

No.34/45/2009-EO(F)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi  
Dated the 1<sup>st</sup> June, 2009

**TRAINING CIRCULAR**

Subject : Group Training Course in Fish Disease Prevention and Hygienic handling of Cultured Fish to be held in Japan from 1<sup>st</sup> September, 2009 to 7<sup>th</sup> November, 2009 under the Technical Cooperation Programme of the Government of Japan.


The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Fish Disease Prevention and Hygienic handling of Cultured Fish. The total duration of the programme which will be held in Japan, is from 1.9.2009 to 7.11.2009. The programme is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use this programme for those specific purposes required for the distribution and culture of safe and healthy fishes. The details of the programme and the application form may be drawn from this Department's website ([persmin.nic.in](http://persmin.nic.in)).

2. As per the eligibility conditions, the candidate should be a University graduate engaged in disseminating technique or planning on aquaculture as the government officials or staffs of the related organizations with at least 5 years professional career in the field of aquaculture. He should be proficient in both written and spoken English, be in good health and should not be serving in any form of military service. He should be in the age group of 33 to 44 years.

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

4. It is requested that the nomination of the suitable candidates may please be forwarded to this Office in accordance with the eligibility criteria and the terms and conditions of the JICA circular dated 26.5.2009. The Ministries/ State Governments may sponsor the names of only Government/Public Sector Undertaking functionary. The nomination details should be submitted in the JICA's prescribed proforma (A2 & A3), duly authenticated by the parent Department/Ministry concerned alongwith the country report.

5. The applications of eligible candidates should reach this Office through proper channel not later than 30<sup>th</sup> June, 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website ([persmin.nic.in](http://persmin.nic.in)).

  
(Trishaljit Sethil)  
Director

To

1. The Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture, Krishi Bhavan, New Delhi
2. All State Governments/Union Territories  
(with the request to circulate it amongst the related Organizations)
- ✓ 3. Sr. Director (Tech), NIC, North Block, with the request to post the circular along with the JICA's circular alongwith the application proforma on the website of the Department.



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Japan International Cooperation Agency  
(Government of Japan)

No. 51/GT-CP/2009

26<sup>th</sup> May, 2009

Dear Mr. Kharb,

A Group Training Course in Fish Disease Prevention and Hygienic handling of Cultured Fish will be held in Japan from 1<sup>st</sup> September, 2009 to 7<sup>th</sup> November, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 6<sup>th</sup> July, 2009:-


- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Inception Report

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

It is further informed that 8 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)  
Senior Representative

Encl: As stated above.

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

*Handwritten notes:*  
No. 40265/2009  
C-502/EA/E/109  
28/5/09

*Handwritten initials:*  
MS



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**FISH DISEASE PREVENTION  
AND HYGIENIC HANDLING OF CULTURED FISH**

集団研修「養殖魚の健康と安全管理」

***JFY 2009***

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

**NO. J09-00950 (0980351)**

**Phases in Japan: From Sep. 1, 2009 to Nov. 7, 2009**

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

# ***I. Concept***

## **Background**

Fishery resources such as fish and shellfish are very important resource of nutrition in developing countries, in fact, they depend almost 20% of their animal protein ingestion on fishery products. And from the viewpoint of national level, fisheries are vital industry for foreign currency acquisition by exporting the products.

Especially, aquaculture has attracted attentions as an effective measure for increasing food production, and the Japanese government has provided with basic supports for the establishment of aquaculture industries. However, for more effective utilization of the cultured products, hygienic handlings are required, and for the stabilization of aquaculture production, fish disease problem must be solved. Considering such situation, JICA implements this training program in order to contribute to “the stable supply of food” which is one of the most important issues of the cooperation by JICA in the fishery field.

## **For what?**

This training course is implemented to enhance the capability of developing countries in the hygienic handling of aquaculture fishes and prevention of fish disease in order to increase the aquaculture production in terms of both quantity and quality.

## **For whom?**

This training course is targeting the staffs of the organizations in charge of disseminating the techniques required for the distribution and culture of safe and healthy fishes.

## **How?**

Japan is one of the most developed countries in terms of techniques in fishery field. Especially National Fishery University, the host organization of the course, is the only higher educational institution in Japan on fishery industry with more than 60 years of operation, which is administrated by the Ministry of Agriculture, Forestry and Fisheries. Professors, associate professors and, instructors of National Fishery University are enough capable to provide comprehensive lectures. Through getting this training course under such environment, participants will be able to deepen the understanding of the knowledge relevant to hygienic handling of aquaculture products, and to the diagnosis and treatment of fish disease.

## ***II. Description***

**1. Title (J-No.): Fish Disease Prevention and Hygienic Handling of Cultured Fish (J0900950)**

**2. Period of program**

**Core Phase in Japan:**

September 1 to November 7, 2009

**3. Target Regions or Countries:**

Turkey (1), Indonesia (1), Cambodia (1), Laos (1), India (1), Kenya (1), Madagascar (1), Egypt (1), Benin (1), Myanmar (1)

( ) is the number of the participants from the country.

Number of the actual participants is 8 and they will be selected from the nominees above.

**4. Eligible / Target Organization :**

This training course is designed for the persons engaged in disseminating technique or planning of aquaculture as the government officials or staffs of the related organizations.

**5. Total Number of Participants :** 8 participants

**6. Language to be used in this program :** English

**7. Program Objective:**

Participants improve the techniques and deepen the knowledge relevant to hygienic handling of aquaculture products and prevention of fish disease.

**8. Overall Goal:**

The techniques and the knowledge of hygienic handling and prevention of fish disease acquired through this training are shared and utilized in the participants' home countries.

**9. Expected Module Outputs and Contents:**

(1) Module Outputs:

The present conditions and problems on aquaculture in the participant's home country are clearly mentioned in the Inception Report

The participant is able to explain the concepts and the techniques of the hygienic handling of aquaculture products

The participant is able to explain the concepts and the techniques of the diagnosis and prevention of cultured fish disease

A problem-solving plan on aquaculture (Strategy Plan) in the participants home country is suggested from the aspects of hygienic handling or preventive measures of fish disease

(2) Contents:

This program consists of the following components. Details on each component are given below: Contents are tentative and subjected to change

<b>(1) Preliminary Phase in a participant's home country (Aug 2009 to Sept 2009)</b> <i>Participating organizations make required preparation for the Program in the respective country.</i>
Activities
To formulate and submit an Inception Report

<b>(2) Core Phase in Japan (Sept 1, 2009 to Nov 7, 2009)</b> <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Outputs	Subjects/Agendas	Methodology
The present conditions and problems on aquaculture in the participant's home country are clearly mentioned in the Inception Report	1. Inception Report Presentation To give lecturers a presentation of an Inception Report submitted in advance to JICA. It gives lecturers an opportunity to understand the present conditions of the countries and the organizations to which the participants belong, so that they can reflect the information on their lectures.	Presentation Discussion
The participant is able to explain the concepts and the techniques of the hygienic handling of aquaculture products	1. Technique of Hygienic Handling of Aquaculture Products (Outline) To take lectures on fish-refrigerating and -freezing for freshness.	Lecture
	2. Technique of Hygienic Handling of Aquaculture Products (Practice) To have practice fish-killing for maintaining the freshness.	Practice
	3. Seafood Hygiene To take lectures on fish-poisoning bacteria, on drug-resistant bacteria and on hygienic control system by HACCP.	Lecture and Practice
The participant is able to explain the concepts and the techniques of the diagnosis and prevention of cultured fish disease	1. Preventive Measures of Fish Disease(Outline) To take lectures on bacteria which can cause fish disease and on fish defense mechanism against the infection. To take lectures on diagnostic and treatment methods of fish disease.	Lecture
	2. Preventive Measures of Fish Disease (Practice) To have practice on diagnosis and treatment of diseased cultured fishes.	Practice
A problem - solving plan on aquaculture (Strategy Plan) in the participants home country is suggested from the aspects of hygienic handling or preventive measures of fish disease	1. Drafting of a Problem-solving Plan (Strategy Plan) To draft the countermeasures for food-fish safety and fish disease problem which will contribute to the development of aquacultures in each country. Session of discussion with lecturers will be held in the planning process.	Practice and Discussion
	2. Presentation of a Problem-solving Plan (Strategy Plan) To give a presentation of a problem-solving plan (Strategy Plan) to lecturers. Lecturers are to see the participants' level of understanding through the presentation contents.	Presentation Discussion

\* Besides the classes mentioned above, visits to fish-farmers and a wholesale market is scheduled as a study tour.

\* Please see the ANNEX-2 regarding the tentative schedule.

**10. Follow-up Cooperation by JICA:**

Regarding this training program, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.



### ***III. Conditions and Procedures for Application***

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Participating organizations are expected to use this 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) Essential Qualifications**

- 1) Current Duties: Those who are engaged in disseminating technique or planning on aquaculture as the government officials or staffs of the related organizations..
- 2) Experience in the relevant field: Those who have 5 or more years' professional career in the field of aquaculture.
- 3) Educational Background: Those who graduated undergraduate and/or graduate university.
- 4) Language: Those who are excellent in English communication since training will be conducted in English - for example TOEFL CBT (Test of English as a Foreign Language Computer-Based Testing) Score 250 or above. (Submission of the copy of the proof is preferable)
- 5) Health: Those who are in good health, both physically and mentally, to undergo the training.

Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.

- 6) Others: Those who are not serving in any form of military services.

##### **(2) Recommendable Qualifications**

- 1) Expectations for the Participants: Those who already have a good understanding of basic technique on aquaculture.
- 2) Age: Those who are 30-44 years of age.

### 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) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Inception Report:** to be submitted with the application form. Fill in Annex-1 of this General Information, and submit it along with the application Form.

### 4. Procedure for Application and Selection :

#### (1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 6, 2009**

**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 August 3, 2009.**

### 5. Conditions for Attendance:

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

## IV. Administrative Arrangements

### 1. Organizer:

**(1) Name:** JICA Chugoku

"Chugoku" is the name of the region consisting of five (5) prefectures in western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

**(2) Contact:** Mr. YAZAKI Jintaro ([Yazaki.Jintaro@jica.go.jp](mailto:Yazaki.Jintaro@jica.go.jp))

### 2. Implementing Partner:

**(1) Name:** National Fisheries University

**(2) Contact:** Dr. SHIBA Tsuneo ([tsuneo@fish-u.ac.jp](mailto:tsuneo@fish-u.ac.jp))

**(3) URL:** <http://www.fish-u.ac.jp/e-index.html>

**(4) Remark:** Microbiologist in the field of Food Safety

### 3. Travel to Japan:

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

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

### 4. Accommodation in Japan:

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

**JICA Chugoku International Center (JICA Chugoku)**

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima 739-0046 Japan

TEL: 81-82-421-5800 FAX: 81-82-420-8082

**JICA Kyushu International Center (JICA Kyushu)**

"Kyushu" is the name of a large island located in western end of Japan. JICA KIC is located at the northern end of Kyushu and it is the closest JICA Center to National Fisheries University which is located at the western end of Japanese main land

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-8505 Japan

TEL: 81-93-671-6311 FAX: 81-93-671-0979

(where "81" is the country code for Japan, and "82" and "93" is the local area code)

This training course is managed by **JICA Chugoku**, but the accommodations are provided by **JICA Kyushu** throughout the technical training period because of the location of the training site.

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

## **5. Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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

## **6. Pre-departure Orientation:**

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

## V. ANNEX-1

### Fish Disease Prevention and Hygienic Handling of Cultured Fish (JFY 2009)

#### *Inception Report*

Applicants are required to submit an **Inception Report** including the prescribed format given below with the Application Form. The contents of Inception Report will be referred to during our selection process of the participants, and presentation on their report is also to be held at the initial stages of the training course. If you need the electronic data of the format of Inception Report, please contact Mr. YAZAKI of JICA Chugoku by e-mail (Yazaki.Jintaro@jica.go.jp.)

Please type out the format and avoid hand writing

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### **1. Nation's Present Conditions**

Name of Country	Population				
Fish-Catch	2005		Ratio of Aquaculture in Fish Catch ( % )	2005	
	2006			2006	
	2007			2007	
	2008			2008	
Ratio of Domestic Consumption in the Above-mentioned Fish-Catch	Species of Fish		Amount of Consumption		
(Q.1) Present Conditions of Export	Species of Fish	(Q.1) Amount of Export / (Q.2) Domestic Consumption	(Q.1) Export Counterpart / (Q.2) Buying Public		
(Q.2) Present Conditions of Domestic Consumption					

Major Species of Cultured Fish (seawater)	1		Major Method of Culture (seawater)	1	
	2			2	
	3			3	
	4			4	
	5			5	
Major Species of Cultured Fish (freshwater)	1		Major Method of Culture (freshwater)	1	
	2			2	
	3			3	
	4			4	
	5			5	

## **2. Present Conditions of Your Organization**

Name of Organization				
Organization Chart	(as an attached document)			
Number of Employees in the Org.				
Duties of the Organization				
Your Duties in the Organization				
Method of Cooking Fish in Your Country		Species of Fish	How to Cook	Frequency
Current Problems of Fish Disease, Diagnostic Method and/or Treatment Method		Fish Disease	Diagnostic Method	Method of Treatment
	1			
	2			
	3			
	4			

Circumstances of the Incidence of Fish Disease (Amount of Damage), Prevention Method Being Adopted	Species of Fish	Amount of Damage (in terms of money)	Method of Prevention
	1		
	2		
	3		
	4		
Problems You Are Currently Facing in Your Own Work	Please type out the content in other sheet (more than 2 sheets of A4 paper) and attach it to this Inception Report		
Approach Being Taken to Solve the Above-mentioned Problems	Please type out the content in other sheet (more than 1 sheet of paper) and attach it to this Inception Report		

### **3. Your Expectations From This Training Course**

Reason for Applying for This Training Course	
Knowledge You Want to Acquire in This Training Course	
How will you make use of the acquired knowledge in this training course after back to home country?	

## VI. ANNEX-2

The schedule is tentative and subjected to change

		AM	PM
1-Sep	Tue	Arrival in Japan	
2-Sep	Wed	Briefing	Program Orientation
3-Sep	Thu	Orientation	Orientation
4-Sep	Fri	Orientation	Orientation
5-Sep	Sat		
6-Sep	Sun		
7-Sep	Mon	Intensive Japanese Lesson	Intensive Japanese Lesson
8-Sep	Tue	Intensive Japanese Lesson	Intensive Japanese Lesson
9-Sep	Wed	Intensive Japanese Lesson	Intensive Japanese Lesson
10-Sep	Thu	Intensive Japanese Lesson	Intensive Japanese Lesson
11-Sep	Fri	Intensive Japanese Lesson	Intensive Japanese Lesson
12-Sep	Sat	Move (Higashi-hiroshima Kyushu)	
13-Sep	Sun		
14-Sep	Mon	Course Orientation	Opening Ceremony
15-Sep	Tue	Presentation of Inception Report	Presentation of Inception Report
16-Sep	Wed	Fisheries System in Japan	Distribution System of Fishery Product in Japan
17-Sep	Thu	Discussion	Aquacultural Feed
18-Sep	Fri	Introduction to Fish Disease	Introduction to Fish Disease
19-Sep	Sat		
20-Sep	Sun		
21-Sep	Mon		
22-Sep	Tue		
23-Sep	Wed		
24-Sep	Thu	Introduction to Fish Disease	Introduction to Fish Disease
25-Sep	Fri	Introduction to Fish Disease	Introduction to Fish Disease
26-Sep	Sat		
27-Sep	Sun		
28-Sep	Mon	Prevention of Epizootic in Fishes	Prevention of Epizootic in Fishes
29-Sep	Tue	Virus Detection (Experiment)	Virus Detection (Experiment)
30-Sep	Wed	Fish Disease Diagnosis	Fish Disease Diagnosis
1-Oct	Thu	Fish Disease Diagnosis	Fish Disease Diagnosis
2-Oct	Fri	Fish Disease Diagnosis (Experiment)	Fish Disease Diagnosis (Experiment)
3-Oct	Sat		
4-Oct	Sun		
5-Oct	Mon	Fish Disease Diagnosis (Experiment)	Fish Disease Diagnosis (Experiment)



6-Oct	Tue	Fish Disease Diagnosis (Experiment)	Fish Disease Diagnosis (Experiment)
7-Oct	Wed	Prevention Method Using Vaccine	Prevention Method Using Vaccine
8-Oct	Thu	Prevention Method Using Natural Immunity	Prevention Method Using Natural Immunity
9-Oct	Fri	PCR	Mid-term Evaluation
10-Oct	Sat		
11-Oct	Sun		
12-Oct	Mon		
13-Oct	Tue	Fish Denaturation	Fish Freshness
14-Oct	Wed	Fish Handling After Harvest	Fish Handling After Harvest
15-Oct	Thu	Fish Freshness	Fish Freshness (Experiment)
16-Oct	Fri	Fish Strong	Discussion
17-Oct	Sat		
18-Oct	Sun		
19-Oct	Mon	PCR	PCR
20-Oct	Tue	PCR	PCR
21-Oct	Wed	Fish-borne Disease	Fish-borne Disease
22-Oct	Thu	Problem of Antibiotic Resistant Bacteria	HACCP
23-Oct	Fri	HACCP	Traceability
24-Oct	Sat		
25-Oct	Sun	Move (Kyushu Hiroshima)	
26-Oct	Mon	Visit to Oyster Farming Place in Hiroshima	Move (Hiroshima Osaka)
27-Oct	Tue	Visit to Osaka Central Wholesale Market	Move (Osaka Kyoto)
28-Oct	Wed	Move (Kyoto Samegai)	Visit to Samegai Trout Farm
29-Oct	Thu	Hygienic Procedure in Fish Handling	Food Sanitation Law in Japan
30-Oct	Fri	Traceability	Discussion
31-Oct	Sat		
1-Nov	Sun		
2-Nov	Mon	Preparation of Strategy Plan	Preparation of Strategy Plan
3-Nov	Tue	Preparation of Strategy Plan	Preparation of Strategy Plan
4-Nov	Wed	Preparation of Strategy Plan	Preparation of Strategy Plan
5-Nov	Thu	Presentation of Strategy Plan	Presentation of Strategy Plan
6-Nov	Fri	Final Evaluation Meeting	Closing Ceremony
7-Nov	Sat	Leaving Japan	
8-Nov	Sun		

## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

**JICA Chugoku International Center (JICA Chugoku)**

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima 739-0046 Japan

TEL: 81-82-421-5800 FAX: 81-82-420-8082

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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

-----

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



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

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





**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

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

## 6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: