of Implementation for "Sustainable Forest Management(SFM)" will be held in Japan from 31st August, 2011 to 19th November, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **15th July, 2011**:-

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

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

It is further informed that 15 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,

for (Hiroshi Suzuki)
Senior Representative

Encl: As stated above.

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

No. No. 47308/2011
CS-156/ECF/2011
27/5/2011



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

REINFORCEMENT OF THE MEANS OF IMPLEMENTATION FOR SUSTAINABLE FOREST MANAGEMENT (SFM)

集団研修「持続可能な森林経営のための実施手段の強化」

JFY 2011

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

NO. J1100748 / ID. 1180968

From August 31st , 2011 to November 19th, 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

According to FAO Global Forest Resource Assessment, world's forest had decreased by 7.3 million hectare each year from 2000 to 2005. Similarly, IPCC report in 2007 states that 2.4 million hectare of tropical forest has been deteriorated every year. International community has made a consensus to make greater effort to promote sustainable forest management such as in G8 summit in 2008 and United Nations Forum on Forests.

Japan has been serving as the secretariat of [Montreal Process] whose members are temperate forest countries since Jan. 2007, and has been taking the leadership to establish sustainable forestry management through the expertise of data gathering, analysis, and forest management with participation of local community.

Establishment of the organizational scheme for monitoring, evaluation and reporting is major challenge for developing countries to promote Sustainable Forest Management (SFM). In order to implement SFM, it is necessary to formulate suitable forest management policy for the country, and to develop the capacity to coordinate with international organizations and NGOs.

For what

This program aims to promote the formulation of the suitable and feasible program for SFM in developing countries.

For whom

This program is designed for staffs in division charge of forest management, plan and coordination for rural area of the central forestry government office (one officer) and its local office (one officer).

How

This program is designed to improve and develop participants' capabilities for forest resource monitoring by using the criteria and indicators (C&I) of sustainable forest management and for practical national forest planning by using participatory approach, through lectures, practices and study tours

II. Description

1.Title (J-No.): Reinforcement of the Means of Implementation for Sustainable Forest Management (SFM) (J11-00748)

2.Period of program:

Duration of whole program: June 2011 to February 2012

3.Target Countries: India, Peru, Burkina Faso, Cambodia, PNG, Ecuador, Morocco, Ghana, Macedonia FYR

4.Overall Goal

New or additional action on SFM will be implemented in their countries.

5.Objective

Participants start working with his /her organization to create a consensus among the concerned parties for formulation of the suitable and feasible program for each country on SFM.

6.Eligible / Target Organization

Divisions in charge of forest management, plan and coordination for rural area of the central forestry government office (one officer) and its local office (one officer).

7.Total Number of Participants: 15

8.Language to be used in this project: English

9. Contents

The program consists of the following components:

Preliminary Phase in a participant's home country (June 2011 to August, 2011) <i>Participants make required preparation for the Program in the respective country.</i>	
Modules	Activities
*Country Report (ANNEX) for all applicants	Formulation and submission with nomination form
Preparation for an Action Plan for selected Applicants	Participants are requested to bring one of the information data below to Japan. 1) Information for regional criteria 2) Information for national criteria 3) Information for national forest policy

*Each participant is requested to present the country report in English at the beginning of the training course. (30 minutes per each)

Core Phase in Japan (August 31, 2011 to November 19, 2011) <i>Participants attend the Program implemented in Japan.</i>
Structure of the program (The program is subject to minor changes.)

1. Introduction
 - Significance of Sustainable Forest Management (SFM) (L)
 - International trend on Forest and Forestry (L)
 - Presentation on Country report and Discussion (P)
2. Criteria and Indicators of SFM
 - International trend on Criteria and Indicators (C&I) of SFM (L)
 - Japan's commitments to C&I (L)
 - Status of research activities for adoption of C&I (L)
 - Study tour on trial fields for adoption of C&I to real forest (ST)
3. Forest resource monitoring
 - Outline of forest resource monitoring (L)
 - Geographic Information System (L)
 - Remote sensing technology (L)
 - Study tour on trial fields (ST)
4. Forest and Forestry System
 - Transition of forest policy and planning system of Japan (L)
 - System of Protection Forest and Forest Reserve in Japan (L)
 - System of National Park and Natural Environment Protection Area in Japan (L)
 - Study tour of National Park and National Environment Protection Area (ST)

5. Participatory Approach of Forest Management and Rural Appraisal

- Significance of Participatory Approach (L)
- Case studies of the Approach in various regions in Japan (L)
- Study tour of Participatory Approach (ST)

6. Action Plan

- Preparation on Action Plan (P)
- Presentation on Action Plan and Discussion (P)

* Prepare and present Action Plan to improve sustainable forest management based on the knowledge and experience gained from the Course. Action Plan should be worked out in the manner that it should be actually implemented back home as your training results.

* Remarks: (L): Lecture, (P): Practice, (ST): Study Tour
The curriculum could be changed without notice.

ANNEX : The Schedule in 2010

Finalization phase in a participant's home country

(November 2011 to February 2012)

Participating organizations produce final outputs by making use of results brought back by participants.

1. Work with his/her organization to create a consensus among the concerned parties for formulation of the suitable and feasible program for each country on SFM.
2. Submit a progress report of the action plan to JICA (3 month after the completion of this course).

1. **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 -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 -9.

2. **Nominee Qualifications**

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

Applicants should:

- 1 be nominated by their government in accordance with the procedures mentioned in 4 . "Procedure for Application and Selection" below,
- 2 be a staff in a division in charge of forest management, plan and coordination for rural area of the central forestry government office or its local office
*it is not recommended for researchers at research institutes/organizations and Ph.D. holders to apply for this course.
- 3 **have at least 3 years' working experience, or equivalent,** in the field of forest management, or planning and coordination for rural area,
- 4 be motivated, and able to make proposal on SFM to his/her organization after completing this course
- 5 be university graduates or have the equivalent knowledge and experience,
- 6 be not more than forty five (45) years of age,
- 7 **have sufficient command of spoken and written English,**
- 8 be in good health, both physically and mentally, to undergo the course of training including many field visits in forest area.
- 9 not be serving in the military.

Note: 1) The curriculum is designed for the key technical staffs engaged currently or in the future in planning and monitoring of forestry programs/projects related to such initiatives as C&I of Montreal Process, C&I of ITTO Process and equivalents

2) Those who have undergone a training course of more than one year in their countries or scholarship students in foreign countries will be given low priority for the selection of applicants.

3) Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include letter of the participant's consent to bear economic and physical risks letter of permission from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.

3. Required Documents for Application

(1) Application Form

(2) Country Report (Annex1) – to be submitted with application form

Note: Country report will be assessed for the applicants' screening.

4 . Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **July 15th, 2011**

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

(2) Selection

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 29th, 2011**.

5 . Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to

change the accommodation designated by JICA, 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 -9 and section -4.
- (8) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

Contact: jicatic@jica.go.jp

2. Implementing Partner: Forest Training Institute (FTI), Forestry Agency

Address: 1833-94 Todori-machi, Hachioji-shi, Tokyo 193 - 8570 Japan

Tel: +81(*) - 42(**) - 661 - 3565 Fax: +81 - 42 - 661 - 7314

The Forest Training Institute was first established in 1952 for the purpose of educating leading staffs engaged in the management, conservation and afforestation activities of the national forest over the country.

The Institute was reorganized in April 1995, to enhance integrating education for engineers in Japan and overseas regarding management and technology of forests and forestry.

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 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 program, and other matters.

V. Annexes

ANNEX

Country Report

Please make the report in **A4 size paper** covering the following items as much as possible, including tables and charts if necessary. Please send the country report **by July 15th** with application form. Country report will be assessed for applicants' screening.

Outline of country report

COUNTRY REPORT
FOR THE GROUP TRAINING COURSE
REINFORCEMENT OF THE MEANS OF IMPLEMENTATION FOR
SUSTAINABLE FOREST MANAGEMENT
JFY2011

Name of Applicant

Nationality

Name of Organization

I. General information of forest and forestry in (your country)

1. General description of forest and forestry
 - a. Forest type, area, volume, and growth
 - b. Forest land ownership and other socio-economic factors
 - c. Progress and causes of deforestation
 - d. Afforestation (annual progress, implementation bodies, etc.)
2. Organization for forest and forestry
 - a. Central and local government organizations
 - b. Level and educational background of technical staffs
 - c. Related organizations (research institutes, private sectors, local NGOs, etc.)

II. Outline of forest management

1. Forest management planning system
 - a. Outline of national level forest management planning
 - (a) Main policy target
 - (b) Framework of planning system
 - (c) Environmental protection system

- (d) Forest land use demarcation/classification
- (e) Participatory approach to involve all the stakeholders including indigenous people

2. Forest resource monitoring
 - a. Inventory and volume estimation system and methodology
 - b. Biological/environmental survey system and methodology
 - c. Forest mapping system and methodology
3. Extension activities
 - a. Outline of extension activities (implementing bodies, staffs, etc.)
 - b. Training for the extension staffs
 - c. Activities of local NGOs
4. Lessons learnt from the past or ongoing initiatives/projects

III. Current status of C&I development and application in (your country)

1. History of participation in any regional/international C&I process
2. Domestic C&I development and application status
 - . About your job
 1. Missions of the organization
 2. Summarize your duties (if possible please prepare data, on-going project information etc).
 3. Describe the difficulties or problems that you or your organization is currently facing *in detail*.
 4. Describe cause of the problem.
 5. Describe your personal idea to solve the problem.
 6. Clearly specify your target for the training course.
 7. Other comments including with your expectation in this course.

Presentation

At the beginning of the course, each participant is requested to make an approximately 30 minutes presentation of the current status of your country in this field. The purpose of presentation is to share each country's situation and major problems in forest management.

Presentation style– Microsoft PowerPoint recommended

It is recommended to use PowerPoint (if possible) to present your Country Report. Visual materials such as photograph, map, table or charts will help better and clear understanding of your presentation.

ANNEX

Course Program-2010

“Reinforcement of the means of Implementation for Sustainable Forest Management”
course (August 18, 2010 - November 9, 2010)

* Note: course program in 2011 is subject to minor changes includes Study tour site.

Date	A M		P M	
8/23	Orientation		Forestry Training Courses (L)	The State of the world's forests and the International dialogues (L)
24	Presentation and discussion of Country report			
25	Presentation and discussion of Country report			
26	Presentation and discussion of Country report		Introduction of TAMA Forest Science Garden	
27	Outline of Forest and Forestry Basic Law (L)	Policy of forest and forestry in Japan <L>	Research method for forest ecosystem (L)	
28				
29				
30	International discussions for practical SFM <L>		Forest planning system in Japan	
31	Global environment and forest (L)		Nature Restoration Based on Participation by Citizens(L)	
9/1	Forest Certification and Labeling (L)		International trend of criteria and indicator for SFM<L>	
2	Outline of remote-sensing technology <L>		Gender & Development (L)	
3	Climate change and forest management (L)		AR-CDM against climate change (L)	
4				
5				
6	(Trip)	Introduction of Forest Tree Breeding Center (L&Guide Facilities)	Forest Tree Breeding> (L)	(Trip)
7	Seed Gene-bank (L&Guide Facilities)	Overseas activities of FTBC (L)	Ensuring of best seeds and seedlings (L&P)	

8	Technology Development for SFM (ST)			
9	Introduction of Forestry and Forest Products Research Institute (L)	Facilities of FFPRI (L& Guide facilities)	Outline of Montreal Process (L)	Effect of Global Warming and CO2 Sink Analysis of Forest (L)
10	Application of remote sensing to SFM (L&P)		Assessment of Bio-diversity (L)	
11				
12				
13	Forestry Extension system for private forest (L)		Forest owners' cooperatives (L)	
14	Forest Management in Developing countries by a private company (L)		Application of GIS to SFM (L)	
15	Japanese Wood Industry (L)		Practical Case Study International Forestry Cooperation (L)	
16	Outline of ITTO, and Criteria and Indicator of ITTO (L)			
17	National Park system (L)		Wildlife conservation (L)	
18				
19				
20	(Trip)			
21	Forest management in Forest Certification System I (ST)			
22	Forest management in Forest Certification System II (ST)			
23				
24	Forest Management in urban area, Case of TAKAO (ST)			
25				
26				
27	Basic survey for forest Ecosystem diversity (L)		National forest management (L)	
28	Counter-measures against illegal logging (L)		Activities of an NPO for forest conservation (L)	
29	(Trip)		Case study for SFM (ST)	
30	National Forest management for World Heritage Area in Kyoto (ST)			
10/1	Forest Owners' Cooperative activities (ST)			
2				
3				
4	Protection forest system (L)		Method of Participatory Rural Appraisal <L&P>	
5	Method of Participatory Rural Appraisal <L&P>			

6	(Trip)	National Forest management for World Heritage Area in Shirakami-sanchi (ST)	
7	National Forest management in District Office (ST)	(Trip)	
8	Rural Development Activities (ST)	(Trip)	
9			
10			
11			
12	(Trip)	Technology Development for SFM II (ST)	
13	Practical Case Study (National Forest) (ST)(Participatory Approach) (Trip)		
14	(Trip)	Restoration of damaged forest area (ST)	(Trip)
15	Timber Processing Facility (ST)	Raw Wood Market (ST)	(Trip)
16			
17			
18	Method of Participatory Rural Appraisal <L&P>		
19	Report Making of Action Plan<P>		
20	Method of Project Cycle Management<L&P>		
21	Method of Project Cycle Management<L&P>		
22	Method of Project Cycle Management<L&P>		
23			
24			
25	Method of Project Cycle Management<L&P>		
26	Method of Project Cycle Management<L&P>		
27	Planning of Action Plan <L&P>		
28	Planning of Action Plan <L&P>	Making Project Application <L&P>	
29	Report Making of Action Plan <P>		
30			
31			
11/1	Report Making of Action Plan <P>		
2	Presentation of Action Plan		
3			
4	Presentation of Action Plan		
5	Orientation for Return to Country	Evaluation session	
6	Return		
* Remarks: (L): Lecture, (P): Practice, (ST): Study Tour The curriculum could be changed without notice.			

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA 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 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.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

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.



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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		



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.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



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provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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 (_____)

(b) Are you pregnant?

No | Yes (_____ months)

(c) Are you allergic to any medication or food?

No | Yes >>> Medication | Food | Other: _____

(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?

<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?

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

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

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: