

No.34/41/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training


North Block, New Delhi-1  
Dated the May 2009.

**TRAINING CIRCULAR**

Subject : A Group Training Course in Forest Management through Co-existence, to be held in Japan from 23/8/2009 to 14/11/2009.

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 Management through Co-existence, to be held in Japan from 23/8/2009 to 14/11/2009. 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 mid-career government officers engaged in the field of forest administration and forest management. The programme aims to develop human resources capable of leading the conservation of existing forests, co-existence of humans and forests and forest development in each country.
3. The Candidates should have general knowledge about forestry science and related basic knowledge about natural science and social science, with more than five years of experience in forest administration and forest management; not be more than forty years of age; be a University Graduate or the equivalent; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training.
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 Forest Management through Co-existence will be held in Japan from 23<sup>rd</sup> August, 2009 to 14<sup>th</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 1<sup>st</sup> July, 2009:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Inception Report
- (3) The filled in Questionnaire

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

It is further informed that 11 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,

  
(Yumiko 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

0-37/41/09  
C-482/E0(F)/09  
15/05/09

15/5/09  
Ms. S



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION

**Group Training Program  
“Forest Management through Coexistence”**

**集団研修「共生による森林保全」  
JFY 2009**

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

**No. J09-00782**

**From August. 23 to November. 14, 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 the Governments of recipient country and Japan.

# ***I. Concept***

## **Background**

There is a growing global awareness of the importance of forest conservation; however, there are still many issues to be solved in practical terms. It is important to promote forest conservation correlating with human activities, with the emphasis on coexistence between human beings and forests. In Japan, we have had a long, close relationship with forests, which brings us various benefits like various forest products, preventing natural disasters, conserving watershed, and so forth.

In recent years, a wide variety of efforts have been made in various regions like introducing volunteer activities for forest conservation with the aim of collaboration between forest areas in upper streams and those in lower reaches. In addition, scientific knowledge on the roles played by forests to improve global warming, attributable to human activities and water shortage, has been accumulated sufficiently.

## **For what?**

It aims to develop human resources capable of leading the conservation of existing forests, coexistence of humans and forests and forest development in each country.

## **For whom?**

This program is offered to mid-career government officers engaged in the field of forest management.

## **How?**

The program consists of lectures and field visits at organizations and institutes in Hokkaido, lectures at central administrative agencies and at the central research institutes, and on-site inspection tours outside Hokkaido.

# ***II. Description***

## **1. Title (J-No.):**

**Group Training Program on Forest Management through Coexistence (J09-00782)**

## **2. Period of Program:**

August 23 to November 14, 2009

## **3. Target Countries and Allocated Number:**

Fiji(1), Brazil(1), Cambodia(1), Viet Nam(1), China(2), Burkina Faso(1), India(1), Kenya(1), Ethiopia(1), Papua New Guinea(1)

## **4. Eligible / Target Organizations:**

Institutions that are engaged in forest administration and forest management.

## **5. Total Number of Participants: 12 participants**

## 6. Working Language: English

## 7. Program Objective:

This program aims to develop human resources capable of leading the conservation of existing forests, coexistence of humans and forests and forest development in each country.

## 8. Overall Goal:

To improve the level of policy on use and restoration of forest resources.

## 9. Expected Module Output and Contents:

This course consists of the following components:

<b>(1)Preliminary phase in a participant's home country</b> (July to August , 2009) The participating organizations make required preparation for the program in the respective country.	
Modules	Activities
<b>Inception Report is formulated.</b>	Formulation and submission of the Inception Report Please refer to <i>VI. ANNEX: Attachment-1.</i>

<b>(2)Core phase in Japan</b> (August 23 to November 13, 2009) Participants dispatched by the organizations attend the program implemented in Japan.		
Modules	Subjects	Activities
<b>i) To be able to explain how to efficiently promote both forest conservation and human activities in harmony and to bring about results.</b>	<ul style="list-style-type: none"><li>•Outline of forests and forestry in Japan</li><li>•Institutions dealing with forests and forestry in Japan</li><li>•Local administration and forests</li><li>•Overseas cooperation in forests and forestry</li><li>•Balancing forest conservation and human activities</li><li>•Participatory planning method</li></ul>	Lectures, site visits

<b>ii) To be able to explain the best way to benefit from forest and the grasping method of forest resources.</b>	<ul style="list-style-type: none"> <li>▪ Determination of forest resources</li> <li>▪ Forest development techniques</li> <li>▪ Sustainable uses of forest resources</li> </ul>	Practice, lectures, site visits
<b>iii) To be able to explain the roles for conservation of biological diversity played by forest.</b>	<ul style="list-style-type: none"> <li>▪ Ecosystems and biodiversity in forests</li> <li>▪ Various situations in conservation of biodiversity in forests</li> <li>▪ Cooperation between farming and stockbreeding</li> </ul>	Practice, lectures, site visits
<b>iv) Others</b>	<ul style="list-style-type: none"> <li>▪ Project Cycle Management (PCM)</li> <li>▪ Instructions on writing Interim Reports</li> </ul>	Practice, lectures

The schedule is subject to change due to the coordination of curriculum.

<b>(3) Finalization phase in a participant's home country</b> (November 2009 to February 2010) The participating organizations produce final outputs by making use of results brought back by the participants. This phase marks the end of the program.	
Module	Activities
<b>To examine the extension plan and submit the Final Report.</b>	Examination of applying the extension plan at the participating organizations, and progress of the implementation of the Plans, and Submission of the Final Report by <b>February 14, 2010, based on the follow-up format provided during the program.</b>

### ***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 operations. 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. Nominee Qualifications:

The applying organizations are expected to select nominees who meet the following qualifications:

- 1) Current duties: have general knowledge about forestry science and related basic knowledge about natural science and social science, with more than five years of experience in forest administration and forest management.
- 3) Age: Not be more than forty (40) years of age.
- 4) Educational background: a university graduates or equivalent,
- 5) Language: competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).  
\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/  
\*\*\*PBT: Paper-Based Testing,
- 6) Health: In good health, both physically and mentally, not be pregnant, as the schedule of this program includes many field trips that would be too demanding for pregnant women.

## 3. Required Documents for Application:

- (1) **Application Form:** the Application Form is available at the respective countries' JICA Overseas Offices or the Embassies of Japan.
- (2) **Inception Report:** to be submitted with the Application Form. (Detailed information is provided in *VI. ANNEX: Attachment-1.*)
- (3) **Questionnaire** (*VI. ANNEX: Attachment-2*)
- (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 Documents for Application:

The final date for application to the JICA Obihiro (the organizer of this program) in Japan: **July 1, 2009**

**Note: Please confirm the closing date (submission date) set by the respective countries' JICA Overseas Office or the 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 governments, the respective countries' JICA Overseas Offices (or the Embassies of Japan) shall conduct screenings of nominees, and send the documents to the JICA Obihiro. The final selection shall be made by the JICA Obihiro in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. Organizations 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 Overseas Offices (or Embassies of Japan) to the respective Governments by **not later than July 24, 2009.**

**5. Conditions for Attendance:**

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

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

**1. Organizer:**

JICA Obihiro International Center (JICA Obihiro)

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

(Tel) 81(\*)-155(\*\*)-35-1210 (Fax) 81(\*)-155(\*\*)-35-1250

Note: \*: country code for Japan, \*\*: area code for Obihiro

(Email) [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

(Website) [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

**2. Implementing Partners:**

Name: Japan Overseas Forestry Consultants Association (JOFCA)

(Address) 1-7-12, Kouraku, Bunkyo-ku, Tokyo 112-0004, Japan

(Tel) 81(\*)-3(\*\*)-5689-3435 (Fax) 81(\*)-3(\*\*)-5689-3439

Note; \*: country code for Japan, \*\*: area code for Tokyo

(Email) [hq-jofca@jofca.or.jp](mailto:hq-jofca@jofca.or.jp)



### 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.

Obihiro International Center (OBIC)  
Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido,  
080-2470, Japan  
Tel.: 81(\*)-155(\*\*)-35-2001  
Fax.: 81(\*)-155(\*\*)-35-2213

If no room is available at OBIC, JICA will arrange accommodations for the participants at the other appropriate places.

### 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,
- (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 countries' JICA Overseas Offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

## V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.

2. **School visit**

For the purpose of the promotion of "international education", this program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce

your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 4. Climate

#### Obihiro

Unit: Temperature(°C), Precipitation(mm)

		Winter		Spring			Summer			Autumn			Winter
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature (°C)	Maximum	-2.0	-1.0	3.4	11.3	17.6	20.4	23.7	25.1	21.2	15.4	7.7	1.1
	Average	-7.7	-6.8	-1.6	5.4	11.0	14.5	18.4	20	16	9.6	2.8	-3.7
	Minimum	-13.9	-13.2	-6.9	0.2	5.4	10.0	14.5	16.2	11.6	4.3	-1.9	-8.9
Humidity (%)		70	69	67	66	69	79	83	82	79	73	68	69
Precipitation (mm)		42.3	30.7	49.6	60.5	80.1	85.9	94.4	139.2	139.8	91.7	68.2	40.3

(Data: 1971~2000 year)

#### Kushiro

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	1.6	3.9	8.8	17.8	20.0	23.4	25.4	29.2	27.6	18.8	14.7	11.8
	Low	-19.4	-16.7	-7.2	-5.7	-0.5	5.8	7.7	10.8	4.1	-2.1	-8.9	-12.1
Prec.		8	9	56	54	103	76	91	176	115	84	35	33

Source: Japan Meteorological Agency (2008)

#### Tokyo

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	13.9	17.0	20.4	25.8	29.0	29.1	34.5	35.3	32.3	25.2	22.3	19.9
	Low	0.8	-0.1	2.8	6.5	9.2	13.4	18.6	19.6	15.4	11.5	5.5	1.8
Prec.		18	57	120	240	255	226	48	388	159	205	74	71

Source: Japan Meteorological Agency (2008)

## ***Ishigaki Ilands***

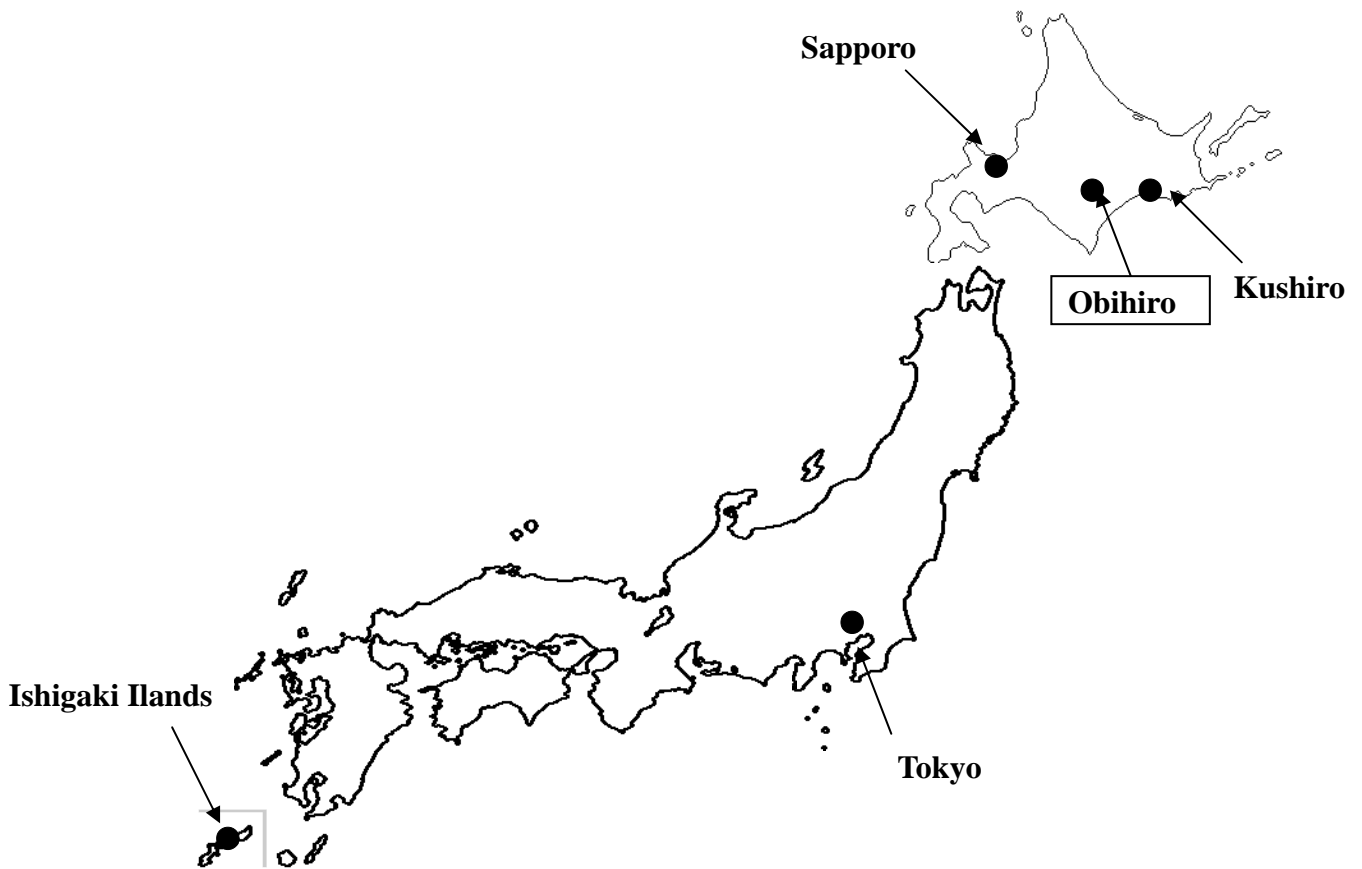
		<i>Jan.</i>	<i>Feb.</i>	<i>Mar.</i>	<i>Apr.</i>	<i>May</i>	<i>Jun.</i>	<i>Jul.</i>	<i>Aug.</i>	<i>Sep.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>
Temp.	High	25.9	24.7	25.9	28.3	30.7	32.9	33.8	33.6	32.7	31.4	30.8	24.9
	Low	12.9	10.7	10.7	15.0	16.9	23.6	24.8	24.6	23.5	18.7	14.4	13.4
Prec.		70	123	246	69	119	153	83	140	268	215	119	20

Source: Japan Meteorological Agency (2008)

## **5. Study trips**

As a supplemental program, there is a study trips during your stay.

1. Kushiro···Duration: About 2 days  
Main visits : Pilot Forest and Forest of Maedaippoen Foundation
2. Sapporo···Duration: About 14 days  
Main visits : Frano Tokyo Univercity Forest and National Forest in Jozankei
3. Tokyo···Duration: About 9 days  
Main visits : National Forest in Japan and Ministry of Agriculture, Forestry and Fishery
4. Ishigaki Ilands···Duration: About 7 days  
Main visits : National Forest in Okinawa and Iriomote Tropical Tree Breeding Center



## VI. ANNEX:

### Attachment-1

#### Inception Report

With the Application Form, the applicants should submit an Inception Report on their current job.

**This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaires to the Application Form will not be duly considered.**

#### a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

**b. Contents**

- (1) Name of training program
- (2) Name of applicant
- (3) Name of organization
- (4) Organization chart
- (5) Roles of the organization and the department to which the applicant belongs
- (6) Introduction of work that applicant has been in charge of for the last one year
- (7) Problems with which the applicant is facing in their present job
- (8) Subjects in which the applicant is particularly interested on this program and the reasons

**c. Layout**

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

**d. Presentation**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's agricultural situation.

## Computer Class

This program includes “Beginner’s Computer Class” for those who want to attend as follows.

Would you like to attend it ?

Please check  **YES** or  **NO** and send it with A2A3 forms.

**YES**       **NO**

### **Beginner’s Computer Class (5 times complete, 10 hours total)**

The purpose of this class is to provide the least knowledge and information about the computer. However, a level can be adjusted to the level of your group.

The First day	:	Windows 2000, Basic operation of <b>MS Word</b>
The Second day	:	Basic operation of <b>MS Word</b>
The Third day	:	Basic operation of <b>Internet</b>
The Forth day	:	Basic operation of <b>MS Power point</b>
The Fifth day	:	Basic operation of <b>MS Power point</b>

- NOTE: 1. Those who answer “YES” should attend 5-day classes.  
2. Those who answer “NO” can not apply for the attendance after you come to Japan.

## ***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, the Training and Dialogue 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 Obihiro International Center (JICA Obihiro)**

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

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

Website: [www.jica.go.jp/english/](http://www.jica.go.jp/english/)



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

-----

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

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?**

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

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

Date:	Signature:
	Print Name: