

No.34/38/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 19<sup>th</sup> May 2009.

**TRAINING CIRCULAR**

Subject : A Group Training Course in Satellite Remote Sensing Data Analysis Technology for Disaster/ Environmental Monitoring to be held in Japan from 4/8/2009 to 12/9/2009 (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 Satellite Remote Sensing Data Analysis Technology for Disaster/ Environmental Monitoring. The total duration of the programme is from June 2009 to December 2009, out of this, the Core Phase from 4/8/2009 to 12/9/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program is designed for Governmental organizations hoping for disaster/environment monitoring by means of improving remote sensing data analysis, especially SAR technology. The overall goal of this training course is to enable the technicians and researchers to analyze SAR and other remote sensing data as a tool leading to solutions for disaster/environmental problem in their respective countries.
3. The Candidates should be University Graduates or the equivalent with a fundamental knowledge of physics and mathematics; be technicians or researchers in the field of remote sensing, associated with organizations of disaster/environmental management; have more than three years experiences in optical digital data/image analysis, but have little experience in SAR digital data/image analysis; be under forty years of age in principle; be proficient at written and spoken English; 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 8<sup>th</sup> June 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, Department of Tel-Communication, Sanchar Bhavan, New Delhi.
2. The Secretary, Ministry of Earth Science, CGO Complex, New Delhi.
3. All the State Governments/Union Territories  
(With the request to circulate it amongst the concerned organizations)
4. Sr. Director (Technical), NIC, with the request to post the circular along with the JICA's circular and the enclosed application proforma on the Department's website.



S.No. 1(a)  
34/38/09

Japan International Cooperation Agency  
(Government of Japan)

No 40/GT-CP/2009

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

Dear Mr. R.K. Kharb,

A Group Training Course in Satellite Remote Sensing Data Analysis Technology for Disaster/Environmental Monitoring will be held in Japan from 04 August, 2009 to 12<sup>th</sup> September, 2009, 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 **12<sup>th</sup> June, 2009**:-


- (1) The Nomination Form A2A3 together,
- (2) The desired Questionnaire
- (3) The desired Supplement to Application Form

Further details are available in the General Information Booklet. It may be noted that the completed Questionnaire & Supplement to Application Form are essential for screening of applications.

It is further informed that 9 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

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



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Satellite Remote Sensing Data Analysis Technology for  
Disaster/Environmental Monitoring**  
災害・環境監視のための衛星リモートセンシングデータ解析技術  
*JFY 2009*

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

NO. J09-00825 / ID. 0980068

From June to December 2009

Phases in Japan: From August 4, 2009 to September 12, 2009

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

# **I. Concept**

## **Background**

In Asian and other developing countries disasters occur frequently and damages caused by such disaster tend to increase, hence, supports for measures against disaster damages are needed. In addition, environment disruption caused by a rapid industrialization and urbanization have become a severe problem and environment conservation has emerged as an important issue. In 2004, a strategy for the encouragement of the earth observation had been adopted by the Council for Science and Technology Policy (CSTP) and “The 10-Year Implementation Plan for The Global Earth Observation System of Systems (GEOSS)” was adopted in the third Earth Observation Summit in 2005. The government of Japan intends to make positive contribution for GEOSS in three fields: global warming and carbon cycling changes, climate and water circulation changes, and disaster. Human resource development for developing countries is one of the fundamental strategies regarding earth observation.

Images remotely sensed by earth observation satellites describe real states of the earth surface irrespective of national borders, and those play an important role in grasping the whole picture for disaster management and environment conservation, measures for the future, and reconstruction planning. In the areas where clouds tend to cover the land surfaces throughout a year, an optical sensor merely acquire land surface images. Whereas, by utilizing the Synthetic Aperture Radar (SAR), land surface data can be acquired regardless of weather and sunlight conditions. By analyzing SAR data, disaster/environment damages can be understood widely and the results of analysis will be important information for planning measures against disaster.

In this program, the participants will acquire necessary skills for SAR data analysis and become able to provide precious information for disaster management and problems of environment-related organizations, and as a result, the participants can contribute to environment/disaster monitoring.

## **For what?**

This program aims for remote sensing experts from disaster/environment-related agencies of Asian and other developing countries to improve Synthetic Aperture Radar (SAR) and other data analysis capability.

## **For whom?**

This program is offered to organizations responsible for remote sensing data analysis related to disaster/environmental monitoring in hopes of improving remote sensing data analysis, especially SAR technology. And it is desirable that the organizations are prepared or planning systems and working environments to propagate and make use of the learned techniques.

## **How?**

1. Nominees should submit required documents as screening criteria for the selection of participants.
2. Selected participants shall have opportunities to learn technologies to analyze SAR data and other remote sensing data as a tool leading to solutions for disaster/environmental problems, through lectures and various kinds of hands on training. At the end of the Core Phase in Japan, participants will practice digital image analysis based on their selected topics using learned technologies and make output presentations.
3. After participants go back to his/her home countries, participating organizations are required to submit their respective outputs to JICA.

## ***II. Description***

### **1. Title (J-No.): Satellite Remote Sensing Data Analysis Technology for Disaster/Environmental Monitoring (J09-00825)**

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

**Duration of whole program:** June to December 2009

**Preliminary Phase:** June to August 2009

(in a participant's home country)

**Core Phase in Japan:** August 4 to September 12, 2009

**Finalization Phase:** September to December 2009

(in a participant's home country)

### **3. Target Countries**

Indonesia, Malaysia, Cambodia, Bhutan, India, Pakistan, Sri Lanka, Argentina, Brazil

### **4. Program Objective**

This program enables technicians and researchers to analyze SAR and other remote sensing data as a tool leading to solutions for disaster/environmental problem in their respective countries.

### **5. Overall Goal**

The participating organizations can analyze remote sensing data by themselves, and results of analysis will be utilized as a tool leading to solutions for disaster/environmental problem in their respective countries.

## 6. Output

To achieve the above Program Objective, participants are expected;

- 1) To be able to explain the principle and analysis method of SAR and other data,
- 2) To be able to carry out basic and advanced processing of SAR data,
- 3) To be able to apply SAR and optical sensor data to disaster/environmental monitoring and integrate the data into map information, and
- 4) To be able to make case study analysis and report the result by using SAR and other data.

## 7. Eligible / Target Organization

This program is designed for Governmental organizations hoping for disaster/environment monitoring by means of improving remote sensing data analysis, especially SAR technology. And it is desirable that the organizations are prepared or planning systems and working environments that facilitate propagation and utilization of learned techniques.

## 8. Total Number of Participants: 10

## 9. Language to be used in this program: English

## 10. Contents

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

<b>Preliminary Phase in a participant's home country</b>	
June 2009 to August 2009	
<i>Selected participants make required preparation for the Program in the respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
1) Self study 2) Preparation for Presentation about Questionnaire (area of his/her interest)*	1) The participants are requested to review and understand the fundamentals of remote sensing and GIS by the multi-media teaching material "Remote Sensing and Geographic Information System" that will be delivered from JICA together with the acceptance notice. 2) Each participant is requested to prepare his/her presentation material for Presentation in Power Point.

\* Questionnaire (area of his/her interest): See ANNEX 2 "Questionnaire"

<b>Core Phase in Japan</b>		
August 4, 2009 to September 12, 2009		
<i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
<b>Unit</b>	<b>Contents</b>	<b>Hours</b>
Presentation about Questionnaire(area of his/her interest)	- Share present situation and respective issues	5.0
Principles and analysis method of SAR and other data	- Introduction to remote sensing	1.5
	- ALOS system -Bus, Sensor	2.5
	- Case Study for disaster/environmental monitoring	2.5
	- ALOS data product	1.0
	- ALOS data search	1.5
	- Principle of SAR	2.5
	- Principle of SAR data correction	2.5
	- Principle of interferometric SAR (InSAR)	2.5
- Principle of polarimetric SAR (PolSAR)	2.5	
Basic and advanced processing of SAR data	- SAR image interpretation - Radiometric correction, Geometric correction - Image processing from raw data - InSAR analysis - PolSAR analysis	15.0
Integration of disaster/environmental Optical Sensor data into geographic information	- Applied analysis of optical data for disaster & environment monitoring - Integrated use of the analysis result and map information, including ground truth	25.0
Integration of disaster/environmental SAR data into geographic information	- Applied analysis of SAR data for disaster & environmental monitoring (Flood, Earthquake, Agriculture, Volcano and Forestry) - Integrated use of the analysis result and map information	25.0
Output Presentation by using SAR and other data analysis	- Case study analyses with respective countries' data	15.0
	- Presentation and discussion	5.0

NOTE: The above contents are subject to minor changes, if necessary

For more details, please see the following curriculum.



## Satellite Remote Sensing Data Analysis Technology for Disaster/Environmental Monitoring in JFY2009

Lec=Lecture		Prc=Practice		10-Aug		11-Aug		12-Aug		13-Aug		14-Aug		17-Aug		18-Aug		19-Aug		20-Aug	
Output	To be able to explain the principle and analysis method of SAR and other data																				
Data	Output 1 SAR & Optical																				
AM	Lec: Introduction to remote sensing	Lec: Case study for disaster/environmental monitoring (SAR&Opt)	Lec: ALOS data product search for participants' case study analysis	Lec: SAR remote sensing -Principle and applications-	Lec: SAR remote sensing -Principle and applications-	PALSAR level 1.5 data		PALSAR level 1.0 data		PALSAR Fringe		PALSAR Processor		PALSAR Fringe		PALSAR Processor		PALSAR Fringe		PALSAR Processor	
PM	Lec: ALOS system (Bus, Sensor)	Presentation about area of interest (by participants)	Methodology consultation and discussion for participants' case study analysis	Lec: Radiometric & Geometric correction of PALSAR data	Lec: Radiometric & Geometric correction of PALSAR data	PALSAR data		PALSAR data		PALSAR data		PALSAR data		PALSAR data		PALSAR data		PALSAR data		PALSAR data	
Place	RESTEC																				

Arrowed line shows softwares used in lecture/practice

To be able to carry out basic and advanced processing of SAR

Lec=Lecture		Prc=Practice		21-Aug		24-Aug		25-Aug		26-Aug		27-Aug		28-Aug		29-Aug		31-Aug		1-Sep	
Output	Output 3 To be able to apply SAR and optical sensor data to disaster/environmental monitoring and integrate the data into map information																				
Data	Optical																				
AM	Prc - Analysis of Optical data for environmental monitoring & integrated use of the analysis result and map information	Move to Hiroshima	Prc - Analysis of Optical data for disaster monitoring & integrated use of the analysis result and map information	ERDAS Image & ArcInfo	ERDAS Image & ArcInfo	Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring		Field survey for disaster monitoring	
PM	Remote-10	RESTEC	RESTEC	Hiroshima Institute of Technology	Hiroshima Institute of Technology	Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology		Hiroshima Institute of Technology	
Place	RESTEC																				

Lec=Lecture		Prc=Practice		2-Sep		3-Sep		4-Sep		7-Sep		8-Sep		9-Sep		10-Sep		11-Sep	
Output	Output 4 To be able to make case study analysis and report the result																		
Data	SAR																		
AM	Lec: Analysis of SAR data for Agriculture	Lec: Analysis of SAR data for Volcano	Lec: Analysis of SAR data for Forestry	Lec: Analysis of SAR data for Forestry	Lec: Analysis of SAR data for Forestry	Case study analysis with respective countries' data		Case study analysis with respective countries' data		Case study analysis with respective countries' data		Case study analysis with respective countries' data		Case study analysis with respective countries' data		Case study analysis with respective countries' data		Case study analysis with respective countries' data	
PM	Prc: Analysis of SAR data for Agriculture	Prc: Analysis of SAR data for Volcano	Prc: Analysis of SAR data for Forestry	Prc: Analysis of SAR data for Forestry	Prc: Analysis of SAR data for Forestry	Summary and preparation for presentation		Summary and preparation for presentation		Summary and preparation for presentation		Summary and preparation for presentation		Summary and preparation for presentation		Summary and preparation for presentation		Summary and preparation for presentation	
Place	RESTEC																		

Aug 10-13, 18am, 19pm...Contents for Output 1

Aug 14-20 (except 18am, 19pm)...Contents for Output 2

Aug 21 to Sep 4...Contents for Output 3

Sep 7-10...Contents for Output 4

\* including Google Earth & Open source GIS software

JICA

### **Finalization Phase in a participant's home country**

September 2009 to December 2009

*Participants disseminate their case study analysis to the related organizations and make teaching materials. Each participating organization considers the feasibility to propagate and utilize such technologies. This phase marks the end of the Program.*

<b>Modules</b>	<b>Activities</b>
<u>Participant</u> 1) Presentation of his/her output 2) Development of teaching materials	1) Each participant is required to make an output presentation in his/her organization. 2) Each participant is required to make teaching materials in order to propagate the learned technologies in his/her organization and other related organizations.
<u>Participating organization</u> 3) Submission of teaching materials	3) Each participant's organization is required to submit above-mentioned teaching materials by 30th November, 2009.

\*Implementing partner, Remote Sensing Technology Center of Japan (RESTEC) will give advices on technical matters for participants to make their teaching materials, if necessary.

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

## **2. Nominee Qualifications**

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) be university graduates, or the equivalent with a fundamental knowledge of physics and mathematics,
- (2) be technicians or researchers in the field of remote sensing, associated with organizations of disaster/environmental management,
- (3) have more than three (3) years experiences in optical digital data/image analysis, but have little experience in SAR digital data/image analysis,
- (4) be under forty (40) years of age in principle,
- (5) have a good command of English in speaking and writing, (Note: When the evidence of language proficiency tested by a registered body is presented, the applicant would be prioritized against others)
- (6) be in good health, both physically and mentally, to undergo this program\*  
\*As the schedule of this program is rather tight and may include field trips that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in this program
- (7) not be serving in any form of military service.

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

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

The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

### **(2) Supplement to Application Form (Annex 1)**

### **(3) Questionnaire (Annex 2)**

Each nominee is required to submit Supplement to Application Form and Questionnaire pursuant to the format/contents indicated in the Annex 1 and 2 respectively.

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

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

NOTE: As "Supplement to Application Form (Annex 1)" and "Questionnaire (Annex 2)" are important references for screening of nominees, application without submission of Annex 1 and 2 will not be duly considered as qualified.

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

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

Closing date for application to the JICA Tokyo International Center in JAPAN, the organizer of this program: **June 12, 2009**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your country to meet the final date in Japan.

**(2) Selection**

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

*The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results shall be made by the respective countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than June 26, 2009.**

**5. Conditions for Attendance:**

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

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

**1. Organizer:** JICA Tokyo International Center (JICA TOKYO)

**2. Implementing Partner:** Remote Sensing Technology Center of Japan (RESTEC)

Address: ROPPONGI FIRST BLDG., 12F

1-9-9 Roppongi, Minato-ku, Tokyo 106-0032, Japan

### 3. Travel to Japan

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

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan.

\*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan

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

JICA Tokyo International Center (JICA TOKYO) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: 81-3-3485-7051 FAX: 81-3-3485-7904 (where “81” is the country code for Japan, and “3” is the local area code)
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If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 5. Expenses

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

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

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

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

(4) Expenses for program implementation, including materials

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

### 6. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries’ JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## **V. ANNEXES:**

1. Supplement to Application Form
2. Questionnaire







## Questionnaire

*This Form is specifically written for respective nominees.*

Each nominee is requested to answer following questions regarding the area of his/her interest (topics concerning disaster/environmental monitoring which he/she is interested to analyze with SAR data) and submit it to JICA by June 12, 2009 with Application Form.

It should be typewritten in single spacing A4 size paper in English.

At the end of this program, you have a session (Case Study) to analyze actual digital data/images of PALSAR (Phased Array type L-band Synthetic Aperture Radar).

In order to make this session more effective, kindly reply to the following questions.

Based on your answer, we'd like to prepare available data/images of occurrences which took place after May 16, 2006 when official distribution of ALOS data was started.

### NOTE:

- (1) At the beginning of the program, you have an opportunity to have a presentation concerning your response to this questionnaire.
- (2) After the presentation, you have time to exchange your point of view with RESTEC lecturers on selecting appropriate PALSAR data and expected approach to your case study.

### Questions

1. Name& E-mail address
2. Topics concerning disaster/environmental monitoring which you are interested to analyze with PALSAR data  
e.g., Flood, Landslide, Deforestation, etc.
3. Geographical characters of where the incidents happened for each topic
  - (1) Name of place on map
  - (2) Precise center coordinates in latitude and longitude of the area of your interest
  - (3) Precise 4-corner coordinates in latitude and longitude of the area of your interest

4. Date of occurrences

NOTE:

- (1) It is highly recommendable to select your topics from actually-occurred, disaster/environmental incidents after May 16, 2006 in your country.
  - (2) The topics which you are interested in may not be necessarily accepted;
    - a. if they were the case with no appropriate PALSAR data, or
    - b. if they were topics beyond the method of SAR analysis, or
    - c. depending on the size of area of your interest.
5. The topics in the following table for each participating country are those we assume suitable for your analysis; please supply the information as indicated for question No.3 and 4, if topics are different from your answers of above 2.

Country	topics
Argentina	1) Flood 2) Forest Fire 3) Crop Growth monitoring
Bhutan	1) Landslide 2) Deforestation
Brazil	1) Deforestation 2) Flood
Indonesia	1) Forest Fire 2) Earthquake 3) Flood 4) Volcano
Malaysia	1) Deforestation 2) Flood 3) Earthquake
Sri Lanka	1) Flood 2) Degradation of wetlands

## *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:

Tokyo International Center,  
Japan International Cooperation Agency  
(JICA TOKYO)

Address : 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL : 81-3-3485-7051      FAX : 81-3-3485-7904

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B 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)

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

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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





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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

J	0		-						
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**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)

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

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

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**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.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

( ) 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) ( _____ )
( ) No	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: