

No.34/47/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 12th August 2010.

TRAINING CIRCULAR

Subject: An Area Focused Training Course in Recovery Planning from Natural Disasters, to be held in Japan from 10th January 2011 to 26th February 2011

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 to be held in Japan from 10/01/2011 to 26/02/2011. 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 authorities who are conducting disaster recovery at countries suffered from the high frequency of natural disaster. The program aims for creation of systems in which effective recovery can be performed immediately after the occurrence of disasters in the respective countries of the participants.

3. The Candidate should be officials who are highly motivated and in a position that enables them to become involved in the formulation of recovery plans from disasters (e.g. urban planning, housing reconstruction, economic recovery, disaster victims livelihood recovery) and to promote them in their countries; persons who will continue to become involved with the formulation of recovery plans from disasters and to promote in their countries after the completion of this training programme; have work experience of more than 3 years in the above mentioned field; be a university graduate or the equivalent; 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.

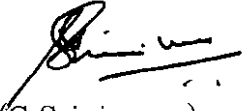
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and 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 10th August 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.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 28th October 2010. Nominations received after the prescribed date will not be considered.



(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Vice-Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-29.
3. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
4. 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. 64/AF-CP/2010

10th August, 2010

Dear Mr. Rakesh Mishra,

An Area Focused Training Course in Recovery Planning from Natural Disasters will be held in Japan from 10th January, 2011 to 26th February, 2011 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 **4th November, 2010**:-

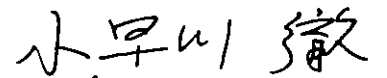
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Job Report

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

It is further informed that 15 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 (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

Doc No. 70234/2010
C-473/EO(E)/2010
12/8/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

RECOVERY PLANNING FROM NATURAL DISASTERS

地域別研修「自然災害からの復興計画」

JFY 2010

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

NO. J1004053 / ID. 1084219

Phases in Japan: From Jan. 10 to Feb. 26, 2011

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

Japan is a country whose land is easily damaged by natural disasters such as earthquakes, typhoons, sediment disasters, and volcanic eruptions in terms of its geography. In particular, the Great Hanshin-Awaji Earthquake that occurred on January 17, 1995 caused extensive damage to the area centering on Hyogo Prefecture. This earthquake was an unprecedented catastrophic disaster that resulted in 6,434 deaths (missing person 3) and more than US\$90 billion in the amount of total damages. As such, in Japan there are frequent occurrences of natural disasters, and JICA has actively conducted training programs in the field of disaster prevention by applying the lessons of past disasters.

Kobe City, which experienced the Great Hanshin-Awaji Earthquake, has learned many things as lessons from the events at the time of the earthquake and efforts after the earthquake. Firstly, it can be stated that administrative bodies' initial responses to a massive disaster are limited. Particularly, from the behavior of the earthquake victims during the 1,000 hours (approximately 40 days) after the time of the occurrence of the earthquake, it is said that self-help accounts for 70% of all help and assistance provided by oneself, mutually, and publicly. Also, even in the process of recovery, the lesson that the solidarity of autonomous citizens is essential for the progress of recovery has been obtained. Furthermore, in the review and examination of recovery, examination was made as to what served as the capital that had sustained these norms, such as autonomy and solidarity, as well as activities based on these norms. As a result of this examination, it was concluded that the said capital was a "social capital" whose characteristics are social connections and mutual trust, among others.

"Social capital" is originally a concept used in sociology, politics, economics and business administration, but here it means the "capital in social relationships."

The said capital enables the relevant parties and authorities to strengthen their mutual connections toward their common goals and encourages them to take cooperative action even when budgets "monetary capital", human resources "human capital", and equipment "physical capital" are limited under natural condition that are vulnerable to disasters. This social capital can supplement the other capitals by the abovementioned functions and act favorably on the continuousness of other capital.

In the summarization and verification of the recovery of Kobe City, it was advocated that the people-to-people connections in local communities "social capital" will serve as a significant key to pursue town development for Kobe in the future. In Kobe City, this idea was given the status of a concept that permeates everything from citizens' livelihoods to urban activities and has been reflected in the formulation of a new vision after the recovery plan.

For what?

In this training program, the participants will share the lessons and reflections of Kobe City officials who did the actual work on-site in the recovery from the Great Hanshin-Awaji Earthquake. The objective of this program is to have the participants widely examine efforts ranging from the recovery and reconstruction of lifelines, public works projects including infrastructure building, and the formulation and promotion of recovery planning, to the effective use of social capital and approaches to recovery in the viewpoint of “self help, mutual help, and public assistance.” Participants will formulate preliminarily recovery plans from disasters in their countries. It is anticipated that this training program will contribute to the creation of systems in which effective recovery can be performed immediately after the occurrence of disasters in the respective countries of the participants.

For whom?

This program is designed for authorities who are conducting disaster recovery at countries suffered from the high frequency of natural disaster.

How?

The lessons and reflections of Kobe City officials who did the actual work on-site in the recovery from the Great Hanshin-Awaji Earthquake will be shared with participants, which include the importance of “social capital.”

Workshop and discussions will be held at the each module of the program, and these workshop and discussions will leads formulation of action plans for recovery from natural disasters in each country.

II. Description

- 1. Title (J-No.):Recovery Planning from Natural Disasters (J1004053)**
- 2. Period of program**
Phase in Japan: January 10 to February 26, 2011
- 3. Target Regions or Countries**
Algeria(2), China(2), Colombia(2), Fiji(1), India(1), Iraq(1), Papua New Guinea(1), Peru(2), Philippines(1), Turkey(2)
- 4. Eligible / Target Organization**
Authorities related to recovery from disasters in countries where natural disasters frequently occur.
- 5. Total Number of Participants**
15 participants
- 6. Language to be used in this program:** English
- 7. Program Objective:**
Specific action plans for making preliminarily recovery program in each country with an eye to “social capital” are created. After the training, the action plan should be shared in the department in charge of disaster recovery.
- 8. Overall Goal**
It is anticipated that this training program will contribute to the creation of systems in which effective recovery can be performed immediately after the occurrence of disasters in the respective countries of the participants.

9. Expected Module Output and Contents:

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

Phase in Japan (January 10 to February 26, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>			
Expected Module Output	Items	Methodology	Contents of program
1 The participants will understand the outline of the Great Hanshin-Awaji Earthquake and emergency response to it.	Outline of the Great Hanshin-Awaji Earthquake	Lectures	The mechanism of earthquake generation and the toll of the damage.
	Damages and emergency response in each field	Lectures	Damages and emergency response in each field; social infrastructure, housing, job for the people, life of the people, healthcare and communication/public relations.
	Visit on monument to the Great-Hanshin Awaji Earthquake.	Visits	Visit on monument to victims of the Great-Hanshin Awaji Earthquake and institutions to hand over the memories of the Earthquake to the next generation
	Study on other disaster damage cases	Visits	Visit on the devastated areas by the Chuetsu Earthquake as a case example of earthquakes occurred in other than urban areas.
	Outline of natural disasters in participants' countries	Workshops	The participants will share information on the natural disasters and problems of their respective countries with the other participants by applying a participatory method for the creation of action plans in Achievement 5.

2	Recovery plan	Lectures	How the recovery plan of Kobe City was formulated and the contents of the plan
	Promotion of recovery plan	Lectures	Kobe City's promotion of the recovery plan based on the PDCA Cycle Kobe City's review and examination of recovery.
	Actions taken to the issues at each period from the time of disaster emergency response to that of recovery/reconstruction and evaluations	Lectures	Emergency response and its problems Actions taken to the issues at the time of recovery/reconstruction (recovery of social infrastructure, rebuilding homes, ensuring job security, and restoration of peoples' lives) Evaluation of the actions taken
	Case examples; public utility services including electricity, gas, and telephone	Visits	Experiences of public utility service providers concerning the damage, recovery, and reconstruction of lifelines.
	Recovery and reconstruction plan in the participants' countries	Workshops	The participants will share information on the recovery/reconstruction plans of their respective countries and exchange views with other participants by applying a participatory method for the creation of action plans in Achievement 5.
The participants will understand the PDCA (Plan, Do, Check, and Act for improvement) Cycle in efforts for recovery			

3 The participants will understand the importance of the concept of “social capital” from the experience of role sharing among residents, business operators, and administrative bodies in the efforts to solve problems caused by the Great Hanshin-Awaji Earthquake.	Significance of social capital	Lectures	The participants will understand the importance of social capital that promoted the reconstruction.
	Case examples of “mutual help” by enterprises, NGOs, volunteers, and local communities	Visits	The case examples of corporate charitable activity in local areas, volunteer activities, and activities of volunteer groups and local communities
	Redevelopment projects (readjustment of town lots) and residents	Visits	Visit on the site of resident participation in the recovery from earthquake and urban development projects (redevelopment and readjustment of town lots) Experiences of the parties concerned
	Mutual help in the participants’ countries	Workshops	The participants will share information on case examples of mutual help at the time of recovery addressed by their respective countries and exchange views with other participants by applying a participatory method for the creation of action plans in Achievement 5.

4 The participants will understand new viewpoints (efforts of individuals and communities, infrastructure development, and crisis-control structure) to develop safe towns based on the lessons from the Great Hanshin-Awaji Earthquake.	Development of safe towns	Lectures	The efforts of individuals and communities, infrastructure development, and crisis-control structure
		Visits	The efforts of individuals and communities in Kobe, for seeking safer and comfortable community
	Creation of safe cities in the participants' countries	Workshops	The participants will share information on the creation of safe cities in their respective countries and exchange views with other participants by applying a participatory method for the creation of action plans in Achievement 5.
5 Action plans for the respective countries will be created.	Session to exchange views between the Kobe City officials and the participants	Others (exchange of views)	With advice from the Kobe City officials and by viewing exchanges among the participants, the participants will compile the results obtained in the workshops from Achievements 1 through 4 into an action plan for the participants' countries and present it.

<Structure of the program> Plans at this time

1. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week (1/11-1/14) General Orientation

Politics and Administration, Economy, Society, History and Culture of Japan

2nd week (1/17-1/21)

(1) Japanese system of disaster prevention

(2) Visit to Disaster Reduction Museum

(3) Lectures and visits regarding outline of the Great Hanshin-Awaji Earthquake and emergency response to it (Module 1)

3rd week (1/24-1/28)

(1) Study tour to other disaster damage cases (Chuetsu Earthquake)

(2) Workshop for Module 1

4th week (1/31-2/4)

(1) Lectures and visits regarding PDCA (Plan, Do, Check, and Act for improvement) Cycle in efforts for recovery (Module 2)

(2) Workshop for Module 2

5th week (2/7-2/10)

(1) Lectures and visits regarding importance of the concept of "social capital" (Module 3)

(2) Workshop for Module 3

6th week (2/14-2/18)

(1) Lectures and visits regarding new viewpoints to develop safe towns (Module 4)

(2) Workshop for Module 4

7th week (2/21-2/25)

(1) Session to exchange views between the Kobe City officials and the participants

(2) Formulation and presentation of action plan

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project 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 to address the said issues or problems, carefully referring to the qualifications described in section-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current duties: be or will be officials who are highly motivated and in a position that enables them to become involved in the formulation of recovery plans from disasters (e.g. urban planning, housing reconstruction, economic recovery, disaster victims livelihood recovery) and to promote them in their countries, (both local and central government officials are eligible)

- 2) Person who will continue to become involved with the formulation of recovery plans from disasters and to promote in their countries after the completion of this training program.
- 3) Experience in the relevant field: have work experience of more than 3 years in the field mentioned above.
- 4) Educational background: university graduate or equivalent
- 5) Language: **have a competent command of spoken and written English.** Especially this program includes more opportunities of workshop and discussion in English. (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 7) Must not be serving any form of military service.

*Pregnancy is regarded as a disqualifying condition because this program includes much fieldwork that would be too demanding for pregnant women.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Job Report:** to be submitted with the application form. Fill in Annex-1 of this General Information, and submit it along with the Nomination Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **Nov. 4, 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 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 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 Dec. 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, and
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hyogo

(2) **Contact:** jicahic-kenshukakuju@jica.go.jp

2. Implementing Partner:

- Kobe International Center for Cooperation and Communication (KIC)

(English) <http://www.kicc.jp/e/index.html>

- Kobe Institute of Urban Research

(Japanese Only) <http://www.kiur.or.jp/index.htm>

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 Hyogo International Center (JICA HYOGO)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0341 FAX: 81-78-261-0342

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA HYOGO, 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

"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 workshop, and other matters.

V. Other Information

1. Participants who have successfully completed the seminar will be awarded a certificate by JICA.
2. There is a computer room in JICA Hyogo where sixteen desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.
3. The idea of the “Recovery” is shown in the Annex-2.
4. Information for your reference
 - Kobe City
<http://www.city.kobe.lg.jp/foreign/english/index.html>
 - Disaster of KOBE City
http://www.city.kobe.lg.jp/foreign/english/disaster/index_e.html
 - Earthquake Restoration Review and Examination
<http://www.city.kobe.lg.jp/safety/hanshinawaji/revival/inspection/01-e.html>
 - The Great Hanshin-Awaji Earthquake Statistics and Restoration Progress (2010)
<http://www.city.kobe.lg.jp/safety/hanshinawaji/revival/promote/img/january.2010.pdf>

VI. ANNEX:

ANNEX-1 FORMAT OF JOB REPORT

**Comprehensive Strategy for Recovery from Natural Disasters:
Lessons Learned from the Great Hanshin-Awaji Earthquake Case
(JFY 2010)
JOB REPORT**

Please fill in English and submit with Form A2A3

1. Personal data
 - 1-1 Full name
 - 1-2 Title, department, and organization of applicant
 - 1-3 Substance of the work of applicant
 - 1-4 Functions and authorities of applicant's organizations and departments in terms of the recovery and reconstruction

2. Please summarize the following matters in chronological order: the extent of the damage from a massive disaster recently experienced in the applicant's country; the applicant's country's efforts and planning at each period from the time of emergency responses to that of recovery/reconstruction; and the problems at each period as well as the responses and efforts to solve them.

3. Please summarize the current conditions and issues concerning the below listed matters in the process of recovery and reconstruction after the applicant's country was hit by a disaster.
 - 3-1 Respective roles of the central and local governments
 - 3-2 Collaborative relationships between administrative bodies and local residents as well as such case examples
 - 3-3 Current conditions and issues about efforts for "mutual help" in which a variety of people, such as local residents, enterprise employees, volunteers, specialists, and government officials, cooperate and sustain each other

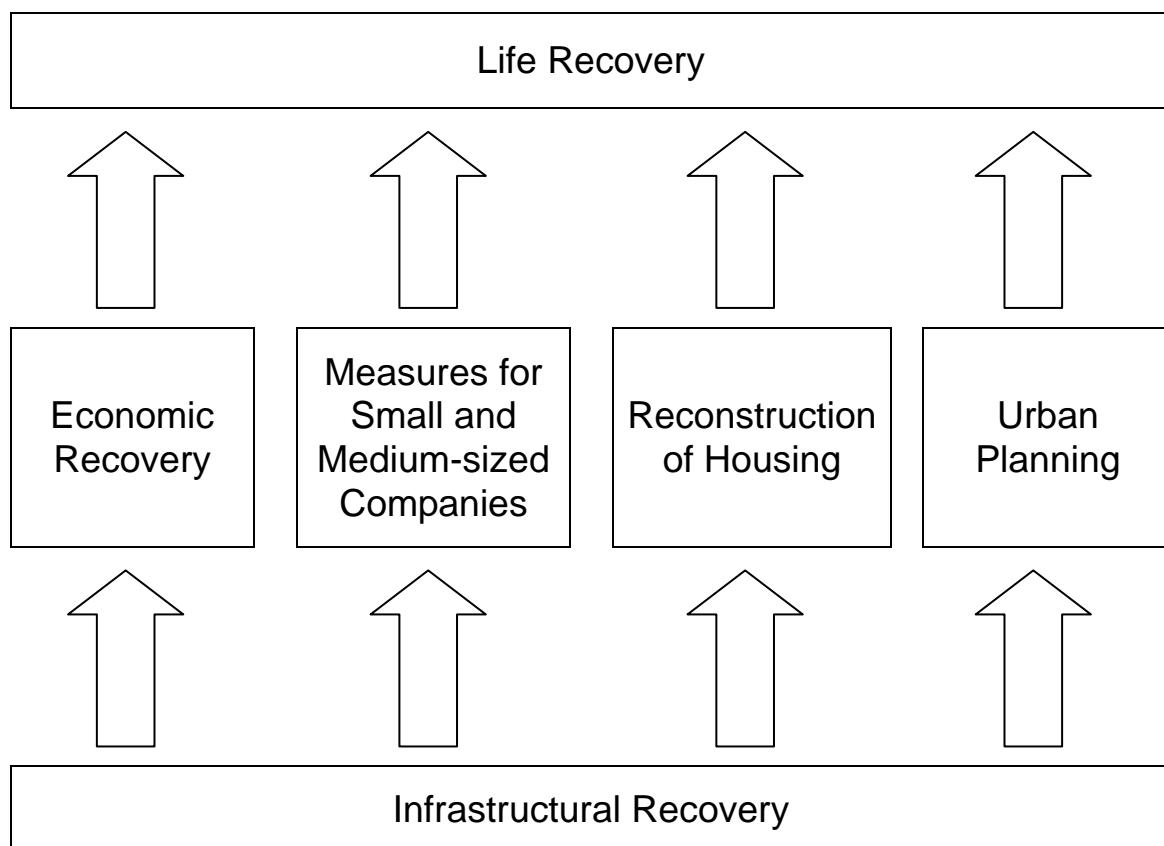
4. Brief overview of the legal structure in the applicant's country concerning measures against disasters (basic laws, laws related to disaster emergency measures, laws related to fiscal and monetary measures for recovery and reconstruction from disasters, and others)

5. Brief overview of the governmental structure of both national and local level in the applicant's country. Please refer the election system, political system,

scale of local autonomy from the central government etc. (Please attach organization chart of your government' if available.)

6. Any requests for this training program

ANNEX-2 Idea of “Recovery” from the experience of Great Hanshin-Awaji Earthquake



ANNEX-3 Example of Action Plan to be formulated at the completion of the program

An example of the Action Plan of 2007 participants is attached here to illustrate the program and action plan.

EXECUTIVE SUMMARY OF ACTION PLAN

Being an earthquake prone country where many active fault systems are existent, XXX has suffered from major earthquakes in the past and will continue to experience more in the future. Though, the earthquakes are big calamities which bring us great pain and sorrow and hinder our efforts to achieve sustainable development, they also create windows of opportunity to create a better future as they give us a chance to correct our wrongdoings. Herein this report, we aimed to prepare a recovery plan for the city of YYY after a major earthquake which is expected to hit the city within the next 30 years. The principles that we based on the recovery process were; i) forming and developing social capital in the community by revitalizing and enhancing the “cooperative” system which is already existent in the community where citizens come together voluntarily to achieve their common goals within a legal framework, ii) making use of the “cooperative” system to develop and implement the recovery plan where citizens’ ownership and participation are the main pillars, iii) establishing solid monitoring and evaluation mechanisms to view, control and alter, if necessary, the progress of implementation of the recovery plan. Our report focuses on infrastructural recovery, urban life recovery, and economic recovery where mechanisms for participation among beneficiaries are promoted and established at all stages.

We believe that our approach would increase the efficiency of the recovery works as it fully utilizes the social dynamics, create a strong sense of ownership for the implementations, helps to sustain the solidarity and yet self sufficiency among communities and promotes further works to achieve a disaster resilient communities.

OUTLINE OF ACTION PLAN

1. INTRODUCTION
2. EARTHQUAKE RISK OF YYY AND XXX
 - 2.1. Description of the Hazard
 - 2.2. Socioeconomic Structure of YYY
3. OUTLINE OF THE GREAT YYY EARTHQUAKE DAMAGE
4. ACTION PLAN FOR RECOVERY

4.1. BASIC PRINCIPLES

4.1.1 Social Capital and the Cooperatives

4.1.2 Financial Aspects

4.1.3 Monitoring and Evaluation

5. RECOVERY FOR LIFELINES

6. ECONOMIC RECOVERY

7. RECOVERY PLAN FOR LIVELIHOOD AND COMMUNITY

7.1. Preparation of the Master Plan

7.2. Establishment of the Cooperatives

7.3. Preparation of Draft Recovery Plans

7.4. General Framework for the Recovery Plan for Livelihood

7.5. Negotiation and Approval of Recovery Plans

7.6. Implementation of The Plan By The Municipality

7.7. Implementation of The Plan By The Community (Cooperatives)

8. CONCLUSION

Until today all the post-disaster activities including restoration, rehabilitation and recovery have been carried out directly by the state in XXX, and this has doubled the social and economic cost of the disasters. Moreover the efficiency and the productivity of post-disaster works have always been questioned.

Therefore there is a need for establishing a new system for the recovery and rehabilitation of disasters, which will be ensuring direct public participation rather than the state intervention.

Since 19--s in XXX, the cooperatives have played a significant role for the development of the initiatives directly coming from the citizens in order to reach their common goals through the formation voluntary partnership. In short we can say that the cooperatives can be accepted as a social organization acquiring the economic self sufficiency and sustainability through solidarity. It is why the cooperatives accepted as the main approach of the recovery plan, which will be increasing the efficiency of the recovery works as it fully utilizes the social dynamics, create a strong sense of ownership for the implementations, helps to sustain the solidarity and yet self sufficiency among communities and promotes further works to achieve a disaster resilient communities.

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 Hyogo International Center (JICA HYOGO)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0341 FAX: +81-78-261-0342

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)

J	0		-						
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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.



For a better tomorrow for all.
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.

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)**

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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

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First Name

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Middle Name

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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

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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.

(_____)
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:	<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: