

**TRAINING CIRCULAR**

Subject: A Group Training Course in Improvement of Electric Power Distribution Grid now rescheduled to be held in Japan from 20<sup>th</sup> September 2011 to 29<sup>th</sup> October 2011 (Core Phase).

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan had previously invited applications for the above programme, scheduled to be held in Japan from 10<sup>th</sup> May to 17<sup>th</sup> June 2011. The JICA has issued fresh invitation for applications for the above course which has now been rescheduled to be held in Japan from 20<sup>th</sup> September 2011 to 29<sup>th</sup> October 2011. 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 Program is designed for engineers working for competent government agencies for electric power sector or electric power companies, and aims to encourage development of distribution systems, which will result in decrease of distribution loss, improvement of electric power quality or electrification.

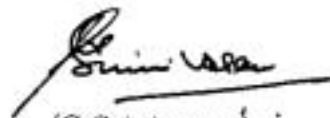
3. The Candidate should be electrical power engineers presently employed by the governmental electric power utilities or those equivalent to government in the field of electric power distribution; occupy supervisory positions at present or be expected to do so in the near future, for spread of the knowledge that the candidate gains in the core phase in Japan, the desirable participant should belong to training section or be in charge of training of colleagues; be capable of making good use of the results of the training after returning to the home country; be technical college graduate or have the equivalent in technical knowledge and have more than five years of practical experience; be between thirty and forty years of age; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service.

4. The fellowship covers the cost of 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 is 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. 2/GT-CP/2011 dated 26<sup>th</sup> May 2011. The Ministry/State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries.

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 Government not later than 15<sup>th</sup> July 2011. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Power, Shram Shakti Bhavan, New Delhi.
2. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No. 2/GT-CP/2011

26<sup>th</sup> May, 2011

Dear Mr. Rakesh Mishra

Please refer to our letter No. 2/GT-CP/2011 dated 2<sup>nd</sup> February, 2011, forwarding therewith the General Information Booklet on the Group Training Course in Improvement of Electric Power Distribution Grid which was scheduled to be held in Japan under the technical cooperation of the Government of Japan from 10<sup>th</sup> May, 2011 to 17<sup>th</sup> June, 2011.

Due to the recent seismic disaster in Japan, the aforesaid course has been rescheduled from **20<sup>th</sup> September, 2011 to 29<sup>th</sup> October, 2011**. Therefore, we are forwarding herewith 2 copies of the revised General Information Booklet on the offer with a request to take further necessary action and submit the application(s) of suitable candidate(s) by **20<sup>th</sup> July, 2011**.

The other conditions mentioned in our aforesaid letter remain the same.

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.



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

THE IMPROVEMENT FOR  
ELECTRIC POWER DISTRIBUTION GRID

集團研修「配電網整備」

**JFY 2011**

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J11-00654 / ID. 1180797

From Aug. 2011 to April 2012

Phases in Japan : From Sep. 20, 2011 to Oct. 29, 2011

***Training period for this course has been changed (see P. 3).  
For countries that have already submitted application documents, please reconfirm the availability of the nominee and inform the result to the JICA office/embassy in charge. If the nominee who has already submitted the documents becomes impossible to participate but there is another alternative nominee to replace, please submit application documents for replacement nominees before the new submission deadline (see P.11).  
For countries that have not submitted application documents, please submit application forms before the new submission deadline (same as above, P.11).***

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**

Recently, the rural electrification and rehabilitation of distribution facilities at urban regions are considering at developing countries. These countries have many problems about power distribution, especially technical loss and non-technical loss. The unstable distribution facilities cause the technical loss and overload. Moreover, unstable inspections of meter system and tariff collection cause the aggravation of the management.

Therefore, it is important for developing countries to bring up to engineer, who can make planning and maintenance of distribution facilities.

## **For what?**

This program is designed for engineers working for competent government agencies for electric power sector or electric power companies those currently in or expected to be posted in the core position to encourage such developments of distribution systems as decrease of distribution loss, improvement of electric power quality or electrification.

## **For whom?**

This program is offered to electrical power engineers in electric power distribution sector / department of the governmental power utilities. For spread of the knowledge that participant got in core phase in Japan, the desirable participant is belong to training section in your organization or is in charge of training for your colleagues.

## **How?**

The contents of this training course have lectures and practices by the distribution engineer of electric power utility, and the site viewing of distribution facility. Therefore, you may learn knowledge widely.

## II. Description

Title (J-No.): The Improvement for Electric Power Distribution Grid  
(J11-00654)

**1. Period of program (training period for this course has been changed)**

<b>Duration of whole program:</b>	Aug 2011 to April 2012
<b>Preliminary Phase:</b> (in a participant's home country)	Aug 2011 to Sep 2011
<b>Core Phase in Japan:</b>	Sep 20 to Oct 29, 2011
<b>Finalization Phase:</b> (in a participant's home country)	Oct 2011 to April 2012

**2. Target Regions or Countries**

Bhutan, Nigeria, Tanzania, Zambia, Sierra Leone, Philippines, Malawi, Myanmar, India, Iraq, Rwanda, Sri Lanka, Bangladesh and Nepal

**3. Eligible / Target Organization**

This program is offered to Electrical power engineers in electric power distribution sector / department of the governmental power utilities.

**4. Total Number of Participants**

Sixteen (16) participants at maximum.

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

**6. Program Objective:**

Comprehensive knowledge for efficient development of distribution systems which are the output of this program will be shared and promoted among his/her organization.

- (1) Being able to find issues and causes concerning the distribution grid in participant's countries and explaining them by themselves.
- (2) Understanding the planning/design techniques to effectively establish low-loss electric power distribution grid in Japan and explaining the difference from their countries.
- (3) Understanding the operation/maintenance techniques to maintain reliable electric power distribution grid in Japan and explaining the difference from their countries.
- (4) Making solutions for efficient stable electric supply in order of priority and explaining action plans in their country.
- (5) After returning home, participants report knowledge/skill and action plan which they make, and carrying promotion activity in their country based on the action plan.

**7. Overall Goal**

According to spread the knowledge and skill concerning the improvement for electric power distribution grid, they can maintain to supply electricity effectively and stably.

As a result of this improvement, it helps to cut CO2 generation and to increase the capacity of electricity supply by the reduction of distribution losses, and advance their country's economic growth by the stable electric power supply.

## 8. 8. Expected Module Output and 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> (Aug 2011 to Sep 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country report Issue Analysis Sheet	Formulation and submission of the Country Report (ANNEX-3) and the Issue Analysis Sheet (ANNEX-4)

<b>(2) Core Phase in Japan</b> (Sep 20,2011 to Oct 29, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Outputs	Subjects/Agendas	Methodology
To find issues and causes concerning the distribution grid in their countries and explaining them.	Job report presentation and discussion	Exercise
	The outline of electric power industry in Japan	Lecture and Observation
	The outline of transmission/distribution systems	Lecture and Observation
To understand the planning/design techniques to effectively establish low-loss electric power distribution grid in Japan and explaining the difference from their countries	The planning/designing of distribution systems	Lecture and Observation
	The electrification and the correspondence to isolated island	Lecture and Observation
	The distribution equipment factories	Observation
To understand the operation/maintenance techniques to maintain reliable electric power distribution grid in Japan and explaining the difference from their countries	The outline of quality management in Japan	Lecture and Observation
	The operation/ maintenance of distribution systems	Lecture and Observation
To making solutions for efficient stable electric	Drawing up a promotion plan and Interim report and preparing for the presentation	Exercise

supply in order of priority and explain their action plans.	Interim report presentation and discussion	Exercise
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<b>(3)Finalization Phase in a participant's home country</b> <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
<b>Modules</b>	<b>Activities</b>
Implementation of the action plan	Participants are to implement the dissemination activities based on the action plan which was made during the program and submit of its final report (Completion Report and Follow-up Activity Report) by April, 2012 with formats to be provided through the respective country's JICA office.

### <Structure of the program>

The flow of this course is shown in ANNEX-1

1. Preliminary phase (activities in your home country): Preparation of Country Report and Issue Analysis Sheet

2. Core Phase (activities in Japan):

#### SYLLABUS

<b>(1) Japan's Electric Utilities</b>		<b>Days</b>
Clarifying the differences in electric power operations in Japan and the participant's home country establishes a basis for understanding later training. In addition, comprehension of measures in Japan to reduce energy usage helps the participant understand the importance of energy conservation.		
Circumstances Regarding Electric Power		
Outline of Electric Power Industry in Japan	An overview of Japan's electric utilities clarifies the differences in electric power operations in Japan and the participant's home country, providing a basis for understanding subsequent training.	0.5
Outline of Okinawa EPCO	An introduction to Okinawa Electric Power Company's electric utility operations gives the participant a grasp of Okinawa EPCO's special characteristics and role in Japan's electric power industry, thus providing a basis for understanding subsequent training.	0.5

<b>(2) Overview of Power Distribution Facilities</b>		<b>Days</b>
In understanding a general overview of electric power distribution facilities in Japan, the participant learns about the technology used to reduce electricity loss and improve the reliability of supply in the overall electric power system of under 7,000V.		
Outline of Systems		



Outline of Electric Power System	An introduction to the structure, frequency coordination, systems design, along with other aspects of the overall electric power system provides a reference for improving the reliability of supplies in the overall electric power system.	0.5
Load Dispatching Operation (Visit to Central Load Dispatching Office)	An introduction to load dispatching (power supply) operations, including the scope of operations, facilities and equipment, and other topics provides a reference in improving the reliability of supplies in the overall electric power system.	
Outline of Protective Relay Systems	An introduction to protective devices and communication equipments, including application of various types of relays, protection system, and related laws and regulations provides a reference for improving the reliability of supplies in the overall electric power system.	1
<b>Outline of Power Transmission Facilities</b>		
Outline of Transmission Lines	An introduction to power transmission lines, including equipment and facilities, environmental considerations, and other topics provides a reference for improving knowledge and understanding of overall electric power systems needed by those working in the field of electric power distribution.	0.5
Outline of Distributing Substations	An introduction to distributing substations, including equipment and facilities, disaster prevention considerations, and other topics provides a reference for improving knowledge and understanding of overall electric power systems needed by those working in the field of electric power distribution.	0.5
Outline of Distribution Department	An introduction to the role of distribution departments, organizational structure, related laws and regulations, training and education policy (human resources development) and other topics provides a reference for efficient operations in distribution departments.	0.5

<b>(3) Power Distribution Facilities Planning and Design</b>		<b>Days</b>
By understanding the methods used in the planning and design of electric power distribution facilities, the participant learns the planning and design techniques that contribute to efficient maintenance of the power distribution network of under 7,000V.		
<b>Planning for Power Distribution Facilities</b>		
Outline of Plans for Power Distribution Facilities	An introduction to planning of power distribution facilities, including classification of equipment and facilities as well as approaches to planning that incorporate economic evaluations, provides a reference for improving techniques in planning distribution facilities.	0.5
<b>Design of Power Distribution Facilities</b>		
Designing and Installment of Overhead Distribution Lines	An introduction to overhead distribution lines, including design standards, construction methods and, provides a reference for improving techniques in designing distribution facilities.	0.5

Inspecting Construction Sites for Installation of Overhead distribution Lines	An introduction to construction safety measures employed in installing overhead distribution lines provides a reference for improving techniques in managing safety construction of power distribution facilities.	0.5
<b>Design and Maintenance of Power Distribution Facilities</b>		
Designing and Installment of Underground Power Cable	An introduction to underground power cables, including design standards, construction and maintenance methods provides a reference for improving techniques in designing and maintaining distribution facilities.	1.0
Inspecting Sites Undergoing Installation of Underground Power Cable	An introduction to underground power cables, including design standards, construction and maintenance methods provides a reference for improving techniques in designing and maintaining distribution facilities.	

<b>(4) Operation and Maintenance of Power Distribution Facilities</b>		<b>Days</b>
By understanding operation and maintenance procedures at power distribution facilities as well as the causes of accidents and problems and ways to counter such problems, the participant learns the optimal techniques of operating and maintaining power distribution facilities to reduce power loss and improve the reliability of the power supply as well as the techniques to both prevent and rapidly recover from accidents.		
<b>Maintenance of Distribution Facilities</b>		
Maintenance of Distribution Facilities	An introduction to maintenance operations for distribution facilities, including the work contents and standard inspection items and methods provides a reference for improving techniques in maintenance of power distribution facilities.	0.5
<b>Operation of Power Distribution Facilities</b>		
Voltage Control of Distribution Line	An introduction to voltage control of distribution lines, including general concepts and adjustment procedures provides a reference for improving the reliability of power supplies from the standpoint of power distribution facilities operation.	0.5
Outline of Supervision and Mechanization of Distribution Facilities	An introduction to voltage control of distribution lines, including general concepts and adjustment procedures provides a reference for improving the reliability of power supplies from the standpoint of power distribution facilities operation.	0.2
Outline of Sales Office	An introduction to the work contents of sales office where direct contact with customers takes place provides a reference for improving techniques in operations at power distribution facilities, including response to customers.	0.5
<b>Operations and Accident Response at Power Distribution Facilities</b>		

Outline of Power Distribution System Operation	An introduction to electric power distribution automation system (overview, functions, effects, etc.) provides a reference for improving the reliability of power supplies and accident response techniques from an operational standpoint.	0.5
Measures Against Power Stoppage on Distribution Line	An introduction to conditions in the event of a power stoppage at a distribution facility and responses to minimize the duration and scope of such outages provides a references in improving accident response techniques.	0.5
Total Quality Management Activities	An introduction to understand correctly the basis of the concept of Japan's TQM. Participants should study methodologies as a means to implement TQM leading to eventual success, and also understand its correct evaluation and efficient way of use to maintain and improve quality as well as where it is to be applied.	1.0

<b>(5) Electrification in Local Regions, Measures to Include Remote Islands</b>		<b>Days</b>
By understanding methods of supplying electric power to remote islands in Japan and efforts to develop and utilize new energy, the participant learns the techniques used in supplying power to areas to which extending the power distribution network is difficult.		
Measures to Bring Power to Remote Islands		
Outline of Submarine Cables	An introduction to the subject of supplying electricity to remote islands, including an overview of submarine cables as well as their design, installation, and maintenance methods provides a reference for methods used in supplying power to areas to which extending the power distribution network is difficult.	0.5
Outline of Distribution Facilities in Remote Islands	An introduction to the subject of supplying electricity to remote islands, including an overview of facilities and operations and methods of resolving various issues provides a reference for methods used in supplying power to areas to which extending the power distribution network is difficult.	1
Measures to Bring Electric Power to Local Regions		
Outline of Distributed Generation	An introduction to the subject of clarifying the advantages and disadvantages of adopting new energy (distributed generation) and measures to overcome the disadvantages provide a reference for ways of bringing power to local regions.	0.5
Outline of the Effects of New Energy Generation on the Power Distribution System	An introduction to the matter of clarifying the advantages and disadvantages of adopting new energy (distributed generation) and measures to overcome the disadvantages provide a reference for ways of bringing power to local regions.	0.5
Japanese Manufacturers of Electric Power Distribution Equipment (Class-Based Training Follow-Up)		

Observational Tour of Factories Manufacturing Wiring and Cable	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Circuit Breakers and Switches	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Lightning Protectors	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Metering Devices	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	0.5
Observational Tour of Factories Manufacturing Transformers for Power Distribution	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	0.5

<b>(6) Preparation and Presentation of Interim Reports</b>	<b>Days</b>
At the end of the training program in Japan, participants are required to make a plan and dissemination materials for spreading the knowledge and skills obtained from the training program within the department. Participants and engineers will discuss about the draft of interim report in order to get deep understanding before the presentation session.	2.5

### 3. Final Phase (activities in home country)

#### **Post-program**

Participants are to implement the dissemination activities based on the action plan which was made during the program in Japan. Also, participants must submit the Progress Report to JICA within 6 months.

### **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 -8.
- (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 -8.

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

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

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

- 1) Be nominated by their government in accordance with the procedures mentioned in IV. below,
- 2) Be electrical power engineers presently employed by the governmental electric power utilities or those equivalent to government in the field of electric power distribution, (for this standpoint, in cases of the nominee comes from a non-governmental institution, it must be confirmed that that duties of the candidate are the same as those applicants from the governmental institutions mentioned above through the submission of the statement attached in ANNEX 2),
- 3) Occupy supervisory positions at present or be expected to do so in the near future, for spread of the knowledge that participant got in core phase in Japan, the desirable participant is belong to training section in your organization or is in charge of training for your colleagues.
- 4) Be capable of making good use of the results of the training after returning home country,
- 5) Be technical college graduates or have the equivalent in technical knowledge, and have more than five (5) years of practical experience,
- 6) Have a sufficient command of spoken and written English,

7) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 79 or better (This workshop 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, IELTS etc, if possible)

8) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

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

9) Must not be serving any form of military service.

## **(2) Recommendable Qualifications**

1) Age: be between thirty (30) and forty (40) years of age,

## **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) Questionnaire:** to be submitted with the filled Application Form. Fill in the form shown in the Section VI "Annex" of this General Information, and submit it with the Nomination Form. **You may be disqualified if you do not submit the questionnaire with the application form.**

**(4) Applicants are strongly requested to typewrite the Application Form and Questionnaire. There are many applicants disqualified from the selection because of the illegible letter in those documents.**

## **4. Procedure for Application and Selection: (submission/selection dates for this course has been changed)**

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

Closing date for application to the JICA Center in JAPAN: **July 20, 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 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 Aug 20, 2011.**

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

**The following documents should be discussed among and authorized by the concerned officials in your organization, as they are essential documents which enable the training program to meet the participants' needs.**

**(1) ISSUE ANALYSIS SHEET**

Issue Analysis Sheet is a document that summarizes issues, their causes, effective measures and target of this training course. Issue Analysis Sheet should be typewritten in English, in accordance with the attached form (ANNEX 4), and be submitted on the 4th day after arriving in Okinawa, Japan.

NOTE: In order to help Japanese Experts understand the Issues you are facing and what you needs, participants are required to give a Job report presentation by using POWER POINT in Japan. In this presentation, participants should explain the issues in your distribution system and what you want to learn through this training program as detail as possible. The participants will be given the presentation time about 35 minutes (25 minutes presentation by participants and 10 minutes discussion with participants and lecturers).

**(2) Country Report**

Applicants should prepare a country report in accordance with the format indicated in the ANNEX 3. These should be typewritten in English in double spacing (about 6 to 9 pages of A-4 size) and submitted together with the

Nomination Form.

- NOTE: 1. The latest annual report published by the applicant's organization should also be attached to and submitted with the country report, but only if and when available in English.
2. Application not accompanied by completed ANNEXes cannot be considered.

**6. Conditions for Attendance:**

- (1) to follow 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 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 preliminary 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 -8 and section -5.



## IV. Administrative Arrangements

### 1. Organizer:

**(1) Name:** JICA OKINAWA

**(2) Contact:** Training Program Division, JICA OKINAWA

E-mail: oicctp@jica.go.jp

### 2. Implementing Partner:

#### (1) OEPC

**1)Name:** The Okinawa Electric Power Company, Incorporated

**2)URL:** <http://www.okiden.co.jp/english/index.html>

**3)Remark:** The Okinawa Electric Power Company, Incorporated (OEPC) provides power throughout all Okinawa Prefecture, which includes the Okinawa main Island and approximately 40 inhabited outlying islands stretched across the vast expanse of the ocean spanning 1,000 km from East to West and 400 km from North to South.

#### (2) JEPIC

**1)Name:** Japan Electric Power Information Center Inc.

**2)URL:** <http://www.iepic.or.jp>

**3)Remark:** Japan Electric Power Information Center, Inc. (JEPIC) was established as an association of Japan's major electric power companies. The purpose of the Center is to facilitate information exchange on activities of electric utilities with foreign counterparts and also to promote technical cooperation with developing countries.

### 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 Okinawa International Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: 81-98-876-6000 FAX: 81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

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

## **5. Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
  - (2) Expenses for study tours (basically in the form of train tickets.
  - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
  - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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

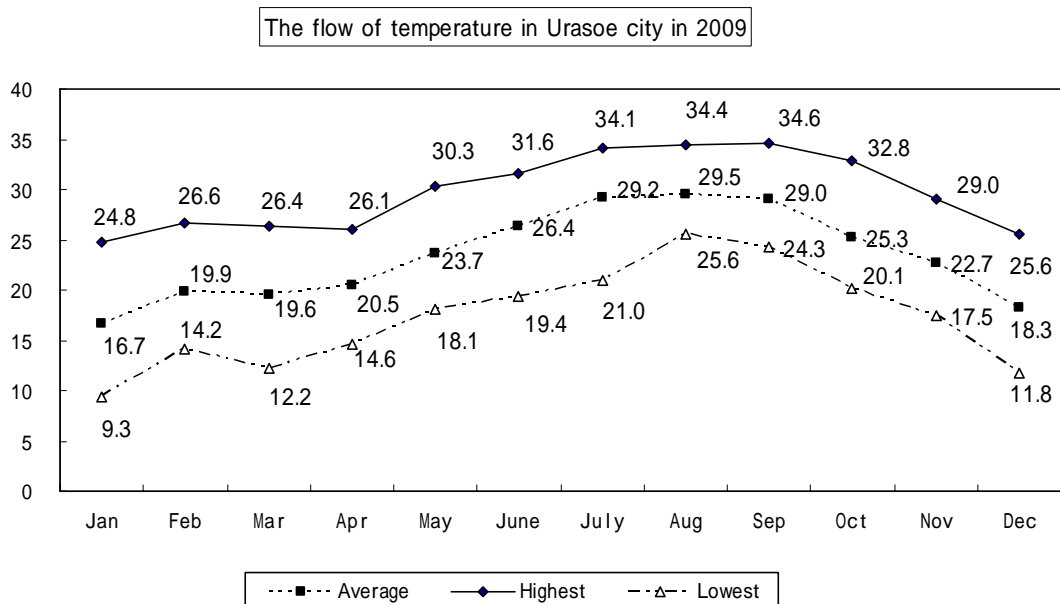
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Other Information

### 1. Climate in Okinawa

Okinawa is located in sub-tropical zone (southern edge of Japan) however climate varies depending upon seasons. While it is hot as well as heavily humid in summer season (June through October), it becomes a bit chilly due to the strong windy in winter season (December through March). So, participants are recommended to bring suitable clothing (details are mentioned in below 4.)

The following diagram is the flow of temperature in Urasoe city where JICA Okinawa (or “Okinawa Kokusai Center” in Japanese) is located (Data source: [http://www.city.urasoe.lg.jp/images/library/File/kikakubu/kikaku/tokei/420/01\\_%E5%9C%9F%E5%9C%B0\\_1%EF%BD%9E.xls](http://www.city.urasoe.lg.jp/images/library/File/kikakubu/kikaku/tokei/420/01_%E5%9C%9F%E5%9C%B0_1%EF%BD%9E.xls)).



### 2. Main facilities in JICA OKINAWA

JICA OKINAWA is equipped with a variety of facilities for training and welfare activities such as seminar rooms, a library, a computer room (connected to the Internet), accommodation rooms (details are mentioned in below 3.), a dining hall, a clinic for medical consultation, a gym, a tennis court, a play-ground, a swimming pool (available from May to October), a Japanese-style room for tea ceremony and a recreation room.

Supplementary, “HALAL” meals for the Muslim and vegetarian meals are available in the dining hall.

### 3. Accommodation in JICA OKINAWA

JICA OKINAWA's accommodation building has three stories and 118 single rooms.

Training participants basically use these single rooms. Every single room is furnished with a bed, a desk, a chair, a TV equipped with video, a DVD player, room lamps, a safety box, a bathroom and a telephone set which enables you to call inside JICA OKINAWA and receive all incoming calls including international calls.

Accommodation building is equipped with laundry room on each floor. And also washing machines and irons are available for free. However, towels and toiletries are not available and cooking facility is not equipped. Cooking in the room is strictly prohibited.

#### **4. Outfit**

It is recommended to bring suitable clothing depending upon the season, especially ensure to have warmed enough clothes if your program runs through the winter season.

There are a few occasions like opening and clothing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training ours of most of the training program.

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

#### **5. Environmental conservation activities in JICA OKINAWA**

JICA OKINAWA emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. JICA OKINAWA has been certified ISO14001 (International Organization for Standardization) since Oct, 2004 and renewed it in Oct, 2007. ISO 14001 is the international specification for an environmental management system. Therefore, training participants are also kindly requested to cooperate to these activities during stay in JICA OKINAWA. Details are instructed by a staff member of JICA OKINAWA at beginning of the training program.

#### **6. Activities out of training program**

JICA OKINAWA offers a various kinds of welfare activities for the participants such as a home-stay program to the local family, exposition of Japanese/Okinawa traditional cultures and Japanese language/conversation classes etc. Training participants can try any of them whenever sheets are available.

#### **7. International Exchange Program with Local Communities**

JICA encourages international exchange between JICA participants and local communities.

Therefore, participants are strongly recommended to bring their national or traditional dress and materials like photographs, video tapes, DVDs and audio CDs that show their countries' interesting culture. This may make the exchange program more fruitful.

Furthermore, any other items which may be used to exhibit your culture are welcomed. JICA OKINAWA has displays which introduce world culture to visitors.

## **8. For your Information**

Information of Okinawa is available at following URLs.

- (1) HP of Urasoe city: <http://www.8761234.jp/kokusai/english/index.html>

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

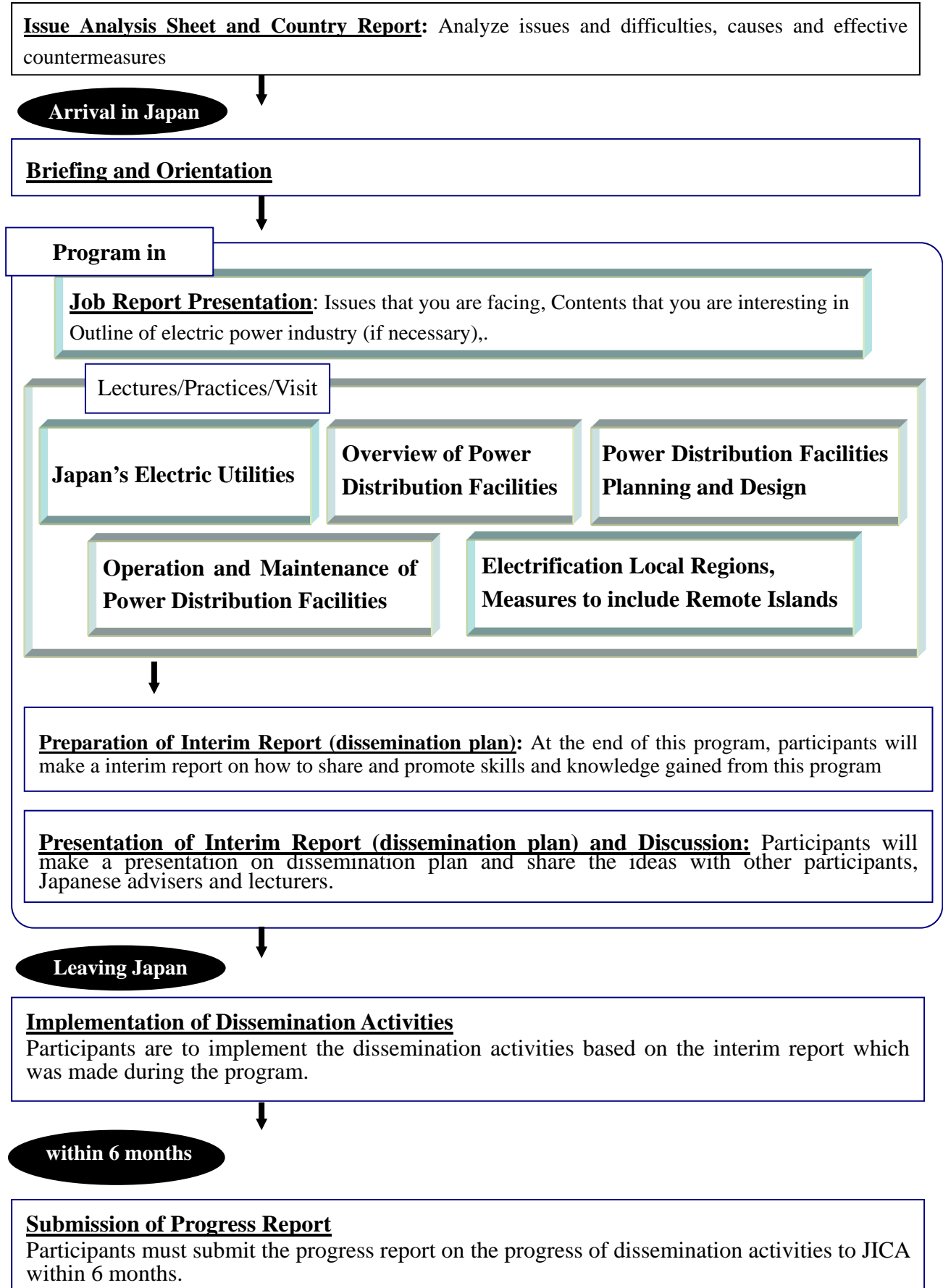
- (3) HP of Okinawa Convention & Visitors Bureau:

[http://www.ocvb.or.jp/index.php?current=General\\_Page&action=Top\\_Page&mode=ise!  
&lang=en](http://www.ocvb.or.jp/index.php?current=General_Page&action=Top_Page&mode=ise!&lang=en)

More information is available at the reception of JICA OKINAWA.

## VI. ANNEX:

## ANNEX 1



## Statement

As this training course is basically open to the officials in a central or provincial government or local bodies of their respective countries, applicants from non-governmental institutions are requested to fill in this form **with the endorsement of their government**.

(1) Name of Applicant: \_\_\_\_\_

(2) Country: \_\_\_\_\_

(3) Name of Organization: \_\_\_\_\_

(4) Name of Department: \_\_\_\_\_

(5) Applicant's Position: \_\_\_\_\_

(6) Concrete description of the activities of the applicant's organization  
(Please describe as concretely as possible.)

(7) Duties and responsibilities of the applicant in the organization

(8) If the organization takes the form of a stock company, please explain within the extent you can.

a) Names of investors

b) Respective investor's share of the total capital of the organization

c) Company's share of the market



"I certify that I have examined this document and that I am satisfied the information presented is authentic. Therefore, I hereby nominate Mr./Ms. \_\_\_\_\_

as a candidate for the course in *The Improvement for Electric Power Distribution Grid* on behalf of the government of \_\_\_\_\_  
\_\_\_\_\_."

Date:

Name of Endorser:

Title:

Name of Organization:

(Signature)

---

**Country Report**

**1. Current situation of electric power distribution facilities**

(1) Service voltage level for the respective contract categories

( Example )

Contract capacity	Service voltage
less than 50kW	100/200V
50kW- less than 2,000kW	6.6kV
Over 2,000kW	22kV

(2) Standard substation bank capacity for distribution and standard number of feeders

( Example )

Area	Bank capacity	Number of feeders
City	10,15, 20, 30MVA × 3	6 feeders × 3
Rural	10,15, 20, 30MVA × 3	6 feeders × 3

(3) Distribution system

(Example)

6.6kV : ungrounded-neutral three-phase three-wire system

(4) Distribution Power Grid

Please attach the typical distribution power grid map of your company.

(5)Standard capacity of distribution feeder (both overhead and underground)

( Example )

descriptions	Maximum operating capacity	Maximum operating current
Overhead	about 4,500 kVA	392 A
Underground	about 4,500kVA	392 A

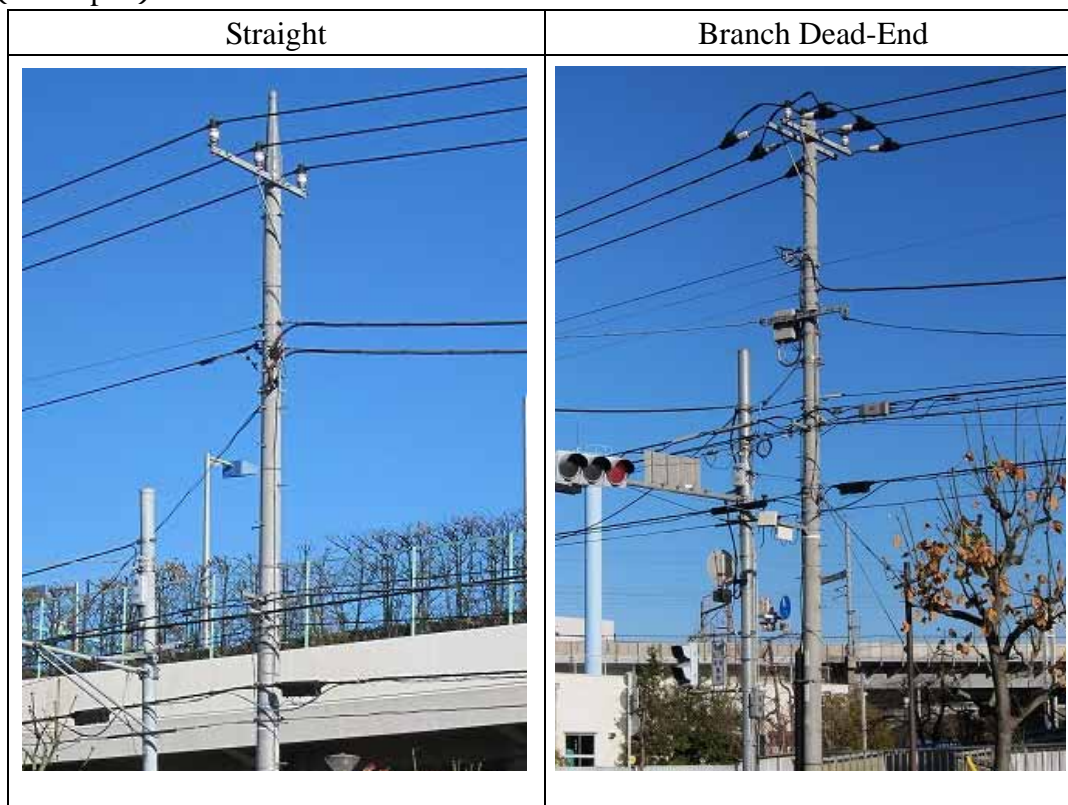
(6) Main distribution facilities

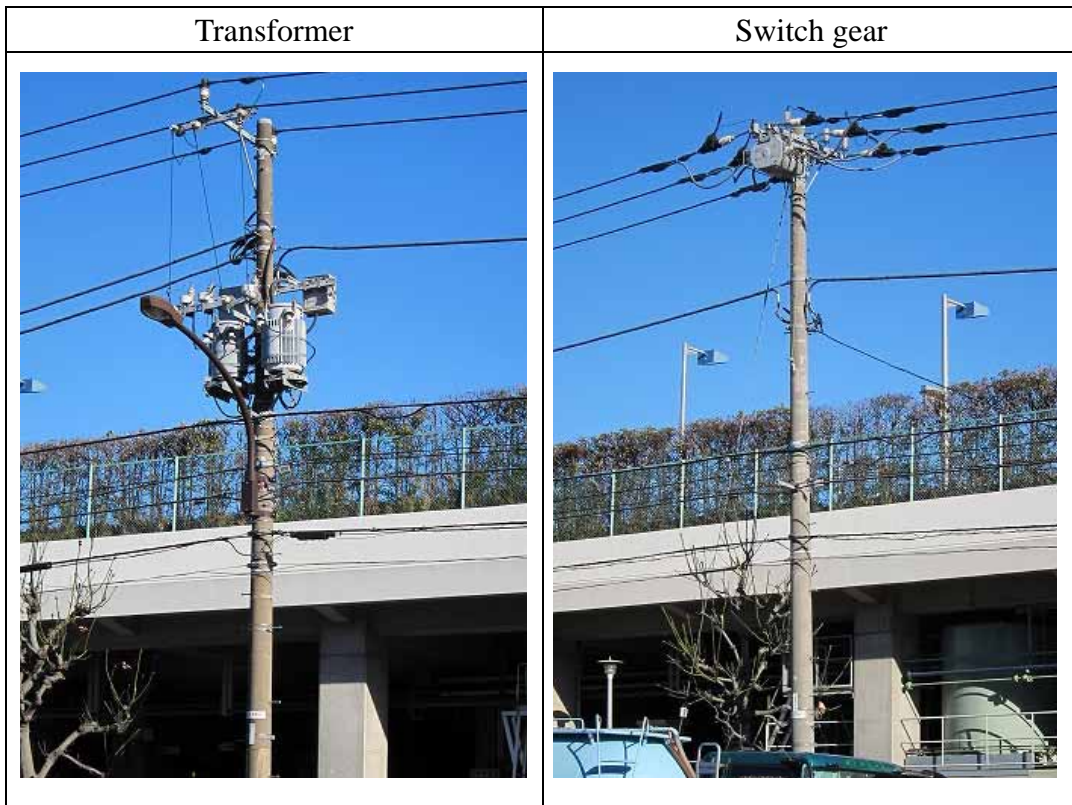
( Example )

Pole	Type	Reinforced Concrete Pole
	Length [m]	7 ~ 17
Wire	Material	Copper
	Size [sq]	LV: 22, 38, 60 HV: 22, 38, 60, 100, 150
Transformer	Phase	Single phase
	Capacity [kVA]	5, 10, 20, 30, 50, 75, 100
Switch gear	Type	Air Switch Gas Switch
	Capacity [A]	200, 400, 600

(7) Picture of distribution pole framing ( 配電装柱の写真 )

( Example )





(8) Faults

• Number of distribution line faults ( number of cases :during Fiscal Year 2008 , and 2009 )

Descriptions		FY 2008	FY 2009
Total number of faults (unit: cases)			
Causes detail	Lightning		
	Bird and beast		
	Wind /Rainstorm		
	Old facilities		
	Human causes		
	unknown		

	others		
SAIDI	* 1		
SAIFI	* 2		

\* 1 SAIDI (System Average Interruption Duration Index) unit : minutes / year • customer

\*2 SAIFI (System Average Interruption Frequency Index) unit : times / year • customer

(9) Maintenance

The frequency of patrol (inspection) for distribution equipments

(10) Please describe the equipment or any parts to repair the most in distribution facilities and how to repair them. (Describe about them over three contents)

(11) Power line protection system

(12) Specification for main distribution facilities

Please describe the specification for main distribution facilities such as electric power pole, pole-switch, pole-transformer, conductor, cable, etc.

(13) General information

- Area of the country
- Population
- Temperature (maximum, minimum, average)

## 2. General Data

Descriptions		Fiscal Year				
		2005	2006	2007	2008	2009
Electric Power Demand ( GWh )	Household					
	Agriculture					
	Commercial					
	Industries					
	Others					
	Total					
Maximum Peak Load (MW) [ Date ]						
Annual Load Factor ( % )						
Transmission/Distribution Loss ( % )						
Power Supply Reserve Margin ( % )						
Generating Capacity ( MW )	Hydro-electric	Conventional				
		Pumped Storage				
		Sub-total				
	Thermal	Coal				
		Oil-Based				
		Gas Turbine				
		Combined				
		Diesel				
		Sub-total				
	Nuclear Power					
	Wind Power					
	Geothermal					
	Others					
	Total					
Rural Electrification ( % )						
Number of Customers						
Number of Employees						
Average Power Rate ( Yen/kWh ) *						

\* US Dollar 1 = Japanese Yen 100.

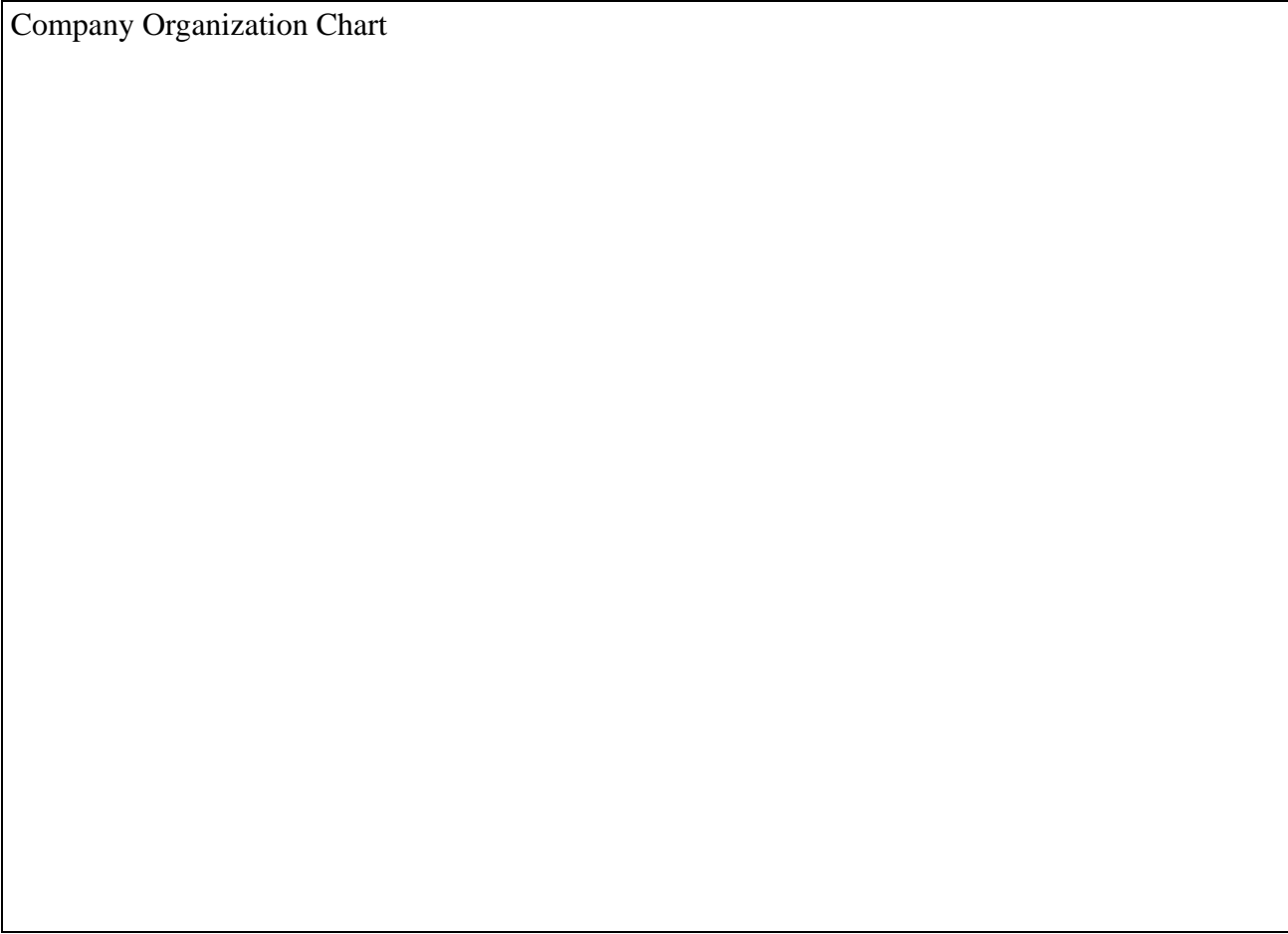
### 3. System Diagram of Electric Power Industry and Company Organization Chart

System Diagram of Electric Power Industry





Company Organization Chart



## 4. Power Grid Map

Legend:

Thermal Power Station

Hydroelectric Power Station

500kV Transmission Line

220kV Transmission Line

110kV Transmission Line

Substation

### 5. Generation Capacity of IPPs

Description		Fiscal Year				
		2005	2006	2007	2008	2009
Hydro-electric ( MW )	Conventional					
	Pumped Storage					
	Sub-total					
Thermal ( MW )	Coal					
	Oil-Based					
	Gas Turbine					
	Combined					
	Diesel					
	Others					
	Sub-total					

### 6. Future Plan (Demand Forecasting)

Description			FY 2009		Around FY 2015	
				Percent		Percent
Electric Power Demand ( GWh )						
Maximum Daily Load ( MW )						
Supply Reserve Margin ( % )						
Generating Capacity ( MW )	Hydro-electric	Conventional				
		Pumped storage				
		Sub-total				
	Thermal	Coal				
		Oil-Based				
		Gas Turbine				
		Combined				
		Diesel				
		Sub-total				
	Nuclear Power					
	Wind Power					
	Geothermal					
	Others					
	IPPs					
	Total					

## **7 . Electricity Tariff**

Please attach an electricity tariff of your company.

## **8 . Electric Power Industry in the Future**

(Restructuring the Power Market, Privatization of the Power Utilities, Pooling System of the Power Market, etc)

## 9 . Training System of a new employee at your department

	<u>Objective</u>	<u>Subject</u>
<u>1<sup>st</sup> year</u>		
<u>2<sup>nd</sup> - 3<sup>rd</sup> years</u>		
<u>After 3years</u>		

Notes for making Issue Analysis Sheet and Promotion Plan

Issue Analysis Sheet

1. This sheet consists of 4 parts, (A) Issue, (B) Cause, (C) Measure, (D) Target.
2. Please describe the issues which you and your organization face at present in the (A).
3. Please analyze the issues in three aspects, Human or Organization, Material and Budget in the (B).
4. Please describe the necessary countermeasures which you think of now in the (C).
5. Please describe the targets desired to obtain from this training in the (D).

**The Issue Analysis Sheet should be filled out based on the discussion with your superior or related personnel about this matter, as it is essential documents which enable the training program to meet the participants' needs.**

Promotion Plan

6. This plan consist of 3 parts, (E) Result, (F) How to promote and (G) Period.
7. Based on the (D) Target, please describe the results in the (E). If the results were more than you expected, you can add to write down.
8. Please describe the measures to promote what you have got through this training course in your organization when you return to your country. It is preferable to describe the details as much as possible.
9. Please describe your estimated period to conduct your plan which you described in the (F).
10. The more concrete you write this plan, the better your action plan will be.

<Sample>

**ANNEX 4 (1) ~ fill in the blanks by May 16, 2011 ~**

No	(A). Issue	(B). Cause		(C). Measure	(D). Target
		Sort	Detail	Human: Describe how to improve of human ability. Material: Describe the necessary performance. Money: Describe the rough estimate.	Knowledge and Experience desired to obtain from this training course.
Ex	Transformer accident often makes blackout.	Human or Organization	-Periodic patrol and inspection are not conducted.	- Make a rule for maintenance.	-Learning how to maintain the each equipment in Japan and other countries. -Discussing with Japanese experts and other trainees about maintenance, and looking for the suitable way to my country.
		Material	-Insulated material of bushings is weak.	-Change the specifications of transformers.	-Finding the difference in specification between Japan and my country. -Discussing with Japanese experts and other trainees about suitable specification.
		Budget	-Deterioration of various equipment (due to the shortage of budget)	-To replace 100 transformers a year, we need US\$50000/year for the next ten years.	-
1		Human or Organization	-	-	-
		Material	-	-	-
		Budget	-	-	-

No	(A). Issue	(B). Cause		(C). Measure	(D). Target
		Sort	Detail	Human: Describe how to improve of human ability. Material: Describe the necessary performance. Money: Describe the rough estimate.	Knowledge and Experience desired to obtain from this training course.
2		Human or Organization	-	-	-
		Material	-	-	-
		Budget	-	-	-
3		Human or Organization	-	-	-
		Material	-	-	-
		Budget	-	-	-
4		Human or Organization	-	-	-
		Material	-	-	-
		Budget	-	-	-



**ANNEX 4 (2) ~ fill in the blanks until action plan presentation ~**

No	(E). Result Knowledge and experience you should adopt in your country	(F). How to promote	(G). Period		
Ex (Human)	-In Japan, there is a clear and accurate rule for various patrols and inspections and they are conducted strictly as the rules.	- Considering the best way of making the database of patrol and inspection.	2010 /10	~	2010 /12
	---> We should make a maintenance rule.	- Making the guideline for patrol/inspection, such as frequency and data management, and distribute it to all office.	2010 /10	~	2011 /1
	-In order to maintain the equipments effectively, it is necessary to store the results in a database. ---> We should make a database system to store the result of patrols and inspections.	- Holding the training for the above manual at every office	2011 /1	~	2011 /3
1					
2					
3					
4					

## *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 Okinawa International Center (JICA OKINAWA)**

**Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan**

**TEL: +81-98-876-6000 FAX: +81-98-876-6014**

## 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**

---

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)

J	0		-						
---	---	--	---	--	--	--	--	--	--

**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.





Japan International Cooperation Agency

**CONFIDENTIAL**

**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)**

--

**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.



**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: