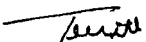


TRAINING CIRCULAR

Subject : Group Training Course in Practical Case Studies on Sustainable Forest Management to be held in Japan from 18/08/2009 to 7/11/2009.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Practical Case Studies on Sustainable Forest Management to be held in Japan from 18/08/2009 to 7/11/2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The programme is designed to improve and develop participants' capabilities of practical leadership in the policy making, institutional and technical implementation useful for sustainable forest management.
3. The applicants should be technical staff in charge of forest management, planning and monitoring in the governmental organization having more than 5 years of experience. The course is not recommended for Ph.D. Degree holders and researchers at research institutes/organizations. The candidates should be university graduates and under 45 years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; allowances for (accommodation, living expenses, outfit, book and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 26th May, 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through proper channel not later than 23rd 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


(Trishaljit Sethi)
Director

1. Ministry of Environment & Forests, Ministry of Environment & Forest, Paryavaran Bhavan, Block No. 12, CGO Complex, Lodhi Road, New Delhi.
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.

No 52/GT-CP/2009

26th May, 2009

Dear Mr. R.K. Kharb

A Group Training Course in Practical Case Studies on Sustainable Forest Management will be held in Japan from 18th August, 2009 to 7th 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 26th June, 2009:-

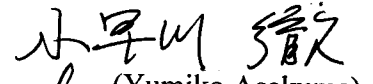
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

It is further informed that 16 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,


for (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

DVD No 140267/2009
C-503/EP/09
28/5/2009


MS

TRAINING AND DIALOGUE PROGRAMS



GENERAL INFORMATION ON

**PRACTICAL CASE STUDIES ON
SUSTAINABLE FOREST MANAGEMENT**
集団研修「持続可能な森林経営の実践活動促進」
JFY 2009

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

NO. J0900826 / ID. 0980968

From August 18, 2009 to November 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

Forest decrease and deterioration have been progressing in many developing countries because over harvesting for firewood/charcoal/ agricultural area and illegal logging are working together with the background factors such as poverty, population growth and food shortage.

Decentralization of forest management has been advancing in these countries. The implementation of forest management technique which suit local needs is demanded.

67% of the land of Japan is covered by forest. Japan has been working on advanced forestry and contributing the shift to multilateral talks which United Nations has been taking the reading role since UNCED in 1992.

Recently each nation and international organization have been working on sustainable forest management through countermeasures against illegal logging, forest fire prevention, rehabilitation and reforestation of degraded land according to [Asian Forest Partnership] which was proposed by Japan and Indonesia.

Japan has been serving as the secretariat of [Montreal Process] whose members are temperate forest countries since Jan. 2007. Japan is expected to show the leadership to establish sustainable forestry management.

For what

This program is designed to improve and develop participants' capabilities of practical leadership in the policy-making, institutional and technical implementation useful for sustainable forest management.

For whom

This program is offered to technical staff in charge of forest management, planning and monitoring in governmental organizations.

How

This program is designed to improve and develop participants' capabilities for forest resource monitoring by using the criteria and indicators (C&I) of sustainable forest management and for practical national forest planning by using participatory approach, through lectures, practices and study tours

II. Description

1.Title (J-No.): Practical Case studies on Sustainable Forest Management
(J09-00826)

2.Period of program:

Duration of whole program: August 18, 2009 to November 7, 2009

3.Target Countries: Argentine, Brazil, Burkina Faso, Cambodia, China, Colombia, Ethiopia, India, Indonesia, Laos, Macedonia, Malawi, Myanmar, Philippines, Senegal, Vietnam, Kenya and Suriname

4.Overall Goal

To improve and develop technical staff's capabilities of practical leadership in the policy-making, institutional and technical implementation useful for sustainable forest management

5.Objective

Through the training program, participants are expected to acquire technology and knowledge in the following items:

1. Criteria and Indicators of SFM
2. Forest resource monitoring
3. National forest program
4. Participatory Approach of Forest Management and Rural Appraisal
5. Action Plan

6.Eligible / Target Organization

This program is offered to technical staff in charge of forest management, planning and monitoring.

7.Total Number of Participants: 16

8.Language to be used in this project: English

9. Contents

The program consists of the following components:

Preliminary Phase in a participant's home country (May, 2009 to August, 2009) <i>Participants make required preparation for the Program in the respective country.</i>	
Modules	Activities
*Country Report (ANNEX I) for all applicants	Formulation and submission with nomination form
Preparation for an Action Plan for selected Applicants	Participants are requested to bring one of the information data below to Japan. 1) Information for regional criteria 2) Information for national criteria 3) Information for national forest policy

*Each participant is requested to present the country report in English at the beginning of the training course. (30 minutes per each)

Core Phase in Japan (August 18, 2009 to November 7, 2009) <i>Participants attend the Program implemented in Japan.</i>
Structure of the program (The program is subject to minor changes.)

1. Introduction
 - Significance of Sustainable Forest Management (SFM) (L)
 - International trend on Forest and Forestry (L)
 - Presentation on Country report and Discussion (P)
2. Criteria and Indicators of SFM
 - International trend on Criteria and Indicators (C&I) of SFM (L)
 - Japan's commitments to C&I (L)
 - Status of research activities for adoption of C&I (L)
 - Study tour on trial fields for adoption of C&I to real forest (ST)
3. Forest resource monitoring
 - Outline of forest resource monitoring (L)
 - Geographic Information System (L)
 - Remote sensing technology (L)
 - Study tour on trial fields (ST)
4. Forest and Forestry System
 - Transition of forest policy and planning system of Japan (L)
 - System of Protection Forest and Forest Reserve in Japan (L)
 - System of National Park and Natural Environment Protection Area in Japan (L)
 - Study tour of National Park and National Environment Protection Area (ST)

5. Participatory Approach of Forest Management and Rural Appraisal

- Significance of Participatory Approach (L)
- Case studies of the Approach in various regions in Japan (L)
- Study tour of Participatory Approach (ST)

6. Action Plan

- Preparation on Action Plan (P)
- Presentation on Action Plan and Discussion (P)

* Prepare and present Action Plan to improve sustainable forest management based on the knowledge and experience gained from the Course. Action Plan should be worked out in the manner that it should be actually implemented back home as your training results.

* Remarks: (L): Lecture, (P): Practice, (ST): Study Tour
The curriculum could be changed without notice.

ANNEX II: The Schedule in 2008

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

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

2. Nominee Qualifications

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

Applicants should:

- 1 be nominated by their government in accordance with the procedures mentioned in 4. below,
- 2 be technical staff in charge of forest management, planning and monitoring in the governmental organization and have more than 5 years of experience, but it is not recommended for researchers at research institutes/organizations and Ph.D. holders to apply for this course.
- 3 be university graduates or have the equivalent knowledge and experience,
- 4 be not more than forty five (45) years of age,
- 5 have sufficient command of spoken and written English,
- 6 be in good health, both physically and mentally, for undergoing the course of training.
- 7 not be serving in the military.

Note: 1) The curriculum is designed for the key technical staffs engaged currently or in the future in planning and monitoring of forestry programs/projects related to such initiatives as C&I of Montreal Process, C&I of ITTO Process and equivalents

2) Those who have undergone a training course of more than one year in their countries or scholarship students in foreign countries will be given low priority for the selection of applicants.

3) 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 ① letter of the participant's consent to

bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

3. Required Documents for Application

(1) Application Form

(2) Country Report (Annex) – Document and FD or CD

Note: Country report will be assessed for the applicants' screening.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **June 26, 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 July 17, 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
- (7) to participate the whole program including a preparatory phase prior to the

program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-4.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

Contact: jicatic@jica.go.jp

2. Implementing Partner: Forest Training Institute (FTI), Forestry Agency

Address: 1833-94 Todori-machi, Hachioji-shi, Tokyo 193 - 8570 Japan

Tel: +81(*) - 42(**) - 661 - 3565 Fax: +81 - 42 - 661 - 7314

The Forest Training Institute was first established in 1952 for the purpose of educating leading staffs engaged in the management, conservation and afforestation activities of the national forest over the country.

The Institute was reorganized in April 1995, to enhance integrating education for engineers in Japan and overseas regarding management and technology of forests and forestry.

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 Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

5. Expenses

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation

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

V. Annexes

ANNEX I

COUNTRY REPORT
FOR THE GROUP TRAINING COURSE
PRACTICAL CASE STUDIES ON SUSTAINABLE FOREST MANAGEMENT □
JFY2009

Name of Applicant

Nationality

Name of Organization

(Please make the report in A4 size paper including any tables and charts, covering the following items as much as possible.)

I. General information of forest and forestry in (your country)

1. General description of forest and forestry
 - a. Forest type, area, volume, and growth
 - b. Forest land ownership and other socio-economic factors
 - c. Progress and causes of deforestation
 - d. Afforestation (annual progress, implementation bodies, etc.)
2. Organization for forest and forestry
 - a. Central and local government organizations
 - b. Level and educational background of technical staffs
 - c. Related organizations (research institutes, private sectors, local NGOs, etc.)

II. Outline of forest management

1. Forest management planning system
 - a. Outline of national level forest management planning
 - (a) Main policy target
 - (b) Framework of planning system
 - (c) Environmental protection system
 - (d) Forest land use demarcation/classification
 - (e) Participatory approach to involve all the stakeholders including indigenous people

2. Forest resource monitoring
 - a. Inventory and volume estimation system and methodology
 - b. Biological/environmental survey system and methodology
 - c. Forest mapping system and methodology
3. Extension activities
 - a. Outline of extension activities (implementing bodies, staffs, etc.)
 - b. Training for the extension staffs
 - c. Activities of local NGOs
4. Lessons learnt from the past or ongoing initiatives/projects

III. Current status of C&I development and application in (your country)

1. History of participation in any regional/international C&I process
2. Domestic C&I development and application status

About your job

1. Missions of the organization
2. Summarize your duties (if possible please prepare data, on-going project information etc).
3. Describe the current difficulties or problems that you are actually facing.
4. Clearly specify your target for the training course.
5. Other comments including with your expectation in this course.

- Procedure for Country Report Presentation – Microsoft Power Point, recommended
Use Power Point (if possible) to present your Country Report. This is because to realize better and clear understanding of your presentation with assistance of visual information.

At the beginning of the course, each participant is requested to make an approximately 30 minutes presentation of the current status of your country in this field. The purpose of presentation is to share the information on the major difficulties and problems in forest management in each country.

When you make the country report presentation, it is advisable to use visual materials, such as PowerPoint. slides, etc., to support the presentation more effectively.

Equipments for those visual materials are available.

ANNEX II

Course Program-2008

Itinerary for Practical Case Studies on Sustainable Forest Management Course (8/19/2008 – 11/8/2008)

ABBREVIATION-TIC:JICA Tokyo International Center/ **FTI:** Forest Training Institute/ **FTBC:** Forest Tree Breeding Center
L: Lecture/ **P:** Presentation/**O:** Observation/ **FTC:** Forest Technology Center/**SFM:** Sustainable Forest Management/
FFPRI: Forestry and Forest Products Research Institute/ **PT:** Practical Training/ **ITTO:** International Tropical Timber
Organization/ **Pref.:** Prefecture/ **D:** Discussion

DATE	TIME	PROGRAM	VENUE	PLACE
8/19		Arrival		
8/20	Wed 9:40 – 14:30	Briefing	Briefing Room	TIC
	15:00 – 16:30	Program Orientation	Seminar Room 6	TIC
	16:45 –	Flight Briefing	Seminar Room 6	TIC
8/21	Thu 9:35 – 15:30	General Orientation	Orientation Room	TIC
8/22	Fri 10:00 – 17:15	General Orientation	Orientation Room	TIC
8/23	Sat	Free		
8/24	Sun	Free		
8/25	Mon 7:50	Leave TIC for FTI		Takao, Tokyo
	10:00 – 12:15	Course Program Orientation	FTI	"
	13:15 – 16:00	L: International Commitment of Forestry	FTI	"
	16:10 – 16:40	Opening Ceremony	FTI	"
	16:50 – 17:00	Photo session	FTI	"
	17:15 – 18:00	Welcome Party	FTI	"
8/26	Tue 9:30 – 16:00	P: Country Report	FTI	"
8/27	Wed 9:30 – 16:00	P: Country Report	FTI	"
8/28	Thu 9:30 – 16:00	P: Country Report	FTI	"
8/29	Fri 9:30 – 12:15	L: Outline of Basic Law for Forest and Forestry	FTI	"
	13:15 – 16:00	L: Outline of Japanese Forest & Forestry Policies	FTI	"
8/30	Sat	Free		
8/31	Sun	Free		
9/1	Mon 8:30 –	Leave TIC for Ibaragi Pref.		Ibaragi Pref.
	13:15 – 16:00	L: Outline of Forest Breeding	FTBC	
		Move to the Hotel in Hitachi City		
9/2	Tue 9:30 – 12:15	L: Ensuring of best seeds and seedlings	FTBC	
	13:15 – 16:00	L: Outline of Seed Gene-bank		
9/3	Wed 9:00 – 12:00	O: Mt. Tsukuba Area		
	13:15 – 16:00	L: Technology Development for SFM (I)	FTC	
9/4	Thu 9:30 – 16:00	L: Outline of FFPRI	FFPRI	
		L: Forest Monitoring by Remote Sensing		
9/5	Fri 9:30 – 16:00	L: Outline of Montreal Process	FFPRI	Ibaragi Pref.
	16:00 –	Back to Tokyo		
9/6	Sat	Free		
9/7	Sun	Free		
9/8	Mon 9:30 – 12:15	L: Outline of Forest Planning System	FTI	Takao, Tokyo
	13:15 – 16:00	L: Outline of National Forest Management		
9/9	Tue 9:30 – 12:15	L: Countermeasures against Illegal Logging	FTI	Takao, Tokyo
	13:15 – 16:00	L: Outline of Forest Planning System in National Forest		
9/10	Wed 6:00 –	Leave TIC to Haneda Airport (to Akita Pref.)		
	7:30 – 8:35	Tokyo→Noshiro Odate Airport(ANA)		
	10:30 –	L&O: Protection & Management of Forests in World Heritage Sites (Shirakami Mountains)	Fujisato Forest Center	Akita Pref.
9/11	Thu AM –	Move to Kanayama Town in Yamagata Pref.		
	PM –	L&O: Measures for Utilizing Locally-Produced Timber	Kanayama Town hall	Yamagata Pref.
9/12	Fri AM –	L&O: Measures for Utilizing Locally-Produced Timber	Kanayama Town hall	
	PM –	Back to Tokyo		

9/13	Sat		-		Free		
9/14	Sun		-		Free		
9/15	Mon		-		Free		
9/16	Tue	9:30	-	12:15	PT: Report Making of Action Plan toward SFM in Respective Countries	FTI	Takao, Tokyo
		13:15	-	16:00	L: Outline of Forest Owners' Cooperative System		
9/17	Wed	9:30	-	12:15	L: Case Studies on Participatory SFM by JICA	FTI	
		13:15	-	16:00	L: Outline of Protection Forest System		
9/18	Thu	9:30	-	16:00	L: Outline of Dissemination		
					L: Outline of Forestry Technician Training		
					L: Protection of Wildlife		
9/19	Fri	9:30	-	16:00	PT: Report Making of Action Plan toward SFM in Respective Countries	FTI	
9/20	Sat				Free		
9/21	Sun				Free		
9/22	Mon				PT: Forest Operations in Suburban Forests at Mt. Takao	Mt. Takao	
9/23	Tue	PM			Move to Numata		Gunma Pref.
9/24	Wed	9:30	-	16:00	L: Case Studies on Participatory SFM (National Forest)	Akaya Forest Environmental Conservation	
9/25	Thu	AM			L: Technology Development for SFM (II)	Forestry Mechanization Center	
		PM			Back to Tokyo		
9/26	Fri	8:00			Leave TIC to Hinohara Village		
					L: Case Studies on Participatory SFM (Private Forest Owner)	Hinohara Village	Tokyo
9/27	Sat				Free		
9/28	Sun				Free		
9/29	Mon	9:30	-	16:00			
9/30	Tue	9:30	-	16:00	PT: Participatory Development Methods PCM (Project Cycle Management)	FTI	Takao, Tokyo
10/1	Wed	9:30	-	16:00			
10/2	Thu	9:30	-	16:00			
10/3	Fri	9:30	-	16:00			
10/4	Sat				Free		
10/5	Sun	11:30	-		Leave TIC for Haneda Airport. Move to Miyazaki, Kyusyu		Nichinan City Miyazaki Pref.
10/6	Mon	AM			L&O: Case Studies on SFM (Obi Forestry)	Miyazaki Nanbu District Forest Office	Miyazaki Pref.
		PM			Move to Oita		Oita City
10/7	Tue	AM			L: Case Studies on Participatory SFM by (Regional Industry Promotion)	Oita "One-Village, One-Product" International Exchange Promotion Committee	Oita City, Oita Pref.
		PM			Move to Imari City		Saga Pref.
10/8	Wed	AM			L&O: Outline of Wood-processing Facility	Imari Lumber	Saga Pref.
		PM			Move to Shimabara		Nagasaki Pref.
10/9	Thu	AM			L&O: Restoration on Natural Disaster-Devastated (Volcano) Area	Nagasaki District Forest Office	Nagasaki Pref.
					Back to Tokyo		
10/10	Fri	9:30	-	11:00	Leave TIC to Yokohama		Kanagawa Pref.
		11:00	-	16:00	L&O: Outline of C & I and Activities of ITTO		
10/11	Sat				Free		
10/12	Sun				Free		
10/13	Mon				Free		
10/14	Tue	9:30	-	12:15	L: Forest Biodiversity Assessment	FTI	Takao, Tokyo
		13:15	-	16:00	L: Outline of National Parks, Quasi-National Parks & Nature Conservation Areas		

10/15	Wed	9:30	-	12:15	L: Survey Methodology on Forest Ecosystem	FTI	Takao, Tokyo
		13:15	-	16:00	L: Participatory Rural Appraisal		
10/16	Thu	9:30	-	16:00	L: Participatory Rural Appraisal		
10/17	Fri	9:30	-	16:00	L: Participatory Rural Appraisal		
10/18	Sat				Free		
10/19	Sun				Move to Owase		Mie Pref.
10/20	Mon				L&O: FSC-Certified Forests	Hayami Forest	
					Move to Ise	Ise City	Mie Pref.
10/21	Tue				O: Management of Shrine Forests	Ise Shrine	Mie Pref.
					Move to Kyoto		
10/22	Wed				L&O: Protection & Management of Forests in World Heritage Sites	Kyoto Osaka Regional Forest	
10/23	Thu				L&O: Case Studies on SFM (Kitayama Forestry)		Kyoto Pref.
10/24	Fri				L&O: Outline & Activities of Forest Owners Cooperative	Hiyoshi Town Forest Owners Cooperative	Kyoto Pref.
					Back to Tokyo		
10/25	Sat				Free		
10/26	Sun				Free		
10/27	Mon	9:30	-	12:15	L: Application of Geographic Information System	FTI	Takao
		13:15	-	16:00	L: Significance of Participatory SFM		
10/28	Tue	9:30	-	12:15	L: Application of Remote Sensing Technology		
		13:15	-	16:00	L: Global Environment & Forests		
10/29	Wed	9:30	-	12:15	L: Prevention of Global Warming and Overseas Afforestation	FTI	Takao
		13:15	-	16:00	L&D: Overall Discussions on Practical Case Studies of SFM		
10/30	Thu	9:30	-	12:15	L: Forest Resources Monitoring System	FTI	Takao
		13:15	-	16:00	L: International Trends in Formulating C&I for SFM		
10/31	Fri	9:30	-	12:15	L: Case Studies on Participatory SFM (Company Forest)		
		13:15	-	16:00	L: Case Studies on Participatory SFM (Development & Gender)		
11/1	Sat				Free		
11/2	Sun				Free		
11/3	Mon				Free		
11/4	Tue	9:30	-	12:15	L: Forest Certification & Labeling	FTI	Takao
		13:15	-	16:00	L: Climate Change and Forest Management		
11/5	Wed	9:30	-	16:00	PT: Action Plan Making toward SFM in Respective Countries	TBD	TIC
11/6	Thu	9:30	-	16:00	P: Action Plan Presentation	TBD	TBD
11/7	Fri				Briefing on Return flight to home country	TIC	
					Evaluation Session	TIC	
		16:30	-		Closing Ceremony	TIC	
11/8	Sat				Return to home country		

NOTES:

When you leave TIC for study trip, you must check out the room.
Please bring some money for your meals beside hotel charge when you are on the trip.
You do not have to pay in case of JICA contract hotel
Please bring some rain gear, mountain walking shoes, warm clothes for study trip.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

J	0		-						
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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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) (_____)
() No	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: