

**F.No. 34/40/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 12<sup>th</sup> May, 2008.

Subject: A Group Training Course in Integrated Arsenic Mitigation for Asian Countries to be held in Japan from 20<sup>th</sup> October to 12<sup>th</sup> December, 2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Integrated Arsenic Mitigation for Asian Countries to be held in Japan from 20<sup>th</sup> October to 12<sup>th</sup> December, 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. The course is meant for the persons in charge of arsenic contamination problem in central/local government or NGOs having more than 3 years experience in the field. He/She should be a graduate of university or the equivalent and have a competent command of spoken and written English. The participant should be above 25 and under 45 years of age, be in good health, both physically and mentally and not be serving in the military.

3. The overall goal of this programme is that the participants will be able to set up basic strategies for a comprehensive arsenic contamination measures that are suited to the technology and policies of their individual countries. In addition, the plan created through this course will be implemented.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by JICA and Japan, Allowances for (accommodation, living expenses, outfits and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan and expenses for programme implementation including materials.

5. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach the Department not later than 14<sup>th</sup> August, 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website ([www.persmin.nic.in](http://www.persmin.nic.in)).

  
(Trishajit Sethi)  
Director

1. **Mo Water Resources, Shastri Bhawan, New Delhi.**
2. **Mo Chemical & Fertilisers, Shastri Bhawan, New Delhi.**
3. **Mo Environment and Forest, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.**
4. **All the State Governments/Union Territories.**
5. **Director(Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.**



For a better tomorrow for all.

Japan International Cooperation Agency  
(Government of Japan)

No. 7/CF-CP/2008

30<sup>th</sup> April, 2008

Dear Ms. Arun Prabha,

An Area Focused Training Course in Integrated Arsenic Mitigation for Asian Countries will be held in Japan from 20<sup>th</sup> October, 2008 to 12<sup>th</sup> December, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 20<sup>th</sup> August, 2008:-

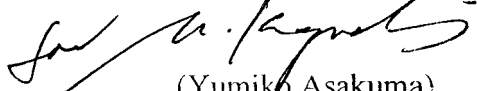
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Job Report

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

It is further informed that 6 slots are available globally for the said 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,

  
(Yumiko Asakuma)  
Deputy Resident Representative

Encl: As stated above.

Ms. Arun Prabha  
Under Secretary (PMU and Trg.)  
Department of Economic Affairs  
Ministry of Finance  
North Block  
New Delhi

  
Ms V.S

Copy to:-

- ✓ Mr. R.K. Kharb, Section Officer, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, North Block New Delhi.



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON  
INTEGRATED ARSENIC MITIGATION  
FOR ASIAN COUNTRIES

アジア地域総合的砒素汚染対策

*JFY 2008*

<Type: Solution Creation / 中核人材育成>

NO. J08-04176

From October 20, 2008 to December 12, 2008

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**

Since the 1990s, arsenic contamination of the mid to lower reaches of the great rivers of Asia has become a serious problem. Patients suffering from arsenic poisoning are appearing among those who drink groundwater brought up by tube wells, and in agricultural fields irrigated by groundwater, soil and crops are contaminated. Investigation and countermeasures require the knowledge of many fields, such as analytical chemistry, hydrogeology, environmental engineering, economics, local government, medicine, and cultural anthropology. It is also advisable to pass on the experience in combating arsenic problems that Japan has gained.

## **For what?**

This program aims to become able to set basic policy strategies for integrated arsenic contamination measures.

## **For whom?**

This program is offered to Government officials who deal with arsenic contamination in the central / local governments or NGOs.

## **How?**

Government officials and staffs in NGOs or local or national governments dealing with arsenic contamination become able to set up basic strategies for a comprehensive arsenic contamination measures that are suited to the technology and policies of their individual countries. In addition, the plan created through this course will be implemented.

## ***II. Description***

**1. Title (J-No.): Integrated Arsenic Mitigation for Asian Countries (J0804176)**

**2. Period of program**

From October 20 to December 12, 2008

**3. Target Regions or Countries:**

Viet Nam, Myanmar, China, Bangladesh, India and Nepal

**4. Overall Goal:**

National and local policies that reflect the basic strategy for integrated arsenic contamination measures created through this proposal will be implemented.

**5. Objective:**

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

- (1) To understand the severity of the damage through understanding the experiences of arsenic damage gone through by Toroku,
- (2) To gain a basic knowledge of arsenic through acquiring knowledge of chemical arsenic analysis techniques,
- (3) To understand the environmental pollution and health damage caused by arsenic contamination in your country through lectures on the projects carried out by the Asia Arsenic Network,
- (4) To propose a basic strategy for integrated arsenic contamination measures in your own country based on the knowledge gained in this training course.

**6 . Eligible / Target Organization:**

This program is designed for sections related to arsenic contamination in both the central / local governments and NGOs.

**7 . Total Number of Participants:**

6 participants from Viet Nam, Myanmar, China, Bangladesh, India and Nepal

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

## 9. Contents:

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

Outputs	Subjects	Methodology
(1) To understand the severity of the damage through understanding the experiences of arsenic damage gone through by Toroku	<ul style="list-style-type: none"><li>• Patient relief by trail</li><li>• Role of document</li><li>• History of Minamata disease</li></ul>	Lecture Observation
(2) To gain a basic knowledge of arsenic through acquiring knowledge of chemical arsenic analysis techniques	<ul style="list-style-type: none"><li>• Arsenic Contamination of Groundwater</li><li>• Chemistry of Arsenic</li><li>• Arsenic and Microbes</li><li>• Arsenic Analysis I</li></ul>	Lecture Practice Observation
(3) To understand the environmental pollution and health damage caused by arsenic contamination in your country through lectures on the projects carried out by the Asia Arsenic Network	<ul style="list-style-type: none"><li>• Safe Water Supply</li><li>• Project on enhancement and citizen participation, etc</li></ul>	Lecture Observation
(4) To propose a basic strategy for integrated arsenic contamination measures in your own country based on the knowledge gained in this training course	<ul style="list-style-type: none"><li>• Job report presentation</li><li>• Action Plan presentation</li></ul>	Lecture Practice

### < The schedule of the program >

Please refer to ANNEX . (The schedule can be partly changed.)

### ***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 -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.

##### **Essential Qualifications**

- 1) Current Duties: be in charge of arsenic contamination problem in central / local government or NGOs
- 2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above 1).
- 3) Educational Background: be a graduate of university or the equivalent,
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (copy of the proof is preferable).
- 5) Age: be above 25 and under 45 years of age
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 7) Must not be serving any form of military service.

#### **3. Required Documents for Application**

**(1) Application Form:** The Application Form is attached to this General Information.

**(2) Job Report and Questionnaire:** to be submitted with the application form. Fill in Annex and of this General Information, and submit it along with the Nomination Form. A job report and a Questionnaire are necessary documents for screening of an applicant. Each participant will be required to present his/her Job report and Questionnaire in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background.

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

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

Closing date for application to the JICA Center in JAPAN: **August 20, 2008**

**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 program. 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 19, 2008.**

#### **5. Conditions for Attendance:**

- (1)** to observe the schedule of the program,
- (2)** not to change the program subjects or extend the period of stay in Japan,
- (3)** not to bring any members of their family,
- (4)** to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.



## **IV. Administrative Arrangements**

### **1. Organizer:**

**(1) Name:** JICA Kyushu

### **2. Implementing Partner:**

**(1) Name:** Asia Arsenic Network (AAN)

**(2) Contact:** TEL : 81-985-20-2201    FAX : 81-985-20-2286

(81: country code for Japan, 93: area code)

Address: Address: 208, Tsurunoshima 2-9-6, Miyazaki,  
880-0014 Japan

**(3) Remark:** The Asia Arsenic Network (NGO), based in Miyazaki City, has, since 1996, built up a record of successful treatment measures and studies in the arsenic-tainted areas of Bangladesh and Inner Mongolia in China, through the participation of specialist members (education and enlightenment, health management, water quality control) in addition to Miyazaki University (safe water provision), Kyushu University (public participation) and the Research Group for Applied Geology (hydrogeology). Miyazaki has 35 years of experience with investigating the extent of damage and devising treatments for arsenic contamination in the Toroku Mine in Takachiho. Instructors from various fields that were connected with these activities will offer their collective experience and proven techniques to related personnel from NGOs or governments working in arsenic-contaminated areas in Asia, and along with deepening understanding of the arsenic problem, aim to allow participants to be able to offer specific solution methods.

### **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:

1. JICA Kyushu International Center (JICA Kyushu)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,  
805-8505 Japan

TEL: 81-93-671-6311 FAX: 81-93-671-0979

(81: country code for Japan, 93: area code)

2. Hotel in Miyazaki city

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, <http://www.jica.go.jp/english/contact/domestic.html>

#### 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.

## *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.

## ANNEX

Date	AM/PM	Content	
10/20	Mon	AM PM	Arrival at Japan
10/21	Tue	AM PM	Briefing
10/22	Wed	AM PM	Japanese lesson
10/23	Thu	AM PM	Japanese lesson
10/24	Fri	AM PM	Japanese lesson
10/25	Sat	AM PM	Holiday
10/26	Sun	AM PM	Move to Miyazaki Pref.
10/27	Mon	AM PM	Press Conference Opening Ceremony Country Report
10/28	Tue	AM PM	Courtesy Call to Miyazaki Univ. Course Orientation Arsenic Contamination and Problems in Asia
10/29	Wed	AM PM	Arsenic Contamination of Groundwater 1 Arsenic Contamination of Groundwater 2
10/30	Thu	AM PM	Chemistry of Arsenic Arsenic and Microbes
10/31	Fri	AM PM	Chronic Arsenic Poisoning Post Syndrome
11/1	Sat	AM PM	Holiday
11/2	Sun	AM PM	Join College Festival Exchange Program
11/3	Mon	AM PM	Holiday
11/4	Tue	AM PM	Arsenic Analysis Arsenic Analysis II
11/5	Wed	AM PM	Arsenic Analysis III Arsenic Analysis IV
11/6	Thu	AM PM	Safe Water Supply 1 Advanced treatment technology for Arsenic removal
11/7	Fri	AM PM	Chemistry of Arsenic Removal and Practice Visit to Eco town project in Miyazaki City
11/8	Sat	AM PM	Holiday
11/9	Sun	AM PM	Move from MIYAZAKI to KUMAMOTO Move TOROKU for ASO Study Tour at ASO Active Volcano
11/10	Mon	AM PM	Walking in Align with the Victims Worldwide Arsenic Contamination
11/11	Tue	AM PM	Study Tour in MINAMATA
11/12	Wed	AM PM	Move from KUMAMOTO to FUKUOKA
11/13	Thu	AM PM	Epidemiology approach for arsenic contamination FUKUOKA Case of Arsenic Pollution of Groundwater in Fukuoka
11/14	Fri	AM PM	Holiday Arsenic Contamination of Groundwater III
11/15	Sat	AM PM	Forum on Arsenic Contamination of Ground Water in Asia Country Report Presentation
11/16	Sun	AM PM	Forum on Arsenic Contamination of Ground Water in Asia Discussion

## ANNEX

Date	AM/PM	Content
11/17	Mon	AM Move from FUKUOKA to TAKACHIHO
		PM Visit to Takachiho
11/18	Tue	AM Looking Back at the Settlement of the Toroku Mine Pollution Case
		PM Toroku Lesson Learnt from Toroku Visit Toroku Mine(Sato Shinichi)
11/19	Wed	AM Move from TAKACHIHO to MIYAZAKI
		PM
11/20	Thu	AM Patient relief by trail
		PM Toroku Government Relief for Pollution-Related Health Damages
11/21	Fri	AM Role of document
		PM History of Minamata disease
11/22	Sat	AM Holiday
		PM
11/23	Sun	AM Holiday
		PM
11/24	Mon	AM Holiday
		PM
11/25	Tue	AM Environmental health management
		PM Food Chain
11/26	Wed	AM Safe Water Supply(Alternative water resource)
		PM Visit to wastewater treatment plant
11/27	Thu	AM Project on Water analysis)
		PM Visit to wastewater treatment plant
11/28	Fri	AM
		PM Project on social and cultural factor
11/29	Sat	AM Holiday
		PM
11/30	Sun	AM Move from MIYAZAKI to TOKYO
		PM Move from TOKYO to NAGANO
12/1	Mon	AM Safe Water Supply ( Microbes filtration)
		PM Visit to filtration facility
12/2	Tue	AM
		PM Move from NAGANO to TOKYO
12/3	Wed	AM Safe Water Supply (feasibility study)
		PM Safe Water Supply (Integrated Approach)
12/4	Thu	AM Project on Building up a System for Cooperation with Villagers, LG and NGO
		PM Project on enhancement and citizen participation
12/5	Fri	AM Project
		PM
12/6	Sat	AM
		PM Move from TOKYO to MIYAZAKI
12/7	Sun	AM Holiday
		PM
12/8	Mon	AM Health Management for Arsenicosis Patient(Kawahara Kazuyuki)
		PM Special lecture by Mr,Kawahara
12/9	Tue	AM Individual Meeting for Action Plan Formulation
		PM
12/10	Wed	AM Action Plan Presentation
		PM Closing Ceremony
12/11	Thu	AM Move to Kitakyushu city
		PM
12/12	Fri	AM Leaving from Japan
		PM



Annex-

**Integrated Arsenic Mitigation for Asian Countries  
(JFY 2008)**

***Questionnaire***

Name:  
Country:  
E-mail:  
FAX:

**Remarks 1:** The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

**Remarks 2:** Please itemize your answers and make them specific.

**1. Organisation and main tasks (up to 1 page)**

- (1) Main tasks of the organization
- (2) Organization chart:  
Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.  
(The chart should be attached and not be counted in this page limit.)  
Please describe a duty of each department (section) briefly.
- (3) Brief description of your assignments.

**2. Existing problems in your section (up to 1 page)**

- (1) Current problems and issues you are facing  
Especially, what kind of problems do you have in implementing arsenic mitigation projects?
- (2) Countermeasures against these problems
- (3) Obstacles in the process of solving those problems

**3. Expectations for the training course (up to 1 page)**

- (1) What is your motivation in applying for this programme?
- (2) Most interesting subjects or topics in the training course.
- (3) What kind of arsenic mitigation project will you want to promote in the course of your assignment?
- (4) Other matters you are expecting for this course, if any  
(Basically this training programme is fixed and cannot be changed upon your request.)



**Japan International Cooperation Agency (JICA)  
Kyushu International Center (JICA KYUSHU)**

Address: 2-2-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,  
805-8505 Japan

Tel : +81<sup>(\*)</sup> -93<sup>(\*\*)</sup> -671-6311      [ \* : country code for Japan ]  
Fax : +81<sup>(\*)</sup> -93<sup>(\*\*)</sup> -671-0979      [ \*\* : area code for Kitakyushu ]

URL    <http://www.jica.go.jp/english/contact/domestic.html>

E-mail : [kictp2-05@jica.go.jp](mailto:kictp2-05@jica.go.jp)



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

##### **Part B. Information About the Nominee**

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> \_\_\_\_\_, or write in **block letters**,

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

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

### **3. Privacy Policy**

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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.

## 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)

J	0		-					
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

**Confirmation by the organization in charge (if necessary)**

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>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 below.

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

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

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**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

**7) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

**8) Outline of duties: Describe your current duties**

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

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

<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.**

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

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

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

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( _____ )			
( ) Other >>> Specify ( _____ )			

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) ( _____ )
( ) Yes	Present Condition: ( _____ )



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

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

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

Date:	Signature:
	Print Name: