

North Block, New Delhi-1
Dated the 19th July 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Marine Environment Protection for Senior Officials in the Maritime Authorities and Law Enforcement Authorities to be held in Japan from 18th January 2011 to 5th March 2011.

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 the above programme. The total duration of the programme is from July 2010 to September 2011, out of this the core phase from 18th January 2011 to 5th March 2011 will be held in Japan. The Preliminary Phase and the Finalization 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).

2. The Program aims to realize the development of the effective policies for marine environmental protection, and to direct the practical measures to the issues on the above mentioned field. This programme is designed for an organization in the field of regulatory administration of marine environment protection.

3. The Candidate should be in a managerial position in regulatory administration of marine environment protection; have more than five years of experience in the above field; be university graduates or equivalent; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

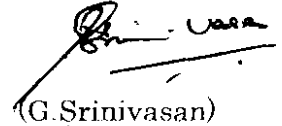
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and 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 dated 9th July 2010. 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.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 25th October 2010. Nominations received after the prescribed date will not be considered.



(G. Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Shipping, Transport Bhavan, Parliament Street, New Delhi.
3. The Secretary, Ministry of Earth Sciences, Mahasagar Bhavan, Block No.12, CGO Complex, Lodhi Road, New Delhi.
4. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
5. 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)

- 1 -

Japan International Cooperation Agency
(Government of Japan)

No 55/GT-CP/2010

9th July 2010

Dear Mr. Rakesh Mishra

A Group Training Course in Marine Environment Protection for Senior Officials in the Maritime Authorities and Law Enforcement Authorities will be held in Japan from 18th January, 2011 to 5th March, 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 **5th November, 2010**:-

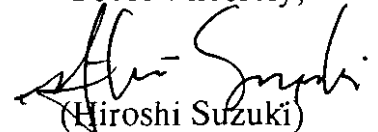
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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 9 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,


(Hiroshi Suzuki)

Senior Representative

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

TOP No. 578 24/2010
C-427/EO(F)/2010
14/7/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

MARINE ENVIRONMENT PROTECTION FOR SENIOR OFFICIALS IN THE MARITIME AUTHORITIES AND LAW ENFORCEMENT AUTHORITIES

集団研修「海事及び法令執行機関における
上級職員のための海洋環境保全」

JFY 2010

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J10-00696 / ID. 1080822

From July 2010 to September 2011

Core phases in Japan: From January. 18, 2011 to March. 5, 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

Recently, the degradation of marine environment caused by the illegal dumping and discharged oil becomes international issues. This is the result of globalization which enables the international exchange in many aspects. Since these are borderless issues, the cooperation and firm networking among the neighboring countries are indispensable.

The Government of Japan established the idea of "Asian Gateway Initiative" in May 2007. Under this initiative, promotion and strengthen for well-networking in Asia is emphasized in order to tackle common issues in this area. Especially, a capacity enhancement for enforcement and regulatory skill in the field of marine environment protection are emphasized.

In conjunction with these situations, this program aims to ensure the capacity development of the maritime authorities and law enforcement authorities.

For what?

This program aims to realize the development of the effective policies for marine environmental protection, and to direct the practical measures to the issues on the above mentioned field.

It is also expected that this program will ultimately contribute toward strengthening the cooperation and networking among the neighboring countries.

For whom?

This program is offered to the officers who work as a managerial position in regulatory administration of marine environment protection

How?

Participants shall have opportunities in Japan to have a lecture, observation and exercise on activities, present situation and constraints of marine environment protection in respective countries and Japan, and on international framework.

Participants will also formulate an action plan on how to develop and promote the effective policy of marine environment protection based on the issues in home country, putting the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): MARINE ENVIRONMENT PROTECTION FOR SENIOR OFFICIALS IN THE MARITIME AUTHORITIES AND LAW ENFORCEMENT AUTHORITIES (J10-00696)

2. Period of program

Duration of whole program: July 2010 to September 2011

Preliminary Phase: July 2010 to January 2011

(in a participant's home country)

Core Phase in Japan: January 18, 2011 to March 5, 2011

Finalization Phase: March 2011 to September 2011

(in a participant's home country)

3. Target Regions or Countries

Malaysia, Seychelles, Indonesia, Algeria, India, Oman

4. Eligible / Target Organization

This program is designed for an organization in the field of regulatory administration of marine environment protection.

5. Total Number of Participants: 9 participants

6. Language to be used in this program: English

7. Program Objective:

The issues on the effective policies for marine environment protection will be directed, and the practical measures to the issues on above field will be formulated.

8. Overall Goal

The effective policies for maritime environment protection are developed in respective countries.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July 2010 to January 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country report	Formulation and submission of Country Report

(2) Core Phase in Japan (January 18, 2011 to March 5, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1) The present situation and activities, issues of marine environment protection in respective countries will be clarified.	Country report presentation and discussion: <ul style="list-style-type: none"> • Introduction of marine environment protection in respective countries • Outline of the ordinance / legislation of marine environment protection in respective countries 	Presentation Lecture Discussion
2) The international framework of marine environment protection will be clarified.	The international framework: <ul style="list-style-type: none"> • International conventions relating to the marine environment protection including UNCLOS, MARPOL, OPRC, etc • Outline of the ordinance / legislation of marine environment protection 	Lecture
3) The way of strengthening the cooperation and networking among the neighboring countries, and the applicable measures to respective countries will be clarified.	<ul style="list-style-type: none"> • Outline of the way of strengthening the cooperation and networking among the neighboring countries 	Lecture

<p>4) The present situation and activities of marine environment protection in Japan, and the applicable measures to respective countries will be clarified.</p>	<p>Activities of marine environment protection in Japan:</p> <ul style="list-style-type: none"> • Outline of the Japan Coast Guard • Outline of the ordinance / legislation of marine environment protection • Current situation of marine pollution in Japan • Law enforcement against illegal discharge • Surveillance and investigation of marine pollution • Enlightenment of marine environment protection • Outline of discharged oil / effluent analysis and oil spill combating • Oceanographic information • Cooperative activities with civic associations 	<p>Lecture Observation Exercise</p>
<p>5) The action plan on how to develop and promote the effective policy of marine environment protection will be formulated.</p>	<p>Action plan:</p> <ul style="list-style-type: none"> • Discuss about issues and constraints in respective countries • Formulation and presentation of an action plan 	<p>Presentation Discussion</p>

(Subject to minor changes)

(3)Finalization Phase in a participant's home country

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Modules	Activities
<p>Formulation of the progress report</p>	<p>Application and implementation of the action plan back in the participant's country and submission of its progress report by September, 2011.</p>

<Structure of the program>

1. Preliminary phase (activities in your home country):
Preparation of the country report.

2. Core Phase (activities in Japan):
Topic outline (subject to minor changes)

1st week (18/Jan – 21/Jan)

- (1) Opening Ceremony
- (2) General Orientation on Japan (ex: Politics, Economics, Culture and Education)

2nd week (24/Jan – 28/Jan) Presentation, Discussion and Lecture

- (1) Country report presentation
- (2) The present situation and activities, issues in respective countries
- (3) Outline of Japan Coast Guard (organization and role)
- (4) Introduction and practice of PCM (Project Cycle Management)

3rd – 4th week (31/Jan – 11/Feb) Lecture, Observation and Exercise

- (1) International framework of marine environment protection
- (2) Outline of the way of strengthening the cooperation and networking among the neighboring countries
- (3) Outline of the ordinance / legislation of marine environment protection
- (4) Current situation of marine pollution in Japan
- (5) Law enforcement against illegal discharge
- (6) Marine disaster prevention
- (7) Outline of chemical analysis for discharged oil / effluent chemical analysis
- (8) Oceanographic information

5th – 6th week (14/Feb – 25/Feb) Lecture, Observation and Exercise

- (1) Activities of marine environment protection in JCG
 - Surveillance and investigation of marine pollution
 - Method of collection and analysis of discharged oil / effluent
 - Enlightenment of marine environment protection
- (2) Cooperative activities with civil associations
- (3) Introduction and practice of PCM (Project Cycle Management)

7th week (28/Feb – 4/Mar) Presentation and Discussion

- (1) Preparation and presentation of Action Plan
- (2) Evaluation, closing ceremony

3. Finalization Phase (activities in home country):

Participants are expected to implement the action plan and report on progress within six (6) months after the end of the phases in Japan.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1)Current duties: work as a managerial position in regulatory administration of marine environment protection
- 2)Experience in the relevant field: have more than five (5) years of experience in the above mentioned field.
- 3)Educational Background: be university graduates or equivalent.
- 4)Language: have a good command of English enough to give an oral presentation and write a report in English.
- 5)Health: be in good health, both physically and mentally, to undergo the course of training (as the schedule includes many field works, pregnancy is regarded as a disqualifying condition for participation to this training course).
*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 a) letter of the participant's consent to bear economic and physical risks, b) letter of consent from the participant's supervisor, c) letter of consent from your Embassy in Japan, d) medical certificate. Please ask National Staffs in JICA office for the details.
- 6) Must not be serving any form of military service.

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) **Country Report:** to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the application form.

(*Applicants are strongly required to typewrite the Application Form. There are many applicants disqualified from the selection because of the illegible handwriting in the Application Form.)

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **November 5, 2010.**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than December 3, 2010.**

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 are expected to carry out the actions described in section -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Okinawa

(2) **Contact:** Training Program Division, JICA Okinawa: oicctp@jica.go.jp

2. Implementing Partner:

(1) **Name:** Japan Coast Guard (J.C.G.) http://www.kaiho.mlit.go.jp/e/index_e.htm
The 11th Regional Coast Guard Headquarters

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. *the traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Okinawa International Center (JICA OKINAWA)

Address: 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

TEL: +81-98-876-6000, Fax: +81-98-876-6014

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

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

To know the JICA Okinawa's surroundings, please refer to the site of

"Kenshuin-Map" at its URL, <http://jica-net.jica.go.jp/dspace/handle/10410/727>.

Then please click " [Kenshuin_map_big.aspx](#) " in the web page.

"Kenshuin-Map" was made by ex-participants of one of the JICA's multimedia training courses, "Digital Video Production for Dissemination and Enlightenment in JFY 2009", as an assignment of final workshop. This content introduces how to get to places for shopping, dining and exchanging foreign currencies, around JICA Okinawa International Center.

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

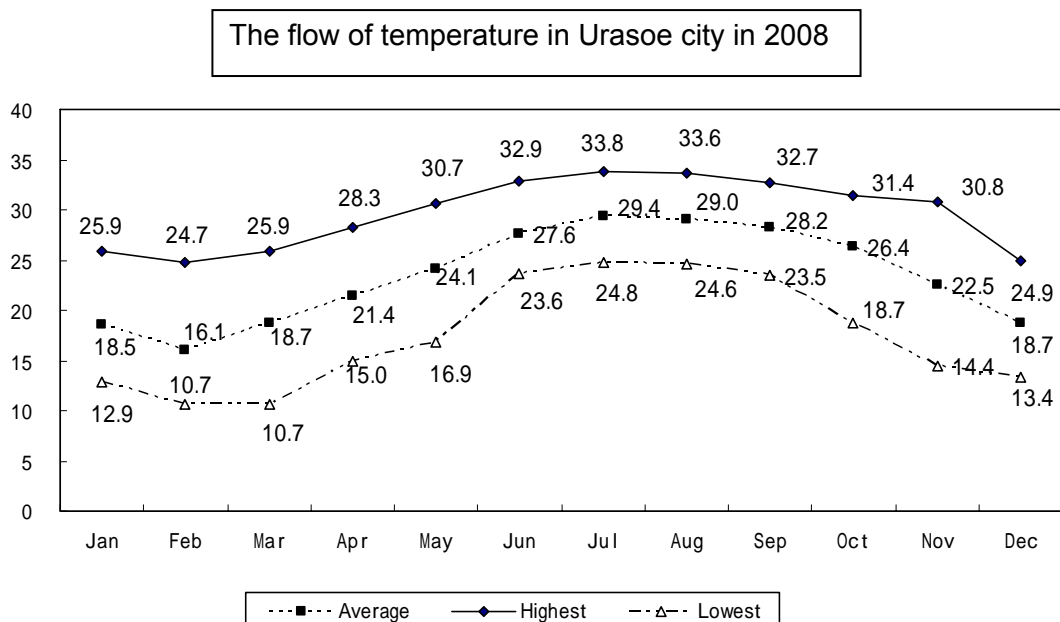
A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate in Okinawa

Okinawa is located in sub-tropical zone (southern edge of Japan) however climate varies depending upon seasons. While it is hot as well as heavily humid in summer season (June through October), it becomes a bit chilly due to the strong wind in winter season (December through March). So, participants are recommended to bring suitable clothing (details are mentioned in No. 5 below.)

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



2. Climate in Tokyo

During the training program, there will be an observation trip to Tokyo. Tokyo is located in the middle part of Japan, and the climate is quite different from that of Okinawa. Participants are recommended to bring suitable clothing, referring to the information below.

Here is a brief description of the typical seasons experienced in Tokyo:

Spring and Autumn	Both very pleasant, although the weather tends to alternate between warm and cool cycles at these times.
Summer	It is quite humid during the summer and the daytime high temperature often exceeds 30 .
Winter	In winter, the air is clear and dry. It doesn't snow much in Tokyo.
Rainy Season and Typhoon Season	The rainy season runs from early June until late July and is very humid. Typhoons hit Japan in August and September and sometimes bring strong winds and rain to Tokyo

Temperature and Rainfall in Tokyo (statistics from 1971-2001)

		Ave. Temp()	High	Low	Rainfall(mm)
Jan	Winter	5.8	9.8	2.1	48.6
Feb		6.1	10	2.4	60.2
Mar		8.9	12.9	5.1	114.5
Apr	Winter	14.4	18.4	10.5	130.3
May		18.7	22.7	15.1	128
Jun		21.8	25.2	18.9	164.9
Jul	Rainy Season	25.4	29	22.5	161.5
Aug	Summer	27.1	30.8	24.2	155.1
Sep		23.5	26.8	20.7	208.5
Oct	Autumn	18.2	21.6	15	163.1
Nov	Winter	13	16.7	9.5	92.5
Dec		8.4	12.3	4.6	39.6
Ave.		15.9	19.7	12.5	1466.7

Source: Tokyo Meteorological Agency

3. Main facilities in JICA Okinawa

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

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

4. Accommodation in JICA Okinawa

JICA Okinawa’s accommodation building has three stories and 118 single rooms. Training participants basically use these single rooms. Every single room is furnished with a bed, a desk, a chair, a TV equipped with video, a DVD player, room lamps, a safety box, a bathroom and a telephone set which enables you to call inside JICA Okinawa and receive all incoming calls including international calls.

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

5. Outfit

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

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program. And if your training program includes practices such as outdoor activities, it is recommended to bring suitable uniform/clothing and a pair of comfortable walking shoes.

It is welcomed to bring your national or traditional dress for cultural exchange activities that you are likely to join. And also any other items which may be used to exhibit your culture are welcomed (JICA Okinawa has displays which introduce world culture to the visitors).

6. Environmental conservation activities in JICA Okinawa

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

a staff member of JICA Okinawa at beginning of the training program.

7. Activities out of training program

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

8. For your Information

Information of Okinawa is available at following URLs.

(1) HP of Urasoe city:

<http://www.city.urasoe.lg.jp/archive/8761234/kokusai/english/index.html>

Basic information of Urasoe city is covered in English.

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

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

HP of Okinawa Convention & Visitors Bureau: <http://www.okinawastory.jp/en/>

More information is available at the reception desk of JICA Okinawa.

VI. ANNEX:

COUNTRY REPORT

Following is the forms of a country report. Nominees are kindly requested to formulate a country report based on it.

Electric forms of Job Report are available from the following URLs.

- Job Report → <http://www.jica.go.jp/english/contact/domestic/doc/report06.doc>

Participants are kindly requested to bring materials with them such as policy paper, guidelines related to marine environment protection and photographs. These are useful for a county report presentation and also formulation of an action plan.

1. Full Name	[Family]	[First]	[Middle]
2. Country			
3. Job description (Please describe as clearly and minutely as possible)			
3-1. Description of your organization			
(1) Roles and responsibilities of your organization			
(2) Organization Chart			
<p><i>Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.</i></p>		<p>Organization Chart Example</p> <pre> graph TD A["Ministry of xxxxxxxx"] --- B["xxxxxxx Committee"] A --- C["xxxxxxx Department"] A --- D["xxxxxxx Department"] A --- E["xxxxxxx Department"] C --- F["xxxxxxx Division"] D --- G["xxxxxxx Division"] E --- H["xxxxxxx Division"] F --- I["xxxxxxx Section"] G --- J["xxxxxxx Section"] H --- K["xxxxxxx Section"] style I stroke-width:4px style J stroke-width:4px style K stroke-width:4px </pre>	
(3) Outlines of the present situation of marine environment protection in your country			

(4) Activities/arrangement for marine environment protection with neighboring countries
(5) Major problems and caused consequences that your country currently face on marine environment protection

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Okinawa International Center (JICA OKINAWA)

Address : 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

Tel: +81-98-876-6000, Fax: +81-98-876-6014

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, 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

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.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

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.

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(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:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
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: