

No.34/36/2010-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 Planning Support for Introduction of Solar Power Generation to be held in Japan from 20<sup>th</sup> September 2010 to 23<sup>rd</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 20<sup>th</sup> September 2010 to 23<sup>rd</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 providing participants with the opportunities to understand the necessary policy and economic and technical conditions for introducing and disseminating Photovoltaic (PV) technologies in their respective countries.

3. The Candidates should be officers/engineers working for government ministry or agency in charge of energy development and promoting PV systems and PV industry; have two or more years of experience related to the PV systems; have a bachelor's degree of science and/or engineering, or equivalent thereof, in a field related to this program; 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 21<sup>st</sup> June 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

.....Contd.

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 Power, Shram Shakti Bhavan, New Delhi.
2. The Secretary, Ministry of New and Renewable Energy, Block No.14, 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



34/56/2010

Japan International Cooperation Agency  
(Government of Japan)

No.47/GT-CP/2010

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

Dear Mr. Rakesh Mishra,

A Group Training Course in Planning Support for Introduction of Solar Power Generation will be held in Japan from 20<sup>th</sup> September, 2010 to 23<sup>rd</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

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,

  
(Hitoshi 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

403/EOP/2010  
22/6/2010



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Planning Support for Introduction of Solar Power Generation  
(A)**

**「太陽光発電導入計画支援(A)」  
JFY 2010**

**<Type: / 類型: 課題解決促進>**

**NO. J1000945 / ID. 1080008**

**From September 20, 2010 to October 23, 2010**

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

# ***I. Concept***

## **Background**

As one of the solutions for environmental problems, effective use of natural energy has become a common global issue together with the promotion of renewable energy use. In addition, the importance of energy diversity is increasing due to energy security issues.

Among renewable energy resources, photovoltaic (PV) is expected to be a promising growth industry for a future low carbon society, and its demand is expanding as performance improves due to recent technological development. A photovoltaic system mainly consists of photovoltaic modules and a power conditioner for an interconnected system, and photovoltaic modules, storage batteries and a battery charging controller for individual installation systems (Solar Home Systems). The PV systems convert solar light energy to electric energy. Since the technology is relatively simple to handle, it is expected that PV would be widely utilized for electrifying rural households and public facilities such as clinics in developing countries. However, inadequate installation and maintenance have become problems at many sites, and reinforcement of technological guidance by the government and related institutions is expected.

In terms of energy resources, Japan depends heavily on imports, and the nation has been making efforts to develop alternative energy. Japan started technological development of renewable energy more than a quarter century ago, and it has now become one of world leaders in the field of renewable energy including PV, which has been materialized through close collaborations among the industry, Japanese government and academia.

This program is designed to provide participants with an opportunity to investigate the Japanese experience of PV industry. In cooperation with Kansai Economic Federation, a Japanese business association, participants will have many opportunities to visit Japanese companies and exchange information. At the end of the training, participants are expected to prepare preliminary plans for sustainable promotion of PV industry in their respective countries through the knowledge and experience gained in Japan.

## **For what?**

This program aims at providing participants with the opportunities to understand the necessary policy, and economic and technical conditions for introducing and disseminating PV technologies in their respective countries.

## **For whom?**

This program is offered to officials working in governmental or implementing organizations for energy, especially for PV development.

## **How?**

At the beginning of the program, participants are requested to present their inception reports covering the situations of energy demand and supply including electric power and

renewable energy, and PV development and dissemination, which participants are required to prepare in their countries in advance. (Please refer to VI. ANNEX Inception Report and Presentation material for detailed contents) In Japan, participants will have the opportunities to visit PV manufacturers and other PV related companies, attend lectures, involve themselves in discussions, and make presentations of their preliminary plans for developing and promoting PV technologies in their respective countries.

This course will be conducted under cooperation with Kansai Economic Federation, a Japanese business association in western Japan. Information exchange and discussion with participants will help the Japanese companies to further extend their business activities overseas.

## ***II. Description***

**1. Title (J-No.):** Planning Support for Introduction of Solar Power Generation (J10-00945)

**2. Period of program**

<b>Duration of whole program:</b>	June 2010 to March 2011
<b>Phase in Japan:</b>	September 20, 2010 to October 23, 2010
<b>Finalization Phase:</b> (in a participant's home country)	June 2010 to March 2011

**3. Target Countries**

Mongolia, Thailand, Bangladesh, India, Jordan, Palestine, Syria, El Salvador, Costa Rica, Uruguay, Morocco, Tunisia, Seychelles

**4. Eligible / Target Organization**

Governmental organization in charge of energy policy

**5. Total Number of Participants**

13 participants

One (1) allocation: All the targeted countries

**6. Language to be used in this program:** English (including English translated from Japanese through interpreters)

**7. Program Objective:**

Preliminary plans for introducing and disseminating PV technologies in their respective countries are examined.

**8. Overall Goal**

Appropriate introduction and dissemination of PV are promoted.

## 9. Expected Module Output and Contents:

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

- (1) Preliminary Phase in Participants' home country  
(June 2010 to September 2010)

Expected Module Output	Activities
Summarizing current situations, policies, and development plans of energy, electrical power, renewable energy and PV promotion in participants' home country	<p>Submission of Inception Report to JICA for the Workshop to be held at the beginning of the program<sup>1</sup>. The Workshop will be open to the public. Please be sure that workshop is open to the public.</p> <p>The Inception report covers:</p> <ol style="list-style-type: none"> <li>1) National energy demand and supply situation,</li> <li>2) Status of renewable energy development and role of PV in the long-term energy development policy,</li> <li>3) Present situation of PV development,               <ul style="list-style-type: none"> <li>- Development of policy and master plan for disseminating PV systems,</li> <li>- Institutional and organizational framework of PV sector,</li> <li>- Examples of PV utilizations in other sectors such as agriculture, medical care and education;</li> <li>- Human resource development of PV sector,</li> <li>- Subsidy scheme for PV dissemination and its delivery system, and</li> <li>- Future programs and plans for introducing and disseminating PV systems.</li> </ul> </li> <li>4) Situation of PV industry, and human resources in private sector.</li> </ol>

- (2) Core Phase in Japan  
(September 20, 2010 to October 23, 2010)  
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/ Agendas	Methodology
Participants are able to understand historical development and current situation of PV industry in Japan. At the same time, participants are able to identify necessary conditions to promote PV industry in their own countries through	<ol style="list-style-type: none"> <li>1) Presentation of Inception Report for sharing experience through discussions with other participants,</li> <li>2) Lectures on overview of renewable energy technologies and features of PV technology,</li> <li>3) Lectures on basic knowledge of PV technology and case studies of PV projects in developing countries,</li> <li>4) Lectures on development of</li> </ol>	<ol style="list-style-type: none"> <li>1) Presentation</li> <li>2) Lectures</li> <li>3) Discussion</li> <li>4) Field trip</li> </ol>

<sup>1</sup> Participants are requested to prepare Inception Report including status of PV, energy, electric power and renewable energy, and make presentation in the workshop at the beginning of the program. The workshop will be open to the public.

lectures, field trips, and discussions.	<p>Japanese PV industry through historical and structural perspectives,</p> <p>5) Visit to Japanese PV manufacturers and other related industries for understanding the development mechanism of Japanese PV industry,</p> <p>6) Lectures on Japanese power industry, and technical and institutional issues of grid connected PV systems;</p> <p>7) Lectures on Japanese cooperation for PV projects in developing countries,</p> <p>8) Lectures on PV utilization for agriculture and fishery development,</p> <p>9) Lectures on PV utilization for environmental management and CDM,</p> <p>10) Lectures on energy policies of Japanese central government including research and development policy, and subsidy policy; and</p> <p>11) Introduction of JICA projects for renewable energy.</p>	
Participants are able to formulate a preliminary plan for disseminating PV systems based on the understanding of the conditions learned from Japanese experience and the existing conditions participants' countries are experiencing.	<p>1) Knowledge management,</p> <p>2) System thinking</p> <p>3) Group discussion</p>	<p>1) Workshop</p> <p>2) Lectures</p> <p>3) Discussion</p> <p>4) Presentation</p>

## (2) Finalization Phase in a participant's home country

Participants are expected to apply their understanding gained in Japan to develop PV industry for further disseminating PV systems in their countries.

Expected Module Output	Expected Module Output
Implementation of the Action Plan in the participant's country	<p>Final report mentioning subsequent activities (ex. discussion or practical implementation in participant's organization) in participant's country should be submitted as a final report based on the preliminary plans prepared in Japan.</p> <p>Submission Date: March 31, 2011 (to respective country's JICA Office or Embassy of Japan)</p>



**10. Follow-up Cooperation by JICA:**

In this program, JICA might extend follow-up support to participating organizations that would intend to develop the result of this training program. Please note that the support shall be extended selectively based on proposals from the participating organizations.

Further Information:

URL <http://www.jica.go.jp/english/operations/schemes/tech/follow/>

### **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 (training course) 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 (training course) to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Participating organizations are 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 officers/ engineers working for government ministry or agency in charge of energy development, and promoting PV systems and PV industry
- 2) **Experience in the relevant field:** have two (2) or more years' experience related to PV systems,
- 3) **Age:** be between the ages of twenty-five (25) and forty-five (45) years
- 4) **Educational Background:** have a bachelor's degree of science and/or engineering, or equivalent thereof, in a field related to this program,
- 5) **Language:** have a sufficient command of spoken and written English,
- 6) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan.  
※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
- 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:** to be submitted with the application form. Fill in Attachments of this General Information, and submit it along with the Nomination Form.

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

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

Closing date for application to the JICA Center in JAPAN: **July 23, 2010**

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

**(2) Selection:**

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

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 27, 2010.**

**5. Conditions for Attendance:**

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

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Osaka International Center

**Contact:** Ms. Megumi KATO ([osicttp@jica.go.jp](mailto:osicttp@jica.go.jp) cc with [jicaosicp-kensyu2@jica.go.jp](mailto:jicaosicp-kensyu2@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Pacific Resource Exchange Center

(2) **Contact:** International Department([prexmail@prex-hrd.or.jp](mailto:prexmail@prex-hrd.or.jp))

(3) **URL:**[http://www.prex-hrd.or.jp/index\\_e.html](http://www.prex-hrd.or.jp/index_e.html)

(4) **Remark:** Pacific Resource Exchange Center (visit PREX at: [http://www.prex-hrd.or.jp/index\\_e.html](http://www.prex-hrd.or.jp/index_e.html)) was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to human resources development of government officials and corporate executives mainly in the Asia and Pacific region.

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Osaka International Center (JICA OSAKA)

Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL: 81-72-641-6900 FAX: 81-72-641-6910

(where "81" is the country code for Japan, and "72" is the local area code)

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

## **6. Pre-departure Orientation:**

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

# ***V. Other Information***

## **1. DEVELOPMENT EDUCATION PROGRAMME:**

The purposes of the International Cooperation Program of JICA are not only to share Japanese knowledge, experience and ideas with participating countries, but also to promote mutual understanding between participating countries and Japan. The Japanese government recognizes the importance of citizen participation in its International Cooperation Program and has thus recently placed a greater emphasis on this aspect of the Program. With this objective, JICA collaborates with schools and local governments as well as various kinds of community-based organizations to expose the members to the rich heritages of foreign cultures represented by participants, as a precious first step to promote international exchange and cooperation.

To provide a stronger foundation for these activities, JICA has been conducting a Development Education Program for Japanese citizens in all training courses and seminars it offers. Participants are encouraged to bring any materials necessary to introduce the cultural heritages and/or natural histories of their own countries, such as national costumes, musical instruments, works of art, photographs, and so on. This program is scheduled to start on the first Thursday following the participants' arrival in Japan.

## **VI. ANNEX1:**

### **Inception Report**

(The completed questionnaire should be sent together with an Application Form.)

Country:

Name of applicant:

Name of organization:

Your email address:

#### **< Information of the participant >**

(1) Please draw a detailed chart of your organization and indicate your position in it as well as the number of persons in each department, division, section, work team, etc.

(2) Please give a detailed description as to the following items (as specific as possible):

a) Your present position and the kind of work you are engaged in.

b) Your career since completing your education, with particular reference to experience in electricity.

c) Your educational record in electricity, physics, chemistry, or equivalent. Write your specific degree awarded in university.

(3) Please explain why you are applying for this course, i.e., solar power generation and application technology.

#### **< Information on your country >**

(1) Please provide the following data and information:

(a) National energy demand and supply situation, and share of renewable energy in the demand and supply situation. Renewable energy includes hydropower, wind power, and photovoltaic power;

(b) Daily power load curves for week days and holidays;

(b) National energy policy including renewable energy;

(c) Situation of rural electrification, Availability of master plan of rural electrification and the role of renewable energy including PV;

(d) Solar radiation data;

(e) National technical standard and code of conduct for private companies working for PV;

(f) Human resources working for PV systems in government organization and private companies, and training system or institutions for training engineers and technicians working for PV systems;

(g) Financial schemes for disseminating PV systems (Solar Home Systems) if any, and institutional arrangements for the financial schemes;

(h) Existing applications of PV systems, such as solar home systems, hybrid systems,

centralized island systems, or PV systems for pumping up water for drinking or irrigation; and

(i) Major obstacles to farther utilize and disseminate PV systems in your country.

(2) For an average household in your country, state the main uses of electricity and average monthly electricity consumption.

(3) Enclose 2-3 photographs each of your country's traditional style of dwelling and typical modern dwelling.

## VI. ANNEX2:

### Presentation Material

Please summarize your inception report using the format below. This format will be used in the inception report presentation in the course.

General Information	Population	
	Area	
	Language	
	Religion	
	Regime	
	Major Industry	
	GNP(year 2009)	
	GDP per capita(year 2009)	
	Major Exporting Products	
	Major Importing Products	
Energy Situation	Energy Policy and related laws and acts	
	Primary Energy Consumption	In total and its breakdown
	Total Installed Capacity of Power Generation, and its breakdown	
	Electricity Tariff by category	
	Potential of Renewable Energy and status of development	Micro-hydro, wind power, biomass, solar energy, and others
	PV energy basic data and information	Amount of monthly irradiation for one year at different geographical areas. Hours of sunshine in a year.
	PV installation	Number of SHS installations and other PV system installations
	Situation of PV Industry	(1) Level of PV industry development: what kind of PV components are manufactured (2) Number and names of private companies (including manufacturers) working for PV (3) Subsidy policy and its delivery scheme for PV system promotion (4) Availability of technical standard and its outline (5) Training institutions for PV technology for technicians and engineers (6) Market prices of PV components in your country (PV panels, charge controllers, batteries (deep cycle and



	car batteries), CFL and LED lamps)
Origin of PV panels	From which countries have PV panels been imported so far?
Pattern of Power Demand on National Grid and electrification rate	(1) Power Demand Load Curve on average week day. (2) Power Demand Load Curve on average week end (3) Electrification Rates (Urban & Rural)
Disposition of used batteries	Recycling, Reusing, or just left out?
Financial Assistant Scheme and its delivery system	Micro-Credit and its delivery system, if any; Revolving fund and its delivery system, if any; other schemes, if any.
Technical and financial assistance by donors	What kind of assistance by which donors?
People's awareness and knowledge about PV systems	Many people understand what PV systems are, and what does government or other stakeholders do for information spread for PV systems?

## ***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.



# Welcome to JICA Osaka

**Osaka International Center of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.**

## 1. Location of the center in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

## 2. Orientation Program & Japanese Language Course

(1) The four days after arrival at JICA Osaka are dedicated to an orientation program, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange program with local communities.

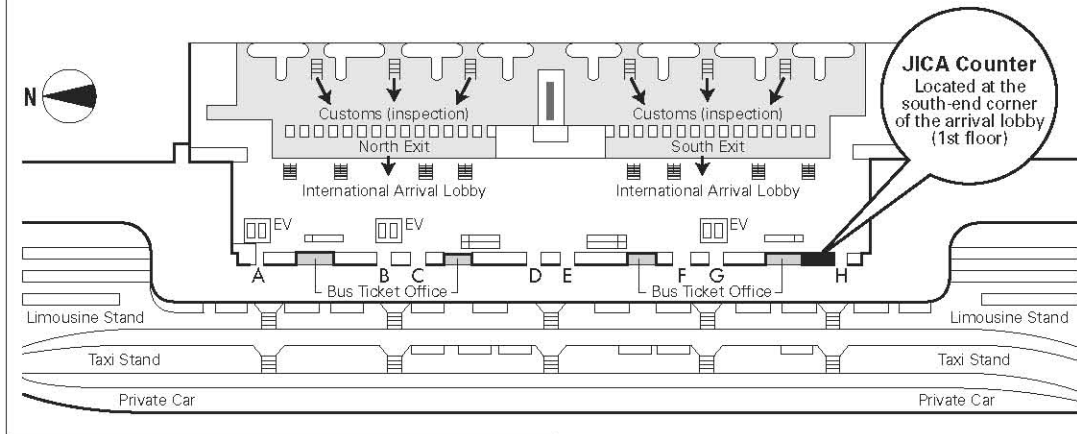
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

- ① an intensive Japanese language course as an integral part of the training program in designated courses
- ② an optional Japanese language course held in the evenings

## 3. Recreational Program

Occasionally, JICA Osaka, in concert with community groups, organizes a program of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony and visits to Japanese homes.

## Map of JICA Counter in Kansai International Airport (KIX)



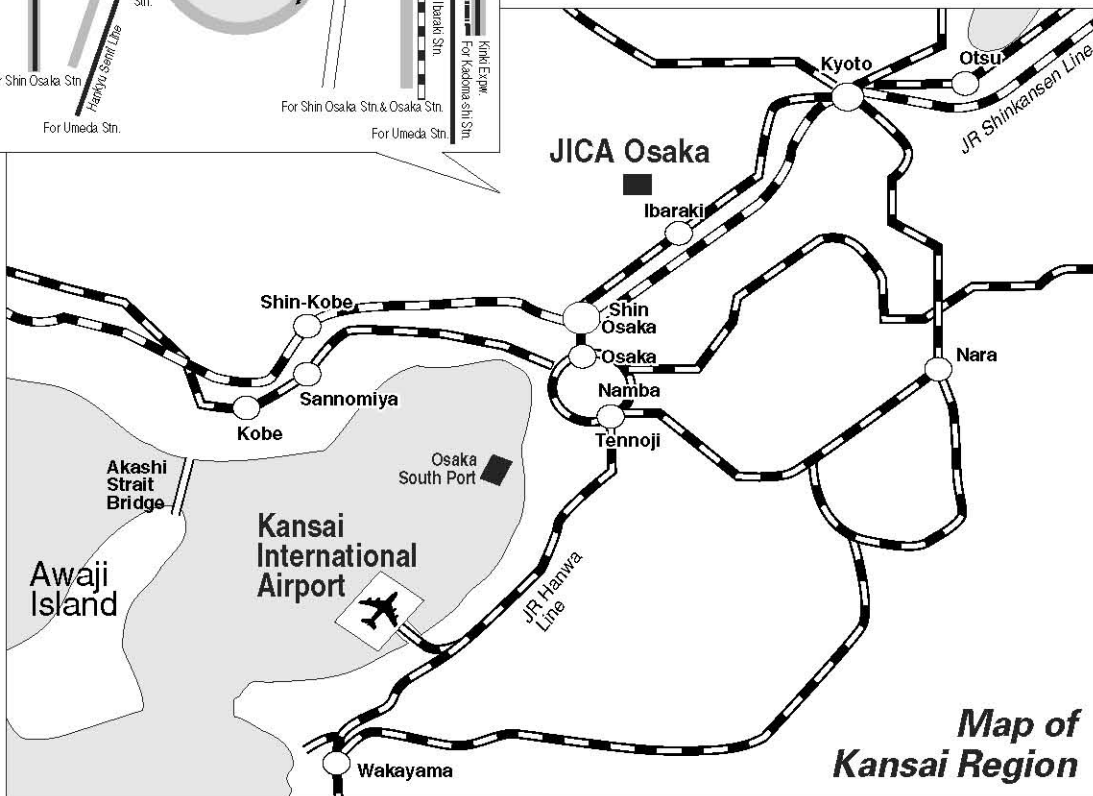
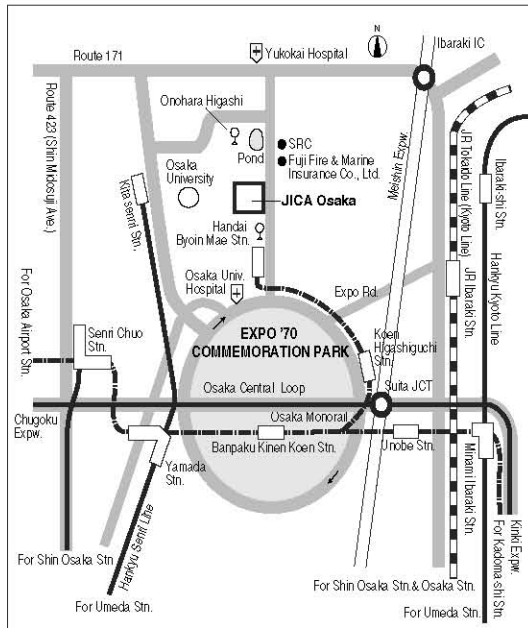
**Upon arrival, participants should follow the procedure below:**

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

## Map of the JICA Osaka Vicinity



**Map of Kansai Region**



### **CORRESPONDENCE**

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

**Program TeamIII, Osaka International Centre (JICA Osaka)  
Japan International Cooperation Agency (JICA)**

Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

URL: <http://www.jica.go.jp/branch/osic/english>

Tel. : 81 (\*) -72 (\*\*) -641-6900 Fax. : 81 (\*) -72 (\*\*) -641-6910

(\*): country code for Japan (\*\*) : area code for Ibaraki

## 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:	

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**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.**





**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.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

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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: