

No. 34/36/2011-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

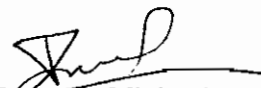
.....

New Delhi, the 4th July, 2011

CORRIGENDUM

This is with reference to DOPT's Training Circular No.34/36/2011-EO(F) dated 8th June 2011 for "A Group Training Course in **Regional Development** by Sustainable Use of **Biodiversity**" to be held in Japan from 2nd October 2011 to 3rd November, 2011.

2. The last date for receipt of the application forms in this Department may be read as **29th July, 2011** in place of **29th June, 2011** mentioned in para 7 of the circular. Other terms and conditions will remain unchanged.



(Rakesh Mishra)

Desk Officer

Tel.No.23040260

Email-doeof@nic.in

Copy to :

1. The Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Planning Commission, Yojana Bhavan, New Delhi
3. All the State Governments/UTs.
4. Director(Technical), NIC with the request to post the corrigendum on the DOPT's website.

No.34/36/2011-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the June 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in Regional Development by Sustainable Use of Biodiversity to be held in Japan from 2nd October 2011 to 3rd November 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from September 2011 to February 2012, out of this, the Core Phase, from 02/10/2011 to 03/11/2011, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program is designed for the Department of planning of socio-economic development and the Department of Environment of core-city government (capital city or the second/ third largest city). The objective of the programme is Regional development plans which include the perspective of biodiversity conservation and its sustainable use in the respective cities.
3. The Candidate should be a mid-level administrative official who belongs to the Department of planning of socio-economic development or the Department of Environment of core city government; have more than 3 years working experience in the relevant field; be a graduate of the university; be between thirty and forty- five years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 39/GT-CP/2011 dated 2nd June 2011. The Ministry/State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries.

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 29th June 2011**. Nominations received after the prescribed date will not be considered.


(Rakesh Mishra)

Desk Officer

1. **The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.**
2. **Secretary, Planning Commission, Yojana Bhavan, New delhi**
3. **All State Governments/ Union Territories. [With the request to circulate it amongst the related organizations]**
4. **Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website**



S.NO.1(R)

Japan International Cooperation Agency
(Government of Japan)

No. 39/GT-CP/2011

2nd June, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Regional Development by Sustainable Use of Biodiversity will be held in Japan from 2nd October, 2011 to 3rd November, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **5th August, 2011**:-

- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Inception Report


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

It is further informed that 6 slots are available globally for the said 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.

Your early action in the matter would be much appreciated.

With regards,

Yours sincerely,

for 
(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

11/06/2011
17/06/2011
7/08/2011



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**REGIONAL DEVELOPMENT
BY SUSTAINABLE USE OF BIODIVERSITY**

集團研修「生物多様性を活かした地域開発」

JFY 2011

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

NO. J11-00767 / ID. 1180014

From September 2011 to February 2012

Phases in Japan: From October 2, 2011 to November 3, 2011

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

I. Concept

Background

In 1992, the Convention on Biological Diversity (CBD) was born in the Earth Summit held in Rio de Janeiro, Brazil. 192 countries have contracted this convention, and agreed *"to achieve by 2010 a significant reduction of the current rate of biodiversity loss at the global, regional and national level as a contribution to poverty alleviation and to the benefit of all life on earth."*

In "Mayors Conference – Local Action for Biodiversity-", held in Bonn in May, 2008, it was discussed that the urban cities should play the main role in Biodiversity Management, and the results of the conference were shared at the High-level Segment of COP 9. In World Conservation Congress of International Union for Conservation of Nature and Natural Resources, held in Barcelona in October, 2008, Global Partnership on Cities and Biodiversity was officially established for the enforcement of global linkage and collaboration between local governments, aiming to the International Year of Biodiversity, 2010.

As mentioned above, it is globally recognized that the urban cities should play the main role in Biodiversity Management, and also agreed to tackle with the global challenges by enforcing the collaboration between local governments. In addition, COP 10, held in 2010, is a place to report the result of effort made by international society in this decade to achieve "2010 Biodiversity Target", and also a big step for the international society to set a new target of post-2010.

For what?

The perspective of conservation and sustainable use of local biological diversity will be contained in the regional socioeconomic development of capital / regional primate city.

For whom?

This program is offered to mid-level administrative officials who belong to one of the following organizations; the Department of planning of socioeconomic development and the Department of Environment of core-city government (capital city or the second / third largest city).

To participate in this program from same/relevant organization for the third consecutive year (2010-2012) is necessary and strongly recommended for achieving the capacity building of organizations concerned.

How?

Participants will have opportunities to learn about various approaches, strategies and activities to achieve the compatible socioeconomic development with the conservation and sustainable use of Biological Diversity (BD) in Japan. On the basis of the training program the participants will formulate an Action Plan describing what the participants

will be doing after they return to their home country. At the end of 3 years' program, the socioeconomic development plan with the perspective of conservation and sustainable use of local BD will be formulated.

II. Description

1. **Title (J-No.):** Regional Development by Sustainable Use of Biodiversity (BD) (J1100767)
2. **Period of program:**

Duration of whole program:	September 2011 to February 2012
Preliminary Phase: (in a participant's home country)	September 1 to October 1, 2011
Core Phase in Japan:	October 2 to November 3, 2011
Finalization Phase: (in a participant's home country)	November 2011 to February 2012
3. **Target Regions or Countries:**
Chile, Ecuador, India, Philippines, Vietnam
4. **Eligible / Target Organization**
This program is designed for the Department of planning of socioeconomic development and the Department of Environment of core-city government (capital city or the second / third largest city).
To participate in this program from same/relevant organization for the third consecutive year (2010-2012) is necessary and strongly recommended for achieving the capacity building of organizations concerned.
5. **Total Number of Participants:**
6 participants
6. **Language to be used in this program:**
English
7. **Program Objective:**
Regional development plans which include the perspective of biodiversity conservation and its sustainable use are proposed in the respective cities.
8. **Overall Goal:**
Regional development plans which include the perspective of biodiversity conservation and its sustainable use are implemented in the respective cities.

9. Expected Module Output and Contents for 2nd Year:

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

Preliminary Phase in a participant's home country (Before October 1, 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Module 1: Preliminary identification of the current situation of BD and the issues.	<ul style="list-style-type: none"> • Identifying the current situation and the problems of conservation and use of BD in participating cities and summarizing them in the Job/Inception Report • Presentation of the Job/Inception Report • Identifying the issues of their own cities through discussions on "Conservation of BD and its Sustainable Use"

Core Phase in Japan (October 2 to November 3, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
Module 2: Understanding Japan's administrative systems, specific measures and methodologies	<ul style="list-style-type: none"> • Administration in Japan • Convention on Biological Diversity and National Strategy for the Conservation and Sustainable Use of Biological Diversity • Sustainable production and consumption • Establishment of Recycling-Oriented Society • Endogenous Regional Development • Characteristics and Utilization of Regional Resources...etc. 	Lecture Field visit Discussion
Module 3: Identifying the issues and key points for BD conservation and its sustainable use	Identifying the issues and key points for BD conservation and its sustainable use through exercises and discussions	Exercise Discussion
Module 4: Formulating a draft Action Plan on the priority issues	<ul style="list-style-type: none"> • Identification of prioritized issue, field and area to promote socioeconomic development using BD in the respective countries, and summarizing them in the Action Plan. • Presentation of Action Plan. 	Exercise Discussion

Finalization Phase in a participant's home country	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program in 2nd year.</i>	
Expected Module Output	Activities
Module 5: Review and submission of the drafted Action Plan	Review and submission of the draft Action Plan (an Interim Report) in the participant's country by November, 2011. Submission of the Completion Report (sample at the Annex 2 on page 17) together with your reviewed draft Action Plan to the respective country's JICA office in your country by February 6, 2012.

10. Follow-up Cooperation by JICA:

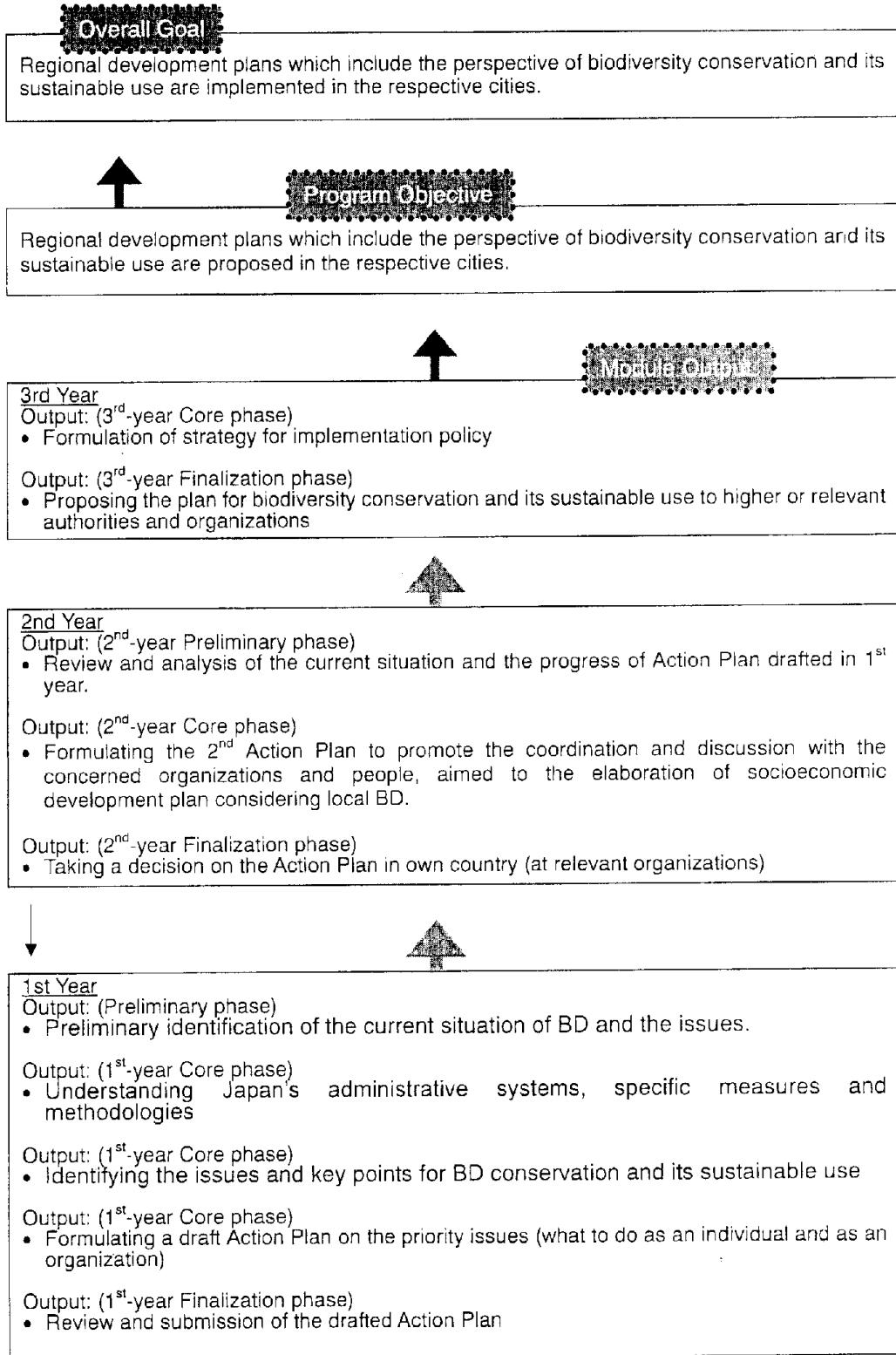
In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

[STRUCTURE OF THE PROGRAM]

I. Main Outputs and Contents in the period of 3 Years:

Expected Output	Activities
<p>【Preliminary Phase】 Identification of the current situation of BD conservation and its sustainable use in the respective city.</p>	<ul style="list-style-type: none"> • Identifying the current situation and the problems of conservation and use of BD of the participating cities and summarizing them in the Job/Inception, and summarizing them in a Job/Inception Report • Presentation of the Job/Inception Report • Identifying the issues of participating countries through discussions
<p>【1st Year】 Understanding Japan's administrative systems, specific measures and methodologies. Prioritizing field, issue and area for the compatible regional socioeconomic development with the local BD.</p>	<ul style="list-style-type: none"> • Understanding Japan's administrative systems, specific measures and methodologies • Identifying the issues and key points for BD conservation and its sustainable use • Formulating the draft Action Plan on the prioritized issues • Review and discussion of the drafted Action Plan (Finalization phase of 1st year) • Participation for the City Summit 2010
<p>【2nd Year】 Skills and know-how of the stakeholders analysis and promotion of the participation are obtained for the elaboration of socioeconomic development plan considering local BD.</p>	<ul style="list-style-type: none"> • Review and analysis of the current situation and the progress of Action Plan drafted in 1st year. (Preliminary phase) • Formulating the 2nd Action Plan to promote the coordination and discussion with the concerned organizations and people, aimed to the elaboration of socioeconomic development plan considering local BD. • Taking a decision on the Action Plan in own country (at relevant organizations)
<p>【3rd Year】 Regional socioeconomic development plan considering local BD is drafted.</p>	<ul style="list-style-type: none"> • Formulating strategy for implementation policies
<p>【Finalization Phase】 Regional socioeconomic development plan considering local BD is reviewed and revised through the dialogue with concerned organizations, local community and residents.</p>	<ul style="list-style-type: none"> • Proposing the regional socioeconomic development plan considering local BD in participating countries.

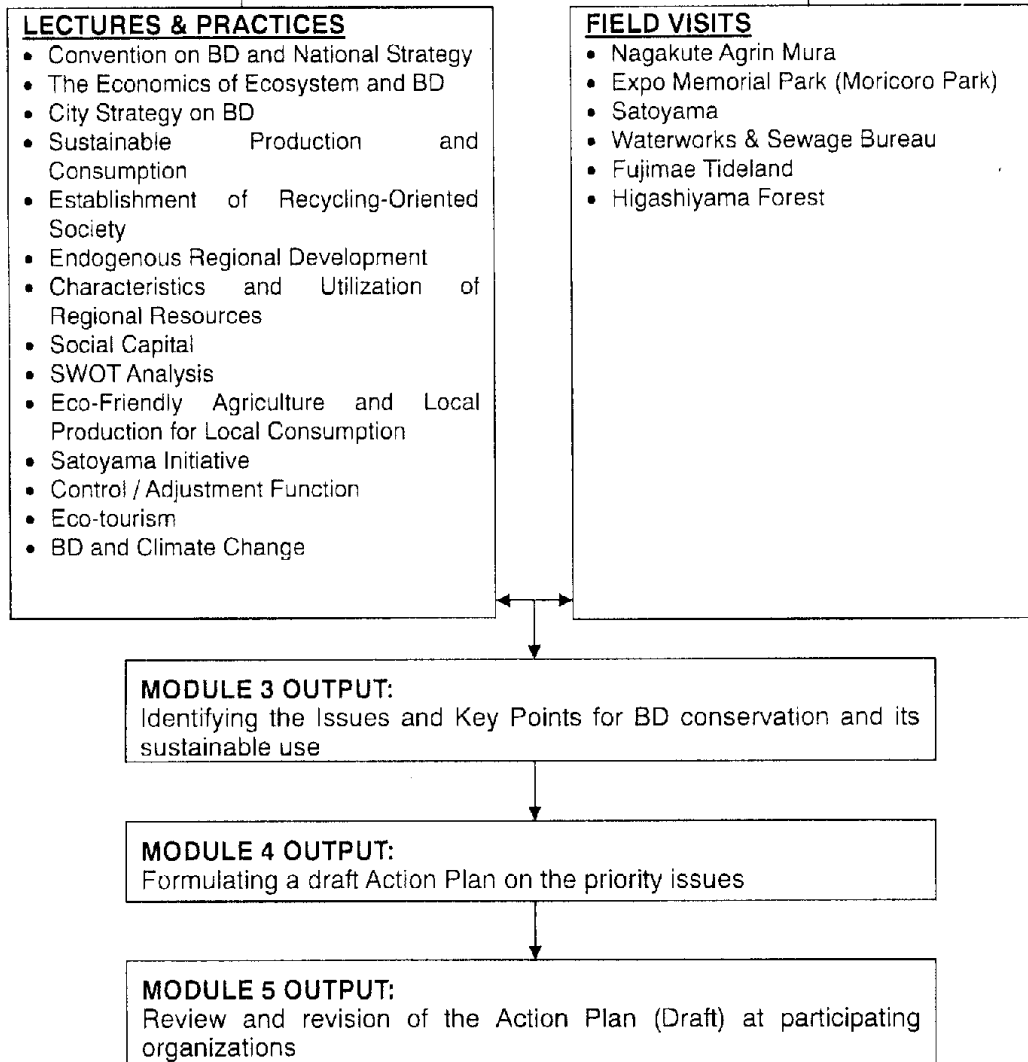
II. Conceptual Diagram of Program Structure Over 3 Years



III. Structure of Modules for 2nd- Year

MODULE 1 OUTPUT: Preliminary identification of the current situation of BD and the issues. (Formulation and Presentation of the Job/Inception Report)

MODULE 2 OUTPUT: Understanding Japan's Administrative Systems, Specific Measures and Methodologies



REFERENCE: TENTATIVE PROGRAM SCHEDULE FOR 2011

SUN	MON	TUE	WED	THU	FRI	SAT
October 2 Arrival (Chubu International Airport)	3 Briefing Program Orientation	4 Japanese Lesson Orientation Lecture (Japanese Economy)	5 International Exchange Program with Local School	6 Course Orientation by UNCRD [L]: Japan Now(UNCRD)	7 [L]: Convention on Biological Diversity [L]: National Strategy on Biological Diversity [L]: Strategy on BD in the Prefecture / City Level (Aichi Prefecture / Nagoya City)	8
9	10 (Holiday)	11 Presentation of Inception Report (Presentation on Current Situation and Issues of BD in the Respective Country / Confirmation on the Direction of Action Plan)	12 [L]: The Economics of Ecosystem and BD (TEEB) [L]: The Role of local governments to achieve "2010 Biodiversity Target"	13 [L]: Sustainable Production and Consumption, Establishment of Recycling-Oriented Society (UNCRD) [L]: Endogenous Regional Development (UNCRD)	14 [L]: Characteristics and Utilization of Regional Resources [L]: Social Capital (UNCRD) [P]: SWOT Analysis (UNCRD)	15
16 Move to Ishikawa Prefecture	17 [L]: Satoyama Initiative (Ishikawa Prefecture)	18 [O]: Satoyama Move to Nagoya	19 [L]: Eco-Friendly Agriculture and Local Production for Local Consumption [O]: Nagakute Agrin Mura [O]: Expo Memorial Park (Morinomi Park)	20 [D]: Reflection on Observations [D]: Group Discussion and Presentation	21 [O]: Higashiyama Forest	22
23	24 [O]: Waterworks & Sewage Bureau [O]: Fujinai Tideland	25 [D]: Reflection on Observations [D]: Group Discussion and Presentation	26 [L]: Eco-tourism using Local Biological Diversity [L]: BD and Climate Change	27 [P]: Action Plan Preparation (Advice is to be given by resource person)	28 [P]: Action Plan Preparation (Advice is to be given by resource person)	29
30	31 [P]: Action Plan Presentation and Discussion	11月1日 [P]: Action Plan Presentation and Discussion	2 Evaluation Meeting Closing Ceremony	3 Departure	4	5

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) Qualifications

- 1) Current Duties: be a mid-level administrative official who belong to one of the following organizations; the Department of planning of socioeconomic development and the Department of Environment of core-city government (capital city or the second / third largest city).
- 2) Experience in the relevant field: have more than 3 years working experience in the relevant field.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English to undertake active participation in discussions and Action Plan (Interim Report) development. English ability equivalent to TOEFL CBT 250 or higher is recommended. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.
- 5) Age: be between the ages of thirty (30) and forty-five (45) years
- 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 1) letter of the participant's consent to bear economic and physical risks 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please

ask National Staffs at the respective country's 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 used for screening applicants; application without it will not be accepted.
- (3) **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 and Inception Report:

Closing date for application to the JICA Chubu Center in JAPAN: **August 5, 2011**

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 **September 1, 2011**.

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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.

- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) 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 actions described in section II-9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Chubu
- (2) Contact: Mr. SUGIMURA Goro [cbictp1@jica.go.jp]

2. Implementing Partner:

- (1) Name: United Nations Centre for Regional Development (UNCRD)
- (2) Contact: Mr. TAKAI Katsuaki
- (3) URL: <http://www.uncrd.or.jp>
- (4) Remark: UNCRD was established in Nagoya in 1971 to support capacity building for regional development planning and implementation in developing countries.

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 Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52-533-0220 FAX: 81-52-564-3751

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu, JICA will arrange alternative accommodations for the participants.

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets).
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. Other Information

Development Education and Exchange with Local Communities:

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country. The participant's ethnic costume on such exchange programs will be highly welcomed by school children as well as local residents.

VI. ANNEX:

Annex 1

GUIDELINES FOR INCEPTION REPORT

All participants are requested to prepare Inception Report, which explains the current situation of conservation and utilization of Biological Diversity, specific problems which their country encounters regarding BD, their countermeasures, and constraints dealt by your organization. The Inception Report should be typewritten in Times New Roman font (12 point font) and single-spaced lines and submitted together with the Application Form (Form A2A3). The Inception Report is used for screening applicants; therefore, the applications without it will not be accepted.

Please indicate the following on the cover page.

- Name of country
- Name of participant
- Name of organization

Contents to be reported as follows:

Description of the current situation of conservation and utilization of Biological Diversity, specific problems which your county encounters regarding BD

1. Describe the following with available documents or statistical data.
 - (1) Trends and conditions associated with conservation and utilization of BD (since last 10 years)
 - (2) Driving forces/causes of problems on conservation and utilization of BD
 - (3) Existing policy initiatives/measures at different level (Govt., NGOs, and others)
 - (4) Policy/knowledge/information gap in relation to conservation and utilization of BD
 - (5) Position of conservation and utilization of BD in the socioeconomic plan of your city
2. Long/Short-term Strategy of your city on conservation and utilization of BD
 - (1) Overall strategy of your country
 - (2) Strategy of your city on conservation and utilization of BD
 - (3) How your organization is contributing towards achieving/meeting the overall national strategy (the connection between national strategy and that of your city)
 - (4) Expected difficulties/challenges in introducing the perspective of conservation and sustainable utilization of BD into socioeconomic development plan of your city.
3. Achievement goals in connection with your role while you are in Japan
Describe specific goals you would like to achieve while you are in Japan. The goals are to be connected with your role/duties.
5. Expectations to the applicant from the applicant's director or head of department (This

is a section that the applicant's director or head of department fills in. Please include the director's name and position.)

Note:

The participant, who has had the training in Japan, should report on the training program to organization, which the participant belongs to. The information and his / her Action Plan (Interim Report) reported by the participant shall be shared among the organization and the line to introduce the perspective of conservation and sustainable utilization of BD into the socioeconomic development plan in his/her city should be examined. The participant is obliged to make and submit a Final Report, which describes the progress in realizing the Action Plan (Interim Report) and a draft of policies / programs / projects to introduce the perspective of conservation and sustainable utilization of BD into the socioeconomic development plan in his/her city with the commitment of his/her organization, to JICA Chubu three (3) months after the he/she returned to home. (See Finalization Phase on page 6) Please write your expectations to the applicant taking the obligation into consideration.

Sample
-Completion Report-

April 1, 2009

To Resident Representative of JICA Bangladesh

Completion Report of Group Training Program "School Health" in JFY2008

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program "School Health" which was implemented from June to August 2008. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth's smoking has been authorized by our director general as attached.

2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

3. Future actions

(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2008.

4. Comments on this program, if any

Best regards,

Signature:

Name: Ms. XXXX. XXXX

Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

GUIDE FOR FORMULATING A FINAL REPORT

As post-training actions to be taken, participants will disseminate what was learned from this Training Course to their own organization (supervisors, colleagues and subordinates) and related organization(s). Each participant is requested to make and submit a final report on these activities to JICA Chubu. The final report should cover the following items:

PART 1: Dissemination of what you had learned from this Training Course.

Please cover all of the following items in your final report.

1. Report to your supervisor, colleagues, and subordinates

Please specify the following information:

- Date
- Name and position of your supervisor
- Comments from your supervisor, colleagues, and subordinates

*If could not, please specify the reason why.

2. Report to other relevant department(s)/organization(s)

Please specify the following information.

- Date
- Name of department(s)
- Comments from them

*If could not, please specify the reason why.

3. Informal discussion with colleagues and subordinates

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates
- Comments from them

*If could not, please specify the reason why.

4. Organization of a seminar/workshop in your organization with/without inviting other relevant department(s)/organization(s) and/or local community/residents

Please specify the following information.

- Date
- Venue
- List of audience
- Contents of your presentation
- Questions & answers
- Comments from your organization, other relevant

department(s)/organization(s) and/or local community/residents

- Materials that are subscribed to the audience (If any)

*If could not, please specify the reason why.

5. Dissemination of Training Course materials

Please specify the following information.

- Comments on Training Course materials from your office

*If could not, please specify the reason why.

PART 2: Action Plan

Please cover all of the following items in your final report.

1. Submission of your action plan to your supervisor

Please specify the following information.

- Date
- Name and position of your supervisor
- Questions & answers
- Comments from your supervisor

2. Making presentation on your action plan in your department

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates in your department
- Questions & answers
- Comments from them

3. Discussion with your supervisor and colleagues about your action plan

Please specify the following information.

- Date
- Names and positions of your supervisor and colleagues in your department
- Questions and answers
- Comments from them

4. Are you planning to take any action to put your action plan into practice?

() Yes () No

If **No**, please specify the reason why.

If **Yes**, please assess the feasibility of your action plan.

- () Feasible
- () Partly feasible
- () Not feasible

If you find your action plan not feasible or only partly feasible, what factors prevented you from successfully implementing it? Please check all applicable items.

- Lack of cooperation among staff members in my department
- Lack of understanding and support from my supervisors
- Lack of institutional support for my action plan
- Lack of know-how and expertise
- Lack of technical personnel
- Lack of financial resources
- Lack of data base
- Transferred to a different position not related to regional development
- Not required by the present job
- Others (Please specify.)

5. What do you think is the next step to introduce the perspective of conservation and sustainable utilization of BD into the socioeconomic development plan of your city? What kind of action should be taken by your organization to achieve the above mentioned thing?

6. Do you/Does your organization need support from UNCRD?

Yes No

If **Yes**, please specify what support.

PART 3: Others

Please specify any other comments.

**** Please submit your final report to JICA Chubu [cbictp1@jica.go.jp] by 6 February, 2012.**

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 program, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

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

JICA Chubu International Center (JICA Chubu)
Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan
TEL: +81-52-533-0220 FAX: +81-52-564-3751

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

--

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

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

3. Country Name:

--

4. Name of Applying Organization:

--

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



Japan International Cooperation Agency

CONFIDENTIAL

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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

--

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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

--



9) Contact Information

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

10) Others (if necessary)

--

4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



6. Expectation on the applied training and dialogue program

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

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



Japan International Cooperation Agency

CONFIDENTIAL

provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

 No | Yes >> Name of Medication (_____), Quantity (_____)

(b) Are you pregnant?

 No | Yes (_____ months)

(c) Are you allergic to any medication or food?

 No | Yes >>> Medication | Food | Other: _____

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.***2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

 Yes | No (Specify name of illness) _____

Present Condition: (_____)

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

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: _____