

**TRAINING CIRCULAR**

Subject : A Group Training Course in Forest Environment and Resources to be held in Japan from 26/8/2009 to 21/11/2009 (Core Phase).

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 Forest Environment and Resources. The total duration of the programme is from July 2009 to November 2009, out of this, the Core Phase from 26/8/2009 to 21/11/2009, will be held in Japan. The Preliminary Phase will be held in the candidate's home country. 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 meant for Public research Institute, University in the field of forest products research. The programme aims for the participants to upgrade knowledge and skills in the field of forest products research.
3. The Candidates should be Research scientists in the field of forest function research and forestry research in public research institutes, universities; have a minimum of three years of researching experience on the topic that the applicant has selected for individual research; be a University Graduate or the equivalent; be under forty years of age in principle; be proficient at written and spoken English; be proficient in MS Word, Excel and Power Point; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 11<sup>th</sup> May 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through proper channel not later than **24<sup>th</sup> June 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

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

2. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



No.43/GT-CP/2009

11<sup>th</sup> May, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Research on Forest Environment and Resources will be held in Japan from 26<sup>th</sup> August, 2009 to 21<sup>st</sup> November 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **30<sup>th</sup> June, 2009**:-

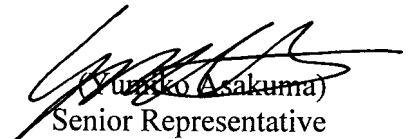
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Inception Report
- (3) The desired Research Proposal

Further details are available in the General Information Booklet. It may be noted that the completed Inception Report and Research Proposal are essential for screening of applications.

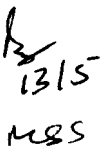
It is further informed that 7 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
(Yuriko Asakuma)  
Senior Representative

Encl: As stated above.  
Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
New Delhi

  
13/5  
MRS



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

RESEARCH ON  
FOREST ENVIRONMENT AND RESOURCES  
(SUB COURSE: Forest Products Research)

集団研修「森林環境・資源研究」  
(2009年度サブコース: 林産研究)

**JFY 2009**

<Type: Leaders Training / 類型: 中核人材育成型>

NO. J09-00917 / ID. 0980749

From July 2009 to November 2009

Phases in Japan: From August. 26, 2009 to November. 21, 2009

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**

Mankind has been blessed with forests, lakes, and rivers, and receives the bounty of the natural environment. It has depended on and shaped that natural environment to develop diverse societies.

However, advances in technology and social systems and the increase in population have intensified human utilization of the natural environment and natural resources to the point where the impact on the ecosystem is tremendous.

Especially in developing countries, the overuse of resources for people's daily needs in many local communities is threatening the existence of the healthy natural environment that is the very basis of their survival. The degradation of the natural environment may destroy the foundation for survival of future generations and reduce the potential development of human society. Moreover, combined with poverty, starvation, and population growth, it is becoming the cause of grave societal problems such as regional conflicts.

To solve these issues from the scientific side, this training course is designed for researchers to make them empowered by obtaining the basis and the latest knowledge and skills of forest research based on Japanese experience.

## **For what?**

This program aims that participants upgrade knowledge and skills in the field of forest products research.

## **For whom?**

This program is offered to the research scientists in the field of forest products research in public research institutes, universities.

## **How?**

Participants shall have opportunities in Japan to identify approaches and strategies to overcome constraints of respective countries in the field of forest products research through mainly individual research training, which is completely research-oriented and based on the laboratory work under the advice of the host-researchers.

Participants will also formulate a Technical Report\* and Research Proposal\*\* at the end of the training course in Japan\*\*\*.

\*Technical Report : Describe mainly result and achievement of research work in Japan.

\*\*Research Proposal : Describe research plan after go back to home country (situation of the respective country in the field of forest products research should be considered in this report)

\*\*\*Further information about those above mentioned report will be explained by JICA In the first week of this training course.

## II. Description

1. Title (J-No.): Research on Forest Environment and Resources (J0900917)  
 \*Sub-Course in JFY2009: Forest Products Research

2. Period of program

Duration of whole program: July 2009 to November 2009

(1) Preliminary Phase: July 2009 to August 2009  
 (in a participant's home country)

(2) Core Phase in Japan: August 26 to November 21, 2009

3. Target Regions or Countries:

Cambodia, Viet Nam, Sri Lanka, Kenya, Ghana, India and Uruguay

4. Eligible / Target Organization :

This program is designed for a public research institute, university in the field of forest products research.

5. Total Number of Participants :

Five (5) participants will be selected from Cambodia, Viet Nam, Sri Lanka, Kenya, Ghana, India and Uruguay.

6. Language to be used in this project : English

7. Program Objective:

This program aims to upgrade knowledge and skills of researchers in the field of Forest Function Research, Forestry Research, and Forest Products Research.

8. Overall Goal:

The level of forest research is advanced in respective countries.

9. 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> (July 2009 to August 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Outputs	Activities
Discussion on the contents of the individual research work.	Discussion on the contents of the individual research work based on the research proposal with prospective host-researchers of the training institution (FFPRI) by E-mail or FAX.

<b>(2) Core Phase in Japan</b> (August 26, 2009 to November 21, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Output	Subjects/Agendas	Methodology
1) Participants master basic methods of forest products research through experiment, practice, analysis, discussion and report writing.	1)-1 General orientation and lectures on FFPRI.(first week) 1)-2 Research-oriented laboratory work under the advice of the host-researchers. (second to last week) 1)-3 Presentation and Discussion (3times)	Lecture Individual laboratory research work (discussion, instruction, textbook reference, meeting, experiment) presentation
2) Participants will be able to explain the world's research trend and the practical application in the field of engaging.	2)-1 Research –oriented laboratory work under the advice of the host-researchers. (second to last week) 2)-2 Group Study Tour (once) 2)-3 Field Research (individually) (*depend on the laboratory) 2)-4 Academic conference attendance (once)	Individual laboratory research work (discussion, advice, text book reference, ) on-site visitation poster or oral presentation at conference
3) Participants will make a Technical Report as a result of the technical training in Japan	3),4)-1 Research –oriented laboratory work under the advice of the host-researchers. (second to last week)	Individual laboratory research work (discussion, instruction, textbook reference, meeting)
4) Participants will formulate research proposal based on the inception report and obtained knowledge and skills from this training course.	3),4)-2 Effective way of Report writing (one day) 3),4)-3 Presentation and Discussion (3times)	presentation

\*necessary equipments are prepared and available to use for participants at each laboratory.

\*\*participants will be engaged research at laboratory under the guidance of host-researcher of FFPRI.

## <Structure of the program>

**Overall Goal:** The level of forest research is advanced in respective countries

**Program Objective:** This program aims to upgrade knowledge and skills of researchers in the field of Forest Function Research, Forestry Research, and Forest Products Research

### 2<sup>nd</sup> Step

#### Output 3

To make a Technical Report as a result of the technical training in Japan

-activities-

- Technical Report

#### Output 4

To formulate research proposal based on the inception report and obtained knowledge and skills from this training course.

-activities-

- Research Proposal

### 1<sup>st</sup> Step

#### Output 1

To master basic methods of forest products research through experiment, practice, analysis, discussion and report writing.

-activities-

- General Lecture / / Group Work and Discussion / Laboratory work (individual research)

#### Output 2

To be able to explain the world's research trend and the practical application in the field of engaging.

-activities-

- Laboratory work (individual work)
- Group Study Tour
- Field Research

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

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

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

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

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

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

- 1) Current Duties: Research scientists in the field of forest function research and forestry research in public research institutes, universities
- 2) Experience in the relevant field: have a minimum of three (3) years of researching experience on the topic that the applicant has selected for individual research
- 3) Educational Background: university graduate or equivalent qualification
- 4) Language: be proficient in spoken and written English; have a score over 500 points of TOEFL or its equivalent
  - \* *Since this training program is completely research-oriented and based on the laboratory work under the advice of the host-researchers, participants are required to communicate in English with Japanese researchers.*
- 5) Computer skill: be proficient in MS Word, Excel and Power Point
- 6) Age: be less than forty (40) years of age in principle
- 7) 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 ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
- 8) Must not be serving any form of military service.



### 3. Required Documents for Application

(1) **Application Form:** Regarding the Format of Application Form, please make contact with the respective country's JICA office.

(2) **Inception Report:** to be submitted with the Application Form. Fill in ANNEX- III of this General Information, and submit it along with the Application Form.

*Applicants are requested to submit the Inception Report on the present situation in their respective fields of study and interest in his/her own country. The Inception Report should be typed on A4-sized paper with the format indicated in the ANNEX- III and should contain all the items shown in the ANNEX- III.*

\*Inception Report will be used for screening the applicants. The Application Form without the Inception Report will be rejected.

(3) **Research Proposal (for this training):** to be submitted with the Application Form. Fill in ANNEX-IV of this General Information, and submit it along with the Application Form.

*Applicants should select up to three (3) subjects on the list in the ANNEX-II, list them in order of priority in the Research Proposal (for this training) attached as the ANNEX-IV and submit it with the Application Form. The Research Proposal should be typed on A4-sized paper with the format indicated in the ANNEX-IV. It is requested to make a clear and detailed research proposal of each of selected subjects listed in the ANNEX-II in not less than 400 words.*

\*The proposal will be used for screening the applicants and also for an assignment to laboratory for selected candidates. The Application Form without the proposals will be rejected.

(4) **Nominee's English Score Sheet:** to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

### 4. Procedure for Application and Selection:

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

Closing date for application to the JICA Center in JAPAN: June 30, 2009.

**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.*

Remarks:

- (1) After the training institution, FFPRI receives the Application Forms, Inception Reports and Research Proposal (for this training) through JICA, prospective host-researchers of FFPRI may contact the applicants by E-mail or FAX to obtain additional information and confirm the details of individual research works for the screening processes. This communication will avoid any misunderstandings on the contents of individual research works between the applicants and host-researchers.
- (2) Applicants may not always be allotted the subject of their first priority.

**(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 July 24, 2009.**

Remarks:

**Selected candidates are strongly encouraged to make a contact with notified laboratory instructors using E-mail, FAX or other means.** As the duration of the training in Japan is limited and there is no extension, pre-contact is regarded as extremely important step in the research work. Pre-contact allows you to prepare for the training and best utilize the time given in Japan.

**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,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

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

### **1. Organizer:**

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. KASHIWAGI Shohei (Program Officer) [tbictpp@jica.go.jp](mailto:tbictpp@jica.go.jp)

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

(1) **Name:** Forestry and Forest Products Research Institute (FFPRI),  
an Incorporated Administrative Agency

(2) **Contact:** [kyoryoku01@ffpri.affrc.go.jp](mailto:kyoryoku01@ffpri.affrc.go.jp)

(3) **URL:** <http://www.ffpri.affrc.go.jp>

(4) **Remark:** Headquarters

Address: 1 Matsu-no-sato, Tsukuba-shi, Ibaraki-ken, 305-8687, Japan

Phone: +81-29-829-8136, Fax: +81-29-873-1541

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

### **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 Tsukuba International Center (JICA TSUKUBA)

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

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

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

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

#### Remarks:

The place of accommodation may differ according to the individual research subject selected by each participant.

### **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.

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

### ***COURSE CURRICULUM (Core Phase in Japan)***

#### **1. Curriculum**

	<b>Programme</b>	<b>Place</b>	<b>Number of Day</b>
1	Course Orientation	Headquarters	1
2	General Lecture on Forestry Research	Headquarters	4
3	Inception Report Presentation	Headquarters	1
4	Group Study Tour	Under Planning	4
5	Group Work and Group Discussion	Under Planning	2
6	Individual Research Training (Including some Field Researches)	Headquarters	40
7	Preparation for Technical Report and Research Proposal (for your country)	Headquarters	3
8	Presentation for Technical Report and Research Proposal (for your country)	Headquarters	1

\*The curriculum may be subject to minor changes.

#### **2. Methodology of Individual Research Training**

The training course is completely research-oriented and based on the laboratory work under the advice of the host-researchers in FFPRI.

There are 22 subjects prepared for Individual Research Training. Refer to ANNEX-II for details. Participants will be allotted with one (1) subject among three (3) prioritized subjects of her/his choice. Participants will be stationed in relevant laboratory respectively, and are expected to do individual research by their own creativity and responsibility through on-the-job training.

#### **3. Report Writing and Oral Presentation**

##### **(1) Inception Report**

- 1) The Inception Report should be submitted with Application Form.
- 2) The Inception Report describes the present situation in their respective fields of study and interest in his/her own country, using the format indicated in the ANNEX-III and should contain all the items shown in the ANNEX-III.
- 3) At the beginning of this training program in Japan, each participant is requested to make an oral presentation of the Inception Report for 20-25 min. in order to share the information of each country.

## **(2) Technical Report**

- 1) The Technical Report must be prepared at the end of the training program in Japan, presented at the presentation session and submitted to FFPRI and JICA.
- 2) The Technical Report is a paper on the result of Individual Research Training.

## **(3) Research Proposal (for your country)**

- 1) The Research Proposal (for your country) must be prepared at the end of the training program in Japan, presented at the presentation session and submitted to FFPRI and JICA.
- 2) The Research Proposal (for your country) is a paper on how the research subject will be evolved in their respective organizations and will contribute for solving the issue in the field of forest research in their countries.

\* At the end of this training program in Japan, each participant is requested to make an oral presentation of the Technical Report and Research Proposal (for your country) for 20-25 min. in order to disseminate the result of the training in Japan .

## **VII. ANNEX-II:**

### ***SUBJECTS FOR INDIVIDUAL RESEARCH TRAINING***

The followings are the 22 subjects for Individual Research Training (40 days).

#### **Before selection**

Each applicant is requested to select up to three (3) subjects on the list in this ANNEX-II, list them in order of priority in the Application Form for Individual Research Training attached as the ANNEX-IV and submit it with the Application Form. FFPRI and JICA will decide one final subject for selected applicants and inform them in advance.

Should applicants require further details on the subjects, they may directly contact instructors in FFPRI using correspondence below (preferably by E-mail).

#### **Only selected applicants**

First contact for further information must be to FFPRI International Research Cooperation Section to show your concern to this course.

#### **Notes:**

- 1: E-mail "kyoryoku01@ffpri.affrc.go.jp"
- 2: Fax number is +81-29-873-1541
- 3: Please write a course name and J-number (J0900917) with title.

No	SUBJECT	Contents of training	INSTRUCTOR
1	Structural analysis of cell wall polysaccharides by gas chromatography, gas chromatography-mass spectrometry and liquid-chromatography	1) To learn how to determine sugar contents and sugar structure in plant cell walls using GC and GC-MS and LC.	Dr. Tadashi ISHII Head, Wood Plant Biochemistry Laboratory
2	Chemical characterization of wood extractives	1) Extraction, isolation and characterization of wood extractives 2) Structural analysis of wood extractives.	Dr. Tatsuro OHIRA Head, Wood Extractive Laboratory
3	Cellulosic film formation and characterization	1) Preparation of the films by various methods 2) Structural analyses by X-ray diffraction	Dr. Koichi KAKEGAWA Head, Polysaccharide Chemistry Laboratory

4	Characterization of adhesives	1) Lecture on wood adhesives in Japan. 2) Practice of synthesis and characterize wood adhesives.	Dr. Shin-ichiro TOHMURA Team leader, Wood Adhesives
5	Bonding technique and evaluation	1) Practice of evaluation of bond quality and VOC emission of wood panels.	Dr. Akio INOUE Head, Adhesion and Glue Laminating Laboratory
6	Manufacturing and evaluation of structural composite lumber	1) Lecture on structural composite lumber in Japan 2) Practice at manufacturing and evaluating of structural composite lumber	Mr. Atsushi MIYATAKE Team leader, Structural Composite Lumber
7	Development and evaluation of wood-based panels	1) Lecture on wood-based panels in Japan 2) Practice at evaluating properties of wood-based panels	Dr. Tatsuya SHIBUSAWA Head, Composite Products Laboratory
8	Improvement of permeability of wood by supercritical fluid	1) Treatment of wood by supercritical CO <sub>2</sub>	Dr. Makoto KIGUCHI Head, Chemical Processing Laboratory
9	Evaluation of combustibility of wooden materials and fire-retardant treatment for wood	1) Fire test by cone calorimeter (ISO 5660-1) Impregnation of fire-retardant	Dr. Toshiro HARADA Head, Wood Protection Laboratory
10	Evaluation of weatherability of natural and surface-treated wood	1) Accelerated weathering test by weather meter	Dr. Yutaka KATAOKA Team Leader, Surface Degradation and Protection
11	Evaluation of biological resistance of natural and treated wood	1) Estimation of durability against decay and termites.	Dr. Ikuo MOMOHARA Team Leader, Advanced Decay Control
12	Tree ring analysis	1) Measurement of tree-ring width and soft x-ray densitometry	Dr. Takeshi FUJIWARA Head, Wood Anatomy and Quality Laboratory
13	Wood properties of Japanese soft wood	1) Measurement of density, wood shrinkage and swelling	
14	Measurement of visco-elastic properties of wood by vibration test	1) Measurement of dynamic elastic constant, dielectric constant	Dr. Youki SUZUKI Head, Wood Physics Laboratory



15	Wood anatomy and wood identification	1) Study of microscopic techniques, observation of wood structure, wood identification, and management of wood specimens and the database.	Dr. Shuichi NOSHIRO Team Leader, Hardwood Identification Database
16	Bandsaw filing, maintenance of sawing machines, and sawing technology	1) Theory and practice of bandsaw filing and maintenance of sawing machines. 2) Sawing yield or property test with a bandmill.	Dr. Kohji MURATA Head, Sawmilling and Machining Laboratory
17	Wood drying process and wood waste utilization	1) Theory and practice of how to dry timber efficiently. 2) Theory and practice of how to make wood pellet from the wood waste.	Mr. Shuetsu SAITO Head, Wood Drying Laboratory
18	Systematization technologies in wood processing	1) How to systematize wood drying process.	Dr. Isao KOBAYASHI Team Leader, Systematization technology
19	Evaluation of connecting performance of wood joints and fasteners	1) Practical study in strength, function and other aspects.	Dr. Masahiko KARUBE Team Leader, Joint Efficiency Evaluation
20	Evaluation of physical comfort in the environment of dwellings built and furnished with wood	1) Objective and subjective evaluation of floor impact sounds from wood framed structures	Mr. Takeshi MORIKAWA Senior Researcher, Structures and Dwelling Physics Laboratory
21	Evaluation of timber as structural members	1) Full-size testing for mechanical properties of timber	Mr. Hirofumi NAGAO Head, Strength Performance of Timber laboratory
22	Evaluation of structural performance of timber structures	1) Testing and analysis for evaluation of structural performance of timber structures	Mr. Ken-ichi SUGIMOTO Team Leader, Structure Efficiency Evaluation

## **VIII. ANNEX-III:**

*(To be submitted with Application Form)*

### ***INCEPTION REPORT***

- (1) Name of Training Course
- (2) Name of Participant
- (3) Organization and your position  
\*Please attach the organization chart and indicate your present position on the chart
- (4) Subject of Research (**Only related filed in your laboratory**)
  - 1) Present statistics on forestry research
    - a) Forest area
    - b) Growing stock
    - c) Man-made forest area
    - d) Harvesting volume
    - e) Timber supply and demand
    - f) Forest products utilization
  - 2) Present situation of forest research administration
    - a) Organization
    - b) Staff (name, number, etc.)
  - 3) Subjects and trend of research
- (5) Major problems or constraints that hinder development of forestry research in your country

#### **Note:**

\*Should be typed on A4-sized paper.

**\*Application Form without the Inception Report will be rejected.**

\*At the beginning of this training program, each participant is requested to make an oral presentation of the Inception Report and Research Proposal (for this training) for 20-25 min.

\*It is advisable that participants prepare visual materials such as transparencies, slides, or computer-aided presentation format (Microsoft Power Point etc.) **before departure** from their respective countries.

## **IX. ANNEX-IV:**

*(To be submitted with Application Form)*

### **RESEARCH PROPOSAL (for this training)**

- 1). Name of Applicant (as in your Passport; underline your Family Name)
- 2). Name of Country
- 3). Contact address (E-mail address, Fax number, etc.)

\*Host-researchers **may make a direct inquiry to applicants** about this form by E-mail or FAX during the screening process.

- 4). Number and Name of the Subject selected from ANNEX-II in order of priority

Priority	Number of the Subject	Name of the Subject
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		

- 5). Detailed Description of the research proposal for the selected subject (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)

*Applicants are requested to describe **problems relevant to these subjects** in their countries and the **reason for their selection**. It should be **typed on A4-size paper and not less than 400 words for each selected topic**.*

*Prospective host researchers of FFPRI may contact applicants by E-mail or FAX to obtain additional information and confirm the details of individual research works for the screening processes. This communication will avoid any misunderstandings on the contents of the individual research between applicants and the host-researchers.*

- 6). Research activities that you have done during the past three (3) years
- 7). Major Publications --- Please attach the abstract of the publication or essay to this form
- 8). Detailed description of the research works that you are carrying out at present

#### **Note:**

\*Should be typed on A4-sized paper.

**\*Application Form without the Research Proposal (for this training) will be rejected.**

\*After the selection of the candidate, the selected person must have contact to the host-researcher.

(Host-researcher will ask participant to submit more detailed information about your research proposal. Detail will be informed to the selected person after the selection.)

## **X. ANNEX-V:**

### **Supplement: *Research Departments of***

### ***Forestry and Forest Products Research Institute (FFPRI)***

FFPRI has 22 research departments in the headquarters and 3 research departments in the FTBC.

<b>Headquarters</b>			
Plant Ecology	Forest Vegetation	Forest Site Environment	Soil & Water Conservation
Meteorological Environment	Forest Microbiology	Forest Entomology	Wildlife Biology
Forest Genetics	Molecular & Cell Biology	Biomass Chemistry	Applied Microbiology
Forest Engineering	Wood-based Materials	Wood Improvement	Wood Properties
Wood Processing	Wood Engineering	Forest Management	Forest Policy & Economics
International Partnership	Climate Change		
<b>Forest Tree Breeding Center (FTBC)</b>			
Breeding	Genetic Resources	International Cooperation	

Among the 22 research departments of **Headquarters**, Biomass Chemistry, Wood-based Materials, Wood Improvement, Wood Properties, Wood Processing, and Wood Engineering are in charge of the ***Forest Products Research Sub-Course***, 2009.

#### **1. Department of Biomass Chemistry**

The research conducted in this department is aimed at development of chemical and biochemical technologies for the utilization of wooden biomass resources and elucidation of features and functions of wooden resources.

##### 1. Team Leader (Chemical recycling)

The researches of the team are to facilitate total chemical utilization of recycled wood components.

##### 2. Team Leader (Plant Glycobiology)

Research works of the team are to study chemical structure, biosynthesis and functions of cell wall polysaccharides during plant growth.

### 3. Wood Extractives Laboratory

Research works of the laboratory are to study chemical characteristics of wood extractives and their useful function. Developing advanced utilizations of these compounds is also targeted.

### 4. Polysaccharides Chemistry Laboratory

Research works of the laboratory are to study structures and metabolism of plant cell wall polysaccharides and to develop useful materials from woody plant.

### 5. Wood Chemistry Laboratory

The researches of the laboratory are to characterize the structures and reactions of the main chemical components of wood and to develop the environmentally friendly technologies for more efficient separation, conversion and utilization of wood components.

## **2. Department of Wood-based Materials**

The researches of the department are to develop and evaluate wood-based materials, adhesives and adhesion.

### 1. Team Leader (Structural Composite Lumber)

The researches of the team are to develop and evaluate structural composite lumber.

### 2. Team Leader (Wood Adhesion)

The researches of the team are to develop the safer wood adhesives and adhesion systems.

### 3. Adhesion and Glue Laminating Laboratory

The researches of the laboratory are to execute the improvement of wood adhesives and bonding technique for composite materials, and the evaluation of bonding properties and bond durability for wood-based materials.

### 4. Composite Products Laboratory

The researches of the laboratory are to develop and evaluate the wood-based composite products.

## **3. Department of Wood Improvement**

The researches of the department are to investigate high-performance wood, preservative treatment of wood and fire-retarding treatment.

### 1. Team Leader (Surface Degradation and Protection)

The researches of the team leader are to investigate surface degradation control of wood by chemical and physical treatments.

### 2. Team Leader (Advanced Decay Control)

The researches of the team leader are to investigate decay control of wood by chemical and physical treatments.

### 3. Chemical Processing Laboratory

The researches of the laboratory are to investigate high-performance wood by chemical processing techniques and to enhance and evaluate wood material properties, usability and accessibility for people with a wide range of abilities and disabilities.

#### 4. Wood Protection Laboratory

The researches of the laboratory are to investigate the durability of wood, and to evaluate fire-retarding, biological degradation and insect resistance.

#### **4. Department of Wood Properties**

The researches of the department are to study wood anatomy, wood ultrastructure, wood formation, wood properties, physical characteristics of wood such as rheological ones, evaluation methods of wood properties and for the construction of database system for Japanese hardwood identification.

##### 1. Team Leader (Wood Identification)

The researches of the team are to study for the construction of database system for Japanese hardwood identification.

##### 2. Wood Anatomy and Quality Laboratory

The researches of the laboratory are to investigate wood anatomy, wood ultrastructure, wood formation and wood properties.

##### 3. Wood Physics Laboratory

The researches of the laboratory are to study physical characteristics of wood such as rheological ones and evaluation methods of wood properties.

#### **5. Department of Wood Processing**

The research conducted in this department is aimed at sophisticating the wood machining technologies and developing the efficient drying technologies of wood.

##### 1. Team Leader (Systematization)

Research is aimed at systematizing the wood processing.

##### 2. Sawmilling and Machining Laboratory

Research is aimed at improving the sawing and cutting machines of wood and wood based materials, improving the wood machining technologies and enhancing the quality of machined products.

##### 3. Wood Drying Laboratory

Research is aimed at developing the efficient drying technologies of wood, improving the drying facilities, enhancing the drying performance, assessing the quality of dried wood and developing the system of wood waste utilization as an energy source.

#### **6. Department of Wood Engineering**

Studies for improving the structural safety and dwelling comfort of residential timber buildings and other timber structures are conducted.

##### 1. Team Leader (Joint Efficiency Evaluation)

Studies on connecting performance, function and evaluation of various wooden joints are conducted.

##### 2. Team Leader (Non-Destructive Evaluation)

Studies on non-destructive evaluation of wooden constructions and their components are

conducted.

### 3. Engineered Timber and Joints Laboratory

Studies on the strength properties of various wood-based materials and timber joints are conducted. Their proper evaluation methods on the basis of strength model are developed.

### 4. Structures and Dwelling Physics Laboratory

Studies for improving both the structural safety and the dwelling comfort of wooden buildings and structures are conducted.

## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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





***CORRESPONDENCE***

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

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

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

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

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

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

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

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

Official application and Parts A and B 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)

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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)**

J	0		-						
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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.

( _____ )
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*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?

( ) 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?**

--

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: