

No.34/40/2011-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 13th July 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in **Promotion of Satoyama Initiative : Biodiversity Conservation and Community Development through the Sustainable Management of Natural Resources** to be held in Japan from 10th October 2011 to 12th November 2011 (Core Phase).

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from September 2011 to February 2012, Out of this, the Core Phase, from 10/10/2011 to 12/11/2011, will be held in Japan. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (**pcersmin.nic.in**).

2. The Training course is designed for national / local governmental agencies and other organizations related to nature conservation and rural development. It aims to assist participants to make plans for rural development in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion.

3. The Candidate should be Central or local governmental officer or management staff of public organization, who are in charge of planning and implementing the rural development and nature conservation or be staff or researcher from other institutions related to rural development and nature conservation; be proficient at written and spoken English; be university graduates or have equivalent technical qualifications in this field and have sufficient knowledge and 5-10 years of working experience in the field of rural development and nature conservation; not be over forty five years of age; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 54/GT-CP/2011 dated 11th July 2011. The Ministry/State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries. It may also be noted that, once selected, if the candidate, withdraws his/her candidature, he/she will attract debarment from future trainings as per the extant rules.

.....Contd.

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

7. The applications should reach this Department through the Administrative Ministry/State Governments not **later than 26th August 2011**. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)
Desk Officer

Ph. No: 011- 23092694
e-mail: doeof@nic.in

1. The secretary, Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi.
3. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S.No. 1(R)

Japan International Cooperation Agency
(Government of Japan)

No 54/GT-CP/2011

11th July, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Promotion of Satoyama Initiative: Biodiversity conservation and Community Development through the Sustainable Management of Natural Resources will be held in Japan from 10th October, 2011 to 12th November, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 31st August, 2011:-

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

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

It is further informed that 15 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,

(Signature)
for (Hiroshi Suzuki)
Senior Representative

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

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2011-07-11
2011/07/11
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(Signature)
12/07/2011
M.V. Shinde

TRAINING AND DIALOGUE PROGRAMS



GENERAL INFORMATION ON
Promotion of SATOYAMA Initiative: Biodiversity conservation and
community development through the sustainable management of natural
resources

集団研修「持続可能な自然資源管理による生物多様性保全と地域振興～
「SATOYAMA イニシアティブ」の推進～」

JFY 2011

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

NO. J1100878/ ID1180138

From September 2011 to February 2012

Phases in Japan : From October 10, 2011 to November 12, 2011

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

I. Concept

Background

At the Tenth Meeting of the Convention on Biological Diversity in October 2010, Japanese government proposed the SATOYAMA Initiative¹ as an international model of natural resources management in human-influenced natural environments.

These human-influenced natural areas called Satoyama² in Japan are located all parts of the world. Recently sustainable use of natural resources is tendency to be lost in Satoyama, it causes negative impact to biodiversity.

To prevent biodiversity loss, it is important to use natural resources in sustainable way, not only to conserve primeval nature environments by setting protected area.

Environmental degradation is progressing through excessive use of natural resources by a population explosion in developing countries which many people depend on natural resources for their livelihood. A vicious cycle of poverty and environmental degradation disrupts the ecosystem services necessary for their livelihoods.

In Japan, also Satoyama is threatened due to urbanization, industrialization and rural population decrease. And so many approaches for nature conservation and rural development are conducted in various places.

This course will be conducted so as to contribute to the rural development from the viewpoint of the reconciliation between nature conservation and livelihood promotion by sharing experience and knowledge gained from Japanese approaches and present state of Satoyama in developing countries.

For what?

Participants will learn the cases of natural resource management of Satoyama in Japan and other parts of the world to make the plan for the rural development in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion.

For whom?

- 1) Central or local governmental officers or management staffs of public organizations who are in charge of planning and implementing the rural development and nature conservation
- 2) Staffs or researchers from NGO or other institutions related to rural development and nature conservation

How?

¹ SATOYAMA Initiative aims to develop and propose a model of sustainable management of natural resources by collecting and analyzing knowledge and cases in Japan and other parts of the world concerning natural resource management and sustainable human well-being development in rural communities.

² Satoyama is the area as village, farmland, and adjacent wood and grassland that have been formed and maintained through long-term human influence.

- 1) Lectures for basic understanding of Satoyama, SATOYAMA Initiative and related policies
- 2) Learning the cases of natural resource management through observation and practice
- 3) Preparation and presentation of action plan for the rural development in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion

II. Description

1. Title:

Promotion of SATOYAMA Initiative: Biodiversity conservation and community development through the sustainable management of natural resources

2. Period of program

Duration of whole program: September 2011 to February 2012

Preliminary Phase: September 2011 to October 2010
(in a participant's home country)

Core Phase in Japan: October 10, 2011 to November 12, 2011

Finalization Phase: November 2011 to February 2012
(in a participant's home country)

3. Target Region or Country:

Indonesia, China, India, Nepal, Ethiopia, Malawi, Philippines, Iran, Mexico, Democratic Republic of Congo

4. Overall Goal:

The concept and case examples for the reconciliation between biodiversity conservation and sustainable use of natural resources will be shared among the people concerned in each of participant's country, and rural development plan harmonizing nature conservation and livelihood promotion will be implemented accordingly.

5. Objective:

Learning from case examples of biodiversity conservation and sustainable use of natural resources with broad participation of stakeholders in Satoyama in Japan, participants will make use of the course for rural development in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion.

6. Eligible / Target Organization:

National / local governmental agencies and other organizations (NGO, Research Institution etc.) related to nature conservation and rural development

7. Total Number of Participants: 15 participants

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:

(1) Preliminary Phase in a participant's home country (September 2011 to October 2011)	
Participating organizations are required to prepare for the Program in the respective countries.	
Modules	Activities
Country Report	Submission of the Country Report with Application form (by August 31, 2011) (See the ANNEX 1) Preparation of the presentation on the Country Report before arrival in Japan

(2) Core Phase in Japan (October 10, 2011 to November 12, 2011)		
Participants dispatched by the organizations attend the Program in Japan.		
Expected Module Outputs	Program	Method
(1) Basic understanding of Satoyama, SATOYAMA Initiative and related policy	<ul style="list-style-type: none"> ✓ SATOYAMA Initiative ✓ National Biodiversity Strategy ✓ Ishikawa Prefectural Biodiversity Strategy ✓ Policy of Satoyama and Satoumi (Land and Sea) conservation use in Ishikawa Pref. 	Lecture
(2) Understanding of concept and information sharing related conservation and use of biodiversity in Satoyama	<ul style="list-style-type: none"> ✓ Sub-global Assessment of Satoyama and Satoumi³ ✓ Local Nature resources management ✓ Nature school ✓ Activities of the project of Kanazawa university ✓ Nanao Bay Satoumi Revitalization Project 	Lecture/ Observation
(3) Understanding of rural development through the sustainable use of natural resources	<ul style="list-style-type: none"> ✓ Nature resource management in Satoyama and Satoumi ✓ Rural development project in Harmony with nature ✓ Training of leading figure for rural area ✓ Model landscape of Satoyama ✓ Town promotion by cycle of local resources 	Lecture/ Observation

³ Satoumi is the area which includes marine and coastal ecosystems and has similar functions and interactive mechanisms to Satoyama.

(4) Mastery of the method of use of natural resources in business	<ul style="list-style-type: none"> ✓ Business development based on resources in Satoyama ✓ Agro-forestry/Ecotourism 	Lecture/ Case study
(5) Understanding of conservation and sustainable use of natural resources deep-rooted indigenous traditional culture	<ul style="list-style-type: none"> ✓ Wise use of rural resources ✓ Conservation and use of traditional culture 	Case study/ Observation
(6) Understanding concept of policy related to the tax burden for ecosystem services from satoyama in urban area	<ul style="list-style-type: none"> ✓ Development of forestry activities by use of forest environment tax ✓ Forestry activity of the upper area of Tedor river 	Lecture/ Observation
(7) Presentation at the symposium, sharing of knowledge and experience in Japan and other countries, presentation of action plan ⁴	<ul style="list-style-type: none"> ✓ Presentation of country report ✓ Attendance at the symposium ✓ Preparation and presentation of action plan 	Practice

(3)Finalization Phase in a participant's home country (November 2011 – February 2012) Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.	
Expected Module Outputs	Program
To report the action plan formulated in Japan at respective organizations, and the report will be accepted in the organizations.	(1) Report the results of the training in respective organizations (2) Share and discuss the action plan in respective organizations (3) Modify the action plan

⁴ Action Plan: The Plan which describes what participants do for the rural development in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion based on the knowledge and experience gained from the Course.
Action Plan should be worked out in the manner that it should be actually implemented back home as your training results. It is recommended that participants bring some relevant information in electronic form, such as figures, data, pictures and maps to prepare the action plan.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Qualifications of applicant:

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

(1) Essential Qualifications

Applicants should;

- 1) be nominated by their governments in accordance with the procedures mentioned in section III-4,
- 2) Current Duties: 1) Central or local governmental officers or management staffs of public organizations who are in charge of planning and implementing the rural development and nature conservation or 2) Staffs or researchers from NGO or other institutions related to rural development and nature conservation,
- 3) have sufficient command of discussing and making presentation in English, (Note: Sufficient English ability is necessary as many participants in the past had difficulties of making progress due to the lack of English proficiency.)
- 4) be university graduates or have equivalent technical qualifications in this field, and have sufficient knowledge and 5-10 years of working experience in the field of rural development and nature conservation,
- 5) not be over forty (45) years of age in principle,
- 6) not be serving in the military, and
- 7) be in good health, both physically and mentally, to undergo the program.

Note: This program includes many field visits and field works. Also this program includes several practices outside JICA Hokuriku, which may be a

heavy burden to a pregnant woman. Therefore pregnancy could be regarded as the condition of disqualification.

(2) Recommendable Qualification

It is recommended that applicants;

- 1) be engaged in Japanese ODA projects

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective countries' JICA offices or the Embassies of Japan.

(2) **Country Report:** To be submitted with the application form (See the Annex 1)

4. Procedure for Application and Selection

(1) Submission of the Application Form:

Closing date for application of the JICA Hokuriku in JAPAN: **by August 31, 2011**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective countries' JICA offices or Embassies of Japan shall conduct screenings, and send the documents to the JICA Hokuriku. Selection shall be made by JICA Hokuriku 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 countries' JICA offices or Embassies of Japan to the respective Governments by **no later than September 7, 2011.**

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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training

expenditure depending on the severity of said violation.

- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in the whole program including the preliminary phase described in section II-9, prior to the program in Japan. Applying organizations are expected to carry out the actions in the finalization phase after the participants return back as described in section II-9.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA HOKURIKU

2. Expected Implementing Partner:

(1) **Name:** Japan Wildlife Research Center (JWRC)

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

(3) **Remark:** The mission of JWRC is to conduct scientific and policy researches for symbiotic relationship between human society and nature.

3. Travel to Japan:

Air Ticket:

(1) 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 is 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:

Hotels in Kanazawa city and other suburb cities

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information:

1. Wear

It is recommended for participants to bring the wear for early winter referring the temperature table below.

And please bring formal wear for ceremony. It depends on you whether you bring ethnic costume or suits as formal wear.

2. Climate in Kanazawa

MONTHLY AVERAGES												
Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Average Temperature (C)	3.7	3.6	6.5	12.2	16.9	20.9	25.1	26.6	22.2	16.7	11.3	6.5
Highs (C)	6.8	6.7	10.5	16.6	21.4	24.5	28.7	30.4	26	21	15.3	10
Lows (C)	0.8	0.6	2.7	7.9	12.6	17.7	22.2	23.1	19	13	7.4	3.2
Precipitation (mm)	266	184	153	143	154	193	226	164	241	188	267	287

* 0 C = 32F (F = 9/5C+32) --- 10 C = 50 F --- 20 C = 68 F --- 30 C = 86 F

VI. ANNEX 1:

Promotion of SATOYAMA Initiative: Biodiversity conservation and rural development through the sustainable management of natural resources

Country Report (JFY 2011)

All nominees are required to formulate a Country Report on the following issues and submit it to the respective countries' JICA offices (or Embassies of Japan) with the Application form **by August 31, 2011**.

NOTE:

- ✓ The report should be 3 to 5 pages in length and typewritten in A4 sized paper with Times New Roman or similar fonts (12 point), single-space, page numbering at the bottom. Any supporting documents, statistical data, tables and figures could be annexed.
- ✓ Each participant is expected to give a **10 minutes presentation** on the Country Report. So you are expected to prepare for the presentation before coming to Japan.
- ✓ Visual presentation with many graphs, figures and pictures is highly appreciated, especially using Microsoft PowerPoint. Please save the data in CD or USB flash memory and we recommend to bring printed version of the presentation to Japan in case of any mechanical problem.

1. Introduction

- (1) Name of the nominee
- (2) Name of the country
- (3) Name of nominee's organization
- (4) Address
- (5) Tel/Fax/E-mail

2. Country Information

- (1) Geographic location & area of country
- (2) Weather, demography and socio-economical condition

3. Organization information

- (1) Organization Chart (indicating the position you hold)
- (2) Mandate of your organization/department/division
- (3) Outline of your duty
- (4) Practical experience

3. Situation Information

- (1) Current state of nature resources management in your country/organization
- (2) Current approach for rural development from the viewpoint of the reconciliation

- between nature conservation and livelihood promotion in your country/organization
- (2) Issues and problems your organization is currently facing
 - (3) Your personal vision on how to improve the situation

* Reference: Many case studies in SATOYAMA are introduced in Satoyama initiative website by United Nation University.
<http://satoyama-initiative.org/>

VII. ANNEX 2:**Training Schedule**

Schedule is tentative

No.	Date	Day	Time	PLG	Program	Implementing Organization/Location	Location
First Week							
1	10-Oct	Mon	a.m. p.m.	- -	Arrival at Osaka	JICA Osaka	Osaka
2	11-Oct	Tue	a.m. p.m.	L	Briefing		
3	12-Oct	Wed	a.m.	L	Orientation on Japan	JICA Osaka	Kanazawa
			p.m.	L	Transfer from Osaka city to Kanazawa city		
4	13-Oct	Thu	a.m.	L	Program orientation/ Opening	JICA Hokuriku	Kanazawa
			p.m.	L	JICA Project related to this course	JICA Hokuriku	
5	14-Oct	Fri	a.m. p.m.	-	Presentation of Country report	JWRC	Kanazawa
6	15-Oct	Sat			Day off		Kanazawa
7	16-Oct	Sun			Day off		Kanazawa
Second Week							
8	17-Oct	Mon			Introduction on Rural area of Japan(Satoyama) and the world rural area Policy and vision on Satoyama, Preservation of Natural Resources		Kanazawa
9	18-Oct	Tue					Kanazawa
10	19-Oct	Wed			Participants will have common understandings and information by having lecture, field visit and discussion among participants and people concerned. And participants will analyze the situation of own county and own region by logical way.		Kanazawa
11	20-Oct	Thu					Kanazawa
12	21-Oct	Fri					Kanazawa
13	22-Oct	Sat			Day off		Kanazawa
14	23-Oct	Sun			Day off Moving to Noto Peninsula		Noto
Third Week							
15	24-Oct	Mon			Noto is authorized as Globally Important Agriculture Heritage system in 2011. Noto is the one of the most famous place of Satoyama. In this week participants visit various field in Noto and learn the way of management of the field with the consideration of nature and regional tradition. And participants will have a communication with local people though the program.		Noto
16	25-Oct	Tue					Noto
17	26-Oct	Wed					Noto
18	27-Oct	Thu					Noto
19	28-Oct	Fri					Noto
20	29-Oct	Sat			Day off Moving to Kanazawa		Kanazawa
21	30-Oct	Sun			Day off		Kanazawa

Fourth Week				
22	31-Oct	Mon	Ishikawa Prefecture is faced to ocean at Northern side and there are mountains at southern side. Agriculture (rice paddy) is very active in plain area. This week participants visit the mountain area and some river area, there participants learn wise use of natural resources and the relationship between people and nature. Eco tourism is also introduced this week.	Kanazawa
23	1-Nov	Tue		Kanazawa
24	2-Nov	Wed		Kanazawa
25	3-Nov	Thu		Kanazawa
26	4-Nov	Fri		Kanazawa
27	5-Nov	Sat	Day off	Kanazawa
28	6-Novt	Sun	Day off	Kanazawa
Fifth Week				
15	7-Nov	Mon	Each participant will formulate action plan in logical way on the basis of analysis on second week and experience of the program.	Kanazawa
16	8-Nov	Tue		Kanazawa
17	9-Nov	Wed	Each participant will have presentation of action plan.	Kanazawa
18	10-Nov	Thu	Evaluation meeting on the program/ Closing Ceremony	Kanazawa
19	11-Nov	Fri	Move to Osaka	OSAKA
20	12-Nov	Sat	Departure for home country	

* L: Lecture, F: Field Observation, M: Movement, O: Others

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 Hokuriku Branch Office(JICA Hokuriku)

Address: Rifare Bldg (Office Tower) 4F, 1-5-2, Honmachi, Kanazawa, 920-0853

TEL: +81-76-233-5931 FAX: +81-76-233-5959



Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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



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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

[Empty text box for Name of Organization]

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

[Empty text box for 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.

[Empty text box for Current Issues]

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

[Empty text box for Objective]



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

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



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	() 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

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as



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

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

Date:	Signature:
	Print Name:

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

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

 No Yes >> Name of Medication (_____), Quantity (_____)

(b) Are you pregnant?

 No Yes (_____ months)

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

 No Yes >>> Medication Food Other: _____

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

(_____)

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

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

 Stomach and 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)

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: