

TRAINING CIRCULAR

Subject : A Training Course for Expert on Flood-related Disaster Mitigation to be held in Japan from 29/09/2008 to 19/09/2009.

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 Training Course for Expert on Flood-related Disaster Mitigation to be held in Japan from 29/09/2008 to 19/09/2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The course aims for the candidates to develop the trainee's capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries.
3. The Course is meant for Organizations concerning river management or water-related disasters. The candidates should be Technical officials, engineers or researchers, who have three or more years of experience in the field of flood management; be university graduates in civil engineering, water resource management or disaster mitigation; have working knowledge of civil engineering, especially of hydraulics and hydrology; be familiar with mathematics such as differentiation and integration techniques; be able to write research reports on the individual study in English; be over 22 and under 40 years of age; 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; 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 16th June 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 Sohi)
Director

: 2 :

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



For a better tomorrow for all.

Japan International Cooperation Agency
(Government of Japan)

No. 39/GT-CP/2008

23rd May, 2008

Dear Ms. Arun Prabha,

A Training Course for Expert on Flood-related Disaster Mitigation will be held in Japan from 29th September, 2008 to 19th September, 2009 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 **22nd June, 2008**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Inception Report
- (3) The Application Materials for GRIPS/BRI Master Program

Further details are available in the General Information Booklet. It may be noted that the participants would be awarded a Master's Degree upon achieving the requirement of training. Therefore, the official copy of the diploma/degree certificate etc along with the completed Application Report and Application Materials for GRIPS/BRI Master Program are essential for screening of applications.

It is further informed that 10 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)
Deputy Resident Representative

Encl: As stated above.
Ms. Arun Prabha
Under Secretary (PMU 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, New Delhi.



TRAINING PROGRAMS

GENERAL INFORMATION ON

Training for expert on flood-related disaster mitigation

集団：洪水関連災害防災専門家育成研修

Disaster Management Policy Program,

Water-related Risk Management Course

防災政策プログラム 水災害リスクマネジメントコース

Approved as a master's degree program by GRIPS and ICHARM / PWRI

JFY 2008

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

NO. J-08-00751

From September 29, 2008 to September 19, 2009

This information pertains to one of the Training 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. Course Background and Overall Goal

In recent years, the number and scale of water-related disasters, flood in particular, has been increasing and resulted in massive losses of lives and livelihoods. These losses often offset years of hard-won social and economic development. Particularly in developing countries, losses are about five times higher per unit of gross domestic product (GDP) than those of rich countries. Managing flood risks has therefore become a priority for alleviating poverty, ensuring socioeconomic progress and securing the gains of development. The World Conference on Disaster Reduction (2005) identified the principal limitations and challenges to the implementation of sustainable framework for action in disaster risk reduction to include: 1) governance, organizational, legal and policy frameworks; 2) risk identification, assessment, monitoring and early warning; 3) knowledge management and education; 4) reduction of underlying risk factors; 5) preparedness for effective response and recovery.

It is clear that to tackle these challenges, developing countries are in emerging need to build the countries knowledge hub and know-how in integrated flood management. To this end, **Japan International Cooperation Agency (JICA)** and **the International Centre for Water Hazard and Risk Management (ICHARM)** in the **Public Works Research Institute (PWRI)** have co-organized this training course on “Water-related Risk Management” to train water practitioners and disaster experts in the field of mitigation of water-related disasters in developing countries. Designed to achieve the highest international standard in disaster management and risk reduction in the trainees’ respective countries, this training course is fully accredited by **the National Graduate Institute for Policy Studies (GRIPS)** and it will lead after one year of intensive course works, research and on-site training to a Master’s Degree, “Master of Disaster Management” to be awarded by GRIPS and the PWRI.

The overall goal of this training course is to develop the trainee’s capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries. Students are expected to become an independent investigator in the areas of integrated flood disaster management, who is equipped with the most advance technical and legal know-how to enhance the basic understand of the challenges of flood risks and to translate this knowledge back to a practical water-related disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

About GRIPS (<http://www.grips.ac.jp/>)

The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

About ICHARM and PWRI (<http://www.icharm.pwri.go.jp/>, <http://www.pwri.go.jp/eindex.htm>)

ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment. It was governmental up to 2001 and now an Incorporated Administrative Agency.

About JICA training program (<http://www.jica.go.jp/>)

Japan International Cooperation Agency (JICA) has been offering training programs as one of the major means of supporting developing countries. PWRI has been contributing to the program since 1969.

Remarks:

*The curriculum of this course is approved as a master's degree program by GRIPS and PWRI. Achieving required credits during the training, the participants will be awarded a **Master's degree, "Master of Disaster Management" by GRIPS and PWRI.** Accordingly this training is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.*

II. Course Description

1. Course Title (No.):

Training for expert on flood-related disaster mitigation (J0800751)

2. Course Objective/Outcome:

The overall goal of this training course is to develop the trainee's capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries.

3. Course Outputs:

The participants will become:

- (1) Knowledgeable about the recent practices in integrated flood risk management in various localities in the world.
- (2) Able to define the requirements for local/national effective risk reduction including public policies and design a local/national risk management frameworks, institutional coordination and management mechanisms including all stakeholders.
- (3) Able to develop local/national indicators to detect and monitor changes in the basis of

emergency responses and disaster risk reduction policies and to monitor the status and effectiveness of these policies.

- (4) Able to contribute for the implementation of plans developed based on the identified integrated risk management policy by making them underpinned by a clear financial, institutional and legislative framework.
- (5) Able to develop risk management strategies considering all the management cycle components, namely emergency response, recovery, mitigation and preparedness taking into account risk perception and communication issues and emerging threats such as global warming and climate change.

After the training course, participants are expected to:

- (1) Identify concerned issues and tasks in their home country by understanding of the historical, institutional and legislative backgrounds of flood disaster prevention in Japan, and finally draw up an action plan to overcome those issues and to undertake relevant tasks.
- (2) Realize the need of flood disaster reduction schemes in their home country.
Plan a flood disaster prevention/reduction project and finally draw up a workable action plan.
- (3) Understand and acquire the knowledge and techniques of flood risk assessment and risk reduction.
Create a flood hazard map.
- (4) Understand and acquire the knowledge and techniques of project planning for flood control (including dams and sediment control).
Figure out the tasks to be performed in the target river basin in their home country, and finally draw up a detail action plan, part of which is required to be tested for its validity during the training course.

4. Duration:

29 September 2008 – 19 September 2009

5. Total Number of Participants and Candidate Countries:

- (1) Number of Participants;
10 participants
The number of participants from Bangladesh and China will be 2.
- (2) Candidate Countries; (8 countries)
Bangladesh, China, Ethiopia, India, Indonesia, Nepal, Philippines, Thailand

6. Eligible/Target Organization:

Organizations concerning river management or water-related disasters

- Target Group -

Technical officials, engineers or researchers in the field of water management

7. Language to be used in this Course:

English

8. Course Program:

1) Preparatory Phase

After receiving the “Notice of Acceptance”, each participant has to make an “Inception Report”. The Instruction will be delivered to the participants at the same time of “Notice of Acceptance”.

2) Program in Japan

This training course consists of lectures, hands-on training sessions, field trips and an individual study.

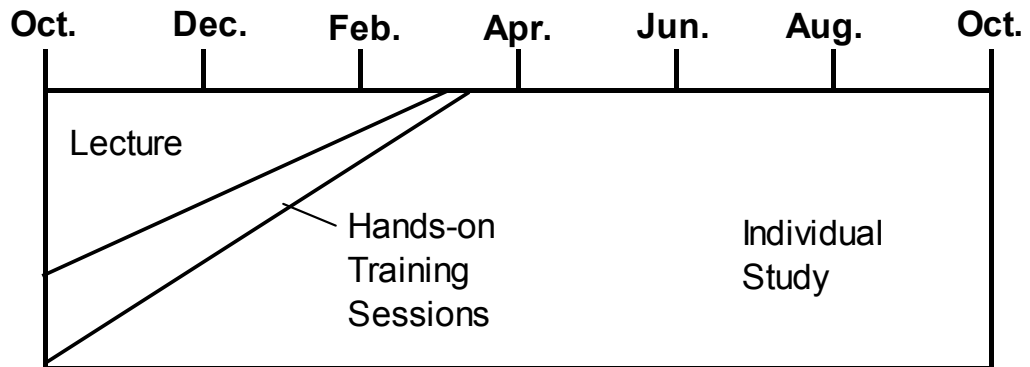


Fig. 1 Program in Japan

This course is composed of various subjects as follows:

Table 1 Contents of this course

Orientation and Preparation	Opening Ceremony, Guidance of the course, PC setting, Orientation of the facilities, Computer Programming
Disaster Management Policy	Disaster Management Policy - <i>Social System against Disasters</i> - <i>Education on Basic Knowledge for Disasters</i> - <i>Policy for Infrastructure</i> - <i>Land-use and Regulation</i> - <i>Policy Making Process for Disaster</i>
	Disaster Risk Management - <i>International activities for disaster mitigation</i> - <i>Housing and urban policies in Japan</i> - <i>Community based disaster risk management</i> - <i>Practical risk assessment</i>

Basic Study for Water-related Disaster Management	Basic Hydrology <ul style="list-style-type: none"> - <i>Processes in the hydrologic cycle</i> - <i>Hydrological observation</i> - <i>Frequency analysis</i>
	Advanced Hydrology <ul style="list-style-type: none"> - <i>Run-off analysis</i> - <i>Utilization of satellite data</i> - <i>Flood forecasting</i> - <i>Flood warning system</i>
	Hydraulics <ul style="list-style-type: none"> - <i>Principles of flow</i> - <i>Flow processes</i> - <i>Open-channel flow</i>
	IFRM: Integrated Flood Risk Management <ul style="list-style-type: none"> - <i>Basic concepts of IFRM</i> - <i>Introduction to water-related disasters in the world</i> - <i>Vulnerability Indices</i> - <i>Structural and other non-structural measures</i> - <i>Integrated river basin management (IRBM)</i>
Application Study for Water-related Disaster Management	River Training <ul style="list-style-type: none"> - <i>Flood control planning</i> - <i>Design of structural measures</i> - <i>Channel improvement</i>
	Local Disaster Management and Hazard Mapping <ul style="list-style-type: none"> - <i>Administrative system and organization for local disaster management</i> - <i>Inundation analysis</i> - <i>Geographical information system (GIS)</i> - <i>Town watching and hazard mapping</i>
	Sustainable Reservoir Development & Management <ul style="list-style-type: none"> - <i>Flood control with dams</i> - <i>Water resources planning</i> - <i>Dam and regional development</i>
	Sabo works for landslide & Debris Flow <ul style="list-style-type: none"> - <i>Dynamics for landslide & debris flow</i> - <i>Stability analysis for landslide</i> - <i>Survey and emergency response for landslide</i>
Field Trip	
Individual Study	

3) Developing Phase

After completing the training course at ICHARM, each participant is required to write and submit a follow-up report to JICA/ICHARM every six months in two years.

III. Conditions and Procedure for Application

1. Responsibility of the Participating Countries/Organizations:

- (1) It is strongly requested for the governments of the participating countries and organizations to nominate applicants who fulfill the qualifications for this training course and who have high motivation and strong commitments to address the current problems in their countries or organizations.
- (2) If any of the applicants the participating countries or organizations have nominated is accepted, they are required to provide full support for their own applicants to focus on writing an "Inception Report". The Instruction will be delivered to the participants at the same time of "Notice of Acceptance".
- (3) After successfully completing the training course at ICHARM, the organizations are expected to encourage their participants to share what they have learned in the course with the people and organizations concerned.

2. Qualifications of Applicants:

Applicants should:

- (1) be nominated by their governments in accordance with the procedures described in III 4
- (2) be university graduates in civil engineering, water resource management, or disaster mitigation
- (3) be engineers or technical officers who have three or more year of experience in the field of flood management
- (4) have working knowledge of civil engineering, especially of hydraulics and hydrology
- (5) be familiar with mathematics such as differentiation and integration techniques.
- (6) be able to write research reports on the individual study in English
- (7) have a good command of English --- minimum TOEFL score; 79 (Internet Based Test), 213 (Computer Based Test) or 550 (Paper Based Test), or equivalent
*Applicants with these scores normally can give and understand detailed directives or instruction with technical terms
**In this course, this level should be equivalent to "good" at the question, "13. LANGUAGE PROFICIENCY" in A2A3 Form
- (8) be over 22 and under 40 years of age
- (9) be in good health to undergo the course of training (Please be fully understand that the training over a long period like this course may pose risks to pregnancy)
- (10) not be military personnel

3. Required Documents:

The following documents must be submitted to the JICA Office (or the Embassy of Japan) in applicant's country by **16th May, 2008.**

Note: Applications without any of these 3 items will be out of the selections.

(1) Nomination Form: One (1) original and three (3) copies

(2) Application Materials for GRIPS/PWRI Master Program (See ANNEX I)

All of the curriculum of this course is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master Program as written in ANNEX I

- Application Form
- Certificate of Health
- Certificate of Employment
- Two letters of Recommendation
- Official Transcripts or Official Copy of Transcripts
- Official Copy of Diploma or Degree Certificate
- Official Document Certifying English Proficiency

(3) Application Report (See ANNEX II)

Each applicant must prepare an "Application Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 4 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II). It must be submitted together with the Nomination Form (A2A3). The Application Report will be used only for screening purpose and as training materials, only if applicant is selected.

4. Procedure for Application and Selection:

(1) Submission of the Documents for Selection:

Governments desiring to nominate applicants for this training course must submit (1) original nomination forms, (2) application materials for the GRIPS/PWRI Master Program, and (3) "Application Reports" to a JICA office (or the Embassy of Japan) by **16th May, 2008**.

(2) Process of the Selection:

- 1) A JICA office (or the Embassy of Japan) will accept the documents for selection, carry out the pre-screening, and send the documents to JICA TSUKUBA in charge of this training course.
- 2) JICA TSUKUBA will carry out the screening jointly with PWRI by the end of May and decide the passed applicants out of those who fulfill the set qualifications described above in III.2.

Note: Applications without any of the required documents will be out of the selections.

- 3) The applicants who pass the documentation screening should seat for an oral examination that will be conducted by JICA and PWRI through the JICA-Net System at a JICA office around the middle of June, after which qualified applicants will be decided.

- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts by the end of June.
- 5) The applicants who are accepted to participate to the Course will be decided by a faculty council of GRIPS finally by the middle of July (The schedule is undelayable).

** In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

(3) Notice of Acceptance:

A JICA office (or Embassy of Japan) will inform each applying government of acceptance or non-acceptance of its nominees' application **no later than 31th July**.

In case of acceptance, Acceptance Agreement from GRIPS will be sent together.

5. Rules for Attendance:

Participants are required to observe the following rules for attending the training course:

- (1) Not to bring any of their family members.
- (2) Return to their home countries at the end of the training course according to the international travel schedule designated by JICA.
- (3) Refrain from being engaged in political activities or any form of employment for profit or gain while residing in Japan.
- (4) Properly follow the rules and regulations of their places of accommodation and not to change accommodations that initially designated by JICA.
- (5) Obey the rules while attending the lectures or sessions at the training course.

Note: Participants disobeying these rules will be subject to disciplinary action.

6. Certificate, Diploma and Master's Degree

- (1) Participants who have successfully completed the training course will be awarded a certificate by JICA.
- (2) Participants who have successfully achieved the required credits will be awarded a Master's Degree, 'Master of Disaster Management' by GRIPS and PWRI.

V. Administrative Arrangements

1. Travel to Japan:

(1) Air Ticket:

A round-trip air ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) Travel Insurance:

Travel insurance is **not** insured by JICA.

2. Accommodation:

JICA will arrange the following accommodation for the participants while in Japan:

Tsukuba International Center (JICA TSUKUBA)

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

TEL: +81-29-838-1117, FAX: +81-29-838-1790 (81: country code for Japan, 3: area code)

*If no room is available at JICA TSUKUBA, JICA will arrange alternative accommodations for the attendees.

3. Living Expenses:

Following expenses will be provided for the attendees by JICA:

- (1) Allowances for accommodation, living expenses, outfits and shipping
- (2) Expenses for study tours; basically paid in the form of train ticket(s) or chartered bus.
- (3) Free medical care for the attendees who become ill after arrival in Japan
(Cost related to pre-existing illness, pregnancy or dental treatment is not included)
- (4) Expenses for program implementation including materials

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

4. Course Implementing Organization:

International Centre for Water Hazard and Risk Management (ICHARM) under the auspices of UNESCO at Public Works Research Institute (PWRI)

Address: 1-6 Minamihara, Tsukuba, Ibaraki-ken, 305-8516 Japan

TEL: +81-29-879-6809, FAX: +81-29-879-6709

E-mail: icharm@pwri.go.jp, URL: <http://www.icharm.pwri.go.jp>

5. Training Course and Master's Degree Program

The curriculum of this training course is approved as a master's degree program by GRIPS and PWRI.

National Graduate Institute for Policy Studies (GRIPS)

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

TEL: +81-3-6439-6046, FAX: +81-3-6439-6050

E-mail: admissions@grips.ac.jp, URL: <http://www.grips.ac.jp>

***The entrance examination fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.**

6. Pre-Departure Orientation:

A pre-departure orientation for the participants will be held at a JICA office (or Embassy of Japan) in participant's country to give insights on travel to Japan, living conditions, programme features etc. Participants will watch a video entitled "Training in Japan," and receive a textbook and cassette tape titled "Simple Conversation in Japanese." A brochure and the KENSHU-IN GUIDE BOOK will be also provided to each participant if

they have not received it in advance.

ANNEX:

ANNEX I	Application Materials for GRIPS/PWRI Master Program
ANNEX II	Instruction for Application Report

Reference

Founded in 1974, the Japan International Cooperation Agency (JICA) is an implementation agency for technical assistance, focusing on systems building, organization strengthening and human resource development that will enable developing countries to pursue their own sustainable socio-economic development.

The training program for overseas participants is one of JICA's main cooperation programs. Under this program, JICA invites professionals in various fields including administrative officials, engineers and technicians from developing countries to Japan and provide them with skills and technology needed in their countries as well as the chance to share knowledge and experience with participants from other countries. Through this program, participants are expected to acquire skills and technology or create knowledge, bring them back to their countries, and apply them in their workplaces or societies with necessary modifications according to their own conditions to achieve their specific objectives.

JICA's Mission

We, as a bridge between the people of Japan and developing countries, will advance international cooperation through the sharing of knowledge and experience and will work to build a more peaceful and prosperous world.

Oath of Service

With passion and pride, as professionals in development cooperation, we will perform our work responsibly and energetically with love and a sense of duty; we will encourage and support the participation of the Japanese people in our work; we will work as partners to those in need of assistance; and we will strive to fill the world with hope and happiness by promoting peace and sustainable development.

CORRESPONDENCE

For enquires and further information, please contact the JICA office, or the Embassy of Japan. Address any other correspondence to:

Tsukuba International Center
Japan International Cooperation Agency
(JICA TSUKUBA)

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

TEL: +81-29-838-1117, FAX: +81-29-838-1790

E-mail: tbictp1@jica.go.jp

ANNEX I

Application Materials for GRIPS/PWRI Master Program

Instructions: Please read this information carefully before completing application materials for the GRIPS/PWRI program.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from the School. All questions must be answered, and the application form must be signed and dated. You must notify the School of any changes of status in any part of your application that may occur after the date of the signature on the application form and write an explanation required thereby within 30 days of the status change. **All materials submitted by an applicant become the property of GRIPS and will not be returned.**

Documents to be submitted: Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

Step1: Prepare the following supporting documents:

Please check whether you have submitted all the necessary documents

- completed application form
- certificate of health
- 2 identical photographs (30 x 40 mm) (please paste one photograph on the application form)
- 2 letters of recommendation in sealed envelopes
- official certificate of employment describing applicant's present job title and employer. Information on civil servant qualification (e.g. BCS, IAS, IRS, CSS) should be also included there, if applicable. (The certificate of employment must bear official seal and sign obtained from the employer)
- official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended*
- official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended*
- TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose undergraduate education was in a language other than English (GRIPS TOEFL code no. 9040, a photocopy of your TOEFL/IELTS score report acceptable). Native speakers of English are exempted from this requirement. Those who received (under) graduate education in English should submit an official document confirming that the language of instruction was English.

Notes

1. Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor and the other should be written by a senior member of the applicant's present work place.
2. An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.
3. All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.

4. Faxed documents and digital copies sent through e-mail are not acceptable.

INQUIRIES

Details regarding to the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp>

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

Photographs
Please write your name on the back of each photo
Size:30 x 40 mm

APPLICATION FORM

(Type or write in block letters)

PERSONAL DATA

1. Full Name

_____ as written in your passport.

_____ Name to be used in correspondence, if different from above.

2. Date and Country of Birth _____ 3. Age (as of October 1st 2008) __
MM/DD/YY country

4. Gender: male female 5. Marital Status: single married

6. Citizenship _____
(as written in your passport)

7. Present Employer

_____ Does your organization belong to a central or regional authority? central regional

8. Present Position

9. Work Address

tel: _____ fax _____ email _____
country code city code local number country code city code local number

10. Home Address

tel: _____ fax _____ email _____
country code city code local number country code city code local number

11. Present Mailing Address: home work other, namely:

tel: _____ fax _____ email _____
country code city code local number country code city code local number

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of applicant

date

You need to submit this completed application form together with the supporting documents listed on page 1. Please use the check list to make sure that you have collected all the supporting documents.

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Name of Organization: _____

Address of Organization: _____

tel: _____ - _____ - _____ fax _____ - _____ - _____ email _____
country code city code local number country code city code local number

EMPLOYEE DETAILS

This is to certify that _____
full name of the applicant

has been employed by this organization from _____ to _____
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: _____

LEAVE OF ABSENCE APPROVAL SECTION

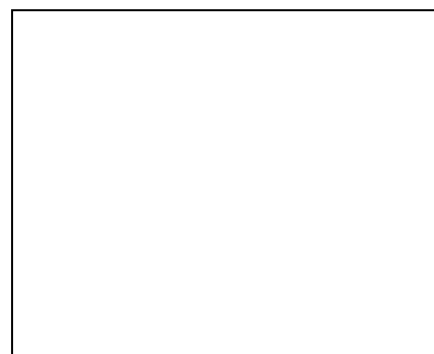
I will approve one year of Leave of Absence for the above employee to participate in the Disaster Management Policy program, if he/she is admitted to GRIPS and PWRI.

Name of person completing the form _____

Position/Title: _____

Signature

Date



*Please put Official Stamp or Seal on this space.

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

daily weekly monthly rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI?

outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

daily weekly monthly rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI ?

outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

CERTIFICATE OF HEALTH (to be completed by the examining physician)

Please fill out (PRINT/TYPER) in English. **Do not leave any items blank.**

Male Date of Birth : _____
 Female Age : _____

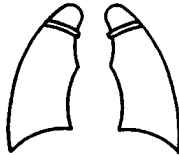
Name : _____, _____
 Family name, First name Middle name

1. Physical Examinations

- (1) Height _____ cm, Weight _____ kg
 (2) Blood pressure _____ mm/Hg ~ _____ mm/Hg, Blood Type [A B O], [RH +, -]
 Pulse Rate _____/min, regular irregular
 (3) Eyesight : (R) _____ (L) _____
 without glasses with glasses or contact lenses
 (4) Hearing : normal impaired speech : normal impaired

2. Please describe the results of physical and X-ray examinations of applicant's chest X-ray (X-ray taken more than 6 months prior to the certification is NOT valid).

Lung : normal impaired Date _____ Film No. _____



Describe the condition of applicant's lung.

Cardiomegaly : normal impaired
 If impaired: Electrocardiograph, normal impaired

3. Disease Treated at Present

Yes (Disease: _____) No

4. Past history : Please indicate with + or - and fill in the date of recovery

- Tuberculosis... (. .), Malaria... (. .), Other communicable disease... (. .)
 Epilepsy... (. .), Kidney Disease... (. .), Heart Diseases... (. .)
 Diabetes... (. .), Drug Allergy... (. .), Psychosis... (. .),
 Functional Disorder in extremities... (. .)

5. Laboratory tests

Urinalysis : glucose (), protein (), occult blood ()
 Feces : Parasite (egg of parasite) (+, -)
 ESR : _____ mm/Hr, WBC count : _____ x10³/μl, RBC : _____ x10⁶/μl,
 Hemoglobin: _____ g/dl, AST (GOT): _____ u/l, ALT (GPT): _____ u/l,

6. Please describe your impression.

7. In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan ?

yes no

Date: _____ Signature: _____

Physician's Name in Print: _____

Office/Institution: _____

Address: _____

Appendix**How to calculate your GPA**

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

Value of Letter Grades

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Example:

grade	value		# of credits		total value
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
GPA				=	3.14

Application Report
for the Group training course on
“Training for Experts on Flood-related Disaster Mitigation”

Note:

- (1) This Report must be submitted with the Nomination Form (A2A3).
- (2) This report must be prepared by the applicant himself/herself.
- (3) Applicants without this report will be out of the selection.

Remark:

- (1) If there are any applicants who want electronic copy of this report, please contact JICA Tsukuba (tbictp1@jica.go.jp).
- (2) If available, please send us directly this Application Report to JICA Tsukuba (tbictp1@jica.go.jp) by E-mail.

1. Please fill your following information.

- (1) Name:
- (2) Organization:
- (3) Present Post:
- (4) Country:
- (5) E-mail:

2. Please fill the following subjects about your organization and department.

What are the Missions/Objectives/Roles of your organization? And what are the activities of your organization to achieve those goals?

** Please add the item according to the situation of your organization.*

- (1) Mission, Objective, Role:

Activities:

- (2) Mission, Objective, Role:

Activities:

3. Please show your Organization Chart and indicate your position.

Please attach your organization chart.

4. Please explain your job experience related to flood control and water resources.

** Please add the item according to your situation.*

- (1) Period:
 - 1) Organization;
 - 2) Position;
 - 3) Outline of duties;

- (2) Period:
 - 1) Organization;
 - 2) Position;
 - 3) Outline of duties;

5. Do you have any issues which you have to solve or any difficulties on your work?

- Yes No

If “yes”, please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

** Please add the item according to your situation.*

5.1 Technical Aspects

(1) Issues, Difficulties:

Reason:

(2) Issues, Difficulties:

Reason

5.2 Organizational/Institutional Aspects

(1) Issues, Difficulties:

Reason:

(2) Issues, Difficulties:

Reason:

6. In the fields of Flood-related disaster mitigation, what topics are you interested in?

Please describe the topics and the reason why you are interested in those topics

** Please add the item according to your situation.*

(1) Topics, Subjects:

Reason:

(2) Topics, Subjects:

Reason:

7. Please explain your expectation from this training course.

8. Please explain your future plans to apply expected results of the training program in order to tackle flood-related mitigation projects after returning to your country.

9. If you have any request, please write down.

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: