

No.34/39/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 12<sup>th</sup> July 2011.

**TRAINING CIRCULAR**

Subject: A Group Training Course in **Development of Strategies on Climate Change** to be held in Japan from 9<sup>th</sup> January 2012 to 3<sup>rd</sup> March 2012 (Core Phase).

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from December 2011 to September 2012, Out of this, the Core Phase, from 09/01/2012 to 03/03/2012, will be held in Japan. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**[persmin.nic.in](http://persmin.nic.in)**).

2 The Training course is designed for a national governmental office in charge of policy making on Climate Change issues. It aims to assist participants to accumulate relevant knowledge for proposing policies on climate change domestically and internationally with consideration for sustainable development.

3 The Candidates should be national governmental officer who is in charge of policy making on climate Change issues; has served his/her current department for more than one year; be university graduates or have an equivalent academic background; be proficient at written and spoken English; be under forty five years of age; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

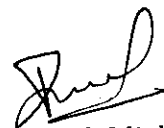
4 The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and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

5 It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 44/GT-CP/2011 dated 14<sup>th</sup> June 2011. The Ministry/State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries. It may also be noted that, once selected, if the candidate, withdraws his/her candidature, he/she will attract debarment from future trainings as per the extant rules.

.....Contd.

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

7. The applications should reach this Department through the Administrative Ministry/State Governments not **later than 19<sup>th</sup> September 2011**. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Ph. No: 011- 23092694

e-mail: [doeof@nic.in](mailto:doeof@nic.in)

1. The secretary, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Earth Sciences, C.GO. Complex, New Delhi.
3. All State Governments/ Union Territories.  
{With the request to circulate it amongst the related organizations}
4. 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





# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

DEVELOPMENT OF STRATEGIES ON CLIMATE CHANGE

集團研修「地球温暖化対策」

*JFY 2011*

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

NO. J11-00704 / ID. 1180572

From December 2011 to September 2012

Phases in Japan: From January 9, 2012 to March 3, 2012

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

# **I. Concept**

## **Background**

According to the third assessment report (TAR) of IPCC (Inter-governmental Panel on Climate Change), average temperature of the earth has risen by approximately 0.6% in the 20<sup>th</sup> century and ten (10) years from 1990 were hottest years in last 1000 years. Scientists warn that without any countermeasures, temperature rises by 1.4 ~ 5.8 °C and sea level rises by 9 ~ 88 centimeters by the end of 21<sup>st</sup> century. And the fourth assessment report (AR4) further notes that continued greenhouse gas emission at or above current rates would cause further warming and induce many changes in the global climate system during the 21<sup>st</sup> century that would very likely be larger than those observed in the 20<sup>th</sup> century.

Developing countries, in general, are highly vulnerable to adverse effects of climate change and their technological, economic and institutional capacity to cope with them should be strengthened.

With the ultimate objective "to achieve stabilization of atmospheric concentrations of greenhouse gases at levels that would prevent dangerous anthropogenic interference with the climate system", parties to UNFCCC (United Nations Framework Convention on Climate Change) have now reached 194 countries/regions. At the 2010 United Nations Climate Change Conference in Cancun, Mexico, the agreements were reached that represent key steps forward in capturing plans to reduce greenhouse gas emissions and to help developing countries protect themselves from climate impacts and build their own sustainable futures. To meet the ultimate objective under the Convention, developing countries are expected to effectively implement mitigation actions and adaptation actions.

This course "Development of Strategies on Climate Change" aims to assist participating countries in fulfilling the obligation of the UNFCCC and the Kyoto Protocol.

## **For what?**

This course aims to assist participants to accumulate relevant knowledge for proposing policies on climate change domestically and internationally with consideration for sustainable development.

## **For whom?**

This program is offered to national governmental officers in charge of policy making on climate change issues.

## **How?**

Participants will have opportunities in Japan to identify adaptation and mitigation measures against climate change.

Participants will also formulate an Action Plan describing what the participant will do

after they go back to their home countries, make a draft plan for greenhouse gas emissions reduction and/or adaptation to Climate Change in participants' respective organizations, putting knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## **II. Description**

1. **Title (J-No.):**  
Development of Strategies on Climate Change (J11-00704)
2. **Period of program:**

<b>Duration of whole program:</b>	December 2011 to September 2012
<b>Preliminary Phase:</b> (in the participant's home country)	December 2011 to January 2012
<b>Core Phase in Japan:</b>	January 9, 2012 to March 3, 2012
<b>Finalization Phase:</b> (in the participant's home country)	March 2012 to September 2012
3. **Target Regions or Countries:**  
Argentina, Bosnia and Herzegovina, Brazil, China, Guyana, India, Indonesia, Maldives, Mauritius, Mexico, Peru, Nigeria, Serbia, Ukraine and Venezuela
4. **Eligible / Target Organization:**  
This program is designed for a national governmental office in charge of policy making on Climate Change issues.
5. **Total Number of Participants:**  
Fifteen (15) participants are expected to participate in this training program.
6. **Language to be used in this program:**  
English
7. **Program Objective:**  
To make draft plans for greenhouse gas emissions reduction and/or adaptation to Climate Change in participants' respective organizations.
8. **Overall Goal:**  
To implement the plan for greenhouse gas emissions reduction and/or adaptation to Climate Change in collaboration with participants' respective organizations and organizations which are in charge of planning and/or coordinating Climate Change policy.
9. **Outputs:**  
Participants are expected to achieve the following outputs;
  - (1) To identify policy and technical challenges for Climate Change issues in participants' respective countries and organizations.
  - (2) To understand integration and mainstreaming of Climate Change issues into sustainable development policies.
  - (3) To understand how national communications are prepared as articulated in the UNFCCC Art.12 and other decisions.

- (4) To understand methodologies to prepare a GHG inventory.
- (5) To understand mitigation (including through market mechanisms) and adaptation of Climate Change.
- (6) To share the Action Plan drafted in Japan, in the participants' respective organizations.

**10. Expected Module Contents:**

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

<b>(1) Preliminary Phase in a participant's home country</b> (December 2011 to January 2012) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Module Output	Activities
To make an Inception report	Formulation and submission of Inception Report.

<b>(2) Core Phase in Japan</b> (January 9, 2012 to March 3, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Module Output	Subjects/Agendas	Methodology
To identify policy and technical challenges for Climate Change issues in participants' respective countries and organizations.	Presentation of Inception Report and discussion	Presentation and Discussion
To understand integration and mainstreaming of Climate Change issues into sustainable development policies.	Lectures will inform about the relevance between sustainable development and climate change measures in developing countries and introduce actions for realization of low carbon society.	Lecture Observation and Exercise Workshop
To understand how national communications are prepared as articulated in the UNFCCC Art.12 and other decisions.	Lectures will provide information of UNFCCC and Kyoto protocol. It includes practices using guidelines for national communications.	Lecture Observation and Exercise
To understand methodologies to prepare a GHG inventory.	Lectures will focus on how to make inventories using UNFCCC non-annex I greenhouse gas inventory software.	Lecture Observation and Exercise

To understand mitigation (including through market mechanisms) and adaptation of Climate Change.	Lectures will introduce activities and technical information regarding adaptation and mitigation measures. It will include site visits to understand available technologies.	Lecture Observation and Exercise
To share the Action Plan, drafted in Japan, in the participants' respective organizations.	Making an Action Plan to solve the problems on climate change in respective countries. Making a presentation and discussion on Action Plan.	Consultation, Presentation and Discussion

**(3) Finalization Phase in a participant's home country;**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Outputs	Activities
To implement an Action Plan, and prepare and submit the Final Report.	Application and implementation of the Action Plan back in the participant's country and submission of its Final Report by September 7, 2012.

**11. Follow-up Cooperation by JICA:**

Participants are expected to implement the Action Plan and Final Report on progress within six (6) months after the end of the phases in Japan.



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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project 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-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

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

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

##### **(1) Essential Qualifications**

- 1) Current Duties: a national governmental officer who is in charge of policy making on Climate Change issues.  
\*It is desirable that the divisions or organizations of each year's participant are different every year.
- 2) Experience in the relevant field: belong to her/his current department for more than 1 year.
- 3) Educational Background: be university graduates or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 173 or more (This training program includes active participation in discussions and development of the Action Plan, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).
- 5) Age: be under forty-five (45) years of age.
- 6) Health: be in good health, both physically and mentally, to participate in the Program in Japan.
- 7) Must not be serving any form of military service.

※ Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①Participant's Letter of Consent to bear economic and physical risks ②Participant's supervisor Letter of Consent ③Letter of Consent from your Embassy in Japan, ④Medical Certificate. Please ask National Staff in JICA office for details.

**3. Required Documents for Application:**

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (a copy) to the application form.
- (3) **Inception Report:** to be submitted with the application form. Please refer to ANNEX. An Application Form without the Inception Report will be rejected.

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

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

Closing date for application to the JICA Center in JAPAN(including Inception Report): September 22, 2011

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

**(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by JICA Center in consultation with organizations concerned in Japan based on submitted documents according to qualifications. *Organizations to intended 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 **no later than October 21, 2011.**

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

Before coming to Japan, only accepted participants are required to prepare the following material. Accepted participants are requested to improve their Inception Reports based on documents submitted with the Application Form and to submit presentation materials no later than December 22, 2011.

**Presentation of Inception Report:**

Participants will be requested to make a presentation (about 20 minutes) and discuss on their Inception Report in a group discussion session at the beginning of the training program.

(detailed information is provided in ANNEX-I "Inception Report")

The Inception Report should be sent to JICA Tsukuba through the JICA regional office in your country.

**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 family members,
- (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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole 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 actions described in section II-10 and section III-5.

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

### **1. Organizer:**

(1) **Name:** JICA Tsukuba

(2) **Contact:** Hisanobu SAITO (Mr.) (jicatbic@jica.go.jp)

### **2. 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.

### **3. Accommodation in Japan:**

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

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1790

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

Please refer to facility information of JICA TSUKUBA at its URL.

[http://www.jica.go.jp/english/contact/domestic/pdf/tsukuba\\_facility.pdf](http://www.jica.go.jp/english/contact/domestic/pdf/tsukuba_facility.pdf)

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

### **4. 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 selected participants before (or at the time of) the pre-departure orientation.

### **5. Pre-departure Orientation:**

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

## **V. Other Information**

### **1. Computer:**

Participants are recommended to bring their own laptops to prepare the Action Plan.

### **2. Latest Data of Climate Change of your country:**

Participants are recommended to bring the latest relevant data concerning Climate Change of your country on your laptop for discussion and preparation of the Action Plan.

### **3. Clothes and belongings:**

Participants have lots of opportunities to get on the trains and buses to visit relevant organizations in Japan, so please bring some suitable clothes: (it is very cold in winter in Japan) comfortable to walk as well as small bags to carry with you.

END

*ANNEX-I: Inception Report*

*ANNEX-II: List of National Focal Point to UNFCCC*

## **VI. ANNEX- I:**

### **Inception Report**

**All of the applicants** are required to prepare Inception Report on the following issues and submit it to JICA by **September 22, 2011.**

The Report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages (not less than 5 pages).

*\*Note: The Inception Report will be the base of your Action Plan, therefore participants need to discuss within their respective organizations about the issues and topics they will be working on within their organizations, after the training course.*

**Only accepted applicants** are required to prepare the presentation material of the Inception Report based on the one you submitted with the Application Form by **December 22, 2011..**

The presentation material should be made in PowerPoint at maximum of 20 slides. Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the training course in Japan.

#### **[COVER]**

### **INCEPTION REPORT** **JICA Group Training Course on** **“Development of Strategies on Climate Change”**

Your Name :	
Country :	
Organization :	
Position :	

#### **[MAIN BODY]**

1. **General information on the country:**  
(e.g. geographical status of the country, weather conditions, social and economic conditions, population, with particular attention to energy consumption pattern, industrial structure and forest status.)
  
2. **Name of the organization and organization chart:**  
Please draw or attach a chart of your organization (circle the section which you belong to)
  
3. **Organization chart of administration to cope with Climate change:**  
Role of ministries and agencies to cope with climate change, particularly in the

following areas:

- (1) Greenhouse gas monitoring
- (2) Researches and studies on climate change
- (3) Policies and measures to limit GHG emissions
- (4) Policies and measures to protect / enhance GHG sinks
- (5) Policies and measures to adapt to climate change

**4. Existing laws and regulations relevant to Climate change:**

Please describe its feature.

(e.g. Natural Environment Preservation Law, Energy Conservation Law, specific laws to cope with Climate change)

**5. Present status and future prospect of GHG inventories (emission and sink):**

**6. Present status and future prospect of national communications:**

**7. Present status and future prospect of Joint Implementation (JI) or Clean Development Mechanism (CDM) :**

**8. Describe briefly about your current tasks:**

**9. Find out major constraints on coping with Climate change and analyze them:**

- at national level of your country
- at your department level
- at your own level

**10. Possible and feasible measures to be taken to overcome above-mentioned constraints:**

**11. Specify the field in which your organization will make you elaborate the Action Plan during the course. Choose one of the fields listed below and describe current activities in relation with it.**

(You will make an Action Plan by the end of the course in Japan, in relation to this field, and you will have to finalize your Final Report after 6 months)

- Adaptation
- Mitigation
- Awareness raising
- CDM/JI
- Other topic

## **VI. ANNEX- II:**

### ***List of National Focal Points to UNFCCC***

Country	National Focal Point
Argentina	Secretaría de Ambiente y Desarrollo Sustentable
Bosnia and Herzegovina	Ministry of Spatial Planning, Civil Engineering and Ecology
Brazil	Ministry of External Relations
China	Ministry of Foreign Affairs / National Development and Reform Commission (NDRC)
Fiji	Ministry of Local Government, Urban Development, Housing and Environment
Guyana	National Climate Unit
India	Ministry of Environment and Forests (MoEF)
Indonesia	National Council on Climate Change
Maldives	Ministry of Housing and Environment / Permanent Mission of the Republic of Maldives to the United Nations Office at Geneva / President's Office
Mauritius	Ministry of Environment and Sustainable Development
Mexico	Secretaría de Relaciones Exteriores
Nigeria	Federal Ministry of Environment
Peru	Ministerio del Ambiente (MINAM)
Serbia	Ministry of Environment and Spatial Planning
Ukraine	National Environmental Investment Agency of Ukraine
Venezuela	Ministerio del Poder Popular para Relaciones Exteriores



## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

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



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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,

(b) be sure to write in the title name of the course/seminar/workshop/project accurately



according to the GI, which you intend to apply,

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

### **4. Copyright policy**

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

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

## OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.  
<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.  
<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.  
<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**5. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

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

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

 No  Yes >> Name of Medication ( \_\_\_\_\_ ), Quantity ( \_\_\_\_\_ )

(b) Are you pregnant?

 No  Yes ( \_\_\_\_\_ months )

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

 No  Yes >>>  Medication  Food  Other: \_\_\_\_\_

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

( \_\_\_\_\_ )

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

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

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

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

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

(c) High blood pressure

Past:  No  YesPresent:  No  Yes>>Present Condition ( \_\_\_\_\_ ) mm/Hg to ( \_\_\_\_\_ ) mm/Hg

(d) Diabetes (sugar in the urine)

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

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

 Stomach and  Liver Disease  Heart Disease  Kidney Disease

Intestinal Disorder

 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: