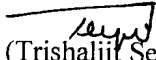


**TRAINING CIRCULAR**

Subject : A Group Training Course in Seismology, Earthquake Engineering and Disaster Management Policy to be held in Japan from 28/9/2009 to 18/9/2010 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Seismology, Earthquake Engineering and Disaster Management Policy. The total duration of the programme is from August 2009 to September 2010, out of this, the Core Phase from 28/9/2009 to 18/9/2010, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. This programme is approved as a Master's Degree Program by the GRIPS and the BRI. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program is designed for the organization concerning to seismology, earthquake engineering and disaster mitigation. The overall goal of this training course is to mitigate earthquake disasters in developing countries.
3. The Candidates should be University Graduates in Seismology, Earthquake engineering or seismic disaster mitigation, or be university graduates in science and technology other than the above mentioned subjects with professional experience of three or more years in the field of seismology, earthquake engineering or seismic disaster mitigation; be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.; be able to write research reports on the individual study in English; have good command over English; be between twenty-two years and forty years of age; 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 arrival to departure in 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 11<sup>th</sup> May 2009. 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.
7. The applications should reach this Department through proper channel not later than 21<sup>st</sup> May 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. The Secretary, Ministry of Earth Sciences, Mahasagar Bhavan, Block No. 12, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
3. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
4. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

5. ✓ Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S. NO. 1(R)

-1-

Japan International Cooperation Agency  
(Government of Japan)

34/37

No. 41/GT-CP/2009

11<sup>th</sup> May, 2009

Dear Mr. Kharb,

A Group Training Course Seismology, Earthquake Engineering and Disaster Management Policy will be held in Japan from 28<sup>th</sup> September, 2009 to 18<sup>th</sup> September, 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 22<sup>nd</sup> May, 2009:-

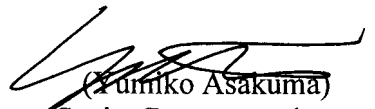
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Inception Report
- (3) The Application Materials for GRIPS/BRI Master Program

Further details are available in the General Information Booklet. It may be noted that the completed Inception Report and Application Materials for GRIPS/BRI Master Program are essential for screening of applications.

It is further informed that 15 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,

  
(Yumiko Asakuma)  
Senior Representative

Encl: As stated above.  
Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi

1375  
MS



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION  
ON  
SEISMOLOGY, EARTHQUAKE ENGINEERING  
AND  
DISASTER MANAGEMENT POLICY  
集團研修「地震・耐震・防災政策」**

**Approved as a master's degree program by GRIPS and BRI**

***JFY 2009***

**<Type: Leaders Training / 類型：中核人材育成型>**

**No. J09-00921 / ID. 0980875**

**From August 2009 to September 2010**

**Phases in Japan: From September 28, 2009 to September 18, 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**

Seismic disasters, which instantly take human lives, destroy houses and devastate social properties, are clearly distinguished from other natural disasters. Fires and collapse of man-made structures caused by earthquakes may accelerate human losses, to say nothing of other aspects common to all natural disasters such as heavy economic losses, difficulty of preparedness and precautions due to unpredictability, and difficulty of immediate response to damages due to sudden occurrence.

The development of technologies in Seismology and Earthquake Engineering has materialized seismic-proof living environments in developed countries such as Japan and the United States. In the meantime, the situation in developing countries has not changed, although efforts to transfer seismic technologies from developed countries have been made.

In order to improve seismic resistance of buildings in developing countries located in earthquake-prone areas, it is not enough to merely transfer knowledge and technologies of Seismology and Earthquake Engineering from developed countries. It is, however, essential to develop earthquake-related technologies applicable to each country by its own efforts, taking into consideration actual conditions and systems of the respective countries. To achieve this aim, it is also necessary to nurture human resources to be highly capable of planning, instructing, and extending seismic mitigation technologies, by combining advanced relevant technologies with administrative capability to utilize and disseminate those technologies.

This Training Course, implemented with collaboration of the Building Research Institute (BRI), aims to foster persons to have high capabilities to plan, teach, and extend technologies related to seismic disaster mitigation, through the training not only in the fields of Seismology and Earthquake Engineering, but also in the field of Seismic Disaster Mitigation Policies.

The curriculum of this course is approved as a master's degree program by National Graduate Institute for Policy Studies (GRIPS) and BRI. Achieving required credits during the training, the participants will be awarded a Master's degree, "Master of Disaster Mitigation" by GRIPS and BRI. Accordingly this training is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

The Overall Goal is to mitigate earthquake disasters in developing countries (e.g., mitigation of earthquake disasters through dissemination and transfer of technologies and knowledge of seismology and earthquake engineering).

## ***II. Description***

**1. Title (J-No.):**

Seismology, Earthquake Engineering and Disaster Management Policy (J09-00921)

**2. Period of program:**

Duration of whole program : August 2009 to September 2010

(1) Preliminary Phase: August 2009 to September 2009

(in a participant's home country)

(2) Core Phase in Japan: September 28, 2009 to September 18, 2010

**3. Target Regions or Countries: 15 countries**

Algeria, Bangladesh, China, Colombia, El Salvador, India, Indonesia, Malaysia, Mexico, Nepal, Nicaragua, Pakistan, Peru, Philippines, and Thailand.

**4. Eligible / Target Organization:**

This program is designed for the organization concerning to seismology, earthquake engineering and disaster mitigation.

**5. Total Number of Participants:**

20 participants

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

English

**7. Program Objective:**

Nurture of personnel who have acquired advanced technologies and knowledge in the fields of seismology and earthquake engineering and are able to establish, utilize and disseminate earthquake disaster mitigation technologies applicable to their respective countries and/or regions under consideration of their actual conditions, regulations and institutions.

**8. Overall Goal:**

Seismic Disaster in developing countries will be reduced.

**9. Outputs:**

Participants are expected to achieve the following outputs;

(1) To understand fundamental theories of seismology and earthquake engineering.

(2) To acquire applied techniques of seismology and earthquake engineering.

(3) To acquire techniques and knowledge for earthquake disaster mitigation.

(4) To understand policies for earthquake disaster mitigation.

- (5) To improve participants' capacities to apply techniques and knowledge through their studies on individual topics, and to make action plans in order to solve problems in their respective countries.

#### 10. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country;</b> (August 2009 to September 2009) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Outputs	Activities
Inception report is formulated	Formulation and submission of Inception Report

<b>(2) Core Phase in Japan;</b> (September 28, 2009 to September 18, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>				
Outputs	Subjects/Agendas			Methodology
	Category	Seismology group (S group)	Earthquake Engineering group (E group)	
To understand fundamental theories of seismology and earthquake engineering.	Orientation	Overview of Earthquake and Disasters	Introduction to Seismology Introduction to Earthquake Engineering Computer	Lecture
	Basic Subjects Related with Earthquake and Disasters	<b>Information Technology Related with Earthquake and Disasters</b> -Computer -Theory of Seismic Waves -Surface Waves -Scattering and Attenuation <b>Earthquake Phenomenology</b> -Practice on Theory of Seismic Waves -Local Earthquake Analysis -Analysis of Teleseismic Records -Earthquake Focal Mechanism -Seismicity and Statistics	<b>Structural Analysis</b> -Structural Analysis (1), (2) & (3) -Finite Element Method (1) & (2) -Dynamic Aseismic Design -Limit Analysis -Soil Mechanics -Soil Dynamics (2) <b>Structural Dynamics</b> -Structural Dynamics (1) & (2) -Shaking Table Testing -System Identification in Vibration Analysis -Structural Response Analysis -Soil Test and Survey (2) -Effect of Surface Geology on Seismic Motion	Lecture, Practice and Seminar

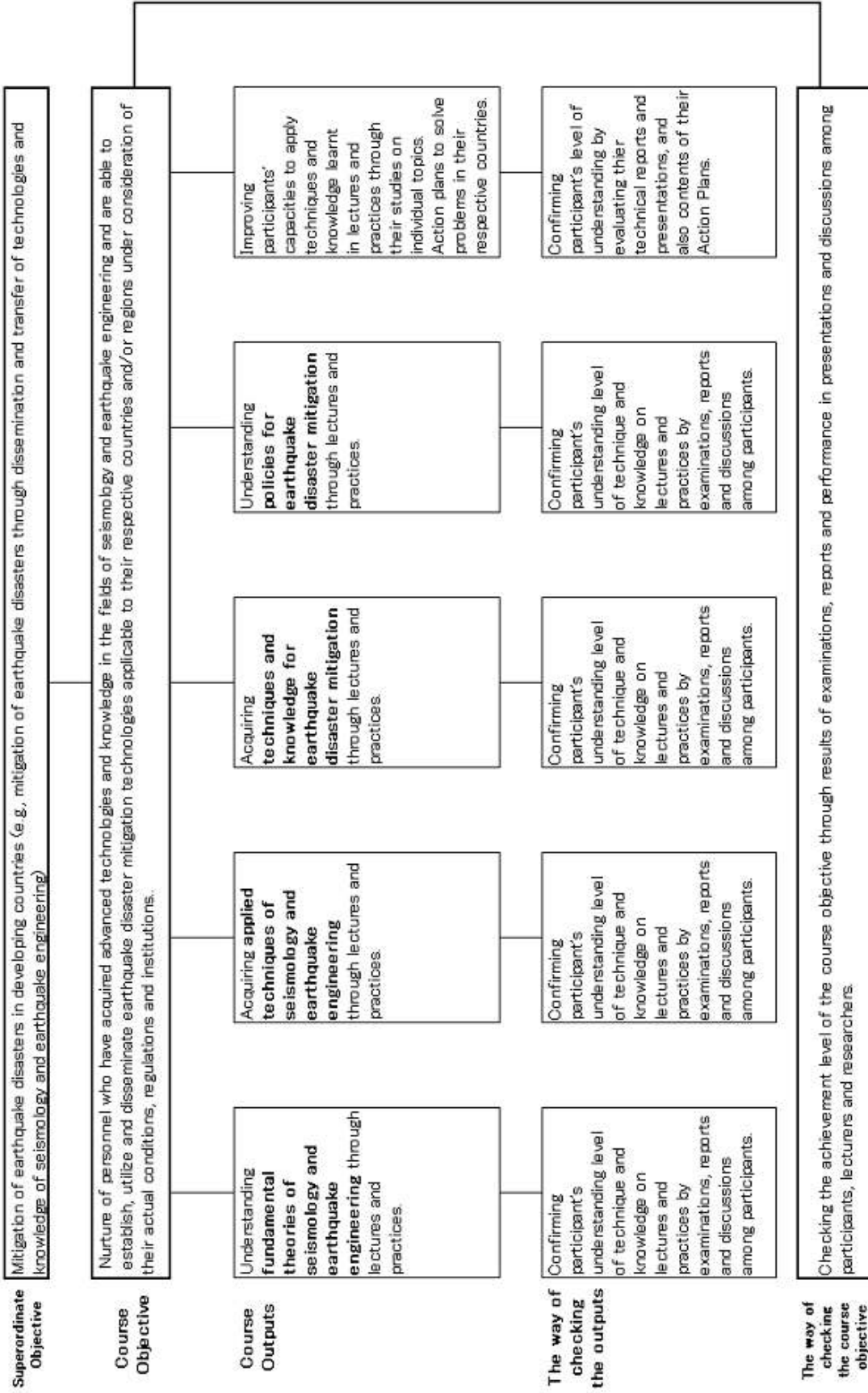
		<ul style="list-style-type: none"> <li>-Crust and Upper Mantle Structure</li> <li>-Seismic Tomography</li> </ul> <b>Seminar of Basic Seismology</b>	<ul style="list-style-type: none"> <li>-Dynamic Soil Structure Interaction</li> </ul> <b>Seminar of Structure Analysis</b>	
To acquire applied techniques of seismology and earthquake engineering.	Advanced Subjects Related with Earthquake and Disasters	<b>Earthquake Circumstance</b> <ul style="list-style-type: none"> <li>-Earthquake Generation and Prediction (1) &amp;(2)</li> <li>-Mathematics for Seismology</li> <li>-Crustal deformation</li> <li>-Earthquake and Plate Tectonics</li> <li>-Earthquake Source Process</li> </ul> <b>Characteristics of Earthquake Disasters</b> <ul style="list-style-type: none"> <li>-Earthquake Observation (1) &amp; (2)</li> <li>-Data Processing</li> <li>-Observation Tour for Earthquake Monitoring</li> <li>-Geophysical Prospecting</li> <li>-Effect of Surface Geology on Seismic Motion (1) &amp; (2)</li> <li>-Numerical Simulation of Seismic Wave Propagation</li> </ul> <b>Special Topics</b> <ul style="list-style-type: none"> <li>-Observation Tours</li> <li>-Earthquakes and Tsunami</li> <li>-Introduction to GIS for Earthquake Disaster Mitigation</li> <li>-Earthquake Geology</li> </ul> <b>Seminar of Applied Seismology</b>	<b>Seismic Design</b> <ul style="list-style-type: none"> <li>-RC Structures (1),(2),(3,) &amp; (4)</li> <li>-Steel Structures</li> <li>-Masonry Structures</li> <li>-Structural Testing</li> <li>-PC Structures</li> <li>-Foundation Engineering</li> <li>-Bridge Engineering</li> <li>-Port and Harbor Structures</li> <li>-Dam Structures</li> <li>-Underground Structures</li> <li>-Lifeline Earthquake Engineering</li> </ul> <b>Seismic Evaluation and Retrofitting</b> <ul style="list-style-type: none"> <li>-Seismic Design Codes (1) &amp; (2)</li> <li>-Earthquake Resistant Limit State Design (1) &amp; (2)</li> <li>-Seismic Evaluation and Rehabilitation: buildings (1) &amp; (2)</li> <li>-Seismic Evaluation and Rehabilitation: bridges</li> <li>-Seismic Isolation</li> <li>-Design Earthquake Ground Motion and Seismic Force (1) &amp; (2)</li> <li>-Structural Reliability</li> <li>-Structural Response Control</li> </ul> <b>Special Topics</b> <ul style="list-style-type: none"> <li>-Introduction to GIS for Earthquake Disaster Mitigation</li> </ul> <b>Seminar of Seismic Design, Seismic Evaluation and Retrofitting</b>	Lecture, Practice and Seminar



To acquire techniques and knowledge for earthquake disaster mitigation.	Earthquake Hazard and Risk Assessment	<b>Earthquake Hazard Assessment</b> <i>-Strong Earthquake Motion Observation</i> <i>-Soil Dynamics (1)</i> <i>-Soil Test and Survey (1)</i> <i>-Seismic Macro-zonation</i> <i>-Seismic Micro-zonation</i> <b>Earthquake Risk Assessment</b> <i>-Practice for Damage and Risk Assessment</i> <i>-Simulation of Seismic Ground Motion</i> <i>-Microtremor Observation (1) &amp; (2)</i> <i>-Strong Motion Seismology</i> <b>Seminar of Earthquake Disaster Mitigation</b>		Lecture, Practice and Seminar
To understand policies for earthquake disaster mitigation.	Earthquake Disaster Mitigation Policy	<b>Seismic Disaster Mitigation Policy</b> <b>-Social System against Disasters</b> <b>-Education on Basic Knowledge for Disasters</b> <b>-Policy for Infrastructure</b> <b>-Policy Making Process for Disaster Disaster Risk Management</b> <i>- International activities for disaster mitigation</i> <i>-Community based disaster risk management</i> <i>-Practical risk assessment</i> <b>Dissemination for Earthquake Disaster Mitigation</b> <i>-Japanese ODA Policy and Development Support Related with Disaster Mitigation</i> <i>-Dissemination for Earthquake Disaster Mitigation</i> <i>-Project Cycle Management for Disaster Mitigation</i> <b>Seminar of Earthquake Disaster Mitigation Policy</b>		Lecture, Practice and Seminar
	Case Studies	<b>Practice of Earthquake Disaster Mitigation Policy</b>		Lecture, Practice, Seminar and Presentation
		<i>-Colloquium</i> <i>-Observatory Practice</i> <i>-Earthquake Information</i> <i>-Study Trips</i>	<i>-Colloquium</i> <i>-Observatory Practice</i> <i>-Earthquake Information</i> <i>-Study Trips</i>	
		<b>Practice for Seminar of Earthquake Disaster Mitigation</b>		
To improve participants' capacities to apply techniques and knowledge through their studies on individual topics, and to make	Individual Study	<b>Menu for the topics of Individual Study<sup>+</sup></b> <i>-Earthquake Hypocenter and Magnitude Determination.</i> <i>-Moment Tensor Analyses.</i> <i>-Determination of Earthquake Source Parameters.</i> <i>-Analysis of Earthquake Source Process</i> <i>-Seismicity Analyses and Fault Plane Determination by Hypocenter</i>	<b>Menu for the topics of Individual Study<sup>+</sup></b> <i>-Seismic Performance Design Method</i> <i>-Seismic Evaluation and Retrofitting Techniques</i> <i>-Seismic Isolation and Response Control Techniques</i> <i>-Nonlinear Earthquake Response Analysis and Damage Evaluation</i> <i>-System Identification</i>	Practice, Seminar and Presentation

<p>action plans in order to solve problems in their respective countries.</p>		<p><i>Relocation.</i> -<i>Crustal Structure Analyses Using Receiver Function.</i> -<i>Study on Seismotectonics Based on Earthquake Parameter Determination.</i> -<i>Physics of Earthquake Generation Process.</i> -<i>Analysis of Strong Motion Generation Using Empirical Green's Function Technique.</i> -<i>Site Effect Studies using Strong Ground Motion Records.</i> -<i>Geophysical Prospecting for Sedimentary Strata Using Microtremors and Surface Waves.</i> -<i>Others</i></p>	<p><i>and Health Monitoring</i> -<i>Effect of Soil Structure Interaction</i> -<i>Planning of Earthquake Disaster Mitigation of Urban Area</i> -<i>Post-earthquake Damage Inspection Method</i> -<i>Quality Control of Building Construction</i> -<i>Others</i></p>	
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**Outline of the group training course "Seismology, Earthquake Engineering and Disaster Mitigation" The first plan**



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

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

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

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

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

- 1) be university graduates in seismology, earthquake engineering or seismic disaster mitigation, or be university graduates in science and technology other than the above mentioned subjects with professional experience of three or more years in the field of seismology, earthquake engineering or seismic disaster mitigation.
- 2) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
- 3) be able to write research reports on the individual study in English.
- 4) have a good command of English --- minimum TOEFL score; 79 (Internet Based Test), 213 (Computer Based Test) or 550 (Paper Based Test), or equivalent.  
\*Applicants with these scores normally can give and understand detailed directives or instruction with technical terms.
- 5) be between the ages of twenty-two(22) and forty(40) years.
- 6) Must be in good health, both physically and mentally, to participate in the Program in Japan.
- 7) Must not be serving any form of military service.

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

##### **(1) Application Form: One (1) original and three (3) copies**

Applicants should choose one of Seismology or Earthquake Engineering groups.

##### **(2) Application Materials for GRIPS\*/BRI\*\* Master Program (See ANNEX I )**

A part of Curriculum of this course is approved as a master's degree program by GRIPS and BRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/BRI Master Program as written in ANNEX I .

- Application Form
- Certificate of Health
- Certificate of Employment

- Two letters of Recommendation
- Official Transcripts or Official Copy of Transcripts
- Official Copy of Diploma or Degree Certificate
- Official Document Certifying English Proficiency

\*GRIPS -National Graduate Institute for Policy Studies

\*\*BRI –Building Research Institute

### **(3) Inception Report (See ANNEX II)**

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX II).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20-25 minutes presentation on Inception Report within about two weeks after the training begins. It is mandatory to bring these materials in digital forms.

**Note: Applications without any of required documents will be out of the selections.**

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

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

Closing date for application to the JICA Center in JAPAN: **May 22, 2009**

**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**

- 1) 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.
- 2) The JICA Center in charge in Japan will carry out the screening jointly with BRI by **the end of May** and decide the passed applicants out of those who fulfill the set qualifications described above in III.2.
- 3) A committee, which consists of GRIPS and BRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts by **the end of June**.
- 4) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by **the middle of July** (This schedule cannot be delayed).

*In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.*

### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 31, 2009**. In case of acceptance, Acceptance Agreement from GRIPS will be informed together.

## **5. Conditions for Attendance**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section□-9 and section□-4.

## **6. Certificate, Diploma and Master's Degree**

- (1) Participants who have successfully completed the course will be awarded a certificate by JICA**
- (2) Participants, who have successfully fulfilled requirements given by International Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE**
- (3) Participants, who have successfully achieved required credits, will be awarded a Master's Degree, 'Master of Disaster Mitigation', by GRIPS and BRI**

## ***IV. Administrative Arrangements***

### **1. Organizer:**

- (1) Name: JICA Tsukuba

### **2. Implementing Partner:**

#### **(1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute(BRI)**

- 1) URL: <http://iisee.kenken.go.jp>
- 2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan
- 3) TEL: +81-29-879-0679
- 4) FAX: +81-29-864-6777
- 5) E-mail: [iisee@kenken.go.jp](mailto:iisee@kenken.go.jp)
- 6) Remark: IISEE is an organization that trains participants from earthquake-prone developing countries on Seismology and Earthquake Engineering. In 1962, the BRI established the IISEE as an institute exclusive for training in the field of seismology and earthquake engineering.

#### **(2) National Graduate Institute for Policy Studies (GRIPS)**

- 1) URL: <http://www.grips.ac.jp/>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) FAX: +81-3-6439-6050
- 5) E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)
- 6) Remark: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

### **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.

**4. Accommodation in Japan:**

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

JICA Tsukuba International Center (JICA TSUKUBA) Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan TEL: +81-29-838-1111, FAX: +81-29-838-1790 (where “81” is the country code for Japan, and “29” is the local area code)
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If there is no vacancy at JICA TSUKUBA, 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 “KENSHU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

**6. Training Course and Master’s Degree Program**

The curriculum of this training course is approved as a master’s degree program by GRIPS and BRI. **The entrance examination fee, admission fee and tuition for the Master’s Degree Program will be provided by BRI.**

**7. 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. Computer:**

The participants are recommended to bring own laptop/notebook computers to prepare the Action Plan, presentation slides and to communicate by e-mail.

### **2. Relevant Data for Seismology and/or Earthquake Engineering in your country:**

The participants are recommended to bring the relevant data in your country on your laptop/notebook computers for preparing the Action Plan, presentation slides etc.

END

*ANNEX-I: Application Materials for GRIPS/BRI Master Program*

*ANNEX-II: Instruction for the Preparation of Inception Report*

*ANNEX-III: Syllabus of the Training Program (Tentative)*

## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tsukuba International Center (JICA TSUKUBA)**  
**Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan**  
TEL: +81-29-838-1111 FAX: +81-29-838-1790

# ANNEX I : Application Materials for GRIPS/BRI Master Program

**Instructions:** Please read this information carefully before completing application materials for the GRIPS/BRI program.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from the School. All questions must be answered, and the application form must be signed and dated. You must notify the School of any changes of status in any part of your application that may occur after the date of the signature on the application form and write an explanation required thereby within 30 days of the status change. **All materials submitted by an applicant become the property of GRIPS and will not be returned.**

**Documents to be submitted:** Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

## Step1: Prepare the following supporting documents:

Please check  whether you have submitted all the necessary documents

- completed application form
- certificate of health
- 2 identical photographs (30 x 40 mm) (please paste one photograph on the application form)
- 2 letters of recommendation in sealed envelopes
- official certificate of employment describing applicant's present job title and employer. Information on civil servant qualification (e.g. BCS, IAS, IRS, CSS) should be also included there, if applicable. (The certificate of employment must bear official seal and sign obtained from the employer )
- official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended\*
- official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended\*
- TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose undergraduate education was in a language other than English (GRIPS TOEFL code no. 9040). Native speakers of English are exempted from this requirement. Those who received (under) graduate education in English should submit an official document confirming that the language of instruction was English.

## Notes

1. \*Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor and the other should be written by a senior member of the applicant's present work place.
2. \*An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.
3. All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.
4. Faxed documents and digital copies sent through e-mail are not acceptable.

## INQUIRIES

Details regarding to the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp>

<http://iisee.kenken.go.jp>

# Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

Photographs

Please write your  
name on the back of  
each photo  
Size:30 x 40 mm

## **APPLICATION FORM**

(Type or write in block letters)

### **PERSONAL DATA**

1. Full Name \_\_\_\_\_  
as written in your passport.

\_\_\_\_\_  
Name to be used in correspondence, if different from above.

2. Date and Country of Birth \_\_\_\_\_ 3. Age (as of October 1<sup>st</sup> 2009) \_\_  
MM/DD/YY country

4. Gender:  male  female

5. Marital Status:  single  married

6. Citizenship \_\_\_\_\_  
(as written in your passport)

7. Present Employer \_\_\_\_\_  
Does your organization belong to a central or regional authority?  central  regional

8. Present Position \_\_\_\_\_

9. Work Address \_\_\_\_\_

tel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

10. Home Address \_\_\_\_\_

tel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

11. Present Mailing Address:  home  work  other, namely:

tel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

**APPLICATION INFORMATION**

12. List names and locations of educational institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all colleges and universities listed.

Elementary Education – Secondary Education (before higher education)	Dates (from–to)	Period of Schooling
		years  months

Higher Education	Institution and Location	Dates (from–to) Month Year	Period of Schooling	Degree	Major
Undergraduate level			years  months		
Graduate level			years  months		
Total years of schooling (including elementary and secondary education)			years  months		

13. **[Optional]** Undergraduate GPA \_\_\_\_\_ out of maximum GPA scale of (e.g. 4.0) \_\_\_\_\_, if available  
**Please see appendix for GPA calculation procedure**

14. **[Optional]** Graduate GPA \_\_\_\_\_ out of maximum GPA scale of \_\_\_\_\_, if available

15. **[Optional]** Undergraduate Class obtained or Passed Division \_\_\_\_\_, if available

16. **[Optional]** Graduate Class obtained or Passed Division \_\_\_\_\_, if available

17. Honors and Awards received:

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18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

TOEFL: \_\_\_\_\_ date \_\_\_\_\_  IELTS: \_\_\_\_\_ score \_\_\_\_\_ date \_\_\_\_\_

Undergraduate/graduate education instructed in English (please submit certificate)

All applicants must submit either TOEFL/IELTS score report or an official document with the attestation from the university confirming that undergraduate/graduate education was instructed in English.

19. List below two persons familiar with your past academic or professional activity whom you have requested letters of recommendation.

1. \_\_\_\_\_  
name position and affiliation

2. \_\_\_\_\_  
name position and affiliation



---

**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

---

Signature of applicant

---

date

---

**You need to submit this completed application form together with the supporting documents listed on page 1. Please use the check list to make sure that you have collected all the supporting documents.**



Disaster Management Policy Program by GRIPS and BRI  
In Co-operation with JICA, Japan

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**CERTIFICATE OF EMPLOYMENT**

---

**EMPLOYER DETAILS**

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

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

tel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

---

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
full name of the applicant

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: \_\_\_\_\_

\_\_\_\_\_

---

**LEAVE OF ABSENCE APPROVAL SECTION**

I will approve one year of Leave of Absence for the above employee to participate in the Disaster Management Policy program, if he/she is admitted to GRIPS and BRI.

---

Name of person completing the form \_\_\_\_\_

Position/Title: \_\_\_\_\_

\_\_\_\_\_  
Signature Date



\*Please put Official Stamp or Seal on this space.

# Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

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## **LETTER OF RECOMMENDATION**

---

**TO THE APPLICANT:** Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name \_\_\_\_\_  
as written in your passport

Recommender's Name \_\_\_\_\_

---

**TO THE RECOMMENDER:** Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

---

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months

2. In what capacity have you known the applicant?

\_\_\_\_\_

3. How often have you seen him/her?

daily             weekly             monthly             rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

\_\_\_\_\_

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

\_\_\_\_\_

\_\_\_\_\_

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---

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

---

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---

---

9. Additional comments, if any.

---

---

---

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and BRI ?

outstanding       good       average       poor

---

Name of person completing this form \_\_\_\_\_

Position/title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

---

Signature \_\_\_\_\_ date \_\_\_\_\_

# Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

---

## **LETTER OF RECOMMENDATION**

---

**TO THE APPLICANT:** Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name \_\_\_\_\_  
as written in your passport

Recommender's Name \_\_\_\_\_

---

**TO THE RECOMMENDER:** Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

---

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months

2. In what capacity have you known the applicant?

\_\_\_\_\_

3. How often have you seen him/her?

daily             weekly             monthly             rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

\_\_\_\_\_

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

\_\_\_\_\_

\_\_\_\_\_

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---

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

---

---

---

---

9. Additional comments, if any.

---

---

---

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and BRI ?

outstanding       good       average       poor

---

Name of person completing this form \_\_\_\_\_

Position/title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Signature date



## Appendix

### **How to calculate your GPA**

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

#### **Value of Letter Grades**

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

#### **Example:**

<b>grade</b>	<b>value</b>		<b># of credits</b>		<b>total value</b>
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
<b>GPA</b>				=	<b>3.14</b>

## ***ANNEX II: Instructions for the Preparation of Inception Report***

The Inception Report should be originally written by the applicant herself/himself and typewritten including items listed below. Applicants are requested to follow strictly the technical instruction shown in the next page of this General Information. **It is mandatory to record the Inception Report on the electronic medium such as CD or USB memory and bring it to Japan.**

Inception Report should include,

### **for Seismology(S) group**

1. Geographic and geo-scientific information of your country with Maps (Tectonics, Active Faults, Seismicity, Macro-zoning study etc.).
2. Damaging Earthquakes or Tsunami (hypocenter, magnitude, isoseismals, surface faulting, damage, casualties), Catalogs, photographs etc.
3. Responsibilities of your organization in the national government or country.
4. Internal structure of your organization with the Organization Chart.
5. Equipments and personals of your organization (Seismic Network, Research Activities).
6. Analysis of Capacity (Strong and Weak points) of your organization and country (Disaster Mitigation Plan, Responsible organization, Hazard and Risk maps, Micro-zoning study).
7. Other organizations collaborating with yours for the seismological activities.
8. Your own responsibility in your organization.
9. Potential target of your study in the course with difficulties or obstacle for you to obtain your target with listing up the Strong and Weak points of you.
- 10 Your expectations for the course: What do you want to get in the course?

### **for Earthquake Engineering(E) group**

1. Seismic Design Code for buildings of each country\*
  2. Characteristics of building damage due to earthquakes in your country.
  3. Microzoning and earthquake disaster mitigation planning of each country.
  4. Responsibilities of your organization in the national government or country.
  5. Internal structure of your organization with the Organization Chart.
  6. Your own responsibility in your organization.
  7. Potential target of your study in the course with difficulties or obstacle for you to obtain your target with listing up the Strong and Weak points of you.
  - 8 Your expectations for the course: What do you want to get in the course?
- \* Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.

The cover page of Inception Report should include:

- (1) **Name of Applicant,**
- (2) **Name of Organization** to which Applicant belongs, namely, the affiliation,
- (3) **Choice of Group** (Select one of (S) or (E)).

**Note: Ambiguous expression for the selection of group will cause a severe disadvantage in screening process.**

**Choice of Topic for Individual Study** selected from the topics' list in "II. Description 9. Expected Module Output and Contents".

**Note: Ambiguous expression or null answer will cause a severe disadvantage in screening process.)**



The first page of Inception Report should include:

**(4) Title and Author's Name,**

**(5) Abstract,**

The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not be consist of more than 200 words.

**(6) Introduction,**

**(7) Affiliation of the Author.**

**Note: Affiliation should appear as a foot note on the first page as following sample shows.**

The main part of Inception Report that starts from the second page should include:

**(8) Topic mentioned above,**

**(9) "Acknowledgement" and "Appendix" after the topic if necessary.**

**(10)References,**

Applicants are requested to submit attached documents including 3 or 4 items,

**(11) Attached Document**

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis,
- A list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant. and,
- (If you select 'others' for the topic of Individual Study) a concrete plan of Individual Study. IISEE may inquire about the plan during the selection process.

**(12) Format**

**1.** The manuscript must be carefully prepared and should be submitted with A2A3 form and GRIPS application materials. The total pages of the Country Report should not exceed 15 pages including tables and figures.

**2. Page Format:** Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single spaced, Times New-Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

**3. Organization of the papers:** Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. Last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.

4. **HEADINGS:** Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above mentioned rules for indentation. **Sub-subheadings:** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.
5. **EQUATIONS AND SYMBOLS:** Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).
6. **FIGURES, TABLES AND PHOTOS:** Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo will be printed in Black and White. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.
7. **UNIT:** Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 1MPa (10.2 kgf/cm<sup>2</sup>).
8. **CONCLUSIONS:** Write a **CONCLUSIONS** section at the end of your paper, followed by **ACKNOWLEDGEMENT**, **APPENDICES** and **REFERENCES**.
9. **ACKNOWLEDGMENT:** Acknowledgment should follow **CONCLUSIONS**.
10. **APPENDIX:** Appendix should be placed between Acknowledgment and References, if any.
11. **REFERENCE:** All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like (Richter 1935). Write the reference list as

Gutenberg, B., and Richter, C. F., 1954, Seismicity of the Earth and Associated Phenomena, 2nd ed. Princeton Univ. Press, Princeton, NJ.

Richter, C. F., 1935, An instrument earthquake magnitude scale, *Bull. Seis. Soc. Am.* **25**, 1-32.

**(13) Sample for Inception Report**

Sample for the cover sheet

Sample for the first page

<p>THE GROUP TRAINING COURSE IN SEISMOLOGY, EARTHQUAKE ENGINEERING AND DISASTER MITIGATION 2009 – 2010 (COURSE ID: J-08-00750) INCEPTION REPORT ON</p> <p>1. Name of Applicant</p> <p>2. Name of Organization</p> <p>3. Choice of Group (S), (E)</p> <p>Choice of Topic for Individual Study</p>	<p>TITLE OF THE INCEPTION REPORT</p> <p>by AUTHOR*</p> <p><b>ABSTRACT</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>INTRODUCTION</b></p> <p>.....</p> <p>.....</p> <p>*The Author's organization and occupation are to be written here.</p>
--	--

**Download:** the template file that may make your editing task easier from

**<http://iisee.kenken.go.jp/publications.htm>**

## ***ANNEX III: Syllabus of the Training Program (Tentative)***

### **S-Group (Seismology Group)**

<b>Category</b>	<b>Title</b>	<b>Subtitle</b>	<b>Contents</b>	
Orientation	Orientation	Overview of Earthquake and Disasters	Introductory lectures for Seismology Group are given by staff members of IISEE. Basic concepts and general scope of seismology, earthquake phenomena, strong motion study and seismic hazard and risk etc. are described.	
Basic Subjects Related with Earthquake and Disasters	Information Technology Related with Earthquake and Disasters	Computer	Practices on FORTRAN programming for scientific computing and on UNIX and GMT are given using PC.	
		Theory of Seismic Waves	Basic expressions for strain and stress relations are induced from the fundamental concept of the property of elasticity. Mathematical background of the theory of elasticity is discussed from the standpoint of specific problems such as equilibrium conditions, strain energy and transmissions of elastic waves. Reflection and refraction of plane waves are explained. P and S waves velocity distribution is discussed.	
		Surface Waves	Crust and upper mantle structure inferred from surface wave methods will be explained.	
		Scattering and Attenuation	Stochastic modeling and measurement of small-scale heterogeneities and intrinsic attenuation of seismic waves in the crust will be explained.	
	Earthquake Phenomenology	Practice on Theory of Seismic Waves	This practice is presented for understanding the lecture, "Theory of Seismic Waves" through practices. We use TauP Toolkit developed at University of South Carolina for practices of global scale problems.	
		Local Earthquake Analyses	Analyses of seismograms obtained by local networks, e.g., Wadati diagram, particle motion, apparent velocity, hypocenter determination, and magnitude.	
		Analyses of Teleseismic Records	Explanation of principles underlying the interpretation of seismograms and determination of earthquake parameters. Practice of the analysis of seismograms and determination of earthquake parameters.	
		Earthquake Focal Mechanism	Analysis and practical training in finding fault plane solutions is conducted by using seismic wave.	
		Seismicity and Statistics	Fundamental concepts on seismic activity and earthquake statistics including prediction-oriented method analysis.	
		Crust and Upper Mantle Structure	Crust and upper mantle structure inferred from explosion seismic and surface methods are explained.	
		Seismic Tomography	Theory and application of seismic tomography in local, regional, and global scales are explained. Practice on computer is also given.	
	Seminar of Basic Seismology		Discussion, presentation and practice for the topics of Basic Seismology	
	Advanced Subjects Related with Earthquake and Disasters	Earthquake Circumstance	Earthquake Generation and Prediction (1)	Earthquake dynamics and scaling laws are explained. Earthquake preparation processes and researches on short-term prediction are introduced.
			Earthquake Generation and Prediction (2)	Earthquake cycles and long- and intermediate-term prediction are introduced.
Mathematics for Seismology			Basic concepts and technique of applied mathematics used often in the field of seismology are explained. Subjects include linear differential equations, Fourier analysis, matrix algebra and vector analysis. Practice of applied mathematics is also given.	
Crustal Deformation			Introductory course of crustal deformation including geodetic survey and continuous measurement with special references to the problems on modeling of earthquake and volcanic events and earthquake forecasting.	
Earthquake and Plate Tectonics			The basic concept of plate tectonics is presented. Methods to obtain plate motions are described.	

		Earthquake Source Process	Basic models and conceptions of earthquake source processes are provided. The following three subjects: 1) how to describe an earthquake source mathematically, 2) how to synthesize body waves generated from the source, 3) how to determine the model parameters are explained.
Characteristics of Earthquake Disasters		Earthquake Observation (1)	Basic theory of seismometers is explained. A method for calibration of conventional type of short period seismometer is presented with a practical training.
		Earthquake Observation (2)	Data acquisition and seismic telemetry systems are explained
		Data Processing	Theory and practice of the least squares method used for seismological analyses and those of Discrete Fourier transform and digital filter are introduced.
		Observation Tour for Earthquake Monitoring	Observation tour to the institutes that have observational networks to monitor earthquakes.
		Geophysical Prospecting	Principles of seismic refraction and reflection and their applications to the real field are discussed. Field Practice is given.
		Effect of Surface Geology on Seismic Motion (1)	Effects of surface geology on seismic motion (ESG) are explained by showing results of ground motion case studies: amplification mechanisms of seismic waves, actual examples of site amplifications at sites with various site conditions, relations with earthquake damage.
		Effect of Surface Geology on Seismic Motion (2)	Subsurface explorations and strong motion synthetic techniques are explained in detail.
		Numerical Simulation of Seismic Wave Propagation	Basic theory of seismic wave propagation and numerical methods for solving the elastic equations are explained. Seismic wave propagation is demonstrated by animation made by computer. Practice on the numerical simulation is given by using PC.
Special Topics		Observation Tour	Observation tour to the institutes that have notable activities in the field of Earth Sciences.
		Earthquakes and Tsunami	Basic concept and overview of tsunamis, including tsunami generation, propagation and tsunami warning and hazard reduction systems.
		Introduction to GIS for Earthquake Disaster Mitigation	Basics and conceptions of Geographical Information System (GIS) are explained through lecture and practice using free GIS software.
		Earthquake Geology	Geological subjects related to earthquake prediction, hazard assessment and countermeasures.
	Seminar of Applied Seismology		Discussion, presentation and practice for the topics of Applied Seismology
Earthquake Hazard and Risk Assessment	Earthquake Hazard Assessment	Strong Earthquake Motion Observation	General procedures and system of a strong-motion earthquake observation are presented. Participants are introduced to the principle of strong-motion accelerometers (SMAC), data acquisition systems and data analysis procedures. Application of strong earthquake ground motion to seismic-resisting design is explained.
		Soil Dynamics (1)	Fundamental properties of soil such as non-linearity and constitutive law are reviewed. Dynamic behavior of soil deposits and analytical method are explained with evaluation of material constants. Liquefaction of sand deposits will be discussed and countermeasures against liquefaction are introduced.
		Soil Test and Survey (1)	Geotechnical field investigation and laboratory testing methods are discussed in this lecture. An emphasis is placed on providing the information about currently used practical methods.

		Seismic Macro-zonation	Seismic Hazard Assessment is discussed, that is an estimation of the likelihood of an earthquake occurrence and its magnitude in and around the location of interest and of the severity of strong ground motions expected for a certain return period.
		Seismic Micro-zonation	This lecture gives an introduction to seismic micro-zoning technique by presenting the methods to estimate the distribution of the local and regional seismic hazard, explaining the preparation process of seismic scenarios, describing the applications of micro-zoning results, and discussing the future of micro-zoning. Various examples of actual studies are also presented.
Earthquake Risk Assessment	Practice for Damage and Risk Assessment	Simulation of Seismic Ground Motion	Topics related on Risk and Damage Assessment for buildings are given through lectures and observation visits.
		Microtremor Observation(1)	Method to estimate the strong ground motion at the engineering bedrock based on the empirical formulas is explained.
		Microtremor Observation(2)	Practice in the field and analysis are introduced for microtremor that is one of the useful information to evaluate the characteristics of earthquake ground motion.
		Strong Motion Seismology	Field practice of microtremor array observation
			Strong-motion seismology is concerned with high frequency seismic waves from large earthquakes. Its ultimate goal is to predict strong ground motion from the basic understanding of fault mechanics and seismic wave propagation in the Earth.
	Seminar of Earthquake Disaster Mitigation		Discussion, presentation and practice for the topics of Earthquake Disaster Mitigation
Earthquake Disaster Mitigation Policy	Seismic Disaster Mitigation Policy		Disaster mitigation policy and seismic risk management of national level are discussed with practical system and laws.
	Disaster Risk Management		A broad understanding of disaster risk management, including prevention / preparedness before disasters and recovery / reconstruction after disasters is provided.
	Dissemination for Earthquake Disaster Mitigation	Japanese ODA Policy and Development Support related with Disaster Mitigation	Japanese ODA policy and implementation and the international trend of development assistance related with disaster mitigation activities, e.g., poverty and gender issues are explained.
		Dissemination for Earthquake Disaster Mitigation	Dissemination process for Earthquake Disaster Mitigation in Japan is explained through observation visits.
		Project Cycle Management for Disaster Mitigation	Methodology and practice for Project Management Cycle and its facilitation techniques.
Seminar of Earthquake Disaster Mitigation Policy		Discussion, presentation and practice for the topics of Earthquake Disaster Mitigation Policy	
Case Studies	Practice of Earthquake Disaster Mitigation Policy	Colloquium	Three colloquiums are planned: 1) for the report on the seismic observation and its results in the countries of each participant, 2) for the practice of reading scientific papers, and 3) for explaining the plan of individual study.
		Observatory Practice	Seismic array observation is explained in the Matsushiro Seismological Observatory, Japan Meteorological Agency. The practical training of the analysis of array data is carried out.
		Earthquake Information	Theory and practice on HTML for public provision of earthquake and disaster information and related topics.
		Study Trips	Study trip to northern part of Japan (Hokkaido and/or Tohoku) for a week and to western part of Japan(Kansai) for a week.
	Practice for Seminar of Earthquake Disaster Mitigation		Practice for the topics of Earthquake Disaster Mitigation

Individual Study	Individual Study	During individual study period, each participant makes a research on a specific subject and writes a paper under the direction of an instructor. The subject is selected in the list shown in "II. Description, 9.Expected Module Output and Contents".
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### **E- Group (Earthquake Engineering Group)**

Category	Title	Subtitle	Contents
Orientation	Orientation	Introduction to Seismology	An introduction of seismology to engineers, focusing on basic understanding of the physics of earthquakes including a new direction of earthquake research after the 1995 Kobe earthquake.
		Introduction to Earthquake Engineering	Basic concepts and real facts of the 1995 Kobe earthquake, as an introductory lecture for engineering course.
		Computer	The lecture introduces the computer environment at International Institute of Seismology and Earthquake Engineering (IISEE) and the usage. Participants practice the computer programming of basic numerical analysis in the engineering field. Visualizing technique of numerical results using commercial softwares is also explained in the lecture.
Basic Subjects Related with Earthquake and Disasters	Structural Analysis	Structural Analysis (1), (2) & (3)	Fundamental concepts and principles which are utilized in the current structural analysis are introduced in the matrix algebra language. The displacement method and the force method with some extension to the finite element method and the elastic-plastic analysis of structures are discussed in some detail. Fundamental theories for non-linear analyses of building structures are introduced. Some member models and basic concepts of the direct stiffness method are discussed. These theories are also learned with some exercises using available software in IISEE.
		Finite Element Method (1)	1) Basic concepts of finite element method 2) Procedures for static linear analysis 3) Formulation of some elements' matrices 4) Example programs
		Finite Element Method (2)	1) Application of FEM to RC Structures : Analytical Techniques of Shear in Reinforced Concrete Structures by FEM 2) Finite Element Analysis of Reinforced Concrete Structures in Japan 3) Finite Element Analysis of RC Members with High Strength Materials Panels, Shear Walls, Beams, Columns and Beam-Column Joints 4) Shear Resisting Mechanisms of RC Members Based on FEM Analysis 5) Finite Element Analysis of Masonry Structures
		Dynamic Aseismic Design	Dynamic aseismic design procedure is introduced. Problems which frequently occur during the design of high-rise building are presented with some examples.
		Limit Analysis	Fundamentals of plastic analysis of structures are presented. Elementary techniques to calculate the collapse loads of structures are also presented.
		Soil Mechanics	This lecture covers an introduction to fundamental soil mechanics which will give the basis for understanding dynamic behaviors of soil and foundation.
		Soil Dynamics (2)	Fundamental properties of soil such as non-linearity and constitutive law are reviewed. Dynamic behavior of soil deposits and analytical method are explained with evaluation of material constants.

	Structural Dynamics	Structural Dynamics (1) & (2)	The objective of this subject is to study the behavior of structures by dynamic loadings. The lecture covers from the SDOF (single-degree-of-freedom) system to the MDOF (multi-degree-of-freedom) system. The deterministic procedure is discussed in detail with exercises. This lecture covers the spectrum analysis of time-history data of building response. The data obtained by both strong earthquake observation and micro-tremor measurement are used.
		Shaking Table Testing	General concept of structural dynamic test is introduced. Simple shaking table test and free vibration test are practically performed using a small single mass model. Data processing technique is also discussed through the practice.
		System Identification in Vibration Analysis	This subject introduces several system identification methods to determine structural characteristics such as natural periods and damping ratios from measuring data of buildings.
		Structural Response Analysis	Inelastic earthquake response analyses using SDOF systems with various kind of hysteresis models and introduction of some applications using inelastic earthquake response analyses. Member models and structural idealization which are utilized in the current nonlinear structural analysis of buildings are outlined. Examples of dynamic and nonlinear analysis of reinforced concrete structures are presented. Methods for the theoretical interpretation on the results from the numerical analysis are introduced.
		Soil Test and Survey (2)	Some common methods on the field survey of soil deposits and laboratory tests are introduced.
		Effect of Surface Geology on Seismic Motion	Effects of surface geology on seismic motion (ESG) are explained by showing results of ground motion case studies: amplification mechanisms of seismic waves, actual examples of site amplifications at sites with various site conditions, relations with earthquake damage.
		Dynamic Soil Structure Interaction	The physical meaning of dynamic Soil-Structure Interaction (SSI) and the influences of SSI on dynamic behaviors of structure are explained first. Next, Numerical procedures for evaluating SSI analysis for raft and pile foundation are instructed. Finally, the practical seismic design analysis methods are shown incorporating SSI effects.
		Seminar of Structure Analysis	
Advanced Subjects Related with Earthquake and Disasters	Seismic Design	RC Structures (1)	The structural performance from cracks to collapse about the RC members is predicted by using some equations. The prediction is made by the equations for designs.
		RC Structures (2)	Detailed structural design procedure of reinforced concrete members for flexure, shear and bond is lectured. Design practice of RC members according to the presented design procedure is conducted.
		RC Structures (3) & (4)	The recent research topics in Japan including performance based design, Composite/Hybrid Structures, New RC (High Rise RC structure with High Strength materials), and Boxed Wall-Buildings are presented. Outline of the seismic design procedure in accordance with the Japanese codes is presented. The related codes in U.S. and New Zealand and the design guidelines currently proposed in Japan are also introduced.
		Steel Structures	Outline of the design procedure for steel building structures in Japan is explained.



		Masonry Structures	The lecture covers an introduction to Performance of Masonry-based Structures and seismic design. The lecture covers an introduction to structural performance and seismic design of Confined Masonry structures, which has been studied as a research projects in BRI. It also includes housing construction conditions in the Third World Countries and their comparison with Japan's.
		Structural Testing	Objectives, testing techniques, loading and measuring techniques are presented with some examples of the previous tests. Static tests for RC members are also conducted to observe structural performance.
		PC Structures	The earthquake resistant design of prestressed concrete and the application of prestressed concrete in primary seismic resistant elements such as building frames are presented.
		Foundation Engineering	Design concept and design procedures for static and earthquake loads for several types of foundation i.e. pile, spread and caisson foundations are presented. Furthermore their characteristics, construction methods, selection procedures, repairing methods, etc. are explained.
		Bridge Engineering	Problems related to "Earthquake and Bridge" are discussed. Each section is accompanied with a general introduction which may be necessary for those who are not familiar with bridge engineering.
		Port and Harbor Structures	Earthquake resistant design for port and harbor structures is explained with some examples of actual earthquake damage.
		Dam Structures	The types of dams including concrete arch, gravity, and embankment dams are explained first. Next, design concepts of each type are given. The design of dams to resist earthquakes is discussed with the performance of dams during earthquakes, dynamic properties of dam materials, and analysis. Particularly, behaviors of dams during the 1995 Hyogoken-Nanbu Earthquake (Kobe Earthquake) and the 2000 Western Tottori Prefecture Earthquake are explained.
		Underground Structures	1) Damage to buried structures (tunnels, pipelines, etc.) 2) Observation of earthquake response of buried structures 3) Earthquake resistant design of buried structures and future problems 4) Other topics
		Lifeline Earthquake Engineering	This lecture covers damage and functional loss of lifeline systems due to urban earthquakes. Recent earthquake countermeasure technologies, e.g., real-time damage assessments, are also introduced.
	Seismic Evaluation and Retrofitting	Seismic Design Codes (1) & (2)	Participants investigate the design concept and methods of the selected seismic codes in the world. Presentation and discussion are given for comparison of the surveyed codes. Differences in each code are discussed.
		Earthquake Resistant Limit State Design (1) & (2)	The lecture covers an introduction to fundamental energy input concept which gives better understanding of the dynamic behavior of buildings.
		Seismic Evaluation and Rehabilitation: buildings (1) & (2)	Seismic capacity evaluation and seismic rehabilitation (retrofit) of existing buildings are introduced with emphasis on our practice after the 1995 Hyogoken-Nanbu Earthquake (Kobe Earthquake) Inspection and evaluation of earthquake damage to buildings and post-earthquake countermeasures for damaged buildings are also introduced.

		Seismic Evaluation and Rehabilitation: bridges	Damage of bridges by the past earthquakes in Japan is presented. The Japanese highway bridge codes have been revised by analyzing the seismic damage. The history of the revision of the codes is briefly explained. Repair of damaged highway structures due to the 1995 Hyogoken-Nanbu Earthquake (Kobe Earthquake) and seismic retrofit of the existing bridges are shown.
		Seismic Isolation	Seismic isolation system is explained as one of structural response control methods. The Seismic isolation system is most effective to reduce the response and improve safety of a superstructure. Principles of the seismic isolation, merits and demerits of the seismic isolation, and behaviors of buildings with the seismically isolated buildings during earthquake are discussed.
		Design Earthquake Ground Motion and Seismic Force (1)& (2)	Seismic design code of Japan is introduced. Some international seismic design codes are also introduced and compared with each other.
		Structural Reliability	Introduction to reliability concept. Probability of failure as a measure for the safety degree. Extreme value distributions as probability model for load intensity. Load and resistance factor format based on the second moment reliability. Target safety degree due to the optimum reliability.
		Structural Response Control	Basic theory on structural seismic response control and its practical applications in Japan
	Special Topics	Introduction to GIS for Earthquake Disaster Mitigation	Basics and conceptions of Geographical Information System (GIS) are explained through lecture and practice using free GIS software.
		Seminar of Seismic Design, Seismic Evaluation and Retrofitting	Discussion, presentation and practice for the topic of Seismic Design, Seismic Evaluation and Retrofitting
Earthquake Hazard and Risk Assessment	Earthquake Hazard Assessment	Strong Earthquake Motion Observation	General procedures and system of a strong-motion earthquake observation are presented. Participants are introduced to the principle of strong-motion accelerometers (SMAC), data acquisition systems and data analysis procedures. Application of strong earthquake ground motion to seismic-resisting design is explained.
		Soil Dynamics (1)	Fundamental properties of soil such as non-linearity and constitutive law are reviewed. Dynamic behavior of soil deposits and analytical method are explained with evaluation of material constants.
		Soil Test and Survey (1)	Geotechnical field investigation and laboratory testing methods are discussed in this lecture. An emphasis is placed on providing the information about currently used practical methods.
		Seismic Macro-Zonation	Seismic hazard assessment is discussed, that is an estimation of the likelihood of an earthquake occurrence and its magnitude in and around the location of interest and of the severity of strong ground motions expected for a certain return period.
		Seismic Micro-Zonation	This lecture gives an introduction to seismic micro-zoning technique by presenting the methods to estimate the distribution of the local and regional seismic hazard, explaining the preparation process of seismic scenarios, describing the applications of micro-zoning results, and discussing the future of micro-zoning. Various examples of actual studies are also presented.
	Earthquake Risk Assessment	Practice for Damage and Risk Assessment	Topics related on Risk and Damage Assessment for buildings are given through lectures and observation visits.
	Simulation of Seismic Ground Motion	Method to estimate the strong ground motion at the engineering bedrock based on the empirical formulas is explained.	

		Microtremor Observation(1)	Practice in the field and analysis are introduced for microtremor that is one of the useful information to evaluate the characteristics of earthquake ground motion.
		Microtremor Observation(2)	Field practice of microtremor array observation
		Strong Motion Seismology	Strong-motion seismology is concerned with high frequency seismic waves from large earthquakes. Its ultimate goal is to predict strong ground motion from the basic understanding of fault mechanics and seismic wave propagation in the Earth.
	Seminar of Earthquake Disaster Mitigation Policy		Discussion, presentation and practice for the topics of Earthquake Disaster Mitigation
Earthquake Disaster Mitigation Policy	Seismic Disaster Mitigation Policy		Disaster mitigation policy and seismic risk management of national level are discussed with practical system and laws.
	Disaster Risk Management		A broad understanding of disaster risk management, including prevention / preparedness before disasters and recovery / reconstruction after disasters is provided.
	Dissemination for Earthquake Disaster Mitigation	Japanese ODA Policy and Development Support related with Disaster Mitigation	Japanese ODA policy and implementation and the international trend of development assistance related with disaster mitigation activities, e.g., poverty and gender issues are explained.
		Dissemination for Earthquake Disaster Mitigation	Dissemination process for Earthquake Disaster Mitigation in Japan is explained through observation visits.
		Project Cycle Management for Disaster Mitigation	Methodology and practice for Project Management Cycle and its facilitation techniques.
	Seminar of Earthquake Disaster Mitigation Policy		Discussion, presentation and practice for the topics of Earthquake Disaster Mitigation Policy
Case Study	Practice for Earthquake Disaster Mitigation Policy	Colloquium	Three colloquiums are planned : 1) for the report on the seismic observation and its results in the countries of each participant, 2) for the practice of reading scientific papers, and, 3) for explaining the plan of individual study.
		Observation Tours	Observation of research institutes, administrative organs, and construction sites are conducted.
		Conferences and/or Symposium	Opportunities to attend some international conference and symposium are provided in order to understand the state-of-the-arts of earthquake engineering.
		Study Trips	Study trip to northern part of Japan (Hokkaido and/or Tohoku) for a week and to western part of Japan(Kansai) for a week.
	Practice for Seminar of Earthquake Disaster Mitigation		Practice for the topics of Earthquake Disaster Mitigation
Individual Study			During individual study period, each participant makes a research on a specific subject and writes a paper under the direction of an instructor. The subject is selected in the list shown in "II. Description, 9.Expected Module Output and Contents".

## 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 must be submitted.

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

Part B 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**

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:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) 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/> \_\_\_\_\_, or write in **block letters**,

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



**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	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

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

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

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

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

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

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

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

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### \*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.
- (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.)

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

( ) 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) ( _____ )
( ) Yes	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: