

No.34/47/2008-EO(F)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the May 2008

TRAINING CIRCULAR

Subject : A Group Training Course in Environmental Management- Pollution Control for Southwest Asia to be held in Japan from 23/09/2008 to 21/12/2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Environmental Management- Pollution Control for Southwest Asia to be held in Japan from 23/09/2008 to 21/12/2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The course aims for the participants to acquire the comprehensive knowledge and skills on anti-pollution measures to enhance their capabilities for effective planning and implementation of pollution control.


3. The Course is meant for departments/ divisions at central/local government in charge of pollution control (legislation and enforcement of related laws, planning and implementation of anti-pollution measures, monitoring and technical support). The candidate should have more than 3 years' experience in the above-mentioned field; be a university graduate or equivalent; be between 25 and 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; travel insurance from the time of arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 23rd May 2008. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel **not later than 11th July 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

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



For a better tomorrow for all.

Japan International Cooperation Agency
(Government of Japan)

No. 41/GT-CP/2008

23rd May, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Environmental Management – Pollution Control for Southwest Asia - will be held in Japan from 23rd September, 2008 to 21st December, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **21st July, 2008**:-

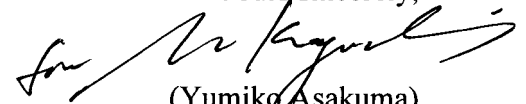
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The Applicant's Job Description
- (3) The Applicant's Expectation for the Course

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

It is further informed that 5 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.

Ms. Arun Prabha
Under Secretary (PMU and Trg.)
Department of Economic Affairs
Ministry of Finance
North Block
New Delhi.

Copy to:-

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



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Environmental Management - Pollution Control for Southwest Asia - 地域別研修「南西アジア地域 公害防止行政」 *JFY 2008*

**<Type: Leaders Training / 類型: 中核人材育成型>
NO. J08-04060 / ID. 0884168
From Sep. 23 to Dec. 21, 2008**

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

In Southwest Asian countries active economic activities and rapid concentration of population go beyond the development of infrastructure and public services, which result in problems of heavy traffic, poverty, formation of slums and so on. Linking with that, pollution problems such as air and water pollution, and deterioration of sanitary environment stemming from inadequate sewage and water supply system and waste management present serious environmental situation. Environmental laws and rules are enacted, however, there are cases that the enforcement system of administrative organs is weak and the inspection system is not well established and the monitoring system is inadequate and then the laws and regulations do not effectively function. There are various organizations involving with the management of urban infrastructure and public services. Capacity building and promotion of cooperation among those organizations are also becoming important.

Under the circumstances, in these regions it is highly required to develop capacity of organizational system making it possible to appropriately implement the management of urban sanitation and environment.

For what?

This program aims to improve capacities to plan and implement effective pollution control measures and policies.

For whom?

This program is offered to departments / divisions at central / local government in charge of pollution control such as formulation and enforcement of environmental laws, planning and implementation of anti-pollution measures, monitoring, technical support and so on.

How?

In this program participants are to acquire comprehensive knowledge and skills on pollution control measures such as “water quality preservation measures”, “air quality preservation measures”, “solid waste management”, “Environmental Impact Assessment (EIA)” and “environmental education / awareness” referring to Japan’s experience by Hiroshima Prefectural Government, one of Japanese local governments, as a main training implementing body.

II. Description

- 1. Title (J-No.):**
Environmental Management – Pollution Control for Southwest Asia – (J0804060)
- 2. Period of program**
From Sep. 23 to Dec. 21, 2008
- 3. Target Regions**
Southwest Asia (Bangladesh, India, Nepal, Pakistan and Sri Lanka)
- 4. Eligible / Target Organization**
This program is designed for departments / divisions at central / local government in charge of pollution control (legislation and enforcement of related laws, planning and implementation of anti-pollution measures, monitoring and technical support)
- 5. Total Number of Participants**
8 participants
- 6. Language to be used in this program:** English
- 7. Program Objective:**
Participants will acquire the comprehensive knowledge and skills on anti-pollution measures to enhance their capabilities for effective planning and implementation of pollution control.
- 8. Overall Goal**
Effective pollution control measures are to be planned and implemented in the target countries.

9. Expected Module Output and Contents:

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

* The curriculum is subject to partial alteration.

**Style: L=lecture, P=practice, O=observation, D=discussion

***Volume: unit=hour

Expected Module Output	Subject	Objective	Style** & Volume***			
			L	P	O	D
To grasp the situations of pollution control in respective countries	Issue Analysis Workshop	To identify the problems about pollution control in respective countries and analyze the possible causes for them				20
	Country Report Presentation	To inform Japanese lecturers about the present situation and actual needs of respective countries to help them prepare the effective training programs				5
To understand the outline of environmental policy and legal system in Japan	Outline of administration system	To understand the outline of administrative system and legislative structure in Japan	5			
	Outline of environmental preservation administration and anti-pollution laws	To understand the process of the establishment of Basic Environment Law and enforcement of anti-pollution laws in Japan, focusing on the history of environmental pollution and countermeasures.	5			
	Outline of environmental preservation technique	To understand the changes in environmental conditions including the outline of treatment techniques of exhaust gas and wastewater, as well as environmental issues in Japan.	5			
To understand the practices of water quality preservation in Japan	Water quality preservation administration	To understand the role and function of national/local governments in water quality preservation	5			
	Water quality analysis technique, Water treatment technique	To understand the basic analysis and treatment techniques required to preserve water quality.	2.5	2.5		
	Sewage disposal plant	To understand the combined sewage treatment system adopting the conventional activated sludge process	1		1	
	Night soil purifier (Johkaso)	To understand the features and effects of Johkaso as one of the treatment methods for domestic wastewater and night soil.	1		1	
	Water quality monitoring	To understand the method of survey and measurement of water quality.	2	2.5		
	Anti-water pollution measures in industry	To understand the concrete measures on prevention of water pollution and waste water treatment taken in industry	3		3.5	
To understand the practices of air quality preservation in Japan	Air quality preservation administration	To understand the role and function of national/local governments in air quality preservation	5			
	Air quality analysis technique	To understand the basic analysis and treatment techniques required to control air pollution	2.5	2.5		
	Anti-air pollution technique	To understand the theory and practice of anti-air pollution techniques implemented in manufacturing plant	2		2.5	
	Air quality monitoring	To understand the method of survey and measurement of air quality.	2	2.5		
	Anti-air pollution measures in industry	To understand the concrete measures on prevention of air pollution taken in industries	2		2.5	

Expected Module Output	Subject	Objective	Style** & Volume***			
			L	P	O	D
To understand the practices of solid waste management in Japan	General waste management administration	To understand the basic idea of waste disposal and the overall condition and policy regarding general waste management in Japan and Hiroshima Prefecture including Pubic Cleansing Law (general waste relations)	2.5			
	Industrial waste management administration	To understand the overall condition and policy regarding industrial waste in Japan and Hiroshima Prefecture	2.5			
	Recycling administration and promotion of 3Rs	To understand the outline of waste recycling in Japan and Hiroshima prefecture including the Container and Package Recycling Law/Electric Home Appliance Recycling Law and 3Rs activities which Japanese Government promotes	2.5			
	Recycling facilities	To understand the waste reduction and recycling activities in Hiroshima Prefecture			2	
	Waste Collection and Transportation	To understand how waste collection and transportation are conducted efficiently.	1		1.5	
	Environmental measures in landfill site	To understand the basic technique of landfill from the view point of anti-pollution.			2	
	Medical Waste Treatment	To understand the treatment techniques of medical waste in hospitals.	1		1	
To understand the practices of Environmental Impact Assessment (EIA) in Japan	Environmental Impact Assessment (EIA)	To understand the outline of EIA system (law, by-law, measures) and technical methods.	2.5			
	EIA methodology	To understand the significance, methodology and procedures of EIA	1	3	1	
	Social consideration and economic evaluation in EIA	To understand the social consideration (consideration for residents and society) and economic evaluation (the method and points to consider when analyzing from economic point of view) in EIA with concrete examples.	5			
	Example of assessment	To deepen the understanding about EIA by referring to the concrete example	1		2	
	EIA in International Cooperation	To understand examples of EIA in international cooperation projects and the way of opinion building with local residents	2.5	2.5		
To understand the practices of Environmental Education/Awareness in Japan	Basic Guidelines for Environmental Education	To understand policy of national/local governments regarding environmental education mainly focusing on the Basic Guidelines for Environmental Education in Hiroshima Prefecture as an example	2.5			
	Environmental education in practice	To understand the concrete methods of environmental education	5	2.5		
	Environmental education in schools	To understand environmental education practiced in schools			2	
	Activities of private sectors	To understand environmental education activities by private organizations such as NGOs	2	4		
	ISO awarded enterprises	To understand the policy and measures of environmental management taken in enterprises	2		2	
To understand the practices of other environmental measures	Measures against chemical substance	To understand the techniques to control chemical substances.	5			
	Measures against soil contamination	To understand the countermeasures against soil contamination.	5			
	Measures against noise and vibration	To understand the countermeasures against noise and vibration.	5			

Expected Module Output	Subject	Objective	Style** & Volume***			
			L	P	O	D
To make an Action Plan to improve the pollution control in respective countries	Feed back session	To review and deepen your understanding about the training contents and Japanese measures by discussing with other fellow participants and critically analyzing those issues for better learning. And fill in Column D in the Issue Analysis Sheet after each session.				10
	Self-motivating training	To acquire more detailed knowledge or skills regarding the topic you especially need to learn.	10 <i>*depending on participants' needs</i>			
	Final Report Preparation & Writing Guidance	To examine and elaborate a concrete action plan< a future strategy of pollution control in respective countries> with the experts' advice based on the knowledge and skills acquired through the course				5
	Final Report Presentation	To share and discuss participants' action plans with Japanese lecturers				10

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

(1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates in order to address the said issues or problems, carefully referring to the qualifications described in section -2 below.

(3) Applying organizations are also expected to be prepared to make use of the knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Administrative officials in central/local governments, in charge of pollution control (legislation and enforcement of related laws, planning and implementation of anti-pollution measures, monitoring and technical support).
- 2) Experience in the relevant field: have more than 3 years' experience in the above-mentioned field.
- 3) Educational Background: have a university degree or the equivalent
- 4) Language: have a competent command of spoken and written English
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Not be serving in any form of military service.

(2) Recommended Qualifications

- 1) Age: be between the ages of twenty-five (25) and fifty (45) years old

3. Required Documents for Application

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

(2) Applicant's Job Description: to be submitted with the application form. The documents should be prepared in accordance with the directions provided in the ANNEX1.

(3) Expectation for the course: to be submitted with the application form. The documents should be prepared in accordance with the directions provided in the ANNEX 2. Please refer to Curriculum when you make it.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 21, 2008**

Note: Please confirm the closing date set separately by the respective countries' JICA office or the 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 governments, the respective countries' JICA office (or the Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The applying organization with intent 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 countries' JICA office (or the Embassy of Japan) to the respective governments by **not later than August 22, 2008.**

5. Document(s) to be submitted by accepted participants:

Issue Analysis Sheet shall be submitted by September 12, 2008.

Before coming to Japan, the accepted participants are required to prepare an Issue Analysis Sheet (Detailed information is provided in the ANNEX 3.) This document should be sent by e-mail to Tokuda.Masato@jica.go.jp

6. Conditions for Participation:

Participants are required;

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chugoku

(2) **Contact:** Mr. Masato TOKUDA (Tokuda.Masato@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Hiroshima Prefectural Government (HPG)
Hiroshima International Center (HIC)

(2) **URL :**

HPG <http://www.pref.hiroshima.lg.jp/category/1172195170025/index.html>

HIC <http://www.hiroshima-ic.or.jp/hice/index.html>

(3) **Remark:** Hiroshima prefecture is located in Chugoku region situated at the west edge of main land of Japan facing the Seto Inland Sea. Its population is about 2.9 million and its area is about 8,500 km². Hiroshima city is the seat of the prefectural government and is the largest city in Chugoku and Shikoku regions. Hiroshima Prefectural Government has been involved in JICA's training program for many years and especially in the field of environmental management it has been conducting training programs on waste management and pollution control.

The Hiroshima International Center (HIC) is an incorporated foundation organized via the cooperation of both the public and private sectors (such as Prefectural and Municipal governments, private companies, and other related organizations). HIC was established to increase international understanding and friendship, all with the higher goal of contributing to make Hiroshima be better able to further global peace and prosperity.

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 Japan to departure from Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Chugoku International Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashi-hiroshima city, Hiroshima, 739-0046

Japan

TEL: 81-82-421-6310 FAX: 81-82-420-8082

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

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

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets.
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

Pre-departure orientation will be held at the respective countries' JICA office (or the Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Documents :

Please bring the necessary data on your country (examples listed below), since you will occasionally be asked to refer the data during the training program (In the past training, some participants had difficulties because they had failed to bring them).

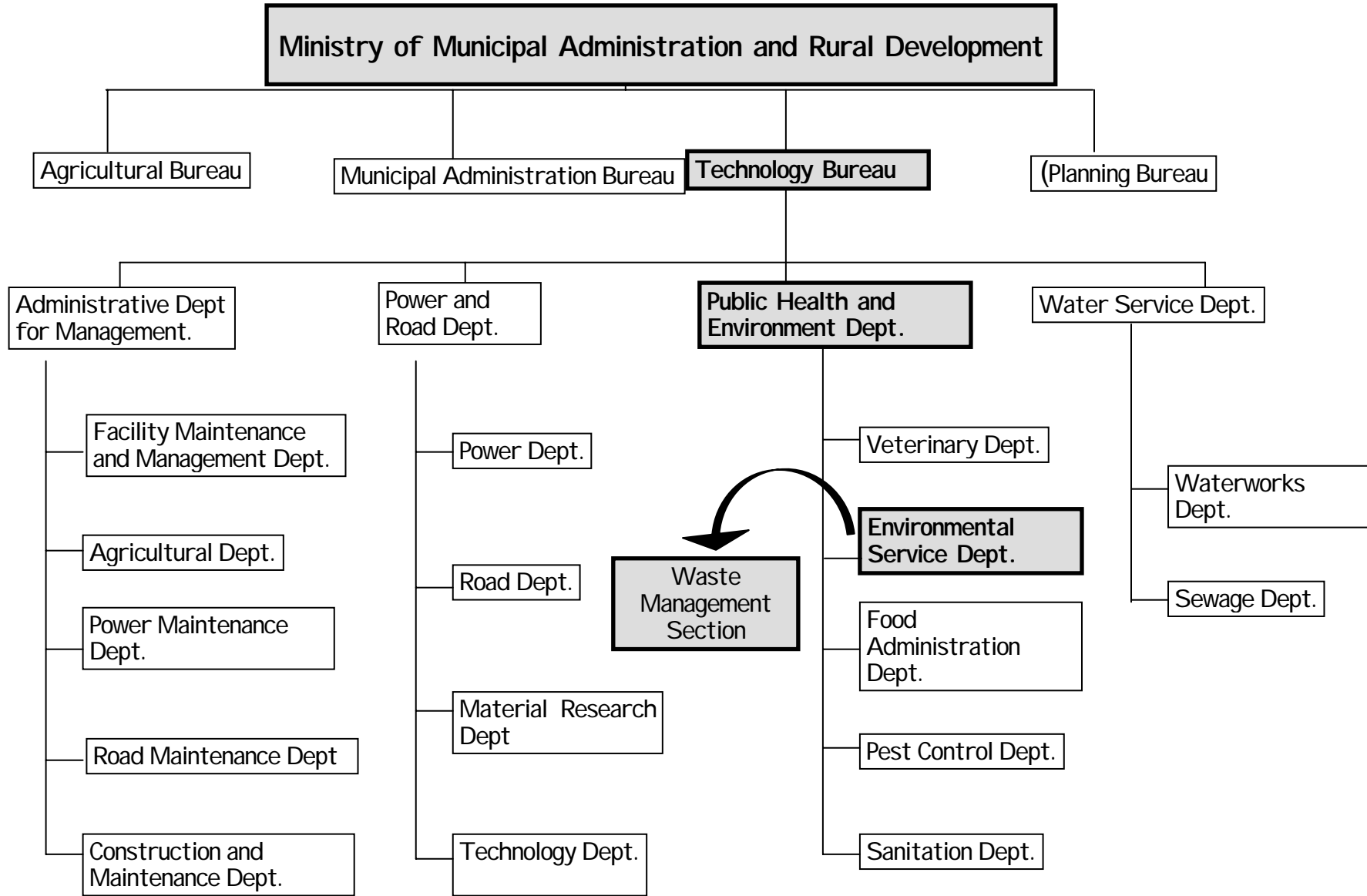
- 1) Brochures of your organization, annual reports
- 2) Statistical materials of the up-to-date environmental management of your country
- 3) Planning/administrative documents related to the up-to-date environmental management
- 4) Principal research and survey reports on the environmental management of your country
(including those implemented through international cooperation.)
- 5) Laws related to environmental preservation.
- 6) Photographs, illustrations or slides showing the current situation of environment in your country.

It is also recommended to bring a diskette containing your Country Report to facilitate your report making in Japan. MS Word, Excel, and Power Point support –for Windows XP only- is available at the JICA Chugoku International Center.

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

Organization Chart

Example



12/16

ANNEX 2

Expectation for the course

(This should be attached to the application documents)

Describe **A) your interests or concerns for the course** and **B) the reasons** (up to 5) ,referring to “ . Curriculum”.

A) Interest or Concern for this course	B) reason
-Legal framework on industrial waste in Japan, -penalty to those companies who violate a law	Legal system on industrial waste has not been established in my country, while the industrial waste is the urgent issue.
1)	
2)	
3)	
4)	
5)	

Annex 3 Issue Analysis Sheet

* Only accepted applicants are expected to submit this sheet. (to be sent to Tokuda.Masato@jica.go.jp by e-mail)

Category	A. Issues	B. Causes	C. Measures taken in Japan	D. Proposal to my country
1. Water Quality	1) Untreated municipal wastewater is directly discharged into rivers. 2) ... (Sample)			
2. Air Quality	1) ... 2) ... 3)	<p>* <i>You're not required to fill in this part at this moment. You will fill in this part after you arrive in Japan during the Issue Analysis Workshop and throughout the technical training.</i></p> <p>• <i>Please enumerate issues facing your country for each category.</i></p> <p>• <i>Describe the issues briefly not by keyword but in one sentence.</i></p>		
3. Solid Waste Management	1) ... 2) ... 3)			
4. EIA	1) ... 2) ... 3)			
5. Environmental Education / Awareness	1) ... 2) ... 3)			
6. Other	<p>* <i>Please write here the issues not categorized in the above 1 ~ 5, if any.</i> <i>ex. legal system on overall environmental preservation etc.</i></p>			

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 Chugoku International Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashi-hiroshima city, Hiroshima, 739-0046 Japan

TEL: 81-82-421-6310 FAX: 81-82-420-8082

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: