

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

North Block, New Delhi-1  
Dated the 2<sup>nd</sup> June 2011.

**TRAINING CIRCULAR**

Subject: A Group Training Course in **Leadership Training Programme for Future Leaders in Sports for Persons with Disability** to be held in Japan from 27<sup>th</sup> September 2011 to 10<sup>th</sup> November 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from August 2011 to May 2012, out of this, the Core Phase, from 27/09/2011 to 10/11/2011, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).

2. The Program objective is that the participants will understand how the sports for persons with a disability implicate the social participation of the persons with a disability and learn the process how to build up specific countermeasures against the specific issues in their respective countries.

3. The Candidate should either be connected with a national or local sports organization for persons with a disability **or** be responsible for the local administration of sports for persons with a disability **or** those who are government officers in charge of sports for persons with a disability, **or** those who are highly experienced as an instructor of sports for persons with a disability **or** those who have participated in an international sports event for persons with a disability including Paralympics Games, as an athlete **or** an official of the national delegation; should be between thirty and fifty years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training, that includes lots of practice sessions and study tours; and not be serving in any form of military service.

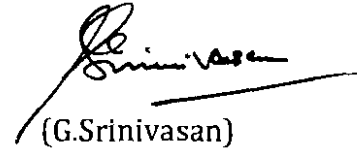
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 37/GT-CP/2011 dated 28<sup>th</sup> 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 11<sup>th</sup> July 2011**. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Youth Affairs & Sports, C-wing, Shastri Bhavan, New Delhi.
2. The Secretary, Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
4. 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)

-1-

Japan International Cooperation Agency  
(Government of Japan)

No. 37/GT-CP/2011

28<sup>th</sup> April, 2011  
18 May

Dear Mr. Rakesh Mishra,

A Group Training Course in Leadership Training Program for future Leaders in Sports for Persons with Disability will be held in Japan from 27<sup>th</sup> September, 2011 to 10<sup>th</sup> 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 15<sup>th</sup> July, 2011:-


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

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

It is further informed that 9 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,

  
(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

Handwritten notes on the left margin:  
1. U. J. No. 75706/2011  
2. C-163/EO (F)/2011  
3. 31/5/2011



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### **Leadership Training Program for Future Leaders in Sports for Persons with Disability**

集団研修「障害者スポーツリーダーの養成」

*JFY 2011*

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J11-00806 / ID. 1180958

**Period of the Program:**

**From August, 2011 to May, 2012 (whole program)**

**Program in Japan: From September 27, 2011 to November 10, 2011**

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

# **I. Concept**

## **Background**

The Tokyo 1964 Paralympic Games triggered the movement of the sports for persons with a disability in Japan. The Japan Sports Association for the Disabled (JSAD: the contract organization of this program) was established in 1965 taking over the business of the organizing committee of Tokyo Games to promote the sports for persons with a disability in Japan. The movement has been promoted and developed through the annual National Sports Festival for the Persons with a Disability since the host city of the festival was determined based on the policy of the prefectural rotation that enabled the locals of the host prefecture to get familiar with the sports activities for persons with a disability.

The movement of the sports for persons with a disability in Asia and Oceania Region was inspired by the 1st FESPIC Games\* held in June 1975 in Oita prefecture, Japan. The movement has been spread little by little since then, and now, more and more countries and territories in Asia and Oceania regions enjoy the sports for persons with a disability being encouraged participation in society through sports activities. Also, the systematic training programs for athletes and/or sports instructors/leaders have been developed in the region.

However, it is hardly to say that sports environment in the regions has been enough developed when we think about the sports/recreational scene for persons with a disability and leadership development. The situation varies among the countries and some have not adequately developed yet.

Starting in 1990 in Japan, JICA developed a training program to foster leaders to realize the “social participation of the persons with a disability through sports activities” in the respective country of the participants.

And from last year, JICA offers a program to train leaders in sports for persons with a disability to provide extensive knowledge, understanding, technique, and skills of the field. The target of the program is those who are involved in the sports for persons with a disability in various standpoints nationally or regionally, and final goal of the program is to train the participants to contribute the development and popularization of sports for persons with disability in Asia and Oceania in the near future.

\* FESPIC (used to be regarded as Far East and South Pacific Games Federation for the Disabled) was a regional sports organization of sports for persons with a disability in Asia and Oceania region consisted 60 member countries and territories. It was merged with Asian Paralympic Committee and dissolved in 2006 after holding 9 times FESPIC Games.

## **For what?**

The efficient methods of introduction and promotion of the sports for persons with a disability differs from country to country. Through this program, the participating leaders-to-be will learn the broad-based knowledge of the sports for persons with a disability as well as the method of the development of the sports environment so that they could acquire skills to identify specific issues in their own country and build-up practical countermeasures.

## **For whom?**

Participants shall be a person involved in a governmental office connected with sports for persons with a disability, an organization of sports for persons with a disability, a National Paralympic Committee and so on.

## **How?**

In this program, tracing the process of the development of sports for persons with a disability in Japan, participants will have various experiences such as lectures, sports instruction skill practices, observation of competitions and sports facilities, and interactions between Japanese personnel involved in the activities of sports for persons with a disability. Through those experiences, the participants will acquire the basic and wide knowledge, skills, and experiences that would be required for the leaders of sports for persons with a disability.

## ***II. Description***

### **1. Title:**

Leadership Training Program for Future Leaders in Sports for Persons with Disability (J1100806)

### **2. Period of program:**

From September 27, 2011 to November 10, 2011

### **3. Target Regions or Countries:**

Philippine, Laos, Myanmar, Papua New Guinea, Tonga, India, Fiji, Samoa and Cook Islands

### **4. Eligible / Target Organization:**

(1) Government agencies and departments responsible for sports for persons with disability

or

(2) National Paralympics Committees (includes National Sport Federations and/or related organizations for sports for persons with disability)

### **5. Total Number of Participants :**

9 participants

### **6. Language to be used in this program:** English

### **7. Overall Goal:**

Using this program as a jump-start, participants will acquire the variety of knowledge regarding the sports for the persons with a disability including philosophy, information, skills, and so on, so that they could contribute in their own country respectively to become a leader to promote and develop the sports for persons with a disability in the future.

### **8. Program Objective:**

Participants will understand how the sports for persons with a disability implicate the social participation of the persons with a disability, and learn the process how to pile up the specific countermeasures against the specific issues in their respective country.

## 9 . Expected Module Outputs and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (August 2011 to September 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
To formulate an Inception report.	The applicants are requested to prepare Inception Report on the subjects given in ANNEX-1 and submit it together with Application Form.

<b>(2) Core Phase in Japan</b> (September 27, 2011 to November 10, 2011) <i>The participants will develop an action plan suitable for their country by comparing with the situation of Japan and their respective country on the 6 points of view.</i>		
Expected Module Output <i>* Participants are expected:</i>	Subjects/Agendas	Methodology
to learn organization theory and history.	Tracing the progress process and structure of organizations related to sports for persons with a disability in Japan, participants will consider the more adequate organizational structure to promote sports for persons with a disability in their country.	Lecture, Observation, and Practical Skills
to provide wide spectrum of opportunities of sports for persons with a disability.	Participants will learn the basic nature of disabilities and overview of recreational sports, and then consider the best ways to promote the sports for persons with a disability in their own country so that they can provide wide spectrum of opportunities of sports for persons with a disability in the near future.	Lecture, Observation, and Practical Skills
to plan sports events and organization operation.	Participants will observe the sports events and sports facilities for persons with a disability, learn how the events are planned, organized and operated, and develop a feasible plan to organize a sport event suitable for their country.	Lecture, Observation, and Practical Skills

<p>to discuss the possibilities of participation in international events.</p>	<p>Participants will have opportunities to learn the function of international organizations related to the sports for persons with a disability, and consider how active they would be involved in the international activities. Also, specific issues should be identified respectively based on the actual situation of their country, and realistic solution shall be considered.</p>	<p>Lecture, Observation, and Practical skills</p>
<p>to consider the possibility to introduce the Paralympic/IOSD sports and how.</p>	<p>Participants will learn the methods of introduction and rules of sports for persons with a disability that are implemented in Paralympic Games and/or international sports organizations for persons with a disability (ISODs) so that they can consider the possibility to introduce some of the sports in their country based on the uniqueness of the sports and environment of their own country.</p>	<p>Lecture, Observation, and Practical Skills</p>
<p>to interact with persons with a disability through sports.</p>	<p>Participants will have opportunities to interact with sports persons with a disability and realize the importance of the movement of sports for persons with a disability. Through such experiences, they can develop their view point to consider the best way of instruction in sports based on the characteristics of the disability and needs of the persons with a disability.</p>	<p>Lecture, Observation, and Practical Skills</p>

**(3)Finalization Phase in a participant’s home country**  
 (November, 2011 to May, 2012)  
*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
<p>To implement the Action Plan and report its progress to JICA.</p>	<p>Around six months after returning home, participants are requested to report to a designated organization (JSAD) and to JICA on the progress that has been made.</p>



## Tentative Schedule

Date		Time			Contents;	Place
3-oct.	Mon.	9:30	to	12:30	History of Sports for the Disabled in Japan	JICA Tokyo
		13:30	to	15:00	Sports for the Disabled in Natinal Measures	JICA Tokyo
		15:15	to	16:45	Japan Sports Association for the Disabled	JICA Tokyo
4-oct.	Tue.	9:30	to	15:00	Type of disability and its characteristics <Physical>	JICA Tokyo
		15:15	to	16:45	Type of disability and its characteristics <Visually Impaired>	JICA Tokyo
5-oct.	Wed.	9:30	to	16:30	Presentation of Inception Report	JICA Tokyo
6-oct.	Thu.	9:30	to	16:30	Action Plan <1>	JICA Tokyo
7-oct.	Fri.	10:00	to	16:30	Observation of National Rehabilitation Center for Persons with Disabilities	Tokorozawa
8-oct.	Sat.	day off				
9-oct.	Sun.	day off				
10-oct.	Mon.	day off				
11-oct.	Tue.	10:00	to	16:30	General Principle of sports for persons with disability <Theory Session and Practical Skill Session>	Saitama Rehabilitation Center
12-oct.	Wed.	9:30	to	12:30	Instructor System of Sports for the Disabled in Japan	JICA Tokyo
		13:30	to	16:30	National Sports Festival for the Disabled and	JICA Tokyo
13-oct.	Thu.	9:30	to	12:30	Nourishment with Sports	JICA Tokyo
		13:30	to	16:30	Heat stroke and Rehydration	JICA Tokyo
14-oct.	Fri.	9:30	to	12:30	Type of disability and its characteristics <Intellectually Impaired>	JICA Tokyo
		13:30	to	16:30	Action Plan <2>	JICA Tokyo
15-oct.	Sat.	10:00	to	16:30	Recreation Sports <Theory Session / Practical Skill Session>	Toyama Sunrise
16-oct.	Sun.	day off				
17-oct.	Mon.	10:00	to	12:30	Adaptive Equipments	Tetsudo Kosaikai
		13:30	to	16:30	Discussion	JSAD
18-oct.	Tue.	9:30	to	12:30	Wheelchair Racer / Field Events (2 group)	Oji
		13:30	to	16:30	Field Events / Wheelchair Racer (2 group)	Oji
19-oct.	Wed.	9:30	to	12:30	Outline of Classification	JICA Tokyo
		13:30	to	16:30	Conditioning	JICA Tokyo
20-oct.	Thu.	day off				
21-oct.	Fri.	am			move to Yamaguchi	
		16:00	to	17:00	Orientation for National Sports Festival for the Disabled	Yamaguchi
22-oct.	Sat.	all day			Observation for 11th National Sports Festival for the Disabled	Yamaguchi
23-oct.	Sun.	all day			Observation for 11th National Sports Festival for the Disabled	Yamaguchi
24-oct.	Mon.	am			Observation for 11th National Sports Festival for the Disabled	Yamaguchi
		pm			move to Tokyo	
25-oct.	Tue.	day off				
26-oct.	Wed.	9:30	to	12:30	IPC and International Sports for the Disabled / Paralympic Games	JICA Tokyo
		13:30	to	16:30	Action Plan <3>	JICA Tokyo
27-oct.	Thu.	9:30	to	12:30	Key issues in the enhancement of competitive abilities	JICA Tokyo
		13:30	to	16:30	Actibity of JPC < Public Relations and Media Strategy>	JICA Tokyo
28-oct.	Fri.	10:00	to	16:30	Swimming <Theory Session / Practical Skill Session>	Tama
29-oct.	Sat.	10:00	to	12:00	Intellectual Disability Sports <Basketball>	
		13:00	to	16:00	Wheelchair Basketball <Practical Skill Session>	Oji
30-oct.	Sun.	day off				
31-oct.	Mon.	9:30	to	16:00	Football 5 a-side <Theory Session / Practical Skill Session>	Tama
1-nov.	Tue.	10:30	to	17:00	Goalball <Theory Session / Practical Skill Session>	Tama
2-nov.	Wed.	9:30	to	12:30	Introduction to Sports biomechanics	JICA Tokyo
		13:30	to	16:30	JPC's Activities on Elite Performance Development	JICA Tokyo
3-nov.	Thu.	day off				
4-nov.	Fri.	9:30	to	16:30	Action Plan <4>	JICA Tokyo
5-nov.	Sat.	day off				
6-nov.	Sun.	day off				
7-nov.	Mon.	9:30	to	12:30	Anti-Doping	JICA Tokyo
		13:30	to	16:30	General Overview in Sports for the Disabled	JICA Tokyo
8-nov.	Tue.	9:30	to	16:30	Presentation of Action Plan	JICA Tokyo
9-nov.	Wed.	10:00	to	12:00	Warp up & Evaluation Meeting	JICA Tokyo
		13:30	to	14:00	Closing Ceremony	JICA Tokyo

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

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

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

1) Applicants should presently be either in the following position/assignment.

- Those who connected with a national or local sports organization for persons with a disability; be responsible for the local administration of sports for persons with a disability.
- Those who are government officers in charge of sports for persons with a disability.
- Those who are highly experienced as an instructor of sports for persons with a disability.
- Those who have participated in an international sports event for persons with a disability, including Paralympic Games, as an athlete or an official of the national delegation.

2) Applicant age: 30 – 50 years of age

3) Applicants should have a good command of spoken and written English.

4) Applicants should be capable of self-care of their physical and mental condition to participate in the program that includes lots of practice sessions and study tours.

As the course contains many physical activities and observation trips and that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in this training program.

5) Applicants should not be serving in any form of military services.

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

**(1) Application Form:** The Application Form is available at the JICA office in the respective country.

**(2) Inception Report:** All applicants are required to write an Inception Report (Detailed information is provided in the Annex 1) to facilitate developing mutual discussions, which are scheduled for the Inception Report Presentation Session. The inception report should be sent to JICA office

together with application form. It should be sent also by e-mail to mail to: [ticthd@jica.go.jp](mailto:ticthd@jica.go.jp)

- (3) The report should be type-written in double space on A4 size papers.
- (4) **Questionnaire sheet:** All applicants are required to fill in the form (Detailed information is provided in the Annex 2) and submit it together with application form. It should be sent also by e-mail to [ticthd@jica.go.jp](mailto:ticthd@jica.go.jp)

#### 4. Procedure for Application and Selection :

##### (1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo: **July 15, 2011** .

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

##### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, JICA office (or Japanese Embassy) in the respective country 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 JICA office (or Embassy of Japan) in the respective country to the Government before **August 19, 2011**.

#### 5. Conditions for Attendance

Participants should :

- (1) follow the schedule of the program,
- (2) not change the program subjects or extend the period of stay in Japan,
- (3) not bring any members of their family,
- (4) return to their home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return partial or whole training expenditure depending on the severity of said violation.
- (7) observe the rules and regulations of their place of accommodation and not change the accommodation designated by JICA.
- (8) participate in the whole program including a preparatory phase prior to arrival 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.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Tokyo  
(2) **Contact:** Ms. Yoko SADAIE ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp))  
Ms. Junko OKURA ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp))

### 2. Implementing Partner:

- (1) Name: Japan Sports Association for the Disabled & Japan Paralympic Committee  
(2) Contact: Mr. Yoshiaki MIZUHARA ([jsad1110@jsad.or.jp](mailto:jsad1110@jsad.or.jp))  
Ms. Fumiyo MINEMURA ([fumiyo.m@jsad.or.jp](mailto:fumiyo.m@jsad.or.jp))  
(3) URL: <http://www.jsad.or.jp/>  
(4) The Japan Sports Association for the Disabled is the only sports organization for persons with a disability that is officially recognized by the Japanese Government. It was established in 1965, the following year of Tokyo 1964 Paralympic Games. The Japan Paralympic Committee was established in 1999, the following year of Nagano 1998 Paralympic Winter Games, as an internal organization of the Japan Sports Association for the Disabled. Sixty-one sports associations are members of the Japan Paralympic Committee as of April 1, 2011.

### 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 period 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 below: <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 JICA office (or Japanese Embassy) in the respective country, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

# ANNEX 1

## Leadership Training Program for Future Leaders in Sports for Persons with Disability (JFY 2011)

### *Inception Report*

All the applicants are required to prepare an Inception Report with the following items, and send by e-mail to the program officer ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp)) of JICA Tokyo.

The main objective of the Inception Report is to promote mutual understanding, therefore, participants are requested to make a presentation on this report at the beginning of the Program. Participants are expected to share the present situation of each participant or each country and get to familiar with the background of respective participants. Participants are also expected to clarify the issues and set up objectives of participating in the program through developing the Inception Report. It should be typewritten on A4 size paper, between 5 to 10 pages.

Name: \_\_\_\_\_

Country: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title and Section: \_\_\_\_\_

#### **1. Basic information of your country**

1) Population of your Country

\_\_\_\_\_

2) Population of persons with a disability in your country

\_\_\_\_\_

3) Major types of disabilities in your country (ie: spinal cord injury, visual impairment, amputee, intellectual disability, cerebral palsy, etc.)

\_\_\_\_\_

\_\_\_\_\_

#### **2. Definition of “Persons with a Disability” in your country**

**Please describe briefly the definitions of the “persons with a disability” in your country.**

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**3. Situation of persons with a disability in your country (describe briefly from the points of sports, education, employment and social participation)**

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**4. Actual situation of sports for persons with a disability in your country (Please describe freely).**

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## 5. Current involvement in sports for persons with a disability

1) Name of the organization of sports for persons with a disability to which you belong.

\_\_\_\_\_

2) Position/function in the organization.

\_\_\_\_\_

\_\_\_\_\_

3) Please describe your specific work and/or activities in the organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Are you a paid staff in the organization? Please check one of them.

<1> I am an employee / a part time worker.

<2> I am a volunteer.

<3> Others (Please specify)

\_\_\_\_\_

5) If you chose <2> or <3>, please specify your job for living.

\_\_\_\_\_

## 6. Sports events for persons with a disabilities in your country

1) Does your country have sports events for persons with a disability in your country?

\_\_\_\_\_ Yes \_\_\_\_\_, \_\_\_\_\_ No \_\_\_\_\_

2) If "Yes", please fill in the following blanks.

<1> Sports implemented: \_\_\_\_\_

<2> Hosted by: \_\_\_\_\_



<3> Number of participants : \_\_\_\_\_

<4> Frequency of implementation in a year: \_\_\_\_\_

<5> Number of days of the Games: \_\_\_\_\_

**7. Conference and/or meeting of sports for persons with a disability in your country**

1) Does your country have conference and/or meeting of sports for persons with a disability in your country?

\_\_\_\_\_ Yes \_\_\_\_\_, \_\_\_\_\_ No \_\_\_\_\_

2) If "Yes", please fill in the following blanks

<1> Hosted by: \_\_\_\_\_

<2> Number of participants : \_\_\_\_\_

<3> Frequency of implementation in a year: \_\_\_\_\_

<4> Number of days of the conference/meeting: \_\_\_\_\_

<5> Contents: \_\_\_\_\_

\_\_\_\_\_

**8. Sports instructors/coaches for persons with a disability in your country**

1) Are there any systematic training programs for a sports instructor/coach for persons with a disability?

\_\_\_\_\_ Yes \_\_\_\_\_, \_\_\_\_\_ No \_\_\_\_\_

2) Who plays the role of the sports instructor/coach?  
Please check all that apply.

<1> School teacher

<2> Sports instructors/coaches for the able-bodied

<3> Family members of the person with a disability

<4> Medical personnel (doctor, physiotherapist, trainer etc)

<5> Others (please specify)

\_\_\_\_\_

**9. Which sports (both for the disabled and non-disabled) are actively enjoyed in your country? Also, please explain the reason.**

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**10. Are there any organizations that support sports for persons with a disability in your country?**

     Yes      No     

If "Yes", please describe its outline.

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**11. Which subject(s) are you specially interested in to develop the "Action Plan" through this program? Please check all that apply.**

- <1> How to structure/operate organization
- <2> How to promote/develop sports for persons with a disability
- <3> How to organize/operate sports event for persons with a disability
- <4> How to train sports instructors/coaches for persons with a disability
- <5> Others (please specify)

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Please explain why you are interested in the above subject(s).

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<Note>

Those who are accepted to participate in this course will be requested to make a 30 minutes' presentation (including the time of interpretation and discussion) regarding the present situation of sports for persons with a disability in their own country during the presentation and discussion session. In order to make the presentation effective, it is advisable to collect as much information as possible on sports for persons with a disability in relative countries and bring visual aids, such as videotapes and slides explaining their organizations. Audiovisual aids such as slide, OHP, video player, MS Power Point 2002 are available at JICA Tokyo.

# ANNEX 2

## Leadership Training Program for Future Leaders in Sports for Persons with Disability (JFY 2011)

### *Questionnaire*

All applicants are required to fill in this form and submit it together with the application form (Please type or write in clear letters).

1. Name : \_\_\_\_\_ (Family) / \_\_\_\_\_ ( First ) / \_\_\_\_\_ ( Middle )

2. Nationality : \_\_\_\_\_

3. Home Address : \_\_\_\_\_

TEL: \_\_\_\_\_ FAX : \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Office Address : \_\_\_\_\_

TEL : \_\_\_\_\_ FAX : \_\_\_\_\_

E-mail : \_\_\_\_\_

(Year) (Month) (Date)

5. Date of Birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age : \_\_\_\_\_ Sex: M / F

6. Impairments:

a) Describe your impairment if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Cause of your impairment

- ( ) congenital ( ) acquired  
( ) at birth  
( ) by disease  
( ) by accident  
( )

( \_\_\_\_\_ )

) other

7. Mark with (○) the corresponding self-help device/support which you use in your country.

a) Visual impairment

- ( ) White cane
- ( ) Assistant dog
- ( ) Enlarged print ---- Font ( ) Size ( point)
- ( ) English Braille transcription contract (Grade two)
- ( ) English Braille transcription uncontract (Grade one)
- ( ) Electric Data
- ( ) Tape record
- ( ) Others(\_\_\_\_\_)

b) Physical impairment

- ( ) Electric wheelchair  
Weight (\_\_\_kg) Length (\_\_\_cm) Height (\_\_\_cm)
- ( ) Manual wheelchair  
Weight (\_\_\_kg) Length (\_\_\_cm) Height (\_\_\_cm)
- ( ) Crutches
- ( ) Others (\_\_\_\_\_)

\*( ) I will bring my own wheelchair to Japan.

- ( ) Manual
- ( ) Electric: ( ) Dry type / ( ) Wet type

c) Hearing impairment

- ( ) Hearing aid
- ( ) American Sign Language (ASL)
- ( ) Others (\_\_\_\_\_)

8. Please specify necessary arrangements in the airport/aircraft during the trip to and from Japan, if any. (examples: personal assistance in the airport/ in embarkation/disembarkation, isle chair, wheelchair and others)

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9. Please specify necessary arrangements while in Japan, if any. (Examples: accommodation, transportation, and others)

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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 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**

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#### **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**

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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)

J	0		-						
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

**Confirmation by the organization in charge (if necessary)**

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

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



## **Part A: Information on the Applying Organization**

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

### **1. Profile of Organization**

**1) Name of Organization:**

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

### **2. Purpose of Application**

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

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



Japan International Cooperation Agency

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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.**

**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)

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

J	0	-							
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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**

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**First Name**

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**Middle Name**

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<b>2) Nationality</b> (as shown in the passport)		<b>6) Date of Birth</b> (please write out the month in English as in "April")				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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**

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**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: