

TRAINING CIRCULAR

Subject : A Group Training Course in Sustainable Tourism Development through Community Based Approach to be held in Japan from 18/8/2009 to 1/11/2009.

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 Sustainable Tourism Development through Community Based Approach to be held in Japan from 18/8/2009 to 1/11/2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**persmin.nic.in**).

2. The Program is meant for tourism-related ministries (ruins and landscapes) and related organizations. The overall goal of this training course is to establish sustainable tourism which is friendly to regional environment and lives of local residents in the participant's home country.
3. The Candidates should be in-charge of planning and development in harmony with natural environment, history and local society at tourism-related ministries and related organizations with at least three years of work experience; be a University Graduate or the equivalent; be under thirty five years of age in principle; be proficient at written and spoken English; have basic knowledge of computer operation (such as Microsoft Word/Excel); 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 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 11th 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 16th 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


(Trishaljit Sethi)
Director

1. The Secretary, Ministry of Tourism, Shastri Bhavan, New Delhi.
2. All State Governments/ Union Territories.

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

- ✓ 3. 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)
31/39/09

Japan International Cooperation Agency
(Government of Japan)

No. 46/GT-CP/2009

11th May, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Sustainable Tourism Development through Community Based Approach will be held in Japan from 18th August, 2009 to 1st November, 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 **19th June, 2009**:-

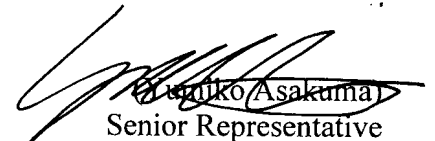
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report,
- (3) The desired Job Report
- (4) The desired Issue Analysis Sheet

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

It is further informed that 14 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,


Juniko 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

13/5
MS. 5



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**SUSTAINABLE TOURISM DEVELOPMENT
THROUGH COMMUNITY BASED APPROACH**

集団研修「持続可能な地域観光振興」
JFY 2009

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

NO. J09-00949/ ID.0980225

From Aug. 18, 2009 to Nov. 1, 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 many of the developing countries where globally competitive industries have not yet been established, tourism income from overseas visitors often serves as a major source of foreign currency acquisition. In these countries, promotion of tourism through effective use of their own tourism resources has become one of the important measures to make such ripple effects as acquisition of foreign currency, creation of employment opportunities and so on.

Developing countries often depend on natural environment and historic buildings for tourism resources. Many of these countries, however, belong to the tropics and arid regions that their ecosystems are extremely susceptible to change. Therefore, the effect of development on environment could be greater than that in the temperate regions and that it has been feared that insufficient care for environment in tourism development would have a hard-to-repair effect on the regional ecosystem. It is also feared that impetuous promotion of industries and urbanization to alleviate economic disparities, often found domestically and regionally expanding in developing countries, may harm the value of tourism resources.

As mentioned above, promotion of tourism requires attention to regional ecosystem and should be carried out in harmony with promotion of other industries, development of infrastructure and living base of local residents, etc.

The Chugoku Region faces the Seto Inland Sea to the south and the Japan Sea to the north, and has the Chugoku Mountain Range in the center. While the region is prosperous in such industries as automobiles, shipbuilding and chemicals, there are cities in Hiroshima and other prefectures, which have promoted, taking advantage of their location, tourism through effective use of their natural environment, local industries and historic and cultural properties, with an effort to conserve their environment.

For what?

In light of the above background, this program aims at providing participants with comprehensive knowledge and basic skills on sustainable tourism development through community based approach, which can be promoted by the participants with sufficient care for environment.

For whom?

The targets of this program are the officials at tourism-related ministries in charge of planning or development, and the staff members in tourism-related non-governmental organizations.

How?

Training will be given in a practical way to learn sustainable tourism development through field works in areas, where in practice tourism resource development and environmental conservation are being conducted. The participants will also be encouraged to cultivate a comprehensive perspective on regional tourism promotion by understanding how local governments and communities are undertaking these tasks.

II. Description

1. Title (J-No.):

Sustainable Tourism Development through Community Based Approach (J0900949)

2. Period of program

Core Phase in Japan:

August 18 to November 1, 2009

3. Target Countries or Regions (numbers of the nominees):

Philippines (1), Vietnam (1), India (1), Sri Lanka (1), Cuba (1), Mexico (1), Colombia (1), Iran (2), Lesotho (1), Macedonia former Yugoslavia (1), Kyrgyz (1), Palestine (1), Bosnia and Herzegovina (1)

4. Eligible / Target Organization:

- (1) tourism-related ministries (ruins and landscapes, etc) and related organizations
- (2) tourism-related non-governmental organizations

5. Total Number of Participants: 14 participants

6. Language to be used: English

7. Program Objective:

Participants will become capable of promoting sustainable tourism development that is friendly to regional environment and lives of local residents.

8. Overall Goal:

Sustainable Tourism which is friendly to regional environment and lives of local residents is established in the participant's home country

9. Expected Module Outputs and the Curriculum

(1) Expected Module Outputs:

To learn basic ideas, conceptual frameworks, and techniques for developing sustainable tourism

To acquire skills to identify and analyze problems concerning sustainable tourism development from multiple perspectives

To present practical proposals on the sustainable tourism development through conducting field study on Japanese cases

To propose action plans for realizing sustainable tourism in participants' countries.

(2) Curriculum:

Please refer to the ANNEX 1

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 operations. Participating organizations are expected to use this program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section -2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

- (1) Those recommended by the applying governments through formal procedures
- (2) Those who are in charge of planning and development in harmony with natural environment, history and local society at tourism-related ministries (ruins and landscapes, etc) and related organizations including non-governmental organizations
- (3) At least 3 years of work experience in the field is preferable
- (4) Be a university graduate or equivalent
- (5) Have a sufficient command of spoken and written English ability which is equivalent to TOEFLE PBT 500/CBT 180 or higher since training will be conducted in English
- (6) Be 35 years old or younger, in principle
- (7) Must be in good health, both physically and mentally
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 letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.
- (8) Must not be serving any form of military service
- (9) Have basic knowledge of computer operation (such as Microsoft Word/Excel)

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) **Job Report (ANNEX 2), Country Report (ANNEX 3) and Issue Analysis Sheet (ANNEX 4):** Fill in ANNEX 2, 3 and 4 of this General Information, and submit it along with the Application Form. These documents will also be considered in selecting the participants in the screenings.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **June 19, 2009**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 17, 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.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Chugoku (CIC)

"Chugoku" is the name of the region consisting of five (5) prefectures in western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

(2) Contact: Mr. YAZAKI Jintaro (Yazaki.Jintaro@jica.go.jp)

2. Implementing Partner:

(1) Name: Hiroshima International Center (HIC)

(2) Contact: Mr. ISHII Takashige (hicc24@hiroshima-ic.or.jp)

(3) URL: <http://hiint.hiroshima-ic.or.jp/hice/index.html>

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 Chugoku International Center (JICA Chugoku)

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima
739-0046 Japan

TEL: 81-82-421-5800 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

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

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

1 . Presentation of Job/Country Report

Applicants who are selected through the above-mentioned process are requested to make a presentation of their job/Country Report in the beginning of the training. Please prepare for your presentation according to the followings before coming to Japan.

Contents of presentation

- a. Current status of sustainable tourism promotion and its problems in your country
- b. Outline of your job and the organization you belong to.
- c. What do you expect to learn from this program?

Presentation procedures

All the participants are asked to make a presentation. Please include all the necessary contents shown above even when there are more than 2 participants from the same country since one person's view should be different from others. Each person has 20 minutes—15 minutes for presentation and 5 minutes for a questions-and-answers session. Please note that the presentation time includes interpretation, so the actual time you can speak will be about half. The time table will be distributed later.

Others

Please use Microsoft PowerPoint for presentation. The number of slides is limited to 12 due to time constraints. You will not have enough time to play a DVD or videotape. Please note that you will not have enough time to prepare your presentation after arriving in Japan. Please prepare before coming to Japan. Your PowerPoint data for presentation will be collected upon your arrival for interpreters to prepare. You could also send the data to Mr. Yazaki before your departure via email.

2 . Others

At the end of the training, each participant is requested to prepare and present an Action Plan to solve existing problems in their countries. Followings are materials recommended to be brought and used in the plan.

- Annual report and brochures published from the organization participants belong to.
- Statistical materials on tourism of the participants' countries
- Legal materials on promotion of tourism and environmental conservation
- Research reports on promotion of tourism in the participants' countries
- Photos showing current status of tourism promotion, etc.

VI. ANNEX 1

Curriculum

*This curriculum is tentative and subject to change.

Modules & the Expected Outputs	Subject Name	Type	Aim / Objective	Contents
To learn basic ideas, conceptual frameworks, and techniques for developing sustainable tourism	Course Orientation	Orientation	Understand the objectives and schedule of this course	Objective of the course, Curriculum, assignment analysis workshop
	Sustainable Tourism Development	Lecture	Understand the generalities of sustainable tourism development	Theoretical framework of sustainable tourism development
	Tourism Development and Area Revitalization	Lecture	Understand tourism development in terms of area revitalization	Tourism impact on area development
	Spontaneous Tourism and Autonomic Tourism	Lecture/ Discussion	Understand the international trend in sustainable tourism development	International trend in sustainable tourism development, Q & A
	Tourism Administration in Japan and Chugoku Area	Lecture	Understand the Japanese government's policy on tourism administration in Japan and Chugoku area and roles of state, prefecture, and city	Policy on tourism promotion abroad and at home
	Tourism Promotion Measures in Hiroshima Pref.	Lecture	Understand administrative projects of area promotion, and relation among state and municipalities in the prefecture	Viewing of DVD on Tourism in Hiroshima Pref. (outline, plan, situation of tourists)
	Interaction between City and Mountainous Area - Chugoku Mountains Yamanami University -	Lecture	Understand the case of revitalization of mountainous area through interaction with cities	Yamanami University, Video viewing
	Tourism Promotion Measures in Yamaguchi Pref.	Lecture	Understand the case of a local government's tourism promotion measures, in which the government worked in partnership with a local university in conducting tourism study and other projects.	The status quo and problems of tourism promotion measures of Yamaguchi Prefecture, partnership with Yamaguchi University
	Management and use of large-scale, multi-purpose convention facilities	Lecture/ Visit	Understand the case of on-going efforts to promote international exchange and create tourism resources by local governments in partnership with local business circles	Outline of the facilities and strategies to attract visitors
	Tourism Promotion Measures with local industries and through events	Lecture	Understand the case of tourism promotion strategies by a local government with local industries and via various events	Tourism promotion measures of Shimonoseki city, visit to Karato market
Commitment of Welfare Tourist City	Lecture/ Visit	Understand the commitment to the promotion of barrier-free tourist spot by local communities	Tourism in Hidatakayama 1. Outline of the area 2. Promotion as a international tourist city 3. Promotion of barrier-free	

	Environmental Problem in Tourist Attraction	Lecture	Understand comprehensive waste administration through environmental analysis and measures against waste, water pollution at tourist spot	Outline of waste disposal in Hiroshima Pref., Decrees, Case of waste disposal at tourist spot, Ecotourism
	Environmental Preservation in Kamikochi	Visit	Understand the environmental preservation at nature-exploring tourist spot	1. Environmental preservation by Azumi Village, the Environment Ministry and Foundation of Natural Park 2. Natural observation around Kamikochi
	Tourism Development in Primary Industry	Lecture/ Visit	Understand relation between management of tourist farm and promotion of local agriculture	Explanation of fruit-related tourism business, Visit of tourist fruit farm
	Area Promotion with Corporation of Administration, Private Sector and Residents	Lecture/ Visit	Understand management and local revitalization with employment generation by hot spring facility run by Private Finance Initiative (PFI)	Explanation of the facilities at Michi-no-Eki Forest Kimida, Explanation and Visit of PFI corp. Kimida 21
	Urban Landscape and Commitment by Administration and Residents	Lecture	Understand the commitment to environmental preservation by administration and residents through a case of extensive tourism development with historical cultural resources	Visit of Kyoto Sannenzaka, Landscape preservation by administration and residents in the central preservation area
	Conservation and Usage of Historical Buildings	Lecture/ Visit	Understand the tourism promotion measures that gives consideration to the balance of conservation and usage of cultural heritages through innovation and ingenuity such as catering funds for repair via establishing the One-Coin Trust.	Lecture at Hagi Machijyu Hakubutukan (museum) and visits to historical buildings that are being conserved and used
	Tourism Research and Comparative Analysis	Lecture	Acquire various surveying techniques at tourist spot, understand comparative analytical method of surrounding environment and problems	Analytical method
To acquire skills to identify and analyze problems concerning sustainable tourism development from multiple perspectives	Presentation of Job/Country Report	Presentation	Presentation of your home country and your job	Presentation of Job/Country Report
	Issue Analysis Workshop	Discussion	Extract the problems which participants' home countries or organizations are confronting with and analyze the causes of the problems utilizing the Issue Analysis Sheet (ANNEX4) in order to clarify what knowledge and skills should be learned through the following training	Workshop
	Presentation of Issue Analysis	Presentation	Share the problems and causes which are extracted and analyzed in the Issue Analysis workshop with other participants and lecturers.	Presentation of the result of the Issue Analysis Workshop

	Interim Review	Discussion	Reflect the Visits, and compile assignments based on Issue Analysis Workshop (Objective Analysis)	Arrangement of the Visit sites, Presentation of individual draft report
To present practical proposals on the sustainable tourism development through conducting field study on Japanese cases	Orientation on Fieldwork	Orientation	Learn basic knowledge on Miyajima, research site	Procedure of Fieldwork
	Outline of Miyajima	Lecture/ Visit	Understand outline of Miyajima, tourism policy, preservation of cultural property, and environmentally friendly maintenance plan	Outline of Miyajima, Visit of tourist facilities
	Advance Visit	Lecture/ Visit	Visit research sites, collect information on administrative policies, commitment, geographical environment, and historical background	Miyajima ecotourism, Visit of cultural heritage such as Itsukushima Shrine and Daishoin
	Assignment Analysis of Miyajima	Field Work	Arrange assignments facing Miyajima as tourist spot, based on the advance Visit in Miyajima	Group discussion on advantage, disadvantage, opportunity and threat in Miyajima
	Preparation for Fieldwork	Field Work	Select research assignment, prepare questionnaire and hearing sheet and confirm the research objective, content, and method	Writing of questionnaire and hearing
	Fieldwork Survey	Field work	Conduct hearing, exchange of opinions, and questionnaire survey, and collect data	Questionnaire survey, Hearing
	Analysis Workshop	Field work	Analysis of the result of the fieldwork survey	Data analysis
	Group Report	Presentation	Proposal on the tourism in Miyajima	Drow up the proposals based on the Field Work and present them to the people in Miyajima
To propose action plans for realizing sustainable tourism in participants' countries	Formulation of Action Plan (Individual)	Guidance Self study Consultation	Formulate an Action Plan	Formulate an Action Plan after your returning to your home organization based on the knowledge and techniques acquired through training in Japan
	Presentaion of Action Plan (Individual)	Presentation	Present the Action Plan	Present your Action Plan to share it with fellow participant's and lecturers and get some advice

V. ANNEX 2

JOB REPORT

1. Applicant's Information

1. Full Name	[Family]	[First]	[Middle]
2. Country			
3. Tel/Fax	Tel.	Fax.	
4. E-mail address			
5. Educational & Job record (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title	
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6. Major(s) in University/College			
7. Title of your present Job			
8. Missions and works of your organization (Summarize in items)			

<p>9. Works that you are in charge of in your organization. (Summarize in items)</p>	
<p>10. Organizational chart</p>	<p>* Please attach the chart here.</p>
<p>11. Computer-literacy</p>	<p>Check any box that applies</p> <p>MS Word</p> <p style="padding-left: 40px;"> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor </p> <p>Excel</p> <p style="padding-left: 40px;"> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor </p> <p>PowerPoint</p> <p style="padding-left: 40px;"> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor </p>

2. Tourism Policies and Sustainability

<p>1. Outline policies for tourism development in your country. Please include following issues:</p> <p>(1) Policy targets and priorities for tourism;</p> <p>(2) Plans and programs for tourism development by the government and/or foreign assistance agencies;</p> <p>(3) Public aid, incentives, or regulations to the tourism industry (including foreign investors);</p> <p>(4) Policies for human resource development in tourism</p> <p>[About 600 words for total.]</p>
Empty space for writing the answer

2. Describe current situations of sustainability of tourism development in your country.

(1) In what sense and to what extent has (not) sustainability in tourism development achieved in your country?

(2) What factors or backgrounds do you think have made the tourism development sustainable or unsustainable?

[About 300 words for total]

3. Motives and expectations for the course

Please answer the following questions.

(1) What are your motives to apply for this training course?

(2) What do you expect to study on the course?

(3) What are your plans after finished the course and returned to your country?

[About 450 words for total]

VII. ANNEX 3

COUNTRY REPORT

1. Basic facts on applicant's country and tourism

The official name for the country		Capital city		
Land area Km ²		Population		
Political system		Languages - Official: _____ - Other: _____		
Ethnic composition (1) _____ (%) (2) _____ (%) (3) _____ (%)		Religions (1) _____ (%) (2) _____ (%) (3) _____ (%)		
GDP _____ Million US\$		GDP per capita _____ US\$		
Main industries	(1) _____ Million US\$			
	(2) _____ Million US\$			
	(3) _____ Million US\$			
International tourism receipts _____ Million US\$				
International tourist arrivals			Int'l tourists from five main markets	
	Number of visitors	Average length of stay (days)	Market countries	Number of visitors
2004			(1)	
2005			(2)	
2006			(3)	
2007			(4)	
2008			(5)	

Accommodation capacity in main destinations		
Destinations	Hotels	
	Units	Rooms
(1)		
(2)		
(3)		
(4)		
(5)		
Hotel occupancy ratio _____ %		

2. Preliminary analysis on tourism resources

Choose three critical tourism resources for each category in your country and describe their features

Category	Tourism resources	Main features
A. Natural resources	(1)	
	(2)	
	(3)	
B. Socio-cultural resources	(1)	
	(2)	
	(3)	

VII. ANNEX 4

ISSUE ANALYSIS SHEET

Identify problems concerning sustainability in tourism development in your country and also describe backgrounds behind them. Please note that 1) identify problems as many as possible, and 2) problems identified should be concrete and specific enough. The table below will be used in the class discussion, called “Issue Analysis Workshop.”

Category	Issues/Problems	Backgrounds/possible causes
Environmental	Ex) Water for the locals has been being polluted.	Large-scale logging in the upstream and constriction of tourism facilities such as hotels, roads, and bridges have been damaging the quality of water.
Socio-cultural	Ex) The traditional ways of life of local people are being destroyed.	Foreign direct investment in tourism sector has spurred economic growth and thus made substantially negative (and, of course, some positive) impacts on people's lifestyle.

Economical		
Political, administrative, or legislative		
Other category		

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 Chugoku International Center (JICA CHUGOKU)

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan

TEL: +81-82-421-6310 FAX: +81-82-420-8082

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

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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.

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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.

(_____)

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)
	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: