

34/34/2008-EO(F)

F.No. 34/34/2008-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 Integrated Water Resources Management to be held in Japan and India from June, 2008 to November, 2008 (Preliminary Phase in India: From June, 2008 to July, 2008, Core Phase in Japan: From 27th July, 2008 to 09th August, 2008 and Follow-up Phase in India: From August, 2008 to 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 Water Resources Management to be held in Japan from 27th July, 2008 to 09th August, 2008. However, the preliminary phase of the training will be held in India from June, 2008. The details of the course and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in).

2. This Group Training Course is particularly meant for executive officers/managers in competent authority of water resources management i.e. have sufficient command to water resource management having more than 15 years of occupational experience in water resources management. The applicant should be a university graduate or equivalent. He/she should be from 40 to 55 years of age, be in good health, both physically and mentally and not be serving in the military. The candidate should have enough capability for discussion, presentation English.

3. This course in Integrated Water Resources Management aims at helping the participants to acquire the capacity (1) to consider/implement the management plan with the concept of IWRM and (2) to coordinate among stakeholders.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan, Travel insurance from arrival to departure in Japan, Allowances for (accommodation, living expenses and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach this Department before 09th June, 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website (www.persmin.nic.in).


(Trishaljit Sethi)
Director

1. Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. All the State Governments/Union Territories.
3. ✓ Director(Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed proformas on the Department's website.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Integrated Water Resources Management

集團研修「統合的水資源管理」

JFY 2008

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

NO. J08-00905

From June 2008 to November 2008

Phases in Japan : From July 27, 2008 to August 9, 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 both Governments.

I. Concept

Background

Rapid urbanization and population growth have worsened problems such as water pollution and water shortage leading to food insufficiency and epidemics as well. To solve or alleviate the problems, it will be more useful to define the geographical scope and to implement Integrated Water Resources Management (IWRM) incorporating administrative and interdisciplinary aspects. The proper water resources management requires improvement of management organizations, enhancement of systems, and formulation of management plans and capacity development of officials in charge.

For what?

This program is aimed to help the participants to gain the knowledge and to plan countermeasures against Water Resources Management issues in the respective countries by applying the concept of Integrated Water Resources Management (IWRM).

For whom?

Administrative organization concerning with IWRM, which belongs to central/local government

How?

Participants shall have opportunities in Japan to build up the capacity on planning and implementation of Integrated Water Management and coordinating among stakeholders, through the lectures, site visits and discussions.

Participants will also formulate an Action Plan, i.e. which describe what participants do after they go back for the improvement of water resource management in their countries.

II. Description

1. Title (J-No.): Integrated Water Resources Management (J0800905)

2. Period of program

Duration of whole program:	June 2008 to November 2008
Preliminary Phase: (in a participant's home country)	June 2008 to July 2008
Core Phase in Japan:	July 27, 2008 to August 9, 2008
Follow-up Phase: (in a participant's home country)	August 2008 to November 2008

3. Target Regions or Countries:

Bangladesh, Cambodia, China, India, Indonesia, Laos, Malaysia, Myanmar, Pakistan, Philippines, Sri Lanka and Vietnam

4. Overall Goal:

Implementation of Integrated Water Resources Management (IWRM) is advanced in respective countries.

5. Objective:

This course aims at helping the participants to acquire the capacity (1) to consider / implement the management plan with the concept of IWRM and (2) to coordinate among stakeholders.

6. Eligible / Target Organization :

Administrative organization concerning with IWRM, which belongs to central/local government
Recommended organizations are shown below:

Country	Organization
Bangladesh	-Bangladesh Water Development Board (BWDB) -Local Government Engineering Department (LGED), Ministry of Local Government, Rural Development and Cooperative
Cambodia	-Ministry of Water Resources and Meteorology -Department of Hydrology and River Works
China	-Yellow River Conservancy Commission, Ministry of Water Resources -Haihe River Water Resources Commission, Ministry of Water Resources -Taihu Basin Authority, Ministry of Water Resources
India	
Indonesia	-Jasa Tirta I Public Corporation -Jasa Tirta II Public Corporation -Directorate General of Water Resources
Laos	-Water Resources Coordination Committee Secretariat
Malaysia	-Department of Irrigation and Drainage -Selangor Water Management Authority (LUAS)
Myanmar	-Irrigation Department, Ministry of Agriculture and Irrigation
Pakistan	-Indus River System Authority (IRSA)
Philippines	-National Water Resources Board (NWRB) -Laguna Lake Development Authority (LLDA)
Sri Lanka	-Mahaweli Authority of Sri Lanka (MASL) -Department of Irrigation -National Water Supply & Drainage Board
Vietnam	-Institute for Water Resources Planning, Ministry of Agriculture and Rural Development (MARD)

	-Southern Institute for Water Resources Planning, Ministry of Agriculture and Rural Development (MARD) -Department of Water Resources Management, Ministry of Natural Resources and Environment (MONRE) -General Office for RBOs in Vietnam
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7. Total Number of Participants : 14

8. Language to be used in this project: English

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

(1) Preliminary Phase in a participant's home country (June 2008 to July 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Job Description Report	Submission of Job Description Report with A2 A3 form (by June 13 th) (See the ANNEX 1) Preparation of presentation on Job Description Report (by July 27 th)

(2) Core Phase in Japan (27 th July 2008 to 9 th August 2008) <i>Participant dispatched by the organizations attend the Program in Japan.</i>

Modules	Subjects/Agendas	Methodology
1) To understand the concept of Integrated Water Resources Management (IWRM) in Japan and be able to explain main functions (flood control, water demand management, environmental protection, stakeholder coordination and participation etc.) and their relations.	Outline of IWRM in Japan	Lecture
	Water allocation and water rights	Lecture
	Public Awareness / Public Participation	Lecture
	Master Plan on Water Resources Development	Lecture
2) To consider the possible application in the respective country through learning the case of specific water resource management from the IWRM viewpoint (budget, technology, human resources, etc.)	IWRM in Asia monsoon region	Lecture
	Integrated dam / reservoir Management office	Site Visit
	Raw water transmission management office	Site Visit
	Ground water monitoring system (Land subsidence)	Site Visit/Lecture
3) To formulate an Action Plan* for a water resources management in respective country based on the knowledge gained through 1) - 2).	Presentation of Job Description Report	Presentation
	Group Work	Discussion
	Presentation of Action Plan	Presentation

*Action Plan: The Plan which describe what participants do after they go back for the improvement of water resource management in their countries

(3) Follow-up Phase in a participant's home country

(August - November, 2008)

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Modules	Activities
Follow-up Report	Introduce the knowledge with submission / presentation of the Action Plan in the respective country and report on the result by the end of November, 2008 .

<Structure of the program>

1. Preliminary phase (activities in your home country):
Preparation of the job description report and its presentation.
2. Core Phase (activities in Japan, subject to minor changes)

1st week
(1) Briefing: Living in Japan as a training participants
(2) Lecture: Outline of IWRM in Japan
(3) Presentation: Inception report from participating countries
(4) Lecture: Master Plan on Water Resources Development
(5) Lecture: IWRM in Asia monsoon region
(6) Discussion: Group work

2nd week
(1) Visit: Integrated dam / reservoir Management office
(2) Visit: Raw water transmission management office
(3) Visit/ Lecture: Ground water monitoring system
(4) Lecture: Public awareness
(5) Lecture: Water allocation
(6) Presentation: Action Plan from participating countries
(7) Discussion (JICA session): Evaluation of the core phase
3. Follow-up Phase (activities in home country)
Participants are expected to implement the Action Plan and report on progress within three (3) months after the end of the phases in Japan.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the 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.

Essential Qualifications

- 1) be nominated by their government in accordance with the procedure mentioned.
- 2) be an executive officer/manager in competent authority of water resources management, i.e. have sufficient command to water resource management.
- 3) be university graduates or equivalents.
- 4) have more than 15 years of occupational experience in water resources management.
- 5) have a enough capability for discussion, presentation in **English**.
- 6) from 40 to 55 years of age.
- 7) in good health both physically and mentally to undergo the training.
- 8) not be serving in any form of military services.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Description Report:** to be submitted with the application form.
(See the Annex 1)

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo : June 13, 2008

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Tokyo, 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 respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than June 27, 2008**.

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. AKAISHI Fumiko (Akaishi.Fumiko@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Japan Water Agency (JWA)

(2) **Contact:** Mr. TANAKA Hiroyoshi (Hiroyoshi_tanaka@water.go.jp)

(3) **URL:** <http://www.water.go.jp/honsya/honsya/english/top.html>

(4) **Remark:** Japan Water Agency (JWA) is constructing, operating and reconstructing water resources management facilities for water use and flood control such as dams, canals and so on.

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 (TIC)

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 TIC, 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/pdf/tic.pdf>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

Job Description Report

Integrated Water Resources Management (JFY 2008)

The role of this report is not only to describe the present state of issues of water resources management in your country, but also to find the causes and solutions for the issues. Therefore, please mention the issues *in detail*, such as the site where the issues are occurring, the background, causes, constituent elements and stakeholders of the issues, etc.

All nominees are expected to submit a Job Description Report on the following issues and submit it to JICA office (or Embassy of Japan) with A2A3 form by **26th July**. The report should be typewritten in English on A4 size paper.

NOTE:

- ✓ Each participant is expected to give a **15 minutes presentation** on Job Description Report at the beginning of the core phase in Japan, so that you are expected to prepare the presentation before coming to Japan.
- ✓ Visual presentation with many graphs, figures and pictures are highly appreciated, especially using Microsoft PowerPoint. Please save the **data in CD, MO or USB flash memory** and also, in case of any mechanical problem, we recommend to bring a printed version of the presentation to Japan.

<Part I: Back Ground Information>

1. Introduction

- (1) Name of nominee
- (2) Name of country

2. Country Information

- (1) Population
- (2) Climate (Annual rainfall, Seasons etc)
- (3) Water Use (Ratio of agricultural water, industrial water and domestic water)
- (4) Water Resources (Ratio of surface water, ground water, etc.)
- (5) Others

3. Organizational Information

- (1) Structure of the organization of the applicants (Please draw the organization chart and mark where your position is in the chart in order to clarify your position.)
- (2) Roles / activities of the organization
- (3) Number of staffs
- (4) Annual budget
- (5) Others

<Part II: Water resource management in particular basin>

(1) Target Area (Size of watershed, Total population)

(2) Critical Issue (Please select one critical issue regarding the water resources management in the target area)

(3) Water resources management

(a) Water Supply (m³/sec)

-At present

-In future

(Please mention the designed water resource, if any.)

(b) Water Demand (m³/sec)

	2005	2015	2025
Agricultural use			
Industrial use			
Domestic use			

(Please mention the specific projects which cause water demand increase, if any.)

(c) Stakeholders (Ministries, Local governments, Other governmental organizations, NGOs, etc.)

Name	Role
ex) Ministry of Land, Infrastructure, Transport and Tourism	-Planning, drafting and promotion of Basic Plan for Water Resource Development as well as other comprehensive and fundamental policies relating to water demand and supply -Planning, drafting and promotion of measures for reservoir areas -Sewer systems -Management of rivers and streams -Construction and management of facilities for the development and use of water resources

(d) Existing Coordination Agency (If any)

(e) Existing National Plan and Law

Name	Purpose
ex) Establishment of Water Resources Development Promotion Law	- To designate important wide-area regions (The central government designates water use plans for the entire river system and facilitates consensus-building among stakeholders)

- (4) Process for the coordination of water demand and supply in the whole basin
(Please clarify the role of the stakeholders in each step)

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- (5) Process for implementation of each project in the whole basin (Please clarify the role of the stakeholders in each step)

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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 enquires and further information, please contact the JICA office,
or the Embassy of Japan. Address any other correspondence to:

Tokyo International Center,
Japan International Cooperation Agency
(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 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.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

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.

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: