

No.34/39/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 6th July 2010.

TRAINING CIRCULAR

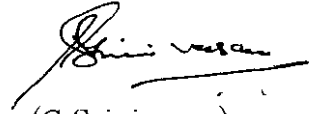
Subject: A Group Training Course in Wildlife Issue Solutions for Biodiversity Conservation to be held in Japan from 26th September 2010 to 4th December 2010.

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 the above programme to be held in Japan from 26th September 2010 to 4th December 2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persin.nic.in).

2. The Program is designed for public institutions and NGOs related to nature conservation, forests and agriculture and aims for the selected organizations to perform trial operation of plans to address wildlife related problems.
3. The Candidates should be official workers who are responsible for wildlife management planning; have more than three years of practical experience; be university graduates or equivalent; be over twenty-five and under forty five years; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from 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 dated 2nd July 2010. 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.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 22nd July 2010. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, 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

No. 51/GT-CP/2010

2nd July, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Wildlife Issue Solutions for Biodiversity Conservation will be held in Japan from 26th September, 2010 to 4th December, 2010 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 26th July, 2010:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire

Further details are available in the General Information Booklet.

It is further informed that 6 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
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

**Group Training Program
“Wildlife Issue Solutions for Biodiversity Conservation”**

集団研修「生物多様性保全のための野生動物問題解決手法」

JFY 2010

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

NO. J10-00629/ ID.1080126

From September 26, 2010 to December 4, 2010

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

I. Concept

Background

Since the adoption of the Convention on Biological Diversity at the Earth Summit held in Rio de Janeiro in 1992, 190 countries have formulated national strategies and advocated the conservation and sustainable use of biodiversity. However, as shown by the Millennium Ecosystem Assessment released in 2005, these global efforts have failed to prevent biodiversity degradation caused by development. Food demand has been increasing with population growth across much of the globe, while concern over food shortages has been growing due to high demand for biofuel and the phenomenon of aridification. In particular, friction between wildlife and humans – such as damage caused by wildlife in agriculture and forestry, injuries and epidemics both old and new (avian flu, West Nile disease and other chronic debilitating conditions) – leads to a decline in productivity and quality of life for humans as well as a corresponding degradation in biodiversity. It is imperative to formulate a friction-free environmental conservation policy to promote biodiversity and an enhanced quality of human life in developing countries, as well as to increase food production, which is needed on a global scale.

To this end, it is essential to probe the causes and present state of the friction in question. That is, it is necessary to comprehend the current status of and changes in land use and human activity (by way of geographic information system (GIS) usage) and to conduct an ecological survey. There is also a need to accumulate, share and release information based on such a survey (through construction and promotion of a database) and to establish a social system that helps implement countermeasures (using a resident participation approach and public-private cooperative management), as well as to improve related laws and systems and review sanctuary facilities. This course aims to help formulate problem-solving biodiversity conservation plans that will enable symbiosis between humans and nature by providing opportunities to study the use of GIS (which has yet to become established in developing countries) and the construction and promotion of a database, as well as technologies including a resident participation approach. Methods and concepts for the application of these measures are also studied.

Motivation

Members of organizations in charge of wildlife management planning will learn about technologies and concepts that enable people to eliminate friction between wildlife and human activities, such as damage in agriculture and forestry, infection and injury, with the aim of formulating appropriate countermeasures.

Methodology

Participants will have opportunities to have mainly lectures including field studies and discussions. Participants will also formulate an interim report including an action plan describing what the organization will do after the participants go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): Group Training Program on “Wildlife Issue Solutions for Biodiversity Conservation (J10-00629)”

2. Period of Program:

Duration of whole program: August, 2010 to March, 2011

Preliminary Phase: August to September, 2010

(in a participant's home country)

Core Phase in Japan: September 26 to December 4, 2010

Finalization Phase: December 2010 to March 2011

(in a participant's home country)

3. Target Countries:

Kenya (2 persons), Malaysia (2 persons), Indonesia (1 person), India (1 person)

4. Eligible / Target Organizations:

This program is designed for public institutions and NGOs related to nature conservation, forests and agriculture.

It is very much preferable that applicants are nominated from the same or relating organizations/institutions as the previous year since the program objective is aimed to be achieved through an accumulation of each year's achievement over three years. This time is the second year of the program.

Please refer to the following organizations in 2009.

Kenya: Biodiversity Research and Monitoring Division, Kenya Wildlife Service/ Kenya Forest Service

Malaysia: Department of Wildlife and National Park/ Sabah Wildlife Department

Indonesia: Biodiversity Department, West Sumatra Natural Resource and Conservation Agency, Ministry of Forestry/ Natural Resources Conservation Agency of Jambi, Ministry of Forestry/ Research Center for Biology, the Institute of Sciences

5. Total Number of Participants: 6 participants

6. Working Language: English

7. Program Objective:

Core organizations in target areas involved in wildlife management planning will

formulate trial plans that include preventive and problem-solving measures to eliminate friction between wildlife and humans, such as damage in agriculture and forestry, infection and injury.

8. Overall Goal:

Selected organizations will perform trial operation of plans to address wildlife-related problems. Based on the results, the plans will be proposed to related bodies in the relevant areas.

9. Expected Module Output and Contents:

The second-year program consists of the following components.

(1) Preliminary Phase in a participant's home country (August to September, 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception Report is Formulated.	Formulation and submission of Inception Report to the respective country's JICA Offices Contents: please refer to Annex, Attachment-1
(2) Core Phase in Japan (September 26 to December 4, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Expected Module Output 1: Participants will be able to explain wildlife problems in their own countries as well as those in Japan and other countries.	

L: Lecture, P: Practical training, S: Site Visit, D: Discussion / Unit per day

Topics	L	P	S	D	Details
The mechanism of wildlife protection and management in Japan and the country's natural environment (including Hokkaido)	1				Participants will learn about the philosophy and policies of the government in Japan concerning wildlife protection and management, as well as measures to combat wildlife-related damage in agriculture and forestry. They will also identify measures that can be applied in their own countries.
Damage in agriculture and forestry and examples of countermeasures	1		3	1	Participants will gain an understanding of the background and realities of damage in agriculture and forestry in Japan and abroad, as well as related countermeasures.

Contagious diseases, epidemiology, accidents causing injury or death, and examples of countermeasures	1				Participants will gain an understanding of contagious diseases, epidemiological conditions and accidents causing injury or death in Japan and abroad, as well as related countermeasures.
International approach in biodiversity conservation			1		Participants will gain an understanding about International approach in biodiversity conservation
Expected Module Output 2: Participants will be able to explain methods of actual condition surveys and relevant information collection to aid understanding of wildlife problems.					
Introduction to social research methods	1				Participants will learn social research methods to aid understanding of problems that exist between wildlife and humans.
Project Cycle Management (PCM) method		3			Participants will learn the basics of ways to pinpoint and solve problems with the participation of local residents.
Introduction to wildlife research methods	2	1	1		Participants will learn field research methods to aid understanding of wildlife problems (telemetry, GPS, automatic photographic devices, data collection/accumulation).
Review of the first half of the program				1	
Expected module 3: Participants will be able to prepare basic materials for sorting out and analyzing wildlife problems in order to resolve related issues.					
Management of research data and establishment of information systems	1	1	1	1	Participants will learn basic theories and receive practical training on building databases for research data and information as well as their management and operation.
Geographic Information System (GIS) method	2	2			Participants will use GIS software and learn the basics of the GIS method.
Ways of preparing, displaying and analyzing information based on the GIS environment		10			Participants will learn ways of preparing geographic information and displaying and analyzing it together with research results using the GIS method.

Collection and transmission of information	1			Participants will learn ways of collecting and transmitting information over the Internet.
Expected module 4: Participants will be able to formulate the Trail Plans after consideration of solutions to wildlife problems based on the knowledge, basic data and analysis results obtained from Units 1 to 3				
Formulate the trial plans		3	2	Participants will formulate the trial plans by using PCM method on own country's wildlife-human conflict

The schedule is subject to change due to the coordination of curriculum.

3)Finalization Phase in a participant's home country (December 2010 to March 2011) <i>Participating organizations submit the Activities Report to JICA Overseas Office by March 4, 2011.</i>	
Expected Module Output	Activities
To formulate the Activities Report	Sharing and discussing the basic data and analysis results in their organizations and formulating a report about improvement

*Activities Report will be submitted by the participating organization, not by the individual participant.

<Whole Structure of the Three-year Program>

【Preparatory Phase:】 Inception report (present state and issues of wildlife at home)

1. First-year program

Expected Module Output 1: To be able to explain the outline of wildlife problems at home, in Japan and in other countries

Expected Module Output 2: To be able to explain the present state surveys and information-gathering methods for understanding of wildlife problems

Expected Module Output 3: To be able to formulate basic data for the solution by systematization and analysis of wildlife issues.

<Output at the end of the first year of training>

Report on each unit: Basic wildlife problem data and analysis results compiled during the training

<Activities Report after returning home>

Sharing and discussing the basic data and analysis results in their organizations and formulating a report about improvement

2. Second-year program

Preparatory Phase: Inception report (present state and issues of wildlife based on the latest analysis and basic data from the Activities Report at home after the first year)

Expected Module Output 1~3

Expected Module Output 4: To be able to formulate the Trial Plans after consideration of solutions to wildlife problems based on the knowledge, basic data and analysis results

obtained from Units 1 to 3

< Output at the end of the second-year of training >

Formulation of the Trial Plans

< Activities Report after returning home >

Sharing of Trial Plans and consideration of issues in their organizations

3. Third-year program

Preparatory Phase: Inception report (issues related to trial plans and solutions)

<Expected Module Output 1~4>

<Expected Module Output 5 > Analysis of trial-plan problems

Finalization of trial plans

< Output at the end of the third-year of training >

Completion of the Final Plan

【Finalization Phase】

< Output at the end of the third-year of training >

Implementation of debriefing sessions in their organizations

Compilation and submission of a final report within three months of returning home

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

Applying organizations are expected to select nominees who meet the following qualifications:

Participants who should;

- (1) Be nominated by their government,
- (2) Current duties: Official workers who are responsible for wildlife management planning,
 * Be participated in the same organization/department of the previous year in order to contribute cooperatively the achievement of the Program Objective.
- (3) Experience in the relevant fields: more than three (3) years of practical experience,
- (4) Educational background: be university graduates or equivalent,
- (5) Age: be over twenty-five (25) and under forty-five (45) years,
- (6) Language: competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (the program is commanded by English; therefore participants are requested to have sufficient English ability),
 *iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/
 ***PBT: Paper-Based Testing
- (7) Health: must be in good health, both physically and mentally.
 ✖ **Pregnancy** : Participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include, 1) a letter of the participant's consent to bear economic and physical risks, 2) a letter of consent from the participant's supervisor, 3) a letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staff of JICA Office for the details.
- (8) Must not be serving any form of military service.

3. Required Documents for Application:

- (1) **Application Form**: The Application Form is attached to this General Information.
- (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: **July 26, 2010**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA Offices (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be

made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA Offices (or Embassy of Japan) to the respective Government by **not later than August 26, 2010**.

5. Document to be submitted by accepted participants:

Inception Report should be submitted by **September 10, 2010**:

Before coming to Japan, only accepted participants are required to prepare an Inception Report detailed information is provided in VI. ANNEX Attachment-1, "Inception Report".

The participants should contact the ex-participants in the previous year in order to formulate an Inception Report and should send to the respective country's JICA Offices or JICA Obihiro by **September 10, 2010**, preferably by e-mail to jicaobic@jica.go.jp.

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

Name: JICA Obihiro International Center (JICA Obihiro)

Contact:

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note: *:country code for Japan, **:area code for Obihiro

(Email) jicaobic@jica.go.jp (Website) www.jica.go.jp/english

2. Implementing Partner:

Name: Nonprofit Organization EnVision Conservation Office

(Address) 5-2-201, Nishi 4-chome, Kita 9-jo, Kita-ku, Sapporo, 060-0809, Japan

(Tel) & (Fax) 81-11(***)-726-3072 Note:***are code for Sapporo

(Website) <http://www.env.gr.jp>

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:

Obihiro International Center (OBIC)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

TEL: 81-155-35-2001 FAX: 81-155-35-2213

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at OBIC, 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. 8-16 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 Offices (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. School visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

- (1) musical instruments, and/or popular music CDs,
- (2) crafts,
- (3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

4. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

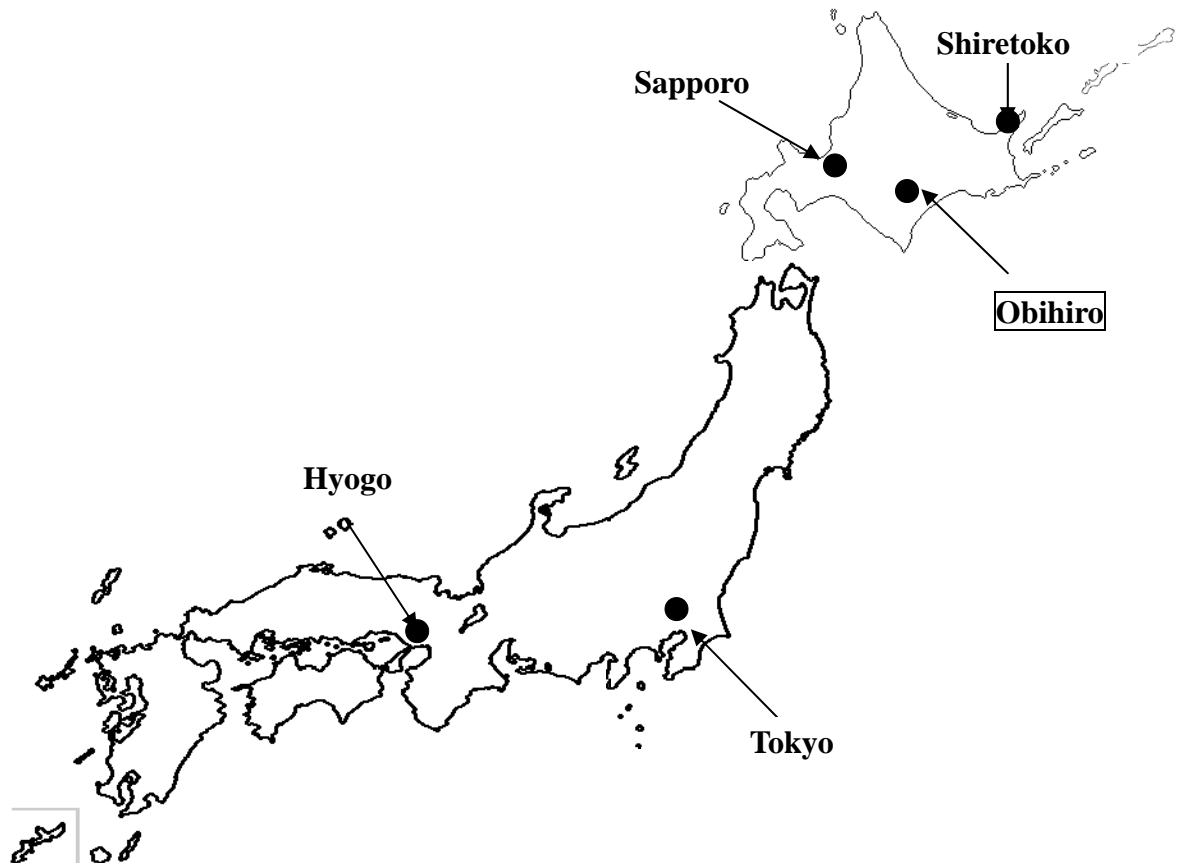
		Winter		Spring		Summer			Autumn			Winter	
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature (°C)	Maximum	-2.0	-1.0	3.4	11.3	17.6	20.4	23.7	25.1	21.2	15.4	7.7	1.1
	Average	-7.7	-6.8	-1.6	5.4	11.0	14.5	18.4	20	16	9.6	2.8	-3.7
	Minimum	-13.9	-13.2	-6.9	0.2	5.4	10.0	14.5	16.2	11.6	4.3	-1.9	-8.9
Humidity (%)		70	69	67	66	69	79	83	82	79	73	68	69
Precipitation (mm)		42.3	30.7	49.6	60.5	80.1	85.9	94.4	139.2	139.8	91.7	68.2	40.3

(Average from 1971 to 2000)

5. Study Trip

As a supplemental program, there are study trips during your stay.

1. Sapporo city
2. Shiretoko area
3. Hyogo prefecture



VI. ANNEX:

Attachment-1

Inception Report

Participants are requested to prepare an Inception Report on the following issues and submit it to the respective country's JICA Offices or JICA Obihiro by **September 10, 2010**, preferably by e-mail to jicaobic@jica.go.jp.

a. Purposes

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

- (1) Name of organization, country
 - (2) Present state and issues of wildlife based on the latest analysis and basic data from the Activities Report at home after the first year.
- *Please obtain the Activities Report from the ex-participants or JICA Offices in your county.

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is to be presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 10-15 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's wildlife management and wildlife issues situation.

This program includes “Beginner’s Computer Class” for those who want to attend. If you want to attend it, please mark YES or NO and send it with the Application Form.

YES

NO

**Beginner’s Computer Class
(Complete in 5 times, 10 hours in total)**

The purpose of this class is to provide the basic knowledge and information about the computer. However, a level can be adjusted to the level of your group. The schedule is as follows:

First day	:	Windows XP, Basic operation of MS Word
Second day	:	Basic operation of MS Word
Third day	:	Basic operation of Internet
Forth day	:	Basic operation of MS PowerPoint
Fifth day	:	Basic operation of MS PowerPoint

- NOTE:
1. Those who answer “YES” should attend 5-day classes.
 2. Those who answer “NO” can not apply for the attendance after you come to Japan.

***Please submit this questionnaire with Application Form.
Thank you for your cooperation.***

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 Obihiro International Center (JICA Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/english/

E-mail: jicaobic@jica.go.jp

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, 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.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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.

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.

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: