

North Block, New Delhi-110001
Dated the 30th May 2008

TRAINING CIRCULAR

Subject : A Group Training Course in Forest Management through Coexistence to be held in Japan from 24/08/2008 to 15/11/2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Forest Management through Coexistence to be held in Japan from 24/08/2008 to 15/11/2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The course aims to provide the knowledge and awareness for forest conservation efforts and improve the level of policy on use and restoration of forest resources.
3. The Course is meant for mid-career government officers engaged in the fields of forest management. The candidate should have general knowledge about forestry science and related basic knowledge about natural science and social science, with more than five years of experience in forest administration and forest management; be a university graduate or equivalent; not be more than 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; travel insurance from the time of arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. 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 23rd 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 Sethi)
Director

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



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

23rd May, 2008

No. 42/GT-CP/2008

Dear Ms. Arun Prabha,

A Group Training course in Forest Management through Coexistence will be held in Japan from 24th August, 2008 to 15th November, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 1st July, 2008:-

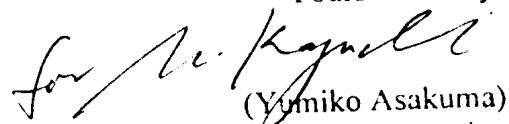
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The filled in Questionnaire

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

It is further informed that 14 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, North Block, New Delhi.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

GROUP TRAINING COURSE “Forest Management Through Coexistence”

集団研修「共生による森林保全」 JFY 2008

<Type: Leaders Training / 中核人材育成型>

No. J08-00882

From August. 24 2008 to November. 15, 2008

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

I. Concept

Background

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

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

For what?

It aims to provide the knowledge required for mid-career foresters in developing countries, and to deepen the understanding of various efforts, in order to increase the knowledge awareness for forest conservation efforts in their countries.

For whom?

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

How?

The training program consists of lectures and field visits at organizations and institutes in Hokkaido, lectures at central administrative agencies and at the central research institutes, and on-site inspection tours outside Hokkaido. At the end of the training, the participants make their action plans so that they can put the knowledge gained from training into practice at their work places as soon as they go back to their countries.

II. Description

1. Title (J-No.):

Group Training Course on Forest Management Through Coexistence (J08-00882)

2. Period of Course

August 24, 2008 to November 15, 2008

3. Target Regions or Countries (allocated number of nominees):

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

4. Overall Goal:

Improve the level of policy on use and restoration of forest resources

5. Objective:

This course aims to provide the knowledge required for mid-career foresters in developing countries, and to deepen the understanding of various efforts, in order to increase the knowledge awareness for forest conservation efforts in their countries.

Through the training program, participants are expected to acquire:

- 1) Understand how to efficiently promote both forest conservation and human activities in harmony and to bring about results.
- 2) Understand best way to benefit from forest and the grasping method of forest resources.
- 3) Understand roles for conservation of biological diversity played by forest.

6. Eligible / Target Organization:

This course is designed for mid-career government officers engaged in the fields of forest management.

7. Total Number of Participants:

12 participants in total

8. Language:

English

9. Contents:

L: Lecture, P: Practice, O: Observation, D: Discussion

Unit : Day

Item	Subject	L	P	O	D	Instructors and organizations in charge	Objectives	Content
Understand how to efficiently promote both forest conservation and human activities in harmony and to bring about results.	Outline of forests and forestry in Japan	Forests and forestry in Japan	1.0			JOFCA	To understand the outline of forests and	Characteristics and distribution of forests in Japan, history and present situation of the forest industry, and major tree types, etc.
		Forest management of national forests	1.0		0.5	Forestry Agency, Hokkaido Prefectural Forest Management Bureau, and the National Forests in Kyushu Office	To understand national forests	The functions and present situation of national forests
		Afforestation projects in Japan	1.0			JOFCA	To understand afforestation projects in Japan	System and current afforestation projects in Japan
		Forest management in private forests	1.0		0.5	Hokuto Forestry, Takenaka Forestry	To understand private forests in Japan	Diversified forms of private forests and activities for them
	Institutions dealing with forests and forestry in Japan	Conservation forest system in Japan	0.5			Forestry Agency	To understand the outline of conservation forest system in Japan	System and details of conservation forests in Japan
		Forestry cooperative system in Japan	0.5			Forestry Agency	To understand the forestry cooperative system in Japan	History, system, and details of the forestry cooperative system
		Law system on Forest and Forestry In Japan	0.5			Yoshihide Sawanobori, Forest Policy Research Institute	To understand the outline of forest and forestry law system in Japan	Explanation of the current state and history of forest and forestry law
	Local administration and forests	Forest and nature conservation administration in Hokkaido	0.5			Planning and Coordination Division of the Department of Fisheries and Forestry of Hokkaido Prefectural Government	To understand the forest and nature conservation administration in Hokkaido	Forest and nature conservation administration in Hokkaido
		Forest management and tree-planting projects in Obihiro City	0.5		0.5	Park and Flower Division of Obihiro City Government	To understand the efforts for forests and tree-planting in Obihiro City	Outline of forests and guidelines for forest management in Obihiro City
	Overseas cooperation in forests and forestry	International cooperation on forest and forestry by JICA	1.0			Global Environment Department of JICA	To understand guidelines and contents of cooperation by JICA	History, present situation, and future direction of cooperation in forests and forestry by JICA
		International cooperation on forest and forestry by NGO	0.5			Green Earth Center	To understand Japanese volunteers greening activities abroad	Outline of a NPO's greening activities in China
		Forest management based on participatory approach in developing country	1.0			JOFCA	To understand the detailed cooperation in forest management participated by local residents	History, present situation, and future direction of cooperation in forest management participated by local residents
	Balancing forest conservation and human activities	People and forests-landowning system and forests in Japan	1.0			Hiroji Okabe, Engineer	To understand the landowning system in Japan	History and present situation of landowning and forest-owning systems in Japan
		Tree-planting project in Erimo	0.5		0.5	Hidaka-nambu Forest Management Office	To understand the history of tree-planting on a desolate coast	History and present situation of tree-planting in Erimo
		Forest management by local residents	1.0			Professor Kakizawa, Hokkaido University	To understand the significance of forest management participated in by local residents and its methods	Explanation on the significance of forest management participated by local residents and its methods, etc.
		Forest management by forestry cooperatives	1.0			Toyokoro Forestry Cooperatives	To understand the relationship between forestry cooperatives and forest management	Explanation on actual activities of forestry cooperatives and field trip

		Sustainable forest management	0.5			Chairman Ozawa, JOFCA	To understand the theory and methodology of sustainable forest management	Explanation of the theory and methodology for sustainable forest management	
		Criteria/ Indicator for sustainable forest management	0.5			Professor Shiraishi, Tokyo University	To understand the index/criteria for sustainable forest management	Various aspects and criteria/indicator for sustainable forest management	
		Forests in Japan and Japanese people's life-history and present situation	0.5			Kozo Yamagaki , Forest Policy Research Institute	To understand the relationship between Japanese people's lives and forests	Explanations of the history and the current relationship between Japanese people's lives and forests	
		Forest conservation activities in private forest	0.5		0.5	Maeda Ippo Foundation	To understand forest management system based on ecosystem	Various aspects and activities in private forest	
		Forest education in primary school	0.5			Ex- teacher of primary school	Introduction of forest education in school	Explanation of the current state on forest education in school	
	Participatory planning method	PCM	1.5	2.0		0.5	JOFCA	To understand the PCM method	Explanation and practical training of the PCM method
Understand best way to benefit from forest and the grasping method of forest resources.	Determination of forest resources	Techniques for forest inventory	0.5	0.5			Japan Forestry Foundation Obihiro Branch	To understand the actual condition of harvest investigation	Explanation and practical training of harvest investigation
		GIS for forest inventory	0.5				Hokkaido Forestry Research Institute	To understand the importance of the determination of forest resources from forest management	Explanation on forest resource determination methods and its significance
		Example of GIS in forest/forestry	0.5		0.5		Aero Asahi Corporation	To understand utilization of GIS in forest/forestry	Introduction of example utilizing GIS in the field of forest /forestry
	Forest development techniques	Pilot forests	0.5		0.5		Konsen-seibu Forest Management Office	To understand the development of pilot forests	History of the development of pilot forests and machinery used for it
		Techniques for forest restoration	0.5	0.5			Obihiro NPO28 Support Center	To understand techniques for forest restoration	Explanation on a <i>kaminekkon</i> , a tree pot made of corrugate paper filled with newspapers, as one of techniques for forest restoration, and practice of making it
	Sustainable uses of forest resources	Subjective forest management system	0.5		0.5		University Forest in Hokkaido of Tokyo University	To understand the balance between forest conservation and its uses	Concept of the subjective forest management system and the actual situation
		Basic knowledge of forest management	1.0				Hokkaido Research Center, Forestry and Forest Products Research Institute	To learn basic knowledge of forest management	Basic knowledge of forest management
		Each type of forest management	1.0		0.5		Ishikari Forest Management Office, Hokkaido Forestry Research Institute	To understand forest management according to forest types	Explanation on each type of forest management and field trip
		Use of forestry products	0.5		0.5		Hokkaido Forest Products Research Institute	To understand how to use forestry products	Explanation on the current status of research activities and facility tour in the Forest Products Research Institute
		Working arrangement of hardwood in Hokkaido	0.5				Ashoro Research Forest, Kyushu University	To understand actual activity on working system of broad-leaved deciduous forests (<i>Quercus mongolica</i>)	Observation of field works on working system of broad-leaved deciduous forests (<i>Quercus mongolica</i>)
		Use of forest biomass			0.5		Ashoro Town Office	To understand the potentiality for biomass energy	Explanation on the history and current situation of the distribution and trade of forestry products in Japan

		Shiitake mushroom planting stump management	0.5		0.5	Shintoku Town Shiitake Mushroom Productive Cooperation	To learn how to grow oak trees for <i>shiitake</i> mushroom planting in a model forest of <i>shiitake</i> mushroom planting stumps and to understand the techniques for the development of oak forests	Practical training in a model forest for <i>shiitake</i> mushroom (including visit to the Sahoro Elementary School in the neighborhood)
Understand roles for conservation of biological diversity played by forest.	Ecosystems and biodiversity in forests	Breeding and genetic resources of forests	1.0			Hokkaido Regional Breeding Office FTBC	To understand forests as genetic resources and breeding	Forests as genetic resources and timber growing
		Forest vegetation and animals	1.0			Hokkaido Research Center, Forestry and Forest Products Research Institute	To understand forest vegetation and animals	Explanation on characteristics and determination methods, etc. of forest vegetation and animals
		Subtropical and mangrove forests	1.0		1.0	National Forests in Kyushu Office, Iriomote Forest Environment Conservation Center	To understand diversity in Japanese forests (subtropical forests)	Management, etc. of subtropical sanctuary forests
		Breeding of tropical trees	1.0	1.0		Forest Tree Breeding Center, Tropical Tree Breeding Garden	To understand efforts for tropical tree breeding in Japan	Breeding activities in the Tropical Tree Breeding Garden
	Various situations in conservation of biodiversity in forests	Prevention of global warming and forests	0.5			Forestry Agency	To understand the roles of forests in the prevention of global warming	Explanation of the roles of forests in the prevention of global warming
		Forests and oceans	1.0			Katsuhiko Matsunaga, Professor, Yokkaichi University	To understand the relationship among oceans, aquatic resources, and forests	Explanation of the relationship among oceans, aquatic resources, and forests
		Nature conservation in Hokkaido			0.5	Hokkaido Institute of Environmental Sciences	To understand nature conservation in Hokkaido	Explanation on the present situation and nature conservation tasks in Hokkaido
		Wildlife conservation in wetland			0.5	Kushiro Shitsugen Wildlife Conservation Center	To understand practical activities on wildlife conservation in wetland	Explanation of practical activities on protection/propagation of endangered species of wildlife in wetland
		Forest environment and contact with people			0.5	Hokkaido Nopporo Forest Park	To inspect coexists of forest conservation and human-life in the suburbs of big city, Sapporo	Explanation on several activities of Nopporo Forest Park
	Others	Course orientation	0.5			JOFCA course leader	To understand the outline of the training course and what is required for the participants	Explanation about the outline of the training program by a course leader
Presentation of job reports				0.5	0.5	JOFCA course leader	To promote the mutual understanding about the present situation of forests/forestry and problems in each country, and work contents of each participant	Understanding of problems that participants have in their countries and confirmation of what they want to learn
Action plan preparation guidance			2.0		1.0	JOFCA course leader	Guidance on preparing action plans	Guidance on purposes and details, etc. of action plans
Review of the first half of the training program and orientation for the latter half					0.5	JOFCA course leader	To organize the training program	Review of the first half of the training program and explanation of the contents of the latter half
Preparation of action plans			1.0			JOFCA course leader	To prepare action plans	Preparation of action plans
Presentation of action plans					1.0	JOFCA course leader	To understand the results achieved in the training program through action plans	Presentation of action plans
Courtesy call, etc.					0.5	Forestry Agency, Hokkaido Government Office, and Hokkaido Forest Management Bureau		
		29.0	7.0	9.5	3.5			

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the course 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 III-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) Current duties: have general knowledge about forestry science and related basic knowledge about natural science and social science, with more than five years of experience in forest administration and forest management.
- 2) Educational background: A university graduate or equivalent
- 3) Language: Competent command of spoken and written English, which is equal to TOEFL CBT* 200(PBT** 578) or more (All program is commanded by English therefore participants are requested English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.)
*CBT: Computerized Based Testing/ **PBT: Paper Based Testing
- 4) Age and Health: Not be more than forty (40) years of age. and. In good health, both physically and mentally, not be pregnant, as the schedule of this course includes many field trips that would be too demanding for pregnant women.
- 5) Must not be serving any form of military service.

3. Required Documents for Application:

- (1) **Application Form**: The Application Form is attached to this General Information.
- (2) **Nominee's English Score Sheet**: to be submitted with the nomination Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Nomination Application Form.
- (3) **Job Report**: to be submitted with the Application Form. (The detailed information is provided in the ANNEX Attachment-1 "Job Report".)
- (4) **Questionnaire**: to be submitted with the nomination Application Form. Fill in Attachment-2 in the Annex 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 1, 2008**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA Office (or Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this course. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to and necessary qualifications. The organization with intention to utilize the opportunity of this course 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 July 24, 2008**.

Only accepted nominees are required to submit the Job Report. Please prepare the Report in accordance with the instruction shown in the Attachment.

5. Conditions for Attendance:

- (1)** to observe the schedule of the course,
- (2)** not to change the course 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 course in Japan according to the travel schedule designated by JICA,
- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Obihiro

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

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

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

(Email) jicaobic@jica.go.jp

(URL) <http://www.jica.go.jp/english/index.html> (JICA Homepage)

2. Implementing Partner:

Name: Japan Overseas Forestry Consultants Association (JOFCA)

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

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

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

(Email) hq-jofca@jofca.or.jp

3. Travel to Japan:

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

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

4. Accommodation in Japan:

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

Obihiro International Center

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

Tel.: 81(*)-155(**)-35-2001

Fax.: 81(*)-155(**)-35-2213

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

5. Expenses:

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

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

(2) Expenses for study tours,

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

(4) Expenses for course implementation, including materials.

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

6. Pre-departure Orientation:

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

V. Other Information

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

2. In order to promote a cross-cultural understanding with Japanese children, it would be highly appreciated if participants would carry a few local picture books, written in whatever language with them. Those books (fairy tales or children's stories) with colorful pictures and happy-ending story are preferable because they are used for showing and reading to 4 to 8 year-old children.

3. School visit

JICA has emphasized on the support for "development education." For that purpose, this training course includes a school visit program to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

- 1) musical instruments and/or popular music CDs,
- 2) crafts,
- 3) photos of foods, clothes, housings, and families of participants and so on (digital data are preferable).

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

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

5. Computer class : Please refer to Annex 2.

VI. ANNEX:

Attachment-1

Job Report

With the Application Form, applicants should submit a Job Report on their current job. **This report will be used for the screening of successful applicants, as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Job Reports to the Application Form will not be duly considered.**

a. Purpose

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

b. Contents

- (1) Name of the training course
- (2) Name of the applicant
- (3) Name of the organization
- (4) Organization chart (starting from the section at the lower level) for every agency, in their countries, which is responsible for their positions.
- (5) An introduction of work they have been in charge of for the last one year.
- (6) Problems in the view of their special field in which they are now engaged, or problems their region is facing with.
- (7) The subject in which they are particularly interested in this course and the reasons.

c. Layout

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

d. Presentation

The Job Report is presented by each participant during the comparative study session of the course.

- (1) The time allocation for each presentation of the Job Report will be about 8-10 minutes.
- (2) It is advisable to use audio visual aids such as Microsoft PowerPoint, overhead projector, or pictures presenting the Job Report.

e. Other

Action Plan: At the end of the course participants are requested to present Action Plans on practical applicability of what they have learnt in the course in order to tackle with the problem mentioned on the Job Report.

Attachment-2

This course includes “Beginner’s Computer Class” for those who want to attend. If you want to attend it, please mark YES or NO and send it with the Application Form.

YES NO

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

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

You can get a certificate, if you attend every lesson. The schedule is as follows.

The First day	:	Windows XP, Basic operation of Word
The Second day	:	Basic operation of Word
The Third day	:	Basic operation of Internet
The Forth day	:	Basic operation of PowerPoint
The Fifth day	:	Basic operation of PowerPoint

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

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Obihiro International Center (JICA Obihiro)

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

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

Applicant's Job Description

Example

1. Full name and Nationality	○○○ ○○○ (Japan) <i>*Please capitalize your family name.</i>			
2. e-mail	****@***.***			
3. Outline of your organization	<ul style="list-style-type: none"> ● Structure <i>*Please attach the organization chart as shown below.</i> ● Role and function of your organization 			
4. Your present job				
<p>(1) Position</p> <ul style="list-style-type: none"> ● Specify Technical or Administrative work ● Describe the organization, department and section you are belong to 	<p>Chief Manager of Waste Management Section</p> <ul style="list-style-type: none"> ● Technical Work ● Ministry of Municipal Administration and Rural Development (625) <ul style="list-style-type: none"> --- Technology Bureau (150) --- Public Health and Environment Dept. (40) --- Environmental Service Dept. (20) --- Waste Management Section (7) <p><i>*Please write the number of staff in parentheses ().</i></p>			
<p>(2) Role of your section</p> <ul style="list-style-type: none"> ● List and describe briefly the responsibilities of your section 	<p>(Waste Management Section)</p> <ul style="list-style-type: none"> ● Planning and drafting of laws related to waste treatment ● Planning and drafting of measures related to waste treatment and its total arrangement ● Guidance for municipal officials concerning proper treatment of waste ● Measures taken against dioxin ● Management of information related to waste ● Field survey of waste treatment businesses 			
<p>(3) Your own duty</p> <ul style="list-style-type: none"> ● Describe your daily duties in detail ● Describe your tackling issues in the duties 	<ul style="list-style-type: none"> ● Planning of the solid waste treatment program ● Survey of the actual situation of solid waste treatment (sampling is conducted in two cities as to disposing, collecting, and treating waste there) ● Training and instruction of municipal officials who are in charge of solid waste treatment (planning of training courses for municipal officials and public corporate staff, twice every year) ● Planning of programs to promote environmental awareness (planning of events and businesses for this purpose; sometimes in collaboration with mass media and NGOs) 			
5. Work Experience (After graduating college or graduate school)	From	To	Organization	Section
	1990	1993	Public Health Center	Environmental Monitoring Section --Environmental Dept
	1994	1997	Ministry of Education	Environmental Education Projects Section --Municipal Bureau
	1997	Present	Ministry of Environment	Waste Management Section

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)

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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

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.

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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.

(_____)

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)
	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: