

No.34/35/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 29<sup>th</sup> June 2010.

**TRAINING CIRCULAR**

Subject: A Group Training Course in Internationally Harmonized Plant Variety Protection System (PVP System) to be held in Japan from 22<sup>nd</sup> August 2010 to 30<sup>th</sup> October 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 the above programme to be held in Japan from 22<sup>nd</sup> August 2010 to 30<sup>th</sup> October 2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program aims at development and extension of new excellent varieties, activation of agricultural and forestry industry and the promotion of rural development, by implementing the internationally harmonized PVP System in participants' own countries.

3. The Candidates should be a national governmental, local governmental, or relevant public organizational official who is in charge of Plant Variety Protection in legislation, in management of the application and registration procedure, in making of the test guidelines of plants, in extension to give a guidance of writing technical questionnaire and in actual conduction of DUS tests of applied varieties for the right of plant breeders; those who are to be assigned to work in the field of PVP in the very near future; technical officials such as examiners and DUS investigators are preferable; those having knowledge and experience of plant research but are not related with any implementation stage of PVP are not eligible; have more than three years of experience in the relevant field; be university graduates, ideally with a background of any agriculture related subjects; be proficient at written and spoken English; be between the ages of twenty-five and forty five years; be in good health, both physically and mentally to undergo the training and not be serving in the military.


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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 18<sup>th</sup> June 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

.....Contd.

6. The nomination details should be submitted in the JICA's prescribed 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 Governments not later than 20<sup>th</sup> July 2010. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Agriculture and Cooperation, Krishi Bhavan, New Delhi.
2. The Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, 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



34/35/2010

Japan International Cooperation Agency  
(Government of Japan)

No.46/GT-CP/2010

18<sup>th</sup> June, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Internationally Harmonized Plant Variety Protection System (PVP System) will be held in Japan from 22<sup>nd</sup> August, 2010 to 30<sup>th</sup> October, 2010 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **23<sup>rd</sup> July, 2010**:-

- (1) The Nomination Form A2A3 together with the Inception Report.
- (2) And Nominee's English Score Sheet : TOEFL, TOEIC, IELTS

Further details are available in the General Information Booklet.

It is further informed that 07 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

DVP No - 57685/2010  
C-402/EoC/2010  
22/6/2010



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Internationally Harmonized Plant Variety Protection System  
集団研修「国際的に調和された植物品種保護制度」**

***JFY 2010***

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

**NO. J1000801**

**Program in Japan: From August 22, 2010 to October 30, 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 a bilateral agreement between both Governments.

# ***I. Concept***

## **Background**

Plant Variety Protection (hereinafter referred to as “PVP”) is a measure for promoting the breeding of plants by providing breeders of new plant varieties with a legal framework for protecting their intellectual properties. It benefits both breeders and farmers of each country by contributing to the improvement of agricultural productivity and the quality of agricultural products. PVP can therefore be regarded as a tool for promoting and enabling the activities of the agricultural sectors, and for rural development in a wide range of ways

With the prevalent global trends seen in population growth, market diversification and environmental fluctuation, an incentive for the development of new varieties of plants with unique characteristics in productivity, marketability and resistance to specific conditions has become increasingly necessary in order to provide sustainable progress in agriculture at a global level.

At the same time, the introduction of new good varieties of plants which contribute to food security issues in many developing countries is a longstanding, and ongoing assignment. The introduction of new good plant varieties in most cases is possible within the range of PVP and the Plant Breeders’ Rights System. PVP can therefore be regarded as an indispensable system for food security and the global distribution of food and wealth, which would ultimately help stimulate economic development.

However, the actual situation of the PVP system in many developing countries has not been fully developed though the WTO·TRIPS Agreement ( the agreement related with trades in relation with the intellectual property rights) advises that each country should protect new varieties of plants. Even the countries who already established the PVP system have not been met with the criteria recommended by the convention of the International Union for the Protection of New Varieties of Plants (UPOV), which is the organization to compile the data of new varieties all over the world and to issue the technical guidance and references as the common tools for the assessment of new varieties.

It is critically needed for those countries to establish or reinforce the PVP system harmonized with UPOV. Once the PVP System will have been developed or reinforced, those developing countries will be benefitted by the introduction of excellent varieties from overseas’ countries to result in the improvement of the agriculture production and in the promotion of the local breeding of new varieties of plants.

### **For what?**

This program aims to provide the practical skills to implement the Plant Variety Protection System (PVP System) to all countries across the world. The implementation of the PVP System ensures that there is a sound and established procedure for the application, examination and registration of new varieties of plants, conduction of the enforcement of the plant breeders' rights, the preparation of the related guidelines, all of which are based on the internationally harmonized PVP System of each country.

It should be noted that the PVP System is different from the Plant Quarantine System and the training module does not include the subjects of pest and disease control. It is the program for the understanding of the need of the protection of new varieties of plants complied with the international standards in the scheme of the Intellectual Property Rights as well as for obtaining the related technologies.

### **For whom?**

This program is offered to the national, local governmental, and any public organizational officers presently working or to be working in the near future in the field of Plant Variety Protection (PVP); examination, growing tests, test guideline making, etc. Those who are engaged in the PVP related legal framework makings are not eliminated, but the major component of this program is composed by the technical part such as the practice of the DUS growing test , the one of test guidelines, etc. , which is not familiar to those people.

### **How?**

Participants shall have opportunities through the program in Japan to learn of the technology and implement the PVP system by having lectures, doing practices, and by visiting the places of breeding activities and of the PVP System users, and to identify approaches and strategies to ensure the program's effectiveness, and improve organizational viability. Participants are also expected to formulate an action plan describing what the participant will do after they return to their home country in order to spread the knowledge and ideas acquired in Japan, to the colleagues related with PVP matters.

### **New Phase**

This training course has completed its tenth year, and this year it will enter a new phase, which will run for three years under the name: "JICA Group Training Course on

Internationally Harmonized Plant Variety Protection System (PVP System)".

This new title marks a phase in which the Plant Variety Protection (PVP) method seeks to take a coherent approach in the technical methods and legal policies employed by all users of the system globally, by adhering to the international standards set by UPOV. There are two main objectives to this harmonization approach. One objective is to enhance the capabilities of examination for variety registration employed by the examining authorities by using standardized international examination methods for the new varieties applied domestically and internationally. The other aim is to enhance the efficiency of the examination for variety registration through the cooperation of each nation, which would ultimately benefit both the users of new plant varieties and the examining authorities. Both items are crucial as users of the PVP system are on the rise all across the globe, and speed, efficiency and data reliability are integral to the successful execution of this system.

## **II. Description**

**1. Title (J-No.): Internationally Harmonized Plant Variety Protection System (PVP System) (J1000801)**

**2. Period of Program:**

**Duration of whole program:** August 22<sup>nd</sup> to October 30<sup>th</sup>, 2010

**3. Target Regions or Countries:**

China, Indonesia, Malaysia, Philippines, Vietnam, India and Turkey

**4. Overall Goal:**

The development and the extension of new excellent varieties, activation of agricultural and forestry industry and the promotion of rural development are achieved by implementing the internationally harmonized PVP System in participants' own countries.

**5. Objective:**

1) To understand the concept of the internationally harmonized test guidelines used for the protection of new varieties of plants and to gain the technical skill for the making of those tests guidelines.

2) To deepen the understanding of the concept of the internationally harmonized PVP System and the methods of its implementation including DUS tests to result in proposing the action plan to improve the own country's PVP System.

(1) To achieve this program objective, participants are expected to do the followings:

a) To understand the present condition of PVP System of own country.

b) To explain what the internationally harmonized PVP System is.

c) To explain what the internationally harmonized methods of the



examination for the registration of new varieties of plants and its practical techniques (DUS Test).

d) To explain how to make the test guidelines for the examination of new varieties of plants.

e) To propose and compile the action plan to improve the implementation of own country's PVP System after returning to the home country.

(2) The Inception Report should be written and sent to JICA Tsukuba prior to your arrival. With regard to the preparation of the inception report, it is requested in each country before coming to Japan, the discussion on the topics to be improved for the betterment of the PVP implementation will be done with the participants' senior colleagues of the organization. The format of the Inception Report is attached in the ANNEX. It is also expected that the Action Plan to be made in Japan is approved by the organization concerned after returning to their home country.

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

This program is designed for national and local governmental organizations or any public organizations including the PVP related departments or divisions.

**7. Total Number of Participants:** 8 participants

**8. Language to be Used in This Course:** English

#### **9. Contents:**

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

**(1) Preliminary Phase in a participant's home country** (before coming to Japan, August 22<sup>nd</sup> , 2010)

*Participating organizations make required preparation for the Program in the respective*

<i>country.</i>	
Modules	Activities
Inception Report	Modification and completion of Inception Report. Please see ANNEX for the statement of the Inception Report. Inception Report (1st version) has to be submitted until <b>25th June with application forms.</b>

<b>(2) Core Phase in Japan</b> (August 22 <sup>nd</sup> to October 30 <sup>th</sup> , 2010)		
<i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1) PVP System	(1) UPOV Convention and its Technical Guidelines, Impact Study, International Harmonization, UPOV Database, etc, (2) UPOV Distance Learning (internet self-learning developed by UPOV)	Lectures, Discussion and Exercise
	(3) PVP System in Japan and its outlined study of Application to Registration Procedures, DUS tests, Test Guidelines, PBR Enforcement, International Cooperation in Examination and East Asia PVP Forum Cooperation Activities.	Lectures by the lecturers from PVPSD of MAFF
2) DUS Test	(1) What the DUS Test by growing trials is; how, when and where it is prepared, conducted and evaluated.	Lecture and Practice by the lecturers and instructors from NCSS
	(2) Reference Collection and its Simple Data Base Creation Methodology	Lecture and Practice

3) Test Guideline	(1) Basic Concept of Test Guideline Comprehension	Lecture and Observation
	(2) Practice of Guideline Comprehension	Lecture and Practice
4) PVP Application in Business	(1) Its Advantages for Seed Companies and Growers	Observation
	(2) Application for the Rural Development	Observation
5) Problem Analysis and Improvement Plan for PVP Implementation	(1) Project Cycle Management (PCM)	Lecture
	(2) Action Plan (Improvement Plan)	Practice

**(3) Finalization Phase in a participant's home country**

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

Modules	Activities
Implementation of the Action Plan	Application and implementation of the Action Plan back in the participant's country.

## <Structure of the Program>

1. Preliminary phase (activities in your home country): Preparation of the inception report.
2. Core Phase (activities in Japan): Topic outline  
Each session has sometimes a discussion among the participants.

**1st week:** Induction of the training and preparation of Inception Report

- (1) Program and Course Orientation
- (2) General Orientation (Introduction to general view in Japan)
- (3) Bench Mark Test
- (4) Preparation of Inception Report

**2nd & 3rd week:** Inception Report Presentation and Lectures of PVP System of Japan

- (1) UPOV Lectures
- (2) Inception Report Presentation
- (3) Outline of Agriculture of Japan and its Policy on the Intellectual Property Rights
- (4) Outline of PVP of Japan and the Present Situation
- (5) Enforcement of Plant Breeders' Rights and Activities of PVP G-men
- (5) Examination of Denomination
- (6) Management of Application to Registration
- (7) Procedure of Examination Planning
- (8) DUS Examination of Japan
- (9) International Cooperation of Japan; Introduction of East Asia PVP Forum, Cooperation in Examination with CPVO, etc.
- (10) Project Cycle management (PCM) Work Shop (Conceptual understanding of PCM, Project Design Matrix making for the draft of Action Plan)

**4th week:** Outline of DUS Test by Growing Trials at NCSS

- (1) DUS Test Planning
- (2) Preparation of Test Plot
- (3) Making of Work Manual
- (4) Photo Taking

- (5) Other Activities of NCSS; Seed Test, Consultation and Variety Identification Tests on the Infringement of the PBR (activity of PVP G-men), etc.
- (6) Visit of Gene Bank of Japan; Activities of Genetic Resource Collection, Genetic Resource Transfer Procedure, etc.

**5th week:** Introduction to PVP System in Seed Production and Ornamental Plants

- (1) Sakata Seed Corporation
- (2) Southern Prefectural Horticulture Institute, Chiba Prefectural Agriculture and Forestry Research Center, Chiba Prefecture

**6th week:** Practice of DUS Test of Soy Beans at the NCSS Nishinohon Station

- (1) Reference Variety Selection
- (2) Investigation and Field Data Taking of the Soy Bean Varieties in the Test Plot
- (3) Study of “Note” and “difference” of the Tested Varieties
- (4) Making up of a Test Report including Photos
- (5) Takii Seed Co., Ltd.

**7th week:** Lecture and Practice on Making of Test Guideline

- (1) Basic Understanding of the Composition of Test Guidelines Used in Japan
- (2) Practice of Test Guideline Comprehension
- (3) Presentation of the Test Guidelines Made by the Participants

**8th & 9th week:** Lecture and Practice of DUS Test in NCSS

- (1) DUS Test Preparation of Chrysanthemum and Tomatoes
- (2) Reference Varieties Selection
- (3) Observation and Measurement of Characteristics
- (4) Taking of Photos to be Attached to the Test Report
- (5) Concept of Note Setting
- (6) Presentation of the Test Report
- (7) Evaluation of the Report on the Judgment of DUS
- (8) General Q & A about the NCSS Part

**10th week:** Presentation of Action Plan, Evaluation Meeting, Closing Ceremony and Awarding of Certificate

- (1) Finalization of the Action Plan
- (2) Presentation of Action Plan
- (3) Evaluation Test
- (4) Evaluation Meeting
- (5) Closing Ceremony (Closing of the Training)

※ Each schedule and program is subject to change.

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

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

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

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

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

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

1) Current Duties: be a national governmental, local governmental, or relevant public organizational official who is in charge of Plant Variety Protection (Plant Breeders' Rights, intellectual property rights on plants) in legislation, in management of the application and registration procedure, in making of the test guidelines of plants, in extension to give a guidance of writing technical questionnaire and in actual conduction of DUS tests (Distinctness, Uniformity and Stability tests) of applied varieties for the right of plant breeders. Those who will be assigned to work in the field of PVP in the very near future; for example to start working immediately after going back to their countries from Japan are also eligible. The technical officials such as examiners and DUS investigators are the most preferable. Those who have knowledge and experience of plant research

but are not related with any implementation stage of PVP are excluded.

- 2) Experience in the relevant field: have more than 3 years' experience
- 3) Age: be between the ages of twenty-five (25) and forty-five (45) years
- 4) Educational Background: be a graduate of university, idealistically with the background of any agriculture related subjects
- 5) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This training course includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 7) Must not be serving any form of military service.

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

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

The Application Form is available at the respective country's JICA office or the Embassy of Japan.

#### **(2) Inception Report**

All applicants should prepare an Inception Report on the present situation of PVP in his/her institution, starting about the current problems and urgent assignments to be achieved which should be discussed with their seniors. It should be typewritten in English (12-point font, A4 size paper) and in accordance with the instruction (see ANNEX), and submitted together with the Application Form.

#### **(3) Nominee's English Score Sheet**

To be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

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

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

Closing date for application to the JICA Center in JAPAN: **July 7<sup>th</sup>, 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 Tsukuba in consultation with the organizations concerned in Japan, namely IPD of MAFF and NCSS 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 **no later than July 23<sup>rd</sup>, 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 in 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 consultation with the nominees to comprehend the inception report on the matter to be improved in the field of Plant Variety Protection.

**7. Abbreviations**

PVP: Plant Variety Protection

PBR: Plant Breeders' Rights

UPOV: International Union for the Protection of New Variety of Plants

WIPO: World Intellectual Property Organization

MAFF: Ministry of Agriculture, Forestry and Fisheries of Japan

IPD: Intellectual Property Division

NCSS: National Center for Seeds and Seedlings

## **IV. Administrative Arrangements**

### **1. Organizer:**

**(1) Name:** JICA Tsukuba

**(2) Contact:** Ms. Masae SUMIKOSHI (Sumikoshi.Masae@jica.go.jp)

### **2. 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.

**Travel Insurance:** The term of Insurance is from arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### **3. Accommodation in Japan:**

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

**JICA Tsukuba International Center (JICA TSUKUBA)**

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111

(where "81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.pdf>

### **4. 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.

**5. Pre-departure Orientation:**

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

## ***V. ANNEX***

ANNEX: Instruction for the Preparation of Inception Report

## **ANNEX**

### **Instruction for the Preparation of Inception Report**

#### **Group Training Course on the “Internationally Harmonized Plant Variety Protection System” JFY2010**

Please include the following items in your Inception Report which is to be presented on the 30th August, 2010. Inception Report is an introductory report which will be continued to the Action Plan which should be implemented in 2 to 3 years in your country by utilizing the training results in Japan. Before compiling the Inception Report, it is recommended the following items are to be consulted with your senior colleague or with DDG or DG of your office to make sure your point to be presented in Japan is authorized by your seniors. Your problems and countermeasures taken into the action plan will be theoretically strengthened by attending the class of PCM, Project Cycle Management. The evaluation and the final report are not indispensable but advisable. Items to be included in your Inception Report are:

- 1) Whether there is any regulations or laws related to intellectual property rights for new varieties such as Plant Variety Protection System in your country.
- 2) Whether your country is a UPOV member state or not.
- 3) Please state the present situation whether your country is now preparing for joining UPOV member or establishing regulations/laws for intellectual property rights for new varieties of plants (Plant Variety Protection System), in case your country is not a UPOV member state, or does not have any regulation for it.
- 4) Please brief about your Plant Variety Application and Registration situation for new varieties (both from domestic and foreign application) and methods of examination.
- 5) Please explain in detail about the administration procedure from the application to the registration and also explain in detail about how to examine the DUS of candidate varieties; how many staffs for the acceptance of application, what to check the application, how examines DUS, who are called as examiners, etc.

- 6) Please state about the present problems related with the establishment or implementation of Plant Variety Protection System, or joining UPOV member and the problems which have to be solved within 2-3 years (comparatively in a short term). Please consult this question with your superiors.
- 7) Please break down the problems above according to the given groups below.
- i) Problems to be solved only by the capacity of your division/department.
  - ii) Problems to be solved with the help of the other department or institution.
  - iii) Problems to be solved with the help of other countries.
- 8) Please state briefly about the questions given below.
- i) Whether there is any support or aid about Plant Variety Protection (DUS training, establishment of Test Guideline, etc.) from other country except Japan.  
If there is, please state the name of the countries, name of the donors, etc.
  - ii) Whether if your country is cooperating in Examination with any overseas' countries.  
If there is, please state the name of the countries, name of the plants, etc.
  - iii) Whether any local breeding which is eligible to be registered as a new variety is promoted in your country or not. If there is any, please state the name of the plants.
  - iv) Names of the important plants of your country.
  - v) What does your government think about Plant Variety Protection System?  
Whether your government is trying to strengthen the system, for the development of economy, or they don't think there is any profit out of it. A frank opinion of your government will be favored in a possible level.
- 9) Please attach the photos of your office and staffs (if possible).

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the

challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



***CORRESPONDENCE***

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

**Tsukuba International Center, JICA (JICA TSUKUBA)**

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

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## 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**

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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.



## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

**1) Name of Organization:**

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

### 2. Purpose of Application

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

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



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

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

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

**2) Nationality**  
(as shown in the passport)

**5) Date of Birth** (please write out the month in English as in "April")

**3) Sex**

( ) Male

( ) Female

**Date**

**Month**

**Year**

**Age**

**4) Religion**

**6) Present Position and Current Duties**

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

**7) Type of Organization**

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ( )		

**8) Outline of duties: Describe your current duties**



**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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



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

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

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages (                    )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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 ( _____ )
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(b) Are you pregnant?

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

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: