

No.34/38/2011-EO(I)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 11th July 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in **Facility Maintenance and Water Management for Irrigation and Drainage** to be held in Japan from 9th January 2012 to 8th February 2012.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from December 2011 to February 2012, Out of this, the Core Phase, from 09/01/2012 to 08/02/2012, will be held in Japan. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).

2. The Training course is designed for Central or Regional/Local Governments in the field of irrigation and drainage, which are implementing projects with JICA at the present. It aims to improve the capacity for maintenance and operation of irrigation and drainage projects.

3. The Candidates should be Technical officials engaged in maintenance and operation of irrigation and drainage project and the counterpart on JICA expert or related personnel to JICA cooperation projects (technical cooperation project, development study, grant aid project, yen loan project etc.); have more than 5 years experience in the field of irrigation, civil engineering etc; be university graduates; be proficient at written and spoken English; be computer literate so that he/she can prepare a technical proposal and make a presentation; be between the ages of thirty and forty five years; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

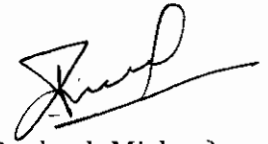
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 43/GT-CP/2011 dated 13th June 2011. The Ministry/State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries. It may also be noted that, once selected, if the candidate, withdraws his/her candidature, he/she will attract debarment from future trainings as per the extant rules.

.....Contd.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report. A scanned copy of application may also be sent to the e-mail address - doeof@nic.in

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 31st October 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Ph. No: 011- 23092694

e-mail: doeof@nic.in

1. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. The Secretary, Ministry of Agriculture, Krishi Bhavan, New Delhi.
3. The secretary, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, 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)

Japan International Cooperation Agency
(Government of Japan)

No. 43/GT-CP/2011

13th June, 2011 .

Dear Mr. Rakesh Mishra,

A Counterparts Training Course on "Facility Maintenance and Water Management for Irrigation and Drainage" will be held in Japan from 09th January, 2012 to 8th February, 2012 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 **4th November, 2011**:-

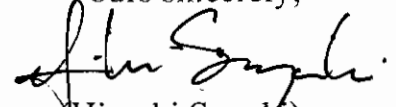
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Nominee's English Score Sheet

Further details are available in the General Information Booklet. It may be noted that the completed Job Report and Issue Analysis Sheet are essential for screening of applications.

It is further informed that 10 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra
Desk Officer,
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions,
North Block
New Delhi

DUNO 50081/2011
16/11/2011
18/11/2011



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Counterparts Training Course on Facility Maintenance and Water
Management for Irrigation and Drainage**

地域別研修:プロジェクトカウンターパート合同研修

「灌漑排水のための施設管理・水管理」

JFY 2011

<Type: Leaders Training / 類型:中核人材育成型>

NO. J11-04151 / ID. 1184274

From December 2011 to February 2012

Phases in Japan: From January 9 to February 8th, 2012

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

Irrigation and Drainage is one basis for agriculture production and plays an important role for stabilization and improvement of its production. The coherent system of facility maintenance and water management from river head to water users is crucial to enhance the function of irrigation facilities.

JICA has many cooperation projects around the world to improve the capacity to do facility maintenance and water management. In response to many requests of training in Japan, JICA organizes this training course for JICA counterpart engineers.

For what?

This program aims to improve the capacity for maintenance and operation of irrigation and drainage projects.

For whom?

This program is offered to JICA counterpart engineers to work with JICA at the central or regional governments in the field of irrigation and drainage.

How?

Participants have opportunities in Japan to extend their knowledge, and discuss challenges and solutions that their projects have, by attending lectures, visiting irrigation projects, and delivering reports. They are expected to play a leading role at JICA irrigation projects after their return to their respective country.

II. Description

1. **Title (J-No.): Counterparts Training Course on Facility Maintenance and Water Management for Irrigation and Drainage (J11-04151)**
2. **Period of program**

Duration of whole program:	December 2011 to February 2012
Core Phase in Japan:	January 9th to February 8th, 2012
3. **Target Countries and Quota**

Bangladesh(1), India(1), Laos(1), Sri Lanka(1), Egypt(1), Pakistan(1), Ethiopia(1), Kenya(1), Malawi(1), Tanzania(1)
4. **Eligible / Target Organization**

This training course is designed for Central or Regional / Local Governments in the field of irrigation and drainage, which are implementing projects with JICA at the present.
5. **Total Number of Participants:** 10 participants
6. **Language to be used in this program:** English
7. **Training Objective:**

At the end of the training, the participants are expected to acquire the concept on operation and maintenance of irrigation project, in particular focused on facility maintenance, water management and Land Improvement District (water users association).

To achieve this objective, participants are expected in Japan:

 - 1) to understand Japanese governmental policy and legal framework and implementing measures on rural development especially in the field of irrigation and drainage;
 - 2) to understand the role of implementing body of irrigation projects;
 - 3) to understand the function and role of water users' associations like Land Improvement District (LID) in Japan; and
 - 4) to understand related matters to irrigation and drainage projects including participatory approach and the environmental assessment.
8. **Overall Goal**

This counterparts training course intends to enhance the JICA counterparts' knowledge and know-how regarding the techniques and system of irrigation and drainage including water management, facility maintenance, water users' associations, thus to help them when they engage in operation and maintenance of irrigation and drainage projects to distribute effectively and efficiently agricultural water to beneficiary farmers.

9. Expected Module Outputs and Contents:

This course consists of the following module outputs and contents. Details are given below.

(1) Preliminary Phase in a participant's home country (December 2011) <i>Participating organizations are required to prepare for participation in the course.</i>	
Expected Module Output	Activities
Draft Proposal	Submission of 1 st Draft Technical Proposal

(2) Core Phase in Japan (January 9th to February 8th, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
to understand the facility maintenance of irrigation and drainage projects	<ul style="list-style-type: none"> · Outline of Irrigation and Drainage in Japan · Water Development in Japan · Operation and Maintenance · Stock Management · Toyogawa Canal project · Local irrigation project 	Lecture Observation and Practice
to understand the water management including LID	<ul style="list-style-type: none"> · Participatory Irrigation Management (PIM) · Land Improvement District (LID) 	Lecture Observation and Practice
to understand related matters including participatory approach and environmental assessment	<ul style="list-style-type: none"> · Project Cycle Management · Water Cycle · Watershed Management · Environmental Assessment 	Workshop and Lectures
Proposal Presentation	<ul style="list-style-type: none"> · Drafting Technical Proposal and Presentation 	Workshop

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

This training course intends to provide JICA projects counterparts with related information so as to take an action to solve problems of projects. JICA expects their organizations to work on problems on the basis of proposals prepared by participants after their return to countries.

2. Nominee Qualifications:

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

- 1) Current Duties: be a Technical Officials engaged in maintenance and operation of irrigation and drainage project, and be counterpart on JICA expert or related personnel to JICA cooperation projects (technical cooperation project, development study, grant aid project, yen loan project etc),
- 2) Experience in the relevant field: have more than 5 years' experience in the field of irrigation, civil engineering, etc.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English
- 5) Computer Literacy: can prepare a technical proposal and make a presentation
- 6) Health: must be in good health, both physically and mentally, to participate in the Training in Japan
- 7) Age: be between the ages of thirty (30) and forty-five (45) years preferably
- 8) Must not be serving any form of military service.

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: November 4, 2011

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

(2) 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 November 16, 2011.**

5. Document(s) to be submitted by accepted participants:

1st Draft Proposal -- to be submitted by December 16, 2011:

Before coming to Japan, only accepted participants are required to prepare a 1st Draft Technical Proposal (detailed information is provided in the ANNEX "Technical Proposal"). It should be sent to JICA Tsukuba by December 16, 2011, preferably by e-mail to jicattp@jica.go.jp

6. Conditions for Attendance:

- (1) to observe the schedule of the course,
- (2) not to change the course 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 course in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole course including a preparatory phase prior to the course in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-4.

IV Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. KAMIJO Tetsuya (Kamijo.Tetsuya@jica.go.jp)

2. Implementing Partner:

(1) **Name and URL:** Japan Water Agency (JWA), <http://www.water.go.jp/>

(2) Remark

JWA, based on the Basic Plan for Water resources Development (Full Plan) for each of the seven river systems (Tone, Ara, Toyo, Kiso, Yodo, Yoshino and Chikugo River Systems) designated for water resources development, is constructing dams, estuary barrages, facilities for lake and marsh development, and canals. (Projects for increasing water supply are limited to those ongoing at the time of transition from WARDEC to JWA.) In addition, JWA is operating, managing and reconstructing completed facilities.

JWA activities range widely from securing water for domestic, industrial and agricultural use to controlling floods, and maintaining and improving normal functions of the river water (e.g. securing vested water and conserving the river environment). The matters related to personnel and financial accounting of JWA are placed under the supervision of the Minister of Land, Infrastructure and Transport. The Minister of Health, Labor and Welfare, Minister of Agriculture, Forestry and Fisheries, Minister of Economy, Trade and Industry or Minister of Land, Infrastructure and Transport are held responsible for project implementation according to the objective of the projects.

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 accommodation for participants in Japan:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, IBARAKI 305-0074, JAPAN

TEL: 81-29-838-1111 FAX: 81-29-838-1119

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

If there is no vacancy at JICA TSUKUBA, JICA will arrange an alternative accommodation for the participants. Please refer to map of JICA TSUKUBA at its URL, <http://www.jica.go.jp/english/contact/domestic/map/tsukuba.html>

5. Expenses:

The following expenses will be provided for 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 the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. ANNEX

ANNEX I : Tentative Curriculum

ANNEX II: Form of Technical Proposal

ANNEX I Tentative curriculum

		Curriculum	Place/Organization	Stay
1	Mon	Arrival		JICA Tsukuba
2	Tue	Briefing and Opening Ceremony	JICA Tsukuba	JICA Tsukuba
3	Wed	Visit to a farmer, Preparation for presentation	JICA Tsukuba	JICA Tsukuba
4	Thu	Presentation of 1 st draft proposal	JICA Tsukuba	JICA Tsukuba
5	Fri	Rural Development Policy in Japan, Visit to JICA HQ	MAFF	JICA Tsukuba
6	Sat	Holiday		JICA Tsukuba
7	Sun	Holiday		JICA Tsukuba
8	Mon	Water Resource Development in Japan and Role of JWA	JWA/ JICA Tsukuba	JICA Tsukuba
9	Tue	Toyogawa Canal Project, Operation and Maintenance, Water Management and Cost	JWA/ JICA Tsukuba	JICA Tsukuba
10	Wed	Water Users Association and Participatory Irrigation Management	JICA Tsukuba	JICA Tsukuba
11	Thu	Project Cycle Management	JICA Tsukuba	JICA Tsukuba
12	Fri	Visit to a local Land Improvement District, Drafting Proposal	JICA Tsukuba	JICA Tsukuba
13	Sat	Holiday		JICA Tsukuba
14	Sun	Tsukuba ⇒Toyohashi City		Toyohashi City
15	Mon	【Site visit】 Water Source Facility	JWA/ Toyogawa CP	Toyohashi City
16	Tue	【Site visit】 Water intake and canal works (diversion works, open canal, tunnel, siphon, etc), water purification facility, terminal farmers' field, etc.	JWA/ Toyogawa CP	Toyohashi City
17	Wed	【Practice of O&M】 Water supply plan, facility maintenance (Civil worked facility and mechanical facility)	JWA/ Toyogawa CP	Toyohashi City
18	Thu	【Practice of O&M】 Inspection of facility, water distribution and control, facility maintenance of electrical facility	JWA/ Toyogawa CP	Toyohashi City
19	Fri	【Case study】 Project by farmers' participation	JWA/ Toyogawa CP	Toyohashi City
20	Sat	Toyohashi City ⇒Tsukuba		JICA Tsukuba
21	Sun	Holiday		JICA Tsukuba
22	Mon	Watershed Management	JICA Tsukuba	JICA Tsukuba
23	Tue	Water Circulation	JICA Tsukuba	JICA Tsukuba
24	Wed	Environmental Assessment	JICA Tsukuba	JICA Tsukuba
25	Thu	Site Visit	JICA Tsukuba	JICA Tsukuba
26	Fri	Drafting and Consultation of Proposal	JICA Tsukuba	JICA Tsukuba
27	Sat	Holiday		JICA Tsukuba
28	Sun	Holiday		JICA Tsukuba
29	Mon	Technical Proposal Presentation	JICA Tsukuba	JICA Tsukuba
30	Tue	Evaluation and Closing Ceremony	JICA Tsukuba	JICA Tsukuba
31	Wed	Departure		

JWA = Japan Water Agency Toyogawa CP=Toyogawa Canal Project

ANNEX II (Submitted by only accepted participants)

Technical Proposal

**General direction for making Technical Proposal*

(a) Only accepted participants are requested to compile a first draft in accordance with following items, and submit it by **December 16 2011** through email to tbictp@jica.go.jp.

(b) The report should be typewritten **using MS-Word**, in English on A4 size paper (21 cm x 29.5 cm) by 12-point font and **about 4 pages**.

Country

Name of Participant

Organization

1. Present Situation of Irrigation and Drainage of Your Project and Technical Problems You Confront

2. Basic Direction of Technical Solutions to the Above Mentioned Problems

3. Your Job and Your Contribution to the Above Mentioned Solutions

4. Your Training Needs in Japan

5. Related information, data and photos of your project to be needed to complete the technical proposal during your study in Japan, such as project outline, layout of canal system, cropping pattern, water demand, water use, water loss, water efficiency, maintenance expense, irrigation fee, farmers participation for Operation and Maintenance, etc.

It's preferable to use charts and matrixes to be easily understandable. A first draft will be presented to JICA Tsukuba by December 16 2011. During study in Japan participants are requested to polish and complete the proposal and they are expected to deliver a presentation at the project after their return to the home country.

JICA Tsukuba requests every participant to look in related web sites and read reference materials beforehand (<http://www4.fao.org/faobib/index.html>), as well as to bring your laptop PC to prepare the proposal.

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, 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1119

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



Japan International Cooperation Agency

CONFIDENTIAL

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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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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:

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.



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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)

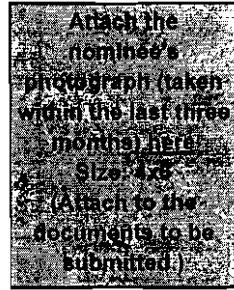
NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required"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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

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

First Name

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

Middle Name

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

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

¹ 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.

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

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

(b) Are you pregnant?

 No | Yes (_____ months)

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

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

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

(_____)

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

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

 Yes | No (Specify name of illness) _____

Present Condition: (_____)

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

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

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

Date: _____ Signature: _____

Print Name: _____