

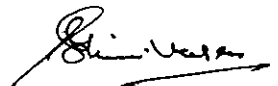
North Block, New Delhi-1  
Dated the 24<sup>th</sup> June, 2010

**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 17<sup>th</sup> August, 2010 to 6<sup>th</sup> November, 2010.

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 Reinforcement of the Means of Implementation for Sustainable Forest Management (SFM) to be held in Japan from 17<sup>th</sup> August, 2010 to 6<sup>th</sup> November, 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](http://persmin.nic.in)).

2. The Programme aims to promote the formulation of the suitable and feasible programme for SFM in developing countries.
3. The candidate should 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; should have sufficient experience in the field of forest management, planning and coordination in rural area; should be university graduate; be proficient at written and spoken English; be under forty five years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military. The course is not for Ph. D. holders and researchers in institutes/organizations.
4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in 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 Circular dated 21<sup>st</sup> June, 2010. The Ministries/State Governments may sponsor the names of only Government/Public Sector Undertaking functionary.
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 proper channel **not later than 2<sup>nd</sup> July, 2010**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website [persmin.nic.in](http://persmin.nic.in)



(G. Srinivasan)

Under Secretary to the Govt. of India

1. M/o Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. All State Governments/ Union Territories.
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.



34/39/2010

Japan International Cooperation Agency  
(Government of Japan)

No.49/GT-CP/2010

21<sup>st</sup> June, 2010

Dear Mr. Rakesh Mishra,

17th August  
to  
6th November  
2010

A Group Training Course in Reinforcement of the Means of Implementation for Sustainable Forest Management (SFM) will be held in Japan from 14<sup>th</sup> November, 2010 to 18<sup>th</sup> December, 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 **05<sup>th</sup> July, 2010:-**

- (1) The Nomination Form A2A3 together with the Country Report.

Further details are available in the General Information Booklet.

It is further informed that 11 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,

Handwritten notes: JICA No. 5-2688/2010, C-2011/ECU/2010, 22/6/2010

Yours sincerely,

*Hiroshi Suzuki*  
(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



# 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 2010*

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

NO. J1000602 / ID. 1080968

From August 17, 2010 to November 6, 2010

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) (J10-00602)

**2.Period of program:**

**Duration of whole program:** August 17, 2010 to November 6, 2010

**3.Target Countries:** Burkina Faso, China, Haiti, India, Indonesia, Macedonia, Myanmar, and Vietnam

**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:** 10

**8.Language to be used in this project:** English

## 9. Contents

The program consists of the following components:

<b>Preliminary Phase in a participant's home country</b> (May, 2010 to August, 2010) <i>Participants make required preparation for the Program in the respective country.</i>	
Modules	Activities
*Country Report (ANNEX I ) 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)

<b>Core Phase in Japan</b> (August 17, 2010 to November 6, 2010) <i>Participants attend the Program implemented in Japan.</i>
<b>Structure of the program</b> (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 II** : The Schedule in 2009

**Finalization phase in a participant's home country**

(November 2010 to February 2011)

*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 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.

Applicants should:

- 1 be nominated by their government in accordance with the procedures mentioned in
4. 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 sufficient working experience 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, for undergoing the course of training.
- 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 ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

### **3. Required Documents for Application**

#### **(1) Application Form**

#### **(2) Country Report (Annex) – Document and FD or CD**

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, 5 2010**

**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 16, 2010.**

### **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: JICA Tokyo International Center (JICA TOKYO)**

**Contact: [jicatic@jica.go.jp](mailto: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 I

COUNTRY REPORT  
FOR THE GROUP TRAINING COURSE  
REINFORCEMENT OF THE MEANS OF IMPLEMENTATION FOR  
SUSTAINABLE FOREST MANAGEMENT □  
JFY2010

Name of Applicant

Nationality

Name of Organization

(Please make the report in A4 size paper including any tables and charts, covering the following items as much as possible.)

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 current difficulties or problems that you are actually facing.
4. Clearly specify your target for the training course.
5. Other comments including with your expectation in this course.

#### Procedure for Country Report Presentation – Microsoft Power Point, recommended

Use Power Point (if possible) to present your Country Report. This is because to realize better and clear understanding of your presentation with assistance of visual information.

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

When you make the country report presentation, it is advisable to use visual materials, such as PowerPoint. slides, etc., to support the presentation more effectively.

Equipments for those visual materials are available.

# ANNEX II

## Course Program-2009

### ITINERARY

for

Practical Case Studies on Sustainable Forest Management course

(August 18, 2009 - November 9, 2009)

ABBREVIATION: R-room/ F-floor/ FTI-Forest Training Institute/ L-lecture/ P-presentation/practice / FTBC-Forest Tree Breeding Center  
/ FFPRI-Forestry and Forest Products Research Institute/ D-Discussion

DATE			TIME			PROGRAMME	VENUE	ACCOMMODATION
Aug..	18	Tue		-		Arrival		JICA Tokyo Tel. 03-3485-7051
	19	Wed	9:40	-	14:50	Briefing	Briefing R., Lobby F.	
	20	Thu	9:35	-	16:10	General Orientation	Orientation R., 4F	
			16:30	-	17:30	Program Orientation	Seminar R. 5, 3F	
			18:00	-		Return flight briefing	Seminar R. 5, 3F	
	21	Fri	10:00	-	17:15	General Orientation	Orientation R., 4F	
	22	Sat		-		Free		
	23	Sun		-		Free		
	24	Mon	7:15	-		Leave JICA Tokyo	(Meet at the lobby)	
			9:15	-	12:00	Orientation	FTI	
			13:15	-	16:00	L: International engagement toward forest and forestry field		
			16:10	-		Welcome Party		
	25	Tue	9:15	-	16:00	P: Country Report		
	26	Wed	9:15	-	16:00	P: Country Report		
	27	Thu	9:15	-	16:00	P: Country Report		
	28	Fri	9:15	-	10:30	L: Outline of Forest technician Training		
			10:45	-	12:00	L: Outline of Forest and Forestry Policy in Japan		
			13:15	-	16:00	L: Outline of Forest and Forest and Forestry Law in Japan		
29	Sat		-		Free			
30	Sun		-		Free			
31	Mon		-		Move to Jyuo by bus		Hotel Nikko Hitachi Tel. 0294-22-5531	
Aug..	31		10:45	-	12:00	L: Outline of Forest Tree Breeding	FTBC	Hotel Nikko Hitachi

					Center		
			13:15	-	15:30	Introduction to Breeding	
						Move to Hitachi by bus	Tel. 0294-22-5531
Sept.	1	Tue	9:00	-	11:00	L: Outline of Gene Bank Project	FTBC
			11:00		16:00	L: Securing Quality Seedling	FTBC
	2	Wed	9:15	-	16:00	L: Technology Development toward Sustainable Forest Management	Forest Technology Center
	3	Thu	9:15	-	10:15	L: Outline of FFPRI	FFPRI
			10:15	-	14:00	L: Outline of Montréal Process	
			14:15	-	16:00	L: Effect of Global Warming and CO2 sink analysis of forest	
	4	Fri	9:15	-	12:00	L: Remote sensing	JICA Tokyo Tel. 03-3485-7051
			13:15	-	14:15	V: Tour of FFPRI	
	5	Sat		-		Free	
	6	Sun		-		Free	
	7	Mon	9:15	-	12:00	L: Outline of Forest Planning System	FTI
			13:15	-	16:00	L: Outline of National Forestry Project	
	8	Tue	9:15	-	12:00	L: Countermeasure for Illegal Logging	
			13:15	-	16:00	L: Climate Change and Forest Management	
	9	Wed	6:00	-		Leave JICA Tokyo/ Move to Fujisato, Akita	Hotel Metropolitan Akita Tel. 018-831-2222
			9:30	-	16:00	L&V: Forest Management at World Natural Heritage Site	
	10	Thu	AM	-		Move to Kaneyama, Yamagata	Schones Heim Kaneyama Tel. 0233-52-7761
			13:15		16:00	L&V: Utilization of Local Wood	
	11	Fri	9:15	-	12:00	L&V: Regional Development	JICA Tokyo Tel. 3485-7051
			13:15	-	14:15		
						Back to Tokyo by train	
	12	Sat		-		Free	
	13	Sun		-		Free	
	14	Mon	9:15	-	12:00	L: Outline of Forest Cooperative System	FTI
			13:15	-	16:00	L: International Trend toward Sustainable Forest Management Standard and Guideline	
Sept.	15	Tue	9:15	-	12:00	L: Significance of Community Participatory Forest Management	JICA Tokyo Tel. 3485-7051
			13:15	-	16:00	L: Outline of Extension System	



	16	Wed	9:15	-	12:00	L: Survey Method for Forest Eco System		
			13:15	-	16:00	L: Outline of Forest Planning System at National Forest Project		
	17	Thu	9:15	-	16:00	L: Introduction to Action Plan		
	18	Fri	9:15	-	12:00	L: Forest Certification and Labeling		
			13:15	-	16:00	L: Outline of Protection Forest		
	19	Sat				Free		
	20	Sun				Free		
	21	Mon				Free		
	22	Tue				Free		
	23	Wed				Free		
	24	Thu	9:15	-	16:00	V: Surbian Forest		
	25	Fri	9:15	-	12:00	L: Outline of National Park & Quasi National Park	FTI	
			13:15	-	16:00	L: Evaluation on Forest Biodiversity		
	26	Sat				Free		
	27	Sun				Free		
	28	Mon	9:15	-	16:00	L&P: PCM		
	29	Tue	9:15	-	16:00	L&P: PCM		
	30	Wed	9:15	-	16:00	L&P: PCM	FTI	
Oct.	1	Thu	9:15	-	16:00	L&P: PCM		
	2	Fri	9:15	-	16:00	L&P: PCM		
	3	Sat				Free		
Oct.	4	Sun				Move to Owase, Mie by train		City Hotel Mochizuki Tel. 0597-22-0040
	5	Mon	9:30	-	15:00	L&V: FSC Certified Forest	Hayami Forest, Mie Prefecture	Ise City Hotel Annex Tel. 0596-22-5100
						Move to Ise, Mie by bus		
	6	Tue	9:15	-	15:00	V: Forest Management at Shrine Area	Ise Shrine, Ise City, Mie Prefecture	Shin Miyako Hotel Tel. 075-661-7111
						Move to Kyoto by train		
	7	Wed	9:30	-	15:00	L&V: Outline of Forest Cooperative Activity	Hiyoshi Town Forest Cooperative, Kyoto	
	8	Thu	9:15	-	16:00	L&V: Forest Management at World Natural Heritage Site	Kyoto	Shin Miyako Hotel Tel. 075-661-7111
	9	Fri	9:30	-	12:00			JICA Tokyo Tel. 3485-7051
			PM			V: Kyoto City		
						Back to Tokyo by train		
	10	Sat				Free		

11	Sun				Free		
12	Mon				Free		
13	Tue	9:15	-	12:00	L: Case Study (International Cooperation)	FTI	
		13:15	-	16:00	L&P: PRA		
14	Wed	9:15	-	16:00	L&P: PRA		
15	Thu	9:15	-	16:00	L&P: PRA		
16	Fri	9:15	-	16:00	L&P: Action Plan		
17	Sat				Free		
18	Sun				Free		
19	Mon	AM			Move to Numata, Gunma Prefecture		Numata Public Hotel Tel. 0278-22-6500
		13:15	-	16:00	L: Technology Development toward Sustainable Forest Management II	Forestry Mechanization Center	
20	Tue	9:15	-	15:00	L&V: National Forest Project	Village of Life, Akaya, Gunma	Park Inn Kiryu Tel. 0277-22-8910
					Move to Fujioka, Gunma Prefecture by bus.		
21	Wed	10:00	-	14:00	L&V: Rehabilitation of Natural Disaster stricken Area	Ashio Copper Mine, Tochigi Prefecture	Fujioka Daiichi Hotel Tel. 0274-22-5111
22	Thu	9:00	-	11:00	L&V: Outline of Timber Processing Facility	Gunma Prefecture Timber Processing Cooperative	JICA Tokyo Tel. 3485-7051
22		11:00	-	12:00	L&V: Outline of Raw Wood Market	Gunma Prefecture Raw Wood Production & Distribution Cooperative	JICA Tokyo Tel. 3485-7051
22		PM			Back to Tokyo by bus		
23	Fri	10:30	-	16:00	L: Outline of Standard and Indicator / Activities of ITTO	ITTO, Yokohama City	
24	Sat				Free		
25	Sun				Free		
26	Mon	9:15	-	12:00	L: Outline of Remote Sensing Technique	FTI	
		13:15	-	16:00	L: GIS Utilization		
27	Tue	9:15	-	12:00	L: Case Study (Company Forest)		
		13:15	-	16:00	L: Forest GIS Utilization		
28	Wed	9:15	-	12:00	L: Global Warming Prevention & afforestation		
		13:15	-	16:00	L: Wild Life Conservation		
29	Thu	9:15	-	12:00	L: Forest Resource Monitoring Survey		

			13:15	-	16:00	L: Global Environment and Forest	
	30	Fri	9:15	-	12:00	D: Sustainable Forest Management	
			13:15	-	16:00	L&P: Case Study (Gender & Development)	
	31	Sat				Free	
Nov.	1	Sun				Free	
	2	Mon	9:15	-	16:00	P: Action Plan Making	JICA Tokyo
	3	Tue				Free	
	4	Wed	9:15	-	16:00	P: Action Plan Presentation	FTI
	5	Thu	9:15	-	16:00	P: Action Plan Presentation	
	6	Fri	PM			Evaluation Session	JICA Tokyo
			16:30	-	17:00	Closing Ceremony	
	7	Sat				Return to home countries	

## *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, of which the electronic version is available on the web site: [http://www.jica.go.jp/\\*\\*\\*\\*\\*](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)

--

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

**3. Country Name:**

--

**4. Name of Applying Organization:**

--

**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.



For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

--

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

J	0																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**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)**

--

**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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



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

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

**5. Language Proficiency (required)**

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

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

## 6. Expectation on the applied training and dialogue program

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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 ( _____ )
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
-----------------------------	---

(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: _____
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------------

(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:	<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?

--

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: