

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 28<sup>th</sup> June 2011.

**TRAINING CIRCULAR**

Subject: A Group Training Course in Rehabilitation of Degraded Lands in Asia and Africa to be held in Japan from 25<sup>th</sup> October 2011 to 17<sup>th</sup> December 2011.

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 . The details of the programme and the application form may be drawn from this Ministry's website (persmin.nic.in).

2. The Program aims to deepen participants' understanding and knowledge on rehabilitation of land degradation that takes into account unique environmental and socio-economic conditions of specific local areas so that they can develop their management ability.

3. The Candidates should be senior technical staff or researchers engaged in land rehabilitation planning and implementation at a local government level, especially at a community; have more than five years of experience in the relevant field; be university graduates or possess equivalent technical qualifications in this field; 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 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 24<sup>th</sup> June 2011. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 18<sup>th</sup> August 2011. Nominations received after the prescribed date will not be considered.



(Rakesh Mishra)

Desk Officer

Ph. 23040260

Email- doeof@nic.in

1. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Agriculture and Cooperation, Krishi Bhavan, New Delhi.
3. The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi
4. The Secretary, Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi
5. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]

✓ 6. 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



34/39/2011-ES(F)

Japan International Cooperation Agency  
(Government of Japan)

No. 50/GT-CP/2011

24<sup>th</sup> June, 2011

Dear Mr. Rakesh Mishra,

A Region Focused Training Course on "Rehabilitation of Degraded Lands in Asia and Africa" will be held in Japan from 25<sup>th</sup> October, 2011 to 17<sup>th</sup> December, 2011 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 **25th August, 2011**:-


- (1) The Nomination Form A2A3 together with the medical history questionnaire.
- (2) The Job Report (Annex 1).
- (3) The Nominee's English Score Sheet.

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

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

With regards,

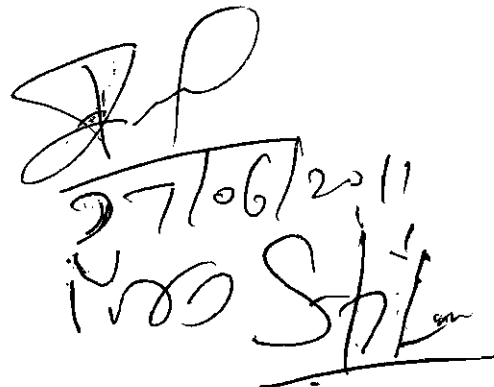
Yours sincerely,

  
(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

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

  
27/06/2011  
V. S. S. S. S.



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### Region Focused Training Program REHABILITATION OF DEGRADED LANDS IN ASIA AND AFRICA

地域別研修「アジア・アフリカ地域における荒廃地植生回復」

**JFY 2011**

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

NO. J11-04059 / ID. 1184210

Phases in Japan: From Oct. 25, 2011 to Dec. 17, 2011

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**

It is one of the issues to rehabilitate of degraded lands in many developing countries because lands deterioration and desertification are progressed for the sake of developing forest for farmland, illegal cutting, forest fire and so on. For the resolution to this issue, it is important 1) to formulate and implement a proper management plan for natural resource and land, 2) to promote the knowledge and techniques of land rehabilitation to those who use lands such as farmers, communities, etc.

This issue is also a global one because the rehabilitation of lands contributes to the prevention against global warming.

## **For what?**

This program aims to deepen participants' understanding and knowledge on rehabilitation of land degradation that takes into account unique environmental and socio-economic conditions of specific local areas so that they can develop their management ability.

## **For whom?**

This program is offered to senior technical staff or researchers engaged in land rehabilitation planning and implementation at a local government level, especially at a community, belonging to such organization as Forestry Agency/Ministry of Agriculture and Forestry, Land Use Planning Agency, Universities.

## **How?**

Participants shall have opportunities to get knowledge of vegetation ecology and its application to land rehabilitation through lectures and field work.

Participants will also formulate an action plan describing what the participant will do after they 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.): Rehabilitation of Degraded Lands in Asia and Africa (J1104059)**

2. **Period of program :** Oct 25, 2011 to Dec. 17, 2011

3. **Target Regions or Countries :** Asian and African Countries  
Kazakhstan, Kenya, India, Myanmar, Vietnam, Laos

4. **Eligible / Target Organization**

Forestry Agency/Ministry of Agriculture and Forestry, Land Use Planning Agency, Universities

5. **Total Number of Participants :** 10 participants

6. **Language to be used in this program:** English

7. **Program Objective:**

At the end of the program, the participants are expected to achieve the following;

- 1) to deepen participants' understanding and knowledge on land degradation in Asia and Africa
- 2) to improve their skills of land rehabilitation with taking into account unique environmental and socio-economic conditions of specific local areas
- 3) to make Draft Action Plans that identify your major responsibility and feasible schemes for land rehabilitation projects

8. **Overall Goal**

This training program is expected to achieve the overall goal

- 1) to train skilled personnel
- 2) to disseminate the rehabilitation techniques to local stakeholders
- 3) to promote hands-on activities toward land rehabilitation

9. **Expected Module Output and Contents:**

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

There will, however, be minor changes in several subjects.

Expected Module Output	Subjects/Agendas	Methodology
<b>Module 1</b> 1) To clarify the issues of land degradation in participants' countries 2) To clarify the preventive/rehabilitative measures against land degradation at the present time 3) To clarify the participants' tasks in this training course 4) To clarify the definition of 'land degradation' and to understand the various characteristics of degraded lands	a) Program orientation b) Presentation of Job Reports	Lecture Presentation Discussion

<p><b>Module 2</b></p> <ol style="list-style-type: none"> <li>1) To understand the fundamental concept of rehabilitation technique based on vegetation ecology and to grasp the objectives, methods and specific benefits in the application of the technique</li> <li>2) To understand the reforestation technique based on vegetation ecology (i.e. Miyawaki Method) and to master the technique</li> <li>3) To understand the meanings, roles and contributions of vegetation ecology to land rehabilitation</li> <li>4) To master the following fundamental techniques; <ul style="list-style-type: none"> <li>• Field survey</li> <li>• Data analysis (i.e. Phytosociological vegetation classification)</li> <li>• Mapping actual vegetation</li> <li>• Estimation of Potential Natural Vegetation</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>a) Lecture on challenges to the land rehabilitation -Nature restoration based on ecological knowledge, Native forests of native trees</li> <li>b) Observation of the Environmental Protection Forests</li> <li>c) Lectures and exercises on vegetation ecology and its application to land rehabilitation</li> <li>d) Reforestation training based on vegetation ecological technique</li> <li>e) Working evaluation</li> </ol>	<p>Lecture</p> <p>Field exercise</p> <p>Room exercise</p> <p>Observation</p> <p>Discussion</p>
<p><b>Module 3</b></p> <ol style="list-style-type: none"> <li>1) To discuss what rehabilitation activities should be and to understand the meaning of collaborative approach between reforestation activities and activities for income generation (e.g. charcoal making and its applications)</li> <li>2) To master the simple technique of charcoal making and its application (e.g. soil improvement)</li> <li>3) To improve the participants' skills for grasping and solving the issues of land degradation through the observation and field training on trial rehabilitation sites in Japan</li> <li>4) To clarify the participants' questions and to resolve them through discussions with colleagues and lecturers</li> </ol>	<ol style="list-style-type: none"> <li>a) Observation of the rehabilitation sites in Japan</li> <li>b) Lectures and exercises on charcoal making and its application</li> <li>c) Seminar -The issues and perspective on land rehabilitation in Asia and Africa</li> <li>d) Discussions and exchanges information between current and former participants using JICA- NET (Video conference)</li> <li>e) Workshop toward starting hands-on activities for land rehabilitation</li> </ol>	<p>Lecture</p> <p>Field exercise</p> <p>Room exercise</p> <p>Observation</p> <p>Discussion</p>
<p><b>Module 4</b></p> <ol style="list-style-type: none"> <li>1) To find out the possible solutions to land degradation through making Draft Action Plan</li> <li>2) To clarify the participants' goal towards land rehabilitation</li> <li>3) To clarify the specific contents and procedures of hands-on activities towards land rehabilitation by showing 5W2H (Who, When, Where, What, Why, How, and How much)</li> <li>4) To clarify the practical problems (e.g. budget) and negative factors in implementing activities at the present time and to find out the specific measures for solving the problems</li> </ol>	<ol style="list-style-type: none"> <li>a) Room exercise of making Draft Action Plan</li> <li>b) Presentation of Draft Action Plan</li> </ol>	<p>Room exercise</p> <p>Presentation</p> <p>Discussion</p>

## <Structure of the program>

Topic outline (subject to minor changes)

### 1st Stage (Oct 31-Nov 2)

- ( 1 ) Program Orientation
- ( 2 ) Lecture on Challenges to the Land Rehabilitation -Nature Restoration based on Ecological Knowledge, Native Forests of Native Trees
- ( 3 ) Presentation of Job Reports

### 2nd Stage (Nov 3-Nov 26)

- ( 1 ) Observation of the Environmental Protection Forests
- ( 2 ) Lectures and Exercises on Vegetation Ecology/Phytosociology and its Application to Land Rehabilitation
- ( 3 ) Reforestation Training based on Vegetation Ecological Technique (Miyawaki Method)
- ( 4 ) Working Evaluation

### 3rd Stage (Nov 27-Dec 9)

- ( 1 ) Observation of the Rehabilitation Sites in Japan
- ( 2 ) Seminar -The Issues and Perspective on Land Rehabilitation in Asia and Africa
- ( 3 ) Lectures and Exercises on Charcoal Making and its Application
- ( 4 ) Discussions & Exchanges Information between Current & Former Participants
- ( 5 ) Workshop toward Starting Hands-on Activities for Land Rehabilitation

### 4th Stage (Dec 10-Dec 16)

- ( 1 ) Room Exercise of Making Draft Action Plan
- ( 2 ) Presentation of Draft Action Plan

## **10. Follow-up Cooperation by JICA:**

In this training and dialogue programs, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.



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

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

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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

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

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

- 1) Current Duties: be senior technical staff or researchers engaged in land rehabilitation planning and implementation at a local government level, especially at a community
- 2) Experience in the relevant field: more than five (5) years
- 3) Educational Background: be university graduates or possess equivalent technical qualifications in this field
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This program includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to undergo the course (as the course over a long period may bring risks to pregnant women, pregnancy is regarded as disqualification)
- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Age: be under 45 years

### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Job Report:** to be submitted with the application form. Fill in ANNEX I of this General Information, and submit it along with the Nomination Form. The Job Report would be used for selecting applicants.

\*The format of this report should be

-typewritten

-A4 size (21cm x 30cm)

\* Please write in English

\* Participants of the course are requested to present the Job Report at the 1<sup>st</sup> stage of the course. Presentation time for each presenter will be around 40 minutes including a 10-minute Q&A session. Each presenter can use presentation mediums; personal computer (Power Point material), overhead projector and document camera.

\* On your Job Report presentation, you are requested to elaborate on the following topics:

- 1) Degraded lands which urgently require the rehabilitation in your project site/district/country
- 2) Method of the vegetation restoration that has already been implemented in your project site/district/country
- 3) Major problems concerning the land degradation which your project site/country faced
- 4) Major problems concerning the implementation of activity for land rehabilitation in your project site/district/country
- 5) Expectations of resolution of land degradation by vegetation restoration in your project site/district/country
- 6) Your needs and aims in this training course

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **August 25, 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 Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than September 26, 2011.**

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

ACTION PLAN: During the Course, each participant is to develop a draft Action Plan for the purpose of seeking the solutions of the problems of land rehabilitation in the section he/she belongs. An example of action plan is shown as Annex-2. Therefore, before coming to Japan, participants are requested to make sufficient preparation for the formulation and the presentation of the respective draft Action Plan during the Course.

**6. Material(s) to be brought by accepted participants:**

**(1) Topographic map**

Participants of the course are recommended to prepare and bring available large-scale topographic maps that show the location and the landform of your major project sites (i.e. degraded lands). The map would be used for deeper understanding of your project sites. If there is no available large-scale map in your country, substitute small-scale one.

**(2) Flora information**

Participants of the course are recommended to prepare and bring available materials that include your country's flora information (e.g. illustrated book of trees, field guide to forest trees, flora of..., a checklist of the vascular plants, etc.). Through the course, these materials would be used not only for deeper understanding of your country's flora but also for making your

draft Action Plan with taking into account the following topics:

- 1) What kinds of vegetation are there in your countries?
- 2) What benefits can we get from each type of vegetation?
- 3) What kinds of vegetation can grow on the lands?
- 4) What kinds of vegetation can be applicable to the rehabilitation?
- 5) What kinds of vegetation do local people want?
- 6) What kinds of vegetation should we rehabilitate on the lands?

## **7. 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 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 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:

(1) **Name:** JICA Yokohama

(2) **Contact:** Ms. Anri HIRAMATSU (jicayic-training1-as1@jica.go.jp)

### 2. Implementing Partner:

Under Planning

### 3. Travel to Japan:

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

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Yokohama International Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken  
231-0001, Japan

TEL: 81-45-663-3251 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

### 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese

Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Other Information***

- It is a winter season during a stay in Japan and the temperature may sometimes be below zero. Participants need to prepare for protection against cold and keep one's health. Winter clothes can be purchased at the shopping center near JICA YOKOHAMA.
- Participants can use the Windows PC at the computer room, but should prepare memory devices such as USB flash memory by themselves.
- This program includes field works at forests and grasslands. Participants need to prepare work clothes, boots and rainwear. Work boots are available at the JICA YOKOHAMA.

# VI. ANNEX:

## ANNEX I

### Job Report Description of the Applicant's Work

1. Full name (as in Passport, Underline Family Name)			
2. Organization chart	<b>Prepare an attachment</b>		
3. Describe the degraded lands which urgently require the rehabilitation in your project site/country	Location	Vegetation	Area Size (ha)

4. Describe a method of the vegetation restoration that has been implemented until now in your project site/country

5. Describe major problems concerning the land degradation which your project site/country faced

6. Describe major problems concerning the implementation of activity for land rehabilitation in your project site/country

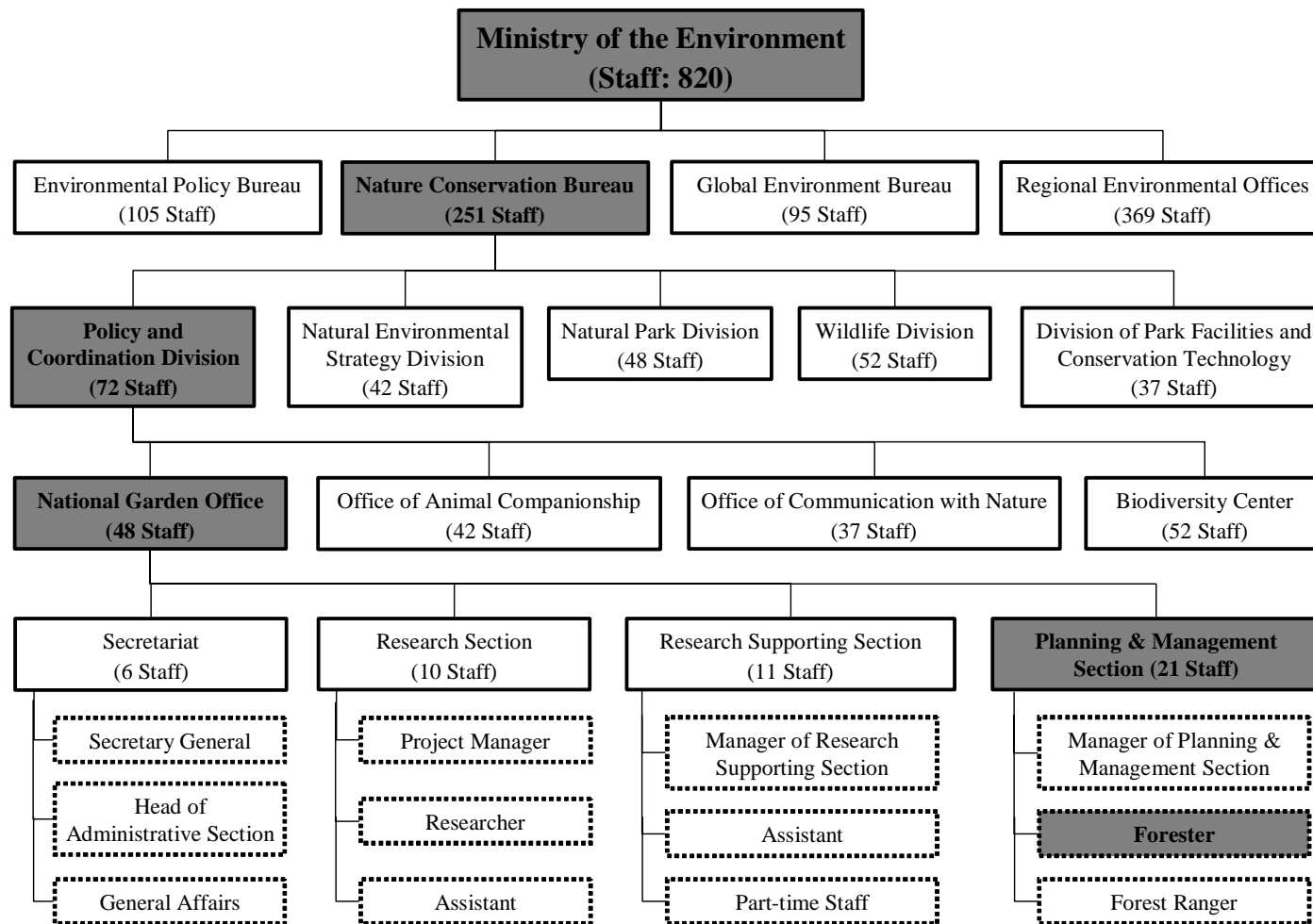


7. Describe the expectations of resolution of land degradation by vegetation restoration in your project site/country

8. Explain your needs and aims in the course

9. Notes (the matters worthy of special mention etc.)

Organization Chart (Example)



## **ANNEX II**

### *Example of Draft Action Plan*

Participants of the course are requested to prepare and present their draft Action Plan in the course referring to points described below.

#### **Action Plan Form and Instruction**

Each of you is requested to select one subject related to rehabilitation of degraded lands. The subject should be your major responsibility. On your Draft Action Plan, you will elaborate on how to apply the knowledge and techniques that you have acquired through this training course and how to realize/achieve your target toward land rehabilitation in your country. Document of your Draft Action Plan is expected to be within 10 pages in A4 paper. Please make Power Point materials separately from the document for presentation.

#### 1. Items to be included into your Draft Action Plan

Draft Action Plan should be typed in A4 paper including the following items.

- 1) Subject
- 2) Background information of the subject  
(e.g. Causes of land degradation/preventive measures etc.)
- 3) Objective and Target
- 4) Activities to achieve the Target
  - Specific activities (Contents of activities etc.)
  - Location of activities
  - Human resources (Staffing/Organization etc.)
  - Financial resources and/or estimated cost
  - Schedule of activities

#### 2. Submission of Draft Action Plan

Please submit your typed & printed documents and presentation materials of Draft Action Plan with supporting data (MS Word documents, MS Power Point materials) to the training coordinator.

#### 3. Presentation of Draft Action Plan

Presentation time for each presenter will be around 40 minutes including a 10-minute Q&A session. Each presenter can use presentation mediums; Personal Computer (Power Point material), Overhead Projector and Document Camera.

#### 4. Order of presentation

See the subsequent announcement for details.

## ***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 and 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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3251 FAX: 81-45-663-3265**

## 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 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)

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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.



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

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





**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		





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

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:





**MEDICAL HISTORY AND EXAMINATION**

**1. Present Status**

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

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

(b) Are you pregnant?

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

<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?

Yes |  No (Specify name of illness \_\_\_\_\_)  
Present Condition: ( \_\_\_\_\_ )

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

\_\_\_\_\_

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

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

Date:	Signature:
	Print Name: