

TRAINING CIRCULAR

Subject : A Seminar on Airport Engineering Policy to be held in Japan from 21/10/2008 to 13/12/2008

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Seminar on Airport Engineering Policy to be held in Japan from 21/10/2008 to 13/12/2008. 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 Course is meant for Airport engineers and policy makers who are mainly engaged in the areas of airport planning, construction, maintenance operation, safety improvement and policy making of airport facilities.

3 The candidate should be a university graduate or has the equivalent academic background in civil engineering, architecture, mechanical or electrical engineering; be airport engineers currently employed by their governments or public authorities for civil aviation, and are expected to engage in airport engineering continuously after completion of the seminar; have more than five years of occupational experience in the field of airport engineering (civil engineering, architectural engineering, mechanical engineering or electrical engineering), airport policy, airport planning, airport construction or maintenance; be under 40 years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the seminar and not be serving in the military.

4 The course aims for the candidates to acquire special knowledge and techniques of airport engineering policy and airport development technology such as construction, maintenance and management for promotion of fast and efficient international air transportation system.

5 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, book and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. 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 Circular dated 23rd May 2008. The Ministries/ 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 8th August 2008**. 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


(Trishaljit Sethi)
Director

1. **Ministry of Civil Aviation, Rajiv Gandhi Bhavan, 'B' Block, Safdarjung Airport, New Delhi**
[With the request to circulate it amongst the related organizations under them]
2. **All State Governments/ Union Territories.**
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**



For a better tomorrow for all.
Japan International Cooperation Agency
(Government of Japan)

No. 40/GT-CP/2008

23rd May, 2008

Dear Ms. Arun Prabha.

A Seminar on Airport Engineering Policy will be held in Japan from 21st October, 2008 to 13th December, 2008, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 21st August, 2008:-

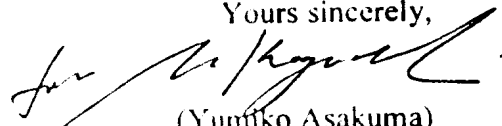
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

With regards,

Yours sincerely,


(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.

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

Copy to:-

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



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON
SEMINAR ON
AIRPORT ENGINEERING POLICY**

集團研修「空港技術・政策セミナー」

JFY 2008

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

NO. J08-00904

From October 21 2008 to December 13 2008

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

I. Concept

Background

The demand and expectation for international air transportation in developing countries show the remarkable increase as gradually deepening the relations beyond the borders in politics, culture and a social economy. Since it corresponds to these demands, extension of the existing airport or construction of new airport is called for in many developing countries so that it can respond to a large jet aircraft. Moreover, it is expected fast and efficient transportation system by developing domestic airports in lack accessibility local city which is insufficient public transportation such as railway service and road network in the country.

For many years, since improvement and expansion of airports and aero-safety facilities in our country have been carried out by "the five year airport development plan", it is possible to provide safe and quick international and domestic air transportation service. And at the same time, it has been fully considered to environmental measure against pollution such as aircraft noise. On the other hand, in developing countries, in spite of keenly realizing the necessity for the personnel training in these airports engineering namely the field of airport planning and airport construction, the training of the expert is not enough.

In view of the situation, it was renewed "the seminar on airport technology" from year 1994 that was held "the seminar on airport" from year 1974 to year 1993. Furthermore, the seminar was restarted as a continuation course from year 1999 by developing countries' request. After that, the curriculum of the airport safety technology was revised from year 2005.

For what?

This program aims to provide participants with knowledge of airport engineering policy in developing countries on areas such as planning, construction, maintenance, and management technology in order to promote fast and efficient international air transportation system.

For whom?

This program is offered to the airport engineers and policy makers who are mainly engaged in the areas of airport planning, construction, maintenance operation, safety improvement and policy making of airport facilities.

How?

Participants shall have opportunities to acquire practical knowledge of airport engineering policy, by identifying the existing problems of the airports in their respective countries, and suggesting alternatives for airport engineering policies.

II. Description

1. Title (J-No.0800904): Seminar on Airport Engineering Policy

2. Period of program

Duration of whole program: Oct 21, 2008 to December 13, 2008

3. Target Regions or Countries:

Philippines, Afghanistan, Ukraine, Cambodia, Myanmar, Nepal, Cook Islands, Mongolia, Malawi, India, and Samoa

4. Eligible / Target Organization

Airport engineers and policy makers who are mainly engaged in the areas of airport planning, construction, maintenance operation, safety improvement and policy making of airport facilities.

5. Total Number of Participants : 10 participants.

6 . Language to be used in this project: English

7. Program Objective:

To acquire special knowledge and techniques of airport engineering policy and airport development technology such as construction, maintenance and management.

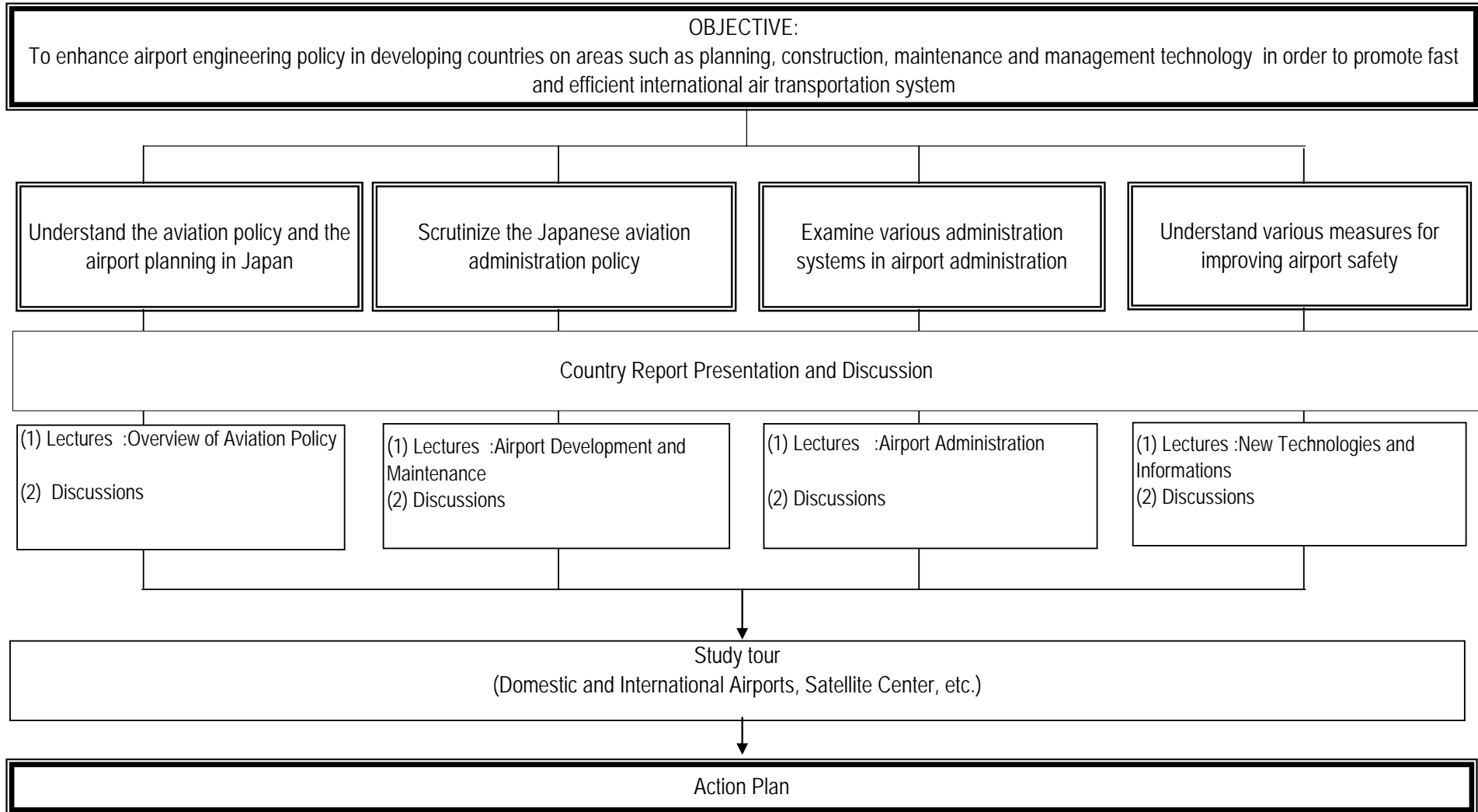
8. Overall Goal:

To enhance airport engineering policy in developing countries on areas such as planning, construction, maintenance and management technology in order to promote fast and efficient international air transportation system

9. Expected Module Output and Contents:

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

Conceptual Framework for the Group Training Course
“Seminar on Airport Engineering Policy”



<Structure of the program>

Objective	Program	Lecture Title/Content	Schedule (Hours)			
			Lecture	Exercise	P/D*	O/V**
1	Overview of Aviation Policy	1. Civil Aviation in Japan	2.5		10	
		2. Airport Security	5			
		3. Airport Safety Technology	2.5			
		4. Eco-Airport System	2.5			
		5. Public Involvement	2.5			
		6. Airport for Airlines	2.5			
		7. Management of Airport Terminal Buildings	2.5			5
		8. International Cooperation for the Airport Sector	2.5			
		9. Airport Projects Under Japan's ODA(I,II)	5			
2	Airport Development and Maintenance	1. Airport Development Plan	5	10	5	5
		2. Basic Design of Airport Terminal Area Development	5			5
		3. Haneda Airport Expansion Project	2.5			5
		4. Specialized Field				
		a) Civil Engineering and Architectural Engineering Course	10			17.5
		<ul style="list-style-type: none"> · Maintenance and Administration of Airports · Guideline for Inspection of Airport Civil Engineering Facilities · Design Standard of Airport Civil Engineering Facilities · Making airport Barrier-Free 				

Objective	Program	Lecture Title/Content	Schedule (Hours)			
			Lecture	Exercise	P/D*	O/V**
		b) Electrical Engineering and Mechanical Engineering Course · Power Distribution and Airport Lighting Systems · Diesel Generator, Air Conditioner and Fire Engines	5			22.5
3	Airport Administration	1. Outline of Airport Management in Japan	2.5			5
		2. Countermeasures of Aircraft Noise	2.5			2.5
		3. Privatization of Airport (In the case of Narita)	2.5			5
4	New Technologies and Information	1. Airport Engineering in Japan	2.5			
		2. Overview of CNS Systems	5			5
		3. Airport Facility CALS	2.5			5
		4. Current Situation of Air Transport Networking	2.5			
	Total	Civil Engineering and Architectural Engineering Course	70	10	15	60
		Electrical Engineering and Mechanical Engineering Course	65	10	15	65

P/D*: Presentation & Discussion. O/V**: Observation & Visit

There will, however, be minor changes in several subjects.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

- (1) be nominated by their government in accordance with the procedures mentioned in -4 below,
- (2) be university graduates or have an equivalent academic background in civil engineering, architecture, mechanical or electrical engineering,
- (3) be airport engineers currently employed by their governments or public authorities for civil aviation, and are expected to engage in airport engineering continuously after completion of this seminar,
- (4) have more than five (5) years of occupational experience in the field of airport engineering (civil engineering, architectural engineering, mechanical engineering, or electrical engineering), airport policy airport planning, airport construction, or maintenance,
- (5) be under forty (40) years of age,
- (6) have a good command of spoken and written English,
- (7) be in good health, both physically and mentally, to undergo the seminar, and
- (8) not be serving in the military.

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:

Applicant is to submit the country report together with the Application Form. The country report is used for screening applicants, as training materials, and as a basis for group discussions. The format of the country report is in ANNEX.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **August 21, 2008**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this 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 September 19, 2008.**

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) Name: Yokohama International Center (JICA Yokohama)

(2) Contact:

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251

Fax: 81-45-663-3265

2. Implementing Partner:

(1) Name: -Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

-The Overseas Coastal Area Development Institute of Japan (OCDI)

(2) Contact:

-MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8989, Japan

Tel: 81-3-5253-8111

-OCDI

Address: Kowa Bldg. No.16, North Wing, 1-9-20 Akasaka, Minato-ku, Tokyo 107-0052, Japan

Tel: 81-3-5570-5931

(3) Remarks

OCDI is a non-profit organization established with the authorization of the Japanese Government to undertake various kinds of activities including studies and research for the development of ports in developing countries.

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:

Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

If there is no vacancy at JICA Yokohama, JICA will arrange alternative

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.

5. 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

Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

VI. ANNEX:

Seminar on Airport Engineering Policy (JFY 2008)

Country Report

All applicants are required to write a report on the current situation and problems of civil aviation in their country according to the following subjects. The report should be typewritten on "A4" or "Letter" size paper and submitted together with the Nomination Form.

The Country Report is expected to be issue oriented, rather than providing the general information of airports in your country. Also, information on the specific situation of the airport you are currently engaged in is welcome. Therefore, the applicants are required to place emphasis on the followings items 3 and 4 when preparing the Country Report.

1. Organization Chart (Attach an organizational chart starting from the lowest section and circle the section you belong.)
2. General information of the civil aviation of your country
 - (1) General information on management system airport policy of your country
 - (2) Classification, location, number and facility scale (R/W, T/W, A/P, etc.) of international and domestic airports in your country, possibly including the drawings and maps
 - (3) Conditions of airline service by routes and the number of aircraft
 - (4) Record of aerial transport (the number of passengers, air cargos and flights)
 - (5) Outline and conditions of ongoing projects by airport
3. Describe major problems in your section/division
 - (1) Background of the problems
 - (2) Outline of the problems
 - (3) Obstacles preventing solving above problems
4. In addition to the country report, each participant is strongly encouraged to submit the followings.
 - (1) Airport construction plans the participant is involved, if any
 - (2) Brochures and bulletins concerning the airports of the participant's country

Country Report Presentation

Those who are informed of acceptance to participate in the Seminar will be required to make a presentation based on their Country Reports during the seminar program. The presentation session will be held in the following manner.

- Country Report Presentation will be held for 2 days, including discussion. As explained in the above, please place emphasis on issues and specific situations of the airport you are engaged in, rather than the general information of the airports in your country.
- Each participant will be given 60 minutes for his/her country report presentation including questions and answers. Audiovisual aids, such as video players, OHPs, Windows Power Point, etc. are available for an effective presentation.
- During the country report presentation session, the problems described in the participants' country report will be presented as the topics of discussion in order to find the clues of solution or the measures to improve the situation.

ANNEX II

**Seminar on Airport Engineering Policy
(JFY 2008)**

Questionnaire

As this training course covers highly specialized field, participants will be divided into four groups: Civil Engineering, architectural Engineering, Mechanical Engineering, and Electrical Engineering. Groups will be formed based on the answers to the following questions. After filling in the form, please detach it and submit together with the Nomination Form.

Name of applicant:

Country:

1. What is your specialty? Please tick off with (✓)

- 1) Civil Engineering ()
- 2) Architectural Engineering ()
- 3) Mechanical Engineering ()
- 4) Electrical Engineering ()

2. How long have you been engaged in the field of civil aviation?

Year(s)_____ month(s)_____

3. How many years of experience do you have in the following fields?

- 1) Planning Department ()years
- 2)Aerogramme Department ()years
- 3) Design Department ()years
- 4) Outfitting Department ()years
- 5) Others: Administration Dept., Finance Dept., Operation Dept., etc. ()years

4. What do you expect to learn from the seminar?

1) Indicate the most interesting subjects described in *II. Curriculum* of this brochure.

2) State any particular subjects and/or issues you would like to study during the seminar other than those mentioned in *II. Curriculum*.

4. What are three major problems to be solved at the field of Airport Engineering in your country? (Note: Please describe them in detail.)

1) Problems in general

2) Problems related to your specialty (Civil Engineering, Architectural Engineering, Mechanical Engineering or Electrical Engineering)

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.

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

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)

--

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

J	0		-					
---	---	--	---	--	--	--	--	--

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:

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		-						
---	---	--	---	--	--	--	--	--	--

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

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

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)

--

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.
- (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 (_____)
--------	---

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

--

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

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

Date:	Signature:
	Print Name: