

No.34/48/2010-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: A Group Training Course in Solid Waste Management by Local Government to be held in Japan from 10th January 2011 to 5th March 2011 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from December 2010 to June 2011, out of this the Core Phase, from 10/01/2011 to 05/03/2011, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program is designed for the local governments and related organizations engaged in solid waste management of a model area designated by each country. It aims to enhance the capacity of local governments and related organizations in the field of urban solid waste management.
3. The Candidate should be an administrative officer/ technical officer of a model local government or related organization engaged in solid waste management. Officers of the national government, in charge of supporting local governments, are also qualified; have more than 3 years experience in the field of solid waste treatment or have equivalent level of knowledge; be a university graduate or the equivalent; be proficient at written and spoken English; be under 45 years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 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 1st November 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 Urban Development, Nirman Bhavan, New Delhi.
2. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
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. 62/GT-CP/2010

10th August, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Solid Waste Management by Local Government (B) will be held in Japan from 10th January, 2011 to 5th March, 2010 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **10th November, 2010**:-

- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Inception Report

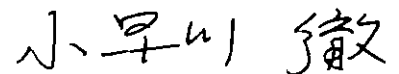
Further details are available in the General Information Booklet. It may be noted that the completed Inception Report is essential for screening of applications.

It is further informed that 7 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.

Your early action in the matter would be much appreciated.

With regards,

Yours sincerely,



(Hiroshi Suzuki)
Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi

DD No. 70224/2010
C-472/Ex A/2010
12/8/2010



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

SOLID WASTE MANAGEMENT BY LOCAL GOVERNMENT (B)

集団研修「地方自治体における廃棄物処理(B)」

JFY 2010

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

NO. J10-00674 / ID. 1080111

From December 2010 to June 2011

Phase in Japan: From January 10 to March 5, 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

In developing countries, the volume of general waste has been increased by the rapid concentration of the population with active consumption in urban areas. Those wastes have been accompanied by severe contamination of air and water environment. Therefore, it is an urgent need to take countermeasures against those wastes.

Though waste treatment measures are carried out in those countries, the waste treatment system is still insufficient. As a form of assistance by Japan in response to these issues, JICA has been conducting a training course in cooperation with Osaka City for upgrading the capacity for waste management.

According to the report on “State of World Population 2007” released by UN Population Fund, urban population is estimated to be over 4.9 billion and 80 % of the urban population is anticipated to reside in developing countries in 2030. Under the circumstances, there is a concern that such fast-paced population concentration in urban areas will worsen the environmental problems. Among others, issues related to waste management is serious and that is why it is of a great importance to continuously offer support for solving problems on waste management in developing countries.

Since local governments play a significant role in practical solid waste management, a program with its focus on the role of local governments has been proposed and approved for its effective use of accumulated expertise of Japan. This program is implemented with the collaboration of Hyogo Prefectural Environmental Create Center Public Corporation

For what?

This program aims to enhance the capacity of local governments’ (or national government’s sections which support local governments) and related organizations in the field of urban solid waste management.

For whom?

This program is offered to local governments or related organizations engaged in urban solid waste management of a model area designated by each participating country.

How?

Participants shall have opportunities to identify issues and problems for solid waste management through workshop, and to learn about various countermeasures and the cooperation between local governments and citizens, through lectures, observations and exercises. In the end they will formulate an action plan for improving the situation. This plan will describe how to solve issues related to waste management, making use of what participants will have learned in this program.

II. Description

1. Title (J-No.): Solid Waste Management by Local Government (B) (J1000674)

2. Period of program

Duration of whole program: December 2010 to June 2011

Preliminary Phase: December, 2010 to January, 2011
(in a participant's home country)

Core Phase in Japan: January 10 to March 5, 2011

Finalization Phase: March to June 2011
(in a participant's home country)

3. Target Regions or Countries

Argentina, Armenia, Dominican Republic, India, Iran, Sri Lanka and Viet Nam

4. Eligible / Target Organization

This program is designed for local governments and related organizations engaged in solid waste management of a model area designated by each country.

5. Total Number of Participants

7 participants

6. Language to be used in this program: English

7. Program Objective:

A draft plan for improvement of solid waste management will be formulated by a local government of an area designated as a model.

8. Overall Goal

Plan for improvement of solid waste management in a model area will be designed based on the trial result of the draft plan.

9. Expected Module Output and 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 10, 2010 to January 10, 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report Collection of data and preparation for "Inception report presentation" held at the first stage of program in Japan

(2) Core Phase in Japan (January 10 to March 5, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To grasp the reality and issues on waste management and to extract practical hints for solution through exchanging views among participants	(1) Sharing the information and ideas through report presentation and discussion (2) Presentation of information on waste (type and composition)	Presentation Discussion
	(3) Waste administration in Japan (4) Laws and services	Lecture and Observation
2. To be able to explain the current state of measures against waste taken by a local government for the effective use in each country. (Planning, effective collection and transportation method, sanitary treatment/disposal method, treatment of hazardous waste etc.)	(1) Current situation of waste treatment (2) Waste treatment planning (3) Waste reduction through recycling (3) Analysis of type, composition and amount of waste for future estimate (4) Collection and transportation (5) Current situation of sorting (6) Purposes and methods of Intermediate treatment (incineration, shredding, separation or resources-recovery) (7) Final disposal – landfill sites (8) Hazardous waste	Lecture Observation and Exercise

3. To be able to explain the roles of and cooperation among citizens, businesses, and local governments for the appropriate waste management	Local government (1) Waste reduction activity (2) Sorting center	Lecture Observation
	Consumers ' participation (1) Waste reduction (2) Composting by Consumers' Co-op (3) "My Bag" campaign by supermarkets Business establishments' participation (4) Recycling facility for waste home appliances (5) PET bottle compression and recycling facility (6) Biogas recycling facility (7) Cement factory (8) Recycling of paper and glass bottles	Lecture Observation
4. Action plan (interim report featuring the improvement plan) is formulated to solve issues related to waste management based on the reality of each country	(1) Action Plan formulation (2) Action Plan guidance (3) Presentation of Action Plan	Workshop Consultation Presentation

(2) Finalization Phase in a participant's home country

(March 6 to June 30, 2011)

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
5. Action Plan will be studied by each participating organization	Explanation of the action plan (interim report) as a start for the implementation back in the participant's country and submission of its final report compiled by the participating organization by June 30, 2011 to JICA.

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the country report.
2. Core phase (activities in Japan): Curriculum is subject to minor changes.

Curriculum		(L) and (D) (hours)	(O) (hours)
①	Current situation and problems of waste treatment in Japan		
Overview	▪ Waste treatment in Japan	3	
	▪ Current situation	2	
	▪ Laws and services	3	
	▪ Hazardous waste and specially controlled municipal solid waste	2	
	▪ Operation flow of waste treatment	3	
②	Particulars		
Waste reduction	▪ Waste home appliance depot and recycling facility		5
	▪ PET bottle compression, packing and recycling facility		5
	▪ Waste reduction measures of local governments	10	
	▪ Cooperation of businesses / System for paid service		5
	▪ Analysis of refuse composition for future estimate	7	
	▪ Designing of municipal solid waste management plan and case study	5	
Sorted collection	▪ Present situation of sorted collection (classification etc.)	5	
	▪ Waste collection site (Sorted collection)		8
Intermediate treatment	▪ Purpose and method of intermediate treatment	5	
	▪ Disposal of medical waste		2
	▪ Heat recovery process		7
	▪ Biogas production facility		2
	▪ Composting of kitchen garbage	2	5
Final disposal	▪ Type and control of landfill site	5	
	▪ Landfill site of PHOENIX project	2	13
	▪ Cement factory (using incineration residue) etc.		5
Recycling	▪ Recycling facilities (paper, glass bottles etc.)		10

③ Others		
	▪ Course orientation / program and general orientation	4
	▪ Country report presentation session	5
	▪ Exchange of views	11
	▪ Workshop for Action Plan making / Presentation	23
	▪ Evaluation meeting / Transfer	11
Total hours		108 67

(L) Lecture (D) Discussion and Exercise (O) Observation

3. Finalization phase (activities in home country):

Participants are expected to present the action plan (interim report) for the study in the participating organization. The participating organization should submit final report containing the result of study to JICA within three (3) months after the end of the phase in Japan.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be an administrative officer/ technical officer of a model local government or related organization engaged in solid waste management. Officers of the national government, in charge of supporting local governments, are also qualified.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste treatment or have equivalent level of knowledge.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language: have a competent command of spoken and written English. (This program includes active participation in discussions, and work shop for action plan (interim report), which requires high competence of English ability.)Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program 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 ① letter of the participant's consent to bear

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

6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: Participants should stay engaged in solid waste management after the program.
- 2) Age: must be less than forty-five (45) years

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) Inception Report:** to be submitted with the Application Form. Please use the format attached in Annex of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **November 10, 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 December 10, 2010.**

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

None

6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hyogo

(2) **Contact:** Ms. Megumi TSUKIZOE (Tsukizoe.Megumi@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Hyogo Environmental Advancement Association

(2) **URL:** <http://www.eco-hyogo.jp/>

(3) **Remark:** This organization is responsible for realizing appropriate and effective reduction, reuse and recycle of the solid waste. They are also in charge of coordinating cooperation among Hyogo Prefectural Government, residents, and businesses related to the waste treatment and recycling, with the aim of formation of resource recycling society.

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, Wakino-hama-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. Please refer to facility guide of JICA Hyogo at its URL, <http://www.jica.go.jp/english/contact/domestic/>.

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. For the promotion of mutual friendship, Hyogo International Center encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. 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.

VI. ANNEX:

Solid Waste Management by Local Government

(JFY 2010)

Inception Report

All the applicants are requested to prepare Inception Report on the following issues and submit e-data of **1. Personal Profile**, **2. Organization Profile**, and **3. Matrix** to JICA together with Application Form.

1. Personal Profile

Country / City:	Name:
Name of organization:	
Your present position / Title:	
Your experience on Urban Solid Waste Management (*Not only your present position but also previous jobs related with solid waste management. Please write years that you have been engaged in these jobs.):	

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget (US\$)	
Mission::					
Major target group/area:					
Major area / type of activities (By item):					

3. Matrix

Item		Present situation	Issues and problems	Related laws and regulations	What specific interests do you have?
Reduction					
Waste treatment planning					
Collection and transportation					
Intermediate treatment	Incineration				
	Shredding				
	Separation or resources-recovery				
	Composting				
Recycling					
Final disposal					

*** Accepted participants are requested to explain their inception report at the start of the program. It is recommendable that participants utilize power-point, visual aids, etc. for the clear and more effective explanation. Since the next item is expected to contain a large volume of data, accepted participants are advised to bring CD-ROM or USB saving all the data, to Japan. It is not necessary to send Data to JICA Hyogo in advance.**

4. Relevant Data

- 1) Country data (area, population, population density, topography, climate, society, economic conditions, main industries, etc.)
- 2) Information on amount of waste output, type of waste and the current trend of a target area (if possible, past 5 years' data is preferable.)
- 3) Organization chart of waste management (each stage in the process including planning, construction of facilities, collection and disposal. Please specify your current position.)
- 4) Number of employees in each waste management division
- 5) Waste management method chart
- 6) Number and type of collection/haulage vehicles
- 7) Method of intermediate treatment and final disposal with the waste amount at each stage
- 8) Map with location of waste collection and disposal areas marked
- 9) Explanatory photos

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA 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.



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Japan International Cooperation Agency

Version 080326

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

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



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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.

<input type="checkbox"/> _____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: (_____)	

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

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

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

Date:	Signature:
	Print Name: