

North Block, New Delhi-1
Dated the 10th August 2010.

TRAINING CIRCULAR

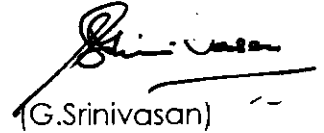
Subject: A Group Training Course in Customs Administration to be held in Japan from 3rd November 2010 to 9th December 2010 (Core Phase).

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 the above programme. The total duration of the course is from July 2010 to March 2011, out of this the Core Phase, from 3rd November 2010 to 9th December 2010, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. 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 Program is designed for the Headquarters of Customs Administration. The Program aims for the participants to acquire knowledge of the global standards for customs business and recognize the potential problems of the customs administration.
3. The Candidate should be customs official at headquarters, who directly report to the chief of the group/division/office/section in charge of customs reform and modernization. If no such group/division/office/section, be a customs official at headquarters, those who support his/her middle management who is directly responsible for customs reform and modernization; be a university graduate or the equivalent; be proficient at written and spoken English; be under 45 years of age; 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 in Japan to departure from 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 (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
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 30th July 2010. 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.

: 2 :

7. The applications should reach this Department through the Administrative Ministry/State Governments not **later than 14th September 2010**. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)
Under Secretary to the Govt. of India

1. The Secretary, Department of Revenue, North Block, New Delhi.
2. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
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



S. No. 1(R)

- 1 -

Japan International Cooperation Agency
(Government of Japan)

No. 60/GT-CP/2010

30th July, 2010

Dear Mr. Rakesh Mishra,

A. Group Training Course in Customs Administration will be held in Japan from 3rd November, 2010 to 9th December, 2010 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 **17th September, 2010**:-

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

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

It is further informed that 16 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,

(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra

Section Officer

Department of Personnel and Training

Ministry of Personnel, Public Grievances and Pensions

North Block

New Delhi

Dir No. 67250/2010
C 460/FO(E)/2010
48/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

CUSTOMS ADMINISTRATION

集團研修「税関行政」

JFY 2010

<Type: Trainer's Training /人材普及育成型>

NO. J10-00870 / 1080931

From July 2010 to March 2011

Core Phase in Japan: From November 3, 2010 to December 9, 2010

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

If the world were totally changeless, public policy management might be easy. On the contrary, reality shows a completely different picture: the world is indeed changing rapidly, so is Customs policy management, Customs has to react to various changes, such as economic integration, and threat to international trade.

Under the development of globalization, the role of Customs has been increasingly important not only for an individual economy, but also for the entire international community, Traditionally, Customs administrations have looked at their national issues such as collecting their revenue as well as protecting their borders. Thanks to a variety of advancements of transportation and logistics including containerization of sea cargos, and enlargement of aircrafts, as well as an emergence of GATT-WTO multilateral trading system, trade facilitation has been an important agenda for Customs. Recently, Customs administrations have been facing new challenges: increasing threat to peace and security as well as transnational organized crime, including more sophisticated smuggling activity.

Responding to these changes, international arrangements, including WCO Revised Kyoto Convention and WCO Framework of Standards, are drawn up and best practices, such as risk management and post clearance audit, are identified.

Therefore, taking into account the environmental changes and global standards, Customs administrations have to continue reacting them.

For what?

The participants are expected to acquire the followings and to share them with related personnel.

- 1) knowledge of the global standards for Customs business,
- 2) outline of Japan Customs,
- 3) information based on comparisons with other participants
- 4) core problem upon introducing and/or implementing those standards in participant's country,

For whom?

This program is offered to a current Customs official at headquarters, those who directly report to the chief of the group /division/office/section in charge of Customs Reform and Modernization. If no such group/division/office/section, a customs official at headquarters, those who support his/her middle management who is directly responsible for Customs Reform and Modernization.

How?

Participants shall acquire a general picture of customs administration,

understand the current situation regarding the enforcement of the customs administration in Japan, mainly through a series of lectures, observation and study tours conducted by Customs and Tariff Bureau, Ministry of Finance, and Japan International Cooperation Agency.

In addition, discussions among participants and lecturers, and presentations of Country Reports and Action Plan by participants would be opportunities to exchange the information of current states of their customs administration and to recognize its potential problems.

II. Description

1. Title (J-No.): Customs Administration (J1000870)

2. Period of program

Duration of whole program:	July 2010 to March 2011
Preliminary Phase: (In a participant's home country)	July 2010 to November 2010
Core Phase in Japan:	November 3, 2010 to December 9, 2010
Finalization Phase: (In a participant's home country)	December 2010 to March 2011

3. Target Countries

Cambodia, Timor-Leste, India, Laos, Mongolia, Philippines, Micronesia, Papua New Guinea, Ethiopia, Ghana, Kenya, Mari, Mozambique, Nigeria, and Tanzania

4. Eligible / Target Organization

This program is designed for the Headquarters of Customs Administration.

5. Total Number of Participants

16 participants

6. Language to be used in this program: English

7. Program Objective:

The participants are expected to acquire the followings and to share them with related personnel.

- 1) knowledge of the global standards for Customs business,
- 2) outline of Japan Customs,
- 3) information based on comparisons with other participants
- 4) core problem upon introducing and/or implementing those standards in participant's country,

8. Overall Goal

- The issues facing the customs the participant belong to will be shared with all

- Customs Administration officers.
- The participants will play a central role to introduce Project Cycle Management.
 - Each Customs Administration will start to make self-help efforts to achieve the global standards for Customs business.

9. Expected Module Output and Contents:

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

<p>(1) Preliminary Phase in a participant’s home country (July 2010 to November 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i></p>	
Expected Module Output	Activities
Country Report	Formulation and submission of Country Report (see the ANEEX I)
Questionnaire	Formulation and submission of Questionnaire (see the ANNEX II)

<p>(2) Core Phase in Japan (November 3, 2010 to December 9, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
To understand strategies to ensure program effectiveness of Custom Administration	<p>(1) understand (i) the current situation and challenges surrounding Customs, such as trade facilitation, countermeasures against terrorism, and increase of FTAs/EPAs, (ii) Customs reform and modernization initiative by WCO, such as “WCO Framework of Standard”, and “Customs Capacity Building Diagnostic Framework”, and (iii) ODA of policy of Japan; (2) understand the international standards in Customs , such as (i) WCO Revised Kyoto Convention, (ii) WCO Framework of Standards, (iii) WCO International Convention on HS, (iv) WTO Customs Valuation Agreement, and (v) WTO TRIPS Agreement, especially, border measures, and outline their applications in the participants’ countries and those in Japan; and (3) understand Japan’s measures to address challenges (4) Identify core problems upon introducing and/or implementing those standards in participant’s country and suggest possible solutions.</p>	Lectures, Workshop, Observation and Study Tour

To formulate Action Plan for improvement of Custom Administration	Project Cycle Management (PCM) Formulation and Presentation of Action Plan	Presentation and Discussion
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(3) Finalization Phase (in a participant's home country)
(December 2010 to March 2011)

The participants are requested to hold a dissemination meeting in the respective organization in order to share knowledge or experience they gain in the Core Phase in Japan with their colleagues and people related to the Customs Administration. The participants need to write and submit a report of this dissemination meeting to JICA up to January 31, 2011

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 program 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 program 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.

(1) Essential Qualifications:

1) Present position, assignment:

Be currently Customs official at headquarters. Those who directly report to the chief of the group/division/office/section in charge of Customs Reform and Modernization. If no such group/division/office/section, be a customs official at headquarters, those who supports his/her middle management who is directly responsible for Customs Reform and Modernization,

2) Academic Background:

Be university graduates or have an equivalent educational background or experience,

3) Language:

have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This course includes active discussions, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

4) Health:

Be in good health, both physically and mentally, to participate in the Core phase in Japan.

※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 ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④ medical certificate. Please ask National Staffs in JICA office for the details.

5) Age:

Under 45 years old, in principle

6) Have no prior experience of participating in the training program in Japan related to customs,

7) Not be serving in any form of military services

3. Required Documents for Application

(1) **Application Form**: The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) **Country Report** : Each applicant is required to prepare a Country Report in accordance with the directions provided in ANNEX I. The report should be typewritten in English and submitted **together with the Application Form**. Participants are suggested to read and/or check following web site before making Country Report:

http://www.wcoomd.org/home_wco_topics.htm

<http://www.customs.go.jp/english/index.htm>

(3) **Questionnaire** :

Each applicant is requested to fill in the Questionnaire (ANNEX II) and submit it **together with the Application Form**. The Questionnaire is utilized for grasping the applicant's interests and training needs beforehand.

4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **September 17, 2010**

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 October 3, 2010.**

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.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo International Center

(2) **Contact:** Mr. SAKAI Katsuichiro

2. Implementing Partner

Customs and Tariff Bureau, Ministry of Finance

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 JICA TOKYO 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 training program, and other matters.

V. Other Information

1. Due to the limited availability of the personal computers in JICA, participants are advised to **bring your own personal computer** if possible, in order to prepare presentation and develop a destination-marketing plan.
2. If you have a check on medical history of your application form, please write on detail about your condition and submit a certificate which your own doctor writes clearly you have no any obstacles to participate in.

VI. ANNEXS

ANNEX I

CUSTOMS ADMINISTRATION

(JFY 2010)

Country Report

All applicants are required to prepare a Country Report on your Customs administration. The Report should be typewritten in English in double space on A4 size paper on the following subjects and submitted together with the Application Form. All the subjects and items mentioned below should be addressed in your Country Report.

I. General Information

1. Name of Applicant:
2. Country:
3. Name of Organization:
4. Organizations and Functions of the Central Customs Administration and Regional Customs Office
 - i) Describe the structure of your government related to customs administration, the central Customs administration, and the regional Customs offices with the organizational chart(s).
 - ii) Specify the function of each division / section of the central customs administration and regional customs offices.
 - iii) Indicate the number of officers at each division / section.
 - iv) Provide the names of executive officers of each division / department.
5. Customs Duties as a Percentage of Total Tax Revenue and of the National Budget
6. Other Taxes Collected by the Customs
 - Indicate Kinds and rates of taxes other than customs duties collected by the customs.
7. External Trade
 - Indicate imports and exports in the past five year's on US-dollar basis.

II. Specific Subjects

1. Customs Reform and Modernization Programme
 - i) Outline long-, mid- and short-term strategic policies, if any.
 - ii) Describe the ongoing Customs Reform and Modernization Programs.
 - iii) Describe other donor's technical assistance activities for your administration.
 - iv) Status of WCO Framework of Standards and challenges for implementation.
 - v) Specify problems and difficulties in Customs Reform and Modernization.
2. Human Resource Management
 - i) Describe organizational structure in charge of human resource management including training management.
 - ii) Describe the current situation of human resource management including training

management.

- iii) What criteria do you adopt to recruit and promote officials in your administration?
- iv) Describe the kind and average amount of salary applied to customs officers.
- v) Specify the problems and challenges in human resource management including training management.

3. Legal Basis

- i) Outline all the existing Customs laws and other relevant laws and regulations.
- ii) Is the Customs law a single uniform law or a series of separated laws?
- iii) What authority does the Customs laws empower your administration to carry out all the controlling measures?

4. Cargo and Passenger Processing and Risk Management

- i) Describe organizational structure in charge of cargo and passenger processing and risk management.
- ii) Describe the current situation of computerized Customs clearance system and any future plans in this regard.
- iii) Explain how your administration appropriately meets the needs of speedy cargo and passenger clearance for promoting trade facilitation.
- iv) Describe the system in which high risk shipments / passengers are targeted.
- v) Status of Revised Kyoto Convention, and challenges for implementation, if it is not implemented yet.
- vi) Specify the problems and challenges in cargo and passenger processing and risk management.

5. HS Classification

- i) Status of HS Convention and HS2008 and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of HS Classification and Advance Ruling System.
- iii) Describe current situation on HS Classification and Advance Ruling System.
- iv) Describe how your administration ensures the uniform application of HS Classification from the organizational point of view.
- v) Specify the problems and challenges in HS Classification and Advance Ruling System.

5. Customs Valuation

- i) Status of WTO Valuation Agreement and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of Customs valuation.
- iii) Describe the system in which Customs value is assessed.
- iv) Specify the problems and challenges in Customs valuation.

6. Post Clearance Audit

- i) Describe organizational structure in charge of Post Clearance Audit.
- ii) Describe the current situation of Post Clearance Audit.
- iii) Specify the problems and challenges in Post Clearance Audit.

7. Rules of Origin

- i) Describe organizational structure in charge of Rules of Origin
- ii) Describe the current situation of Rules of Origin.
- iii) Describe how to verify Rules of Origin upon import declaration.
- iv) Specify the problems and challenges in Rules of Origin.

8. Intellectual Property Rights

- i) Status of WTO TRIPS Agreement: especially, border measures, and challenges for implementation, if it is not implemented yet.
- ii) Describe organizational structure in charge of Intellectual Property Rights
- iii) Describe the current situation of Intellectual Property Rights.
- iv) Specify the problems and challenges in Intellectual Property Rights.

9. Enforcement

- i) Describe organizational structure in charge of enforcement.
- ii) Describe the current situation regarding drugs (and firearms, if any) smuggled into your country and commercial fraud, and measures taken by the customs authority to counter these illicit activities.
- iii) Indicate interdictions by case, quantity, source, and kind of drugs in the last 5 years.
- iv) Specify the problems and challenges in enforcement.

10. Intelligence Collection and Analysis

- i) Describe organizational structure in charge of Intelligence Collection and Analysis
- ii) Describe the current situation of Intelligence Collection and Analysis.
- ii) Specify the problems and challenges in Intelligence Collection and Analysis.

Country Report Presentation

The Participants will be required to make a presentation based on their Country Report during the training course. Each participant will be given 30 minutes for his/her country report presentation including questions and answers. Audio visual aids, such as OHP, Power Point, etc. are advisable to use for an effective presentation.

ANNEX II

CUSTOMS ADMINISTRATION

(JFY 2010)

Questionnaire

The Applicants are requested to answer the following questions and choose items out of Subjects / Agendas (2) Core Phase in Japan, 9. Expected Module Output and Contents in order to grasp the items you are interested in. The Questionnaire should be submitted together with the Application Form.

Name:

Country:

1. Please describe three Topics you are most interested in, together with reasons and list them in your priority order.

(1) Topic:

Reason:

(2) Topic:

Reason:

(3) Topic:

Reason:

2. If you have some specific questions regarding Customs Administration, please describe them in detail as far as possible.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA 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 including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination 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 including Medical History and Examination

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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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.



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Japan International Cooperation Agency

Version 080326

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.

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said 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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>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.</i>

2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: