

TRAINING CIRCULAR

Subject: **A Seminar on Public Personnel Administration for Middle Level Officials** to be held in Japan from 1st February 2012 to 18th February 2012.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the programme is from December 2011 to April 2012, Out of this, the Core Phase, from 01/02/2012 to 18/02/2012, will be held in Japan. 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 Training course aims to improve the personnel administration system in each participating countries.

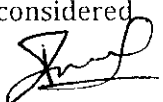
3. The Candidates should be a central government official at the level of Deputy Director of Division involved in policy formulation and implementation in the Central personnel administration agency (responsible for the personnel management of government officers) in principle; be a university graduate or equivalent in addition to the occupational experience of more than 3 years of being in charge of personnel management in governmental offices; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service and the applicant should serve as the national Public Officer for at least 5 years or more after the program is completed.

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 No. 58/GT-CP/2011 dated 4th August 2011. The Ministry/Department may sponsor the names of only Government/ Public Sector Undertaking functionaries. It may also be noted that, once selected, if the candidate, withdraws his/her candidature, he/she will attract debarment from future trainings as per the extant rules.

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. A scanned copy of application may also be sent to the e-mail address : **doeof@nic.in**

7. The applications should reach this Department through proper channel **not later than 18th November 2011**. Nominations received after the prescribed date will not be considered


(Raakesh Mishra)
Desk Officer
Ph. No: 011- 23092694
e-mail: doeof@nic.in

1. The Secretary, Ministries/ Departments of the Government of India.
- ✓ 2. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S.NO. 1(R)

-1-

Japan International Cooperation Agency
(Government of Japan)

No. 58/GT-CP/2010

4th August, 2011

Dear Mr. Rakesh Mishra,

A Seminar on Public Personnel Administration for Middle Level Officials will be held in Japan from 1st February, 2012 to 18th February, 2012 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 **25th November, 2011**:-

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

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

It is further informed that 10 slots are available globally for the aforesaid 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,

Handwritten signature
for (Hiroshi Suzuki)
Senior Representative

Encl: As stated above.
Rakesh Mishra
Desk Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi

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DUD No. 66470/2011
26/08/2011
8/8/2011

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TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**SEMINAR ON PUBLIC PERSONNEL ADMINISTRATION
FOR MIDDLE LEVEL OFFICIALS**

集団研修「人事行政セミナー」

JFY 2011

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J11-00833/ ID. 1180867

From Dec. 2011 to Apr. 2012

Phase in Japan: From Feb. 1, 2012, to Feb. 18, 2012

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 many capital-strapped developing countries, the government plays an active role in socioeconomic development. While efficient government administration and management is indispensable in the developing countries, securing and enhancing quality and effective government workforce is a challenge of utmost importance.

This program is intended to enhance participants' operational capability in the field of government personnel administration by providing a forum to learn about and discuss personnel administration issues in Japan and participating countries.

For what?

This program aims to improve the personnel administration system in each participating countries.

For whom?

This program is offered to middle-ranking officials of the central personnel administration agencies which are responsible for overall national government's personnel administration.

How?

Participants will have opportunities in Japan to learn about Japan's personnel administration system, to discuss the challenges and countermeasures for the participating countries and to make an improvement plan for the personnel administration systems of their home countries.

II. Description

1. Title : Seminar on Public Personnel Administration for Middle Level Officials (J1100833)

2. Period of program

Duration of whole program: December 2011 to May 2012
Preliminary Phase: December 2011 to January 31, 2012
(in a participant's home country)
Core Phase in Japan: February 1, 2012 to February 18, 2012
Finalization Phase: February 2012 to May 2012
(in a participant's home country)

3. Target Regions or Countries:

Bangladesh, Brazil, Cambodia, India, Laos, Mongolia, Mozambique, Pakistan, Sri Lanka, Tanzania, Timor-Leste and Vietnam

4. Overall Goal:

In each participating country, personnel administration system will be improved and appropriate human resources of public employees will be allocated and their capacity will be improved in the field of personnel affairs.

5. Program Objective:

Improvement plan of personnel administration system will be drafted by each participant during the program in Japan and that draft plan will be finalized by the department the participant belongs to.

6. Eligible / Target Organization :

This program is designed for central personnel administration agencies.

7. Total Number of Participants :

10 participants

8. Language to be used in this project :

English

9. Contents:

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

(1) Preliminary Phase in a participant's home country

December 2011 to January 31, 2012

Participating organizations make required preparation for the Program in the respective country.

Modules	Activities
Inception Report	Formulation and submission of Inception Report

(2) Core Phase in Japan

February 1, 2012 to February 18, 2012

Participants dispatched by the organizations attend the Program implemented in Japan.

Modules	Subjects/Agendas	Methodology
To understand human resource management in the Japanese organization in general, and various systems and practices of public personnel administration in Japanese Government in detail.	Lectures: "Japanese Public Personnel Administration and the role of the National Personnel Authority", "Appointment System", "Training and Human Resource Development", "Remuneration System", "Personnel evaluation system", "Service Discipline", "Ethics"	Lectures, Site Visits
To identify challenges for the public personnel administration system of each participant's country through a comparative study of the current situation and challenges of all participating countries as well as Japan.	Formulation of reports (preliminary activity), presentations and discussions: Participants are expected to describe systems and practices of personnel administration in their countries in the inception report and make a presentation after arrival in Japan. New challenges and problems in personnel administration of each participant's country will be identified through a comparison with Japan and other participating countries, and case studies. Lectures: "Human Resource Development in developing countries", "Countermeasures against corruption in developing countries"	Formulation of inception reports, presentations and discussions Lectures

<p>To formulate a draft improvement plan for fair and efficient personnel administration systems which is best suited to the current situation of each country in order to solve the challenges identified by participants.</p>	<p>Formulation of an improvement plan, presentations and discussion: Draft plans for the improvement of personnel administration in each participating country will be formulated.</p> <p>Discussions about the contents of the plans with other participants will be carried out and participants will receive advice from an expert in order to formulate more feasible improvement plans.</p>	<p>Formulation of improvement plans, presentations and discussions</p>
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<p>(3)Finalization Phase in a participant's home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
<p>Modules</p>	<p>Activities</p>
<p>Discussion and finalization of draft improvement plan: The formulation of more feasible improvement plans through discussion in the departments which participants belong to.</p>	<p>Finalization and submission of the improvement plan related to the personnel administration system: Based on the results of discussion on the draft improvement plan in the department which the participants belong to, participants will finalize the improvement plan and submit it to JICA by no later than May 15, 2012.</p>

<Structure of the program>

1. Preliminary phase (activities in your home country):

Preparation of Inception Report Presentations

2. Core Phase (activities in Japan):

See "ANNEX 1. (Contents of the Core Phase in Japan (JFY 2011))".

Topic outline (subject to minor changes)

1st week (Feb.1 – Feb. 3)

- (1) Briefing
- (2) Program Orientation
- (3) Inception Report presentation

2nd week (Feb.6 – 10)

- (1) Lecture "Japanese Public Personnel Administration and the role of National Personnel Authority"
- (2) Lecture "Appointment System"
- (3) Lecture "Training and Human Resource Development"
- (4) Lecture "Remuneration System"
- (5) Discussion for the Preparation of Improvement Plan
- (6) Site Visits

3rd week (Feb.13 – 17)

- (1) Lecture "Service Discipline"
- (2) Lecture "Ethics"
- (3) Lecture "Personnel Evaluation System"
- (4) Lecture "Human Resource Development in developing countries"
- (5) Lecture "Countermeasures against corruption in developing countries"
- (6) Improvement Plan presentation and discussion
- (7) Concluding Discussion
- (8) Evaluation Meeting and Closing Ceremony

Note: The above contents may be subject to minor changes.

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 III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in p.4.

2. Nominee Qualifications:

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

(1) Present Position, Assignment:

Applicants should be a central government official (not a local/provincial government official) at the level of Deputy Director of Division involved in policy formulation and implementation **in the central personnel administration agency** (responsible for the personnel management of government officers) in principle.

(2) Occupational Background:

Applicants should have a university graduate degree or an equivalent degree in addition to occupational experience of more than 3 years of being in charge of personnel management in governmental offices.

(3) Language:

Applicants should be proficient in spoken and written English.

(4) Health:

An applicant should be in good health, both physically and mentally, to participate in the Core Phase in Japan.

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

(5) An applicant should not be serving in any form of military services.

(6) An applicant is supposed to serve as a national public officer for at least 5 years or more after the program is completed.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Inception Report:** Two (2) copies of the report, typewritten on A4 size paper (21 cm by 30 cm) up to 40 pages, excluding attached tables, figures and charts, should be submitted together with the Application Form. It is desirable that the report is supported by statistics and figures. The Inception Reports will be used for the selection of candidates and also as training materials especially for comparative studies and group discussion. See “**ANNEX 2.** (Guidelines for Inception Report) .”
- (3) **Organization Chart:** The applicants must submit an organization chart of their whole government and an organization chart of the applicant's organization together with the Application Form. Please clearly indicate the applicant's position on the chart. Submission of these organization charts are considered to be an important factor in the selection process of participants.
- (4) **Questionnaire:** The participants must complete and submit the questionnaire attached hereto as ANNEX 3, so that topics relating to public personnel administration which draw their interests can be identified in advance. This questionnaire is used to optimize the program to better match the participants' needs.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **November 25, 2011**

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 governments, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Tokyo International Center (JICA TOKYO), which organizes this project. Selections shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *Candidates with the intention to utilize the opportunity presented by this program for the improvement of their personnel administration systems and practices will be highly favored 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 December 26, 2011**.

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in p.3-4

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tokyo
- (2) **Contact:** Ms. Mari YAMADA (tictif@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Japan Association for Public Human Resources Development
Contact: Mr. UZUKA Haruo (uzuka@japhd.or.jp)
- (2) **URL:** <http://www.japhd.or.jp>
- (3) **Remark:** Japan Association for Public Human Resources Development is an incorporated foundation that implements seminars for staff of public sector including national and local government employees (under the jurisdiction of the Cabinet Office, Government of Japan). In addition to its experiences and achievements of public service seminar in Japan for longer than 50 years, the Association has accumulated lots of achievements in recent years as shown in the fact that it has accepted, also in respect of international seminar, the implementation of the seminar of this time in every year from its first one in 1992 in cooperation with the International Affairs Division of the National Personnel Authority, Government of Japan.

3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. *the traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
(where "81" is the country code for Japan, and "3" is the local area code)

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

5. Expenses:

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

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

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

6. Pre-departure Orientation:

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

V. Other Information

For preparation of the presentation and report writing, it is recommendable that you may bring a lap-top computer with an e-data memory devise such as a floppy-disquiet, a flash-memory, etc.

VI. ANNEX: 1

Contents of the Core Phase in Japan (JFY2011)

Date		Program (Subject/Lecturer)
Feb.1	Wed	Arrival in Japan
Feb. 2	Thu	JICA Briefing
		JICA Program Orientation
Feb. 3		Inception Report Presentation by Each Participant
Feb. 4	Sat	Free
Feb. 5	Sun	Free
Feb. 6	Mon	Japanese Public Personnel Administration and the Role of NPA
Feb.7	Tue	Appointment System
		Training and Human Resource Development
Feb. 8	Wed	Remuneration System
		Discussion for Preparation of Improvement Plan
Feb. 9	Thu	Site visit
Feb. 10	Fri	Site visit
Feb. 11	Sat	Free
Feb. 12	Sun	Free
Feb. 13	Mon	Service Discipline
		Ethics
Feb. 14	Tue	Personnel Evaluation System
		Human Resource Development in developing Countries
Feb. 15	Wed	Countermeasures against Corruption in Developing Countries
Feb. 16	Thu	Improvement Plan Presentation and Conclusion Discussion by Each Participant
		Concluding Discussion
Feb. 17	Fri	Site visit
		Evaluation Meeting and Closing Ceremony
Feb. 18	Sat	Departure from Japan

The schedule is subject to change.

VI. ANNEX: 2

Seminar on Public Personnel Administration for Middle Level Officials (JFY 2011)

Guidelines for Inception Reports

Every applicant is required to prepare an Inception Report as described in III-3-(2). Inception reports will be shared among the participants at the seminar in Japan. Participants will come to know your personnel administration system and challenges based on your report and your presentation. You are encouraged to attach as much relevant reference materials and data (organizational chart, statistical data on personnel, remuneration schedule, etc.) as possible, so that participants can clearly and easily understand the situation of your country. Your report shall not exceed 40 pages (excluding reference materials) of A4 size paper (21 cm × 30 cm).

The following items should be included:

1. Name of the Course
Seminar on Public Personnel Administration for Middle Level Officials
2. Name of Participant, Post, Organization
3. Name of Country
4. Title of the Report
Systems, Practices and Challenges of Public Personnel Administration for the National Government Officials
5. Main Text – the following topics should be included

Part I

Systems and practices of the personnel administration of national government employees

1. Laws and regulations which stipulate the personnel administration of the national government employees. (List the names of these documents, and attach a copy of main laws on personnel administration for government employees. See part III.)
2. Structure of the national government and the number of staff of each ministry (List the name of ministry and central personnel administration agencies with their number of staff)
3. Organization chart of central personnel administration agencies and their functions (Please refer to P.1 and P.2 of Profile of National Public Employees mentioned in Part III, as an example.)
4. Classifications of government employees or job classification system of the national government employees including staff numbers of each category. (Please refer to the upper chart on P. 3 of Profile of National Public Employees mentioned in Part III, as an example.)
5. Appointments and dismissals
 - 1) Appointers (Who has the power to appoint government employees?)

- 2) Recruitment (How are government employees recruited? Do you have any special mechanisms to recruit future executive candidates?)
- 3) Promotions
- 4) Dismissals
6. Remuneration
 - 1) How are remuneration levels for government employees adjusted or decided?
 - 2) Salary schedules
 - 3) Allowances
7. Performance evaluations
8. Working hours
9. Leave
 - 1) Annual leave
 - 2) Other types of leave
10. Training
 - 1) Training institutes for government employees
 - 2) Training institutes operated by the Central Personnel Agencies
 - 3) Kinds of training programs conducted by Central Personnel Agencies
11. Guarantees of status (How are employees protected from arbitral dismissal or downgraded? How are poorly performing employees downgraded or dismissed?)
12. Retirement related issues (1.Retirement age from civil service, 2.retirement age from senior posts, 3.pensionable age, pension amount, 4.pension premium, 5.regulations on employment in the private sector after retirement)
13. Discipline, disciplinary actions and relief from disadvantageous actions
 - 1) What kinds of political or other activities are prohibited?
 - 2) What kinds of disciplinary actions could be imposed?
 - 3) How can employees appeal against disadvantageous actions?
14. Ethics
 - 1) Do you have ethics codes separated from service code discussed in 13 above?
 - 2) What kinds of activities are prohibited by the ethics codes?
15. Basic labor rights
 - 1) Do government employees have rights to have labor unions, negotiate and make agreements collectively with the authorities concerned on their working conditions, or strike?
 - 2) Name of major labor unions (with the number of members)
 - 3) Process and practices of collective bargaining
16. Other matters

Part II

Challenges or problems related to personnel Administration of government employees

1. Challenges and Problems

What are the challenges or problems you want to tackle or situations you want to improve?

2. Backgrounds, causes and obstacles

What are the backgrounds behind the challenges or problems you face? What do you think are the causes of your problems, and what prevents their improvement?

Part III

List of Attachment (List the name of the documents attached to your inception report.)

Please attach to your inception report any documents which will be useful to understand your country's public personnel administration, such as basic acts, white paper on public employees, pamphlets on public personnel administration and handbook for civil service.

If these documents are available on the website, indicate its URL, and you do not have to attach them to your inception report.

For example, the following documents are available in English in the National Personnel Authority's website (<http://ssl.jinji.go.jp/en/index.html>)

(Relevant Laws)

National Public Service Act,

National Public Service Ethics Act

(White paper on public employees)

FY2009 Annual Report

(Pamphlet on National public personnel administration)

Profile of National Public Employees

Note :

You are encouraged to bring with you a copy of these documents and other materials which you can check when you are asked about your country's public personnel administration

VI. ANNEX: 3

As mentioned in III-3-(4), in order to identify the participants' needs in advance, the applicants are kindly requested to complete this questionnaire and submit it together with the Application Form.

Questionnaire

From the following list, please choose the topic that most interests you, and describe in detail the points in which you take interest.

Recruiting System
(Details of points in which you take interest)

Human Resources Development System
(Details of points in which you take interest)

Remuneration System
(Details of points in which you take interest)

Personnel Evaluation System
(Details of points in which you take interest)

Service Discipline System
(Details of points in which you take interest)

System Relating to Ethics
(Details of points in which you take interest)

Others
(Details of points in which you take interest)

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

JICA, therefore, would like to invite as many leaders of partner countries as

possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B 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:

- (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)

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.



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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

6) Present Position and Current Duties

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

7) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> 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: