

North Block, New Delhi-1
Dated the 29th August 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in Waste Management and 3R (Reduce, Re-use and Recycle) to be held in Japan from 13th November 2011 to 15th December 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held in Japan from 13th November 2011 to 15th December 2011. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website : **persmin.nic.in**.

2. The Training course aims to instill in the participants the importance of the promotion of 3R and would enable them to acquire the policy procedure for establishing the social system in which each stakeholder such as local government, private company and consumer will promote the 3R under the proper sharing of the role. And develop the action plan for the establishment of 3R social system in respective country.

3. The Candidates should be currently officials in charge of waste management in the Environmental or Industrial Department of the central or the local government, with more than three years of practical experience; be university graduates with more than three years of practical experience in the field of waste management, or possess the equivalent knowledge and/or professional experience (e.g. be high school graduates with more than seven years of practical experience approximately); be proficient in written and spoken English; have sufficient command of PC; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

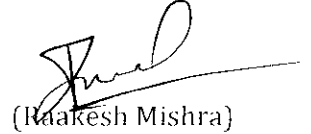
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and 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. 61/GT-CP/2011 dated 24th August 2011, posted on the website alongwith this circular. 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**

Contd.../-

7. The applications should reach this Department through proper channel **not later than 26th September 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, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Department of Industrial Policy and Promotion, Nirman Bhavan, N.Delhi.
3. The Secretary, Ministry of New and Renewable Energy, CGO Complex, Lodhi Road, N.Delhi.
4. All State Governments/ Union Territories.
5. 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. 61/GT-CP/2011

24th August, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Waste Management and 3R (Reduce, Re-use and Recycle) Policies (B) will be held in Japan from 13th November, 2011 to 15th December, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **30th September, 2011**:-

- (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 10 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

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26/8/2011


25/08/2011
1108/2



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON
WASTE MANAGEMENT and
3R (Reduce, Reuse and Recycle) POLICIES (B)**

集團研修「廃棄物 3R・再資源化 (B)」

JFY 2011

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

NO. J11-00887 / ID 1180151

Phases in Japan: From November 13, 2011 to December 16, 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

The environmental load on the atmosphere, the water and the soil, which is generated by the socioeconomic activities of today's mass production, mass consumption and mass disposal patterns, has been increasing beyond the self-purification capacity in nature.

To this end, it is required to establish the sound material-cycle society which does not prevent the natural material cycle, by forming the circle of material cycle such as proper resource input, manufacturing, distribution/sales, consumption, disposal and reproducible manufacturing.

Presently, the promotion of 3Rs, which stand for Reduce: Reduce of waste generation, Reuse: proper reuse of used products and components and Recycle: proper use of collected items as raw materials, is an international issue as measures of the establishment of the sound material-cycle society. Efforts to promote the 3Rs are also being made as one of the waste management methods in some parts of developing countries which are achieving rapid economic growth.

In addition, Japan proposed 3R Initiative with a view to establishing a sound material-cycle society through 3Rs at the G8 summit held in June, 2004 and the Ministerial Conference on the 3R Initiative was held in Japan in 2005, in order to formally launch the 3R Initiative.

And then the G8 Environment Ministers Meeting(Kobe,Japan,May2008) adopted 3R as a main objective of the meeting as well as climate change. As a result, it was confirmed that approaches for 3R have spread among G8 states and other countries since the first proposal in 2004. And it was also recognized that the 3R Initiative has been playing a significant role providing a platform to share information concerning 3R related policies, and to exchange opinions and experiences among the countries.

"Science and Technology for Sustainable Development: the '3R' Action Plan and Progress on Implementation" proposed by Japan in the 3R Initiative emphasizes the capacity development, the enlightenment and the promotion of implementation of 3R projects in developing countries and the 3R Initiative is the technical cooperation issue for which Japan has to take the initiative.

For what?

Promotion policies of the 3R(Reduce, Reuse and Recycle) will be established in participants' respective countries and implemented in the participants' duties and services of their organizations.

JICA offers the training course for three(3) years. This is the third year course of three(3) years.

For whom?

Officials in charge of waste management in the Environmental or Industrial Department of the central or the local (metropolitan) government, with more than three(3) years of practical experience.

II. Description

1. **Title (J-No.): Waste Management and 3R (Reduce, Reuse and Recycle) Policies (B) (J11-00887)**

2. **Period of program**

Core Phase in Japan: November 13 to December 16, 2011

3. **Target Countries**

Malaysia, Thailand, Myanmar, India, Fiji, Marshall, Jamaica, Palestine, Turkey, Morocco, Tunisia

4. **Eligible / Target Organization**

Officials in charge of waste management in the Environmental or Industrial Department of the central or the local (metropolitan) government, with more than three(3) years of practical experience.

5. **Total Number of Participants**

10 participants

6. **Language to be used in this program**

English

7. **Program Objective**

Participants are expected to draw up a promotion plan of waste management with 3Rs (Reduce, Reuse and Recycle) in their respective countries and put it into practical use in their duties and operations.

8. Overall Goal

Through three years training, officials in charge of waste management will

- 1) understand the importance of the promotion of 3R,
- 2) acquire the policy procedure for establishing the social system in which each stakeholder such as local government, private company and consumer will promote 3R under the proper sharing of the role, and
- 3) develop the action plan for the establishment of 3R social system in respective country.

Training objective is that through the three years training, participants will be able to

1. Explain the importance of 3R policy in terms of waste management from the view point of both environmental restriction and resource restriction. (1st year: Understand the importance of 3R)
2. Compare the situation of Japan and the respective country and Point out the 3R potential issues in the respective country. (2nd year: Understand the example of the promotion of 3R activities)
- 3. Compare the domestic legal system of Japan and the respective country and Point out the potential of the arrangement of 3R related legal system in the respective country. (3rd year: Understand the 3R related legal system) ***
4. Development of the Action Plan based on acquired knowledge and information through the program (every year).

* This is the third year course of three(3) years.

9. Contents of the Program (JFY 2011)

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

(1) Preliminary Phase in a participant's home country (October to November 13, 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Preparing data and documents	Preparing data and documents concerning the waste management and 3R policies of your respective countries is useful for making an Action Plan (see the ANNEX-2).
Inception Report	Submission of Inception Report with Application form to JICA (by September 30, 2011) (See the ANNEX-1)

* Action Plan: The plan which describe what participants will do after they go back for the improvement of projecting waste management and 3R policies in their countries

(2) Core Phase in Japan (November 13 to December 16, 2011) <i>Participants dispatched by the organizations attend the Program in Japan.</i>	
Modules	Activities
To understand concepts of waste management and 3R policies in Japan	(1) General introduction at JICA (2) Introduction of 3R policies in Japan (3) Presentation of Inception report. (4) Lectures (5) Observation (6) Discussion
Formulation of Action Plan	Action Plan (preparation presentation and discussion) (See the ANNEX-2)

(3) Finalization Phase in a participant's home country (December – March, 2012) <i>Participants finalize the Action Plan through the report / presentation of their results of the training in Japan to their bosses and colleagues and the discussion with them in the respective country and submit it to JICA by the end of December, 2011.</i>	
Modules	Activities
Finalization of Action Plan	Participants finalize the Action Plan through the report / presentation of their training results in Japan to their bosses and colleagues and the discussion with them in the respective country and submit it to JICA by the end of March, 2012.

<Tentative Schedule of Core Phase in Japan>

Output	Subject	Hours	Contents
Participants will formulate an action plan suitable to the status of their respective countries, based on the knowledge gained through the training course.	Briefing Program Orientation	1 day	
	Inception Report Presentation	1 day	Presentation: 20 minutes / person Discussion: 10 minutes / person
	Japan's Waste Management and 3R Policies in General	6 days	Lecture at Ministry of Economy, Trade and Industry *Problems of Wastes and Efforts to establish a 3R-Oriented, Sustainable Society(Sound Material-Cycle Society) in Japan
	Present Status of Waste Management and 3R Policies		Lectures *Municipal Waste Management and 3R *Industrial Waste Management and 3R Outline of Waste Treatment Scheme and Methods
	Legislations, Policies and Trends related to 3Rs		Lectures *Fundamental Law for Establishing a Sound Material-Cycle Society (basic framework law) *Law for Promotion of Effective Utilization of Resources *System of Laws, Policies and Present Situation related to 3Rs and Outline of Each Law Home Appliance Containers and Packaging End-of-Life Vehicles Construction material Food Hazardous Waste Disposal, etc
Industrial Pollution Control and Support System for Antipollution Measures	1 day	Lectures *Outline of Industrial Pollution Control System and Legislation in Japan *Cases of Support for Antipollution Measures of Enterprises (including Information Disclosure System)	

	Cases of 3Rs Promotion Activities	2 days	<p>Observation and Discussions</p> <ul style="list-style-type: none"> *Efforts of Municipalities (focusing on citizens' participation) *Environmental Education Activities *Consumers' Efforts
			*Introducing JICA project
	Recycling Technologies and Facilities	6 days	<p>Observation</p> <ul style="list-style-type: none"> *Municipal Waste Disposal/Recycling Facilities <ul style="list-style-type: none"> Incineration Plant Sanitary Landfill Site Resource Recycling Center
			<ul style="list-style-type: none"> *Recycling Facilities of <ul style="list-style-type: none"> Containers and Packaging Paper Electric Appliances End-of-Life Vehicles Construction Materials Food, etc
			<p>Lectures</p> <ul style="list-style-type: none"> *Waste Disposal/Recycling Facilities *Following up Observations
	Guidance on an Action Plan	3 days	<p>Guidance, Practices</p> <p>*Participants will pick out an issue(issues) from among recycling technologies and recycling promotion projects and formulate an Action Plan, applying the knowledge gained through the training course.</p>
	Formulation of an Action Plan and Case Studies	1 day	*Discussions will be taken place, in the form of workshop with staff at related organizations and municipalities.
Presentation of an Action Plan	1 day		
Evaluation Meeting Closing Ceremony	1 day		

Notice: There will, however, be minor changes in several subjects.
A compost activity is not included in this training.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

Applicants should:

1. be nominated by their government in accordance with the procedures mentioned in Section III-4 below,
2. be currently officials in charge of waste management in the Environmental or Industrial Department of the central or the local (metropolitan) government, with more than three(3) years of practical experience.
3. be university graduates with more than 3 years of practical experience in the field of waste management, or possess the equivalent knowledge and/or professional experience (e.g. be high school graduates with more than seven(7) years of practical experience, approximately),
4. have a sufficient command of spoken and written English,
5. have a sufficient command of PC,
6. be in good health, both physically and mentally, to undergo training,
*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.
7. not be serving in the military.

3. Required Documents for Application

- (1) Application Form: The Application Form is attached to this General Information.
- (2) Inception Report: to be submitted with the application form.

All participants are required to make presentation on their own reports. Approximately 30 minutes will be allocated to each presentation, for which participants are able to use power point and video-projector. In such case participants are requested to bring related data or materials on their arrival in Japan. (See the Annex 1)

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo : September 30, 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 documents 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 JICA Tokyo, which organizes this program. Selection shall be made by JICA Tokyo in consultation with National Police Agency (NPA) 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 **no later than October 14, 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 country 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.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** Economic Infrastructure Development and Environment Division (TICEF), JICA TOKYO,

(2) **Contact:** Ms. Kazumi KUBOTA ticee@jica.go.jp

2. Implementing Partners:

Name: Clean Japan Center

Contact: Address: No. KIKAI-SHINKO KAIKAN BLDG B108.,

3-5-8 Shiba-Koen, Minato-ku, Tokyo, 105-0011, Japan

Tel: 81(*)-3(**)-6430-9721 Fax: 81(*)-3(**)-3434-3533

Remark: The Clean Japan Center was established in 1975 as a non-profit foundation with the support of both government and private organizations, such as the Ministry of Economy, Trade and Industry, the Japan Chamber of Commerce and Industry as well as the Federation of Economic Organizations, to conserve the environment and natural resources through various activities related to waste recycling.

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 / TIC)

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.

VI. ANNEX:

ANNEX 1

WASTE MANAGEMENT and 3R (Reduce, Reuse and Recycle) POLICIES (B) (JFY 2011) Inception Report

Applicants are required to submit an Inception Report providing the information on your organization and your job. Please describe the following items.

This report is shared among training participants and discussed to find better solution to describe/ explain the current state of in your country and identify the issues and problems of its implementation. Please formulate the "Inception Report" and submit together with the Application Form.

All nominees are expected to submit the Inception Report on the following issues and submit it to JICA office (or Embassy of Japan) with the Application form by 30th September. The report should be typewritten in English on A4 size paper.

All participants are required to make presentation on their own reports. Approximately 30 minutes will be allocated to each presentation, for which participants are able to use power point and video-projector. In such case participants are requested to bring related data or materials on their arrival in Japan.

I. Information on the Organization

- (1) Name of the organization
- (2) Name and title of the responsible person of the organization
- (3) Address and contact numbers of the organization
Address:
Phone: Telefax:
E-mail: Web URL:
- (4) Name and title/position of the person who answers this questionnaire
Name:
Title/Position:
- (5) Mission and mandate for the organization
- (6) Draw or attach an organization-chart of your organization with the number of staff:

II. Outline of Waste Management and 3R Activities of the Region/City (applicant works with)

- (1) Existing laws, ordinances and regulations concerning waste management. Specify regulatory frame or guidelines to promote the 3Rs (Please attach photocopy of them if available).
- (2) Status of waste management (e.g. waste amount and characteristics, collection and transportation systems, recycling and systems, and public and private participation in waste management)
- (3) Describe movements or projects to promote the 3Rs that were (either successful or failed) or being carried out in the region/city.
 - Background
 - Outline of the movements/projects (e.g. scope, objectives, methodology, role and duty of concerned parties, monitoring and data disclosure system, schedule, budget, staffing)
 - Evaluation of the movements/projects (e.g. improvement of waste management in terms of Recycle, reuse, and recycling rate, public/private awareness and cooperation, sustainability and other tangible and intangible effect)
 - Lessons learnt from the movements/projects (e.g. constraints or know-how to solve them)
 - Future plans or perspective
- (4) Other comments

ANNEX 2

Guidance for Action Plan

What is Action Plan?

- It is a process which will help you to focus your ideas and to decide what action you need to take to achieve particular goals that you may have.
- It is a statement of what you want to achieve over a given period time.
- It reflects the knowledge and methods you have acquired from the Course in the field of waste management and 3R policies.

Contents of Action Plan

- (1) Introduction
Specify the background of the issues and problems in your country
- (2) Overall goals
Direction that the plan should take next
- (3) Projects
Objective that the plan should achieve within the duration
- (4) Outputs
Strategies for achieving the plan purpose
- (5) Activities
Specific actions taken to produce outputs
- (6) Inputs
Personnel, materials, equipment, facilities, and funds required by the plan
- (7) Major Risks
Conditions important for success, but that cannot be controlled by the plan
- (8) Pre-conditions
The first assumption that should be prepared

Example of theme; Improvement of data collection and sharing in waste management

Points to be considered

- a) Current situation in your country/organizations should be analyzed, and the issues and problems are to be clearly identified
- b) Proper measures to solve these problems should be proposed.
- c) The knowledge obtained through the Course is to be reflected in your action plan.
- d) The objectives of your action plan must be clear and realistic.
- e) Action Plan should include a realistic consideration of financial resources based on your organization's budget. The budget of Action Plan should be calculated based on costs of all input. **Action Plan is not a proposal to JICA or Donor Agencies.**
- f) **The duration** of Action Plan depends on each participant. However, your plan should

be realistic and something that you can achieve **in 6 months to 2 years**.

Format

- maximum 5 pages (A4 size, 40 lines/page, 12 pt.) OR
- make visual material for 15 min-presentation (ex. MS Power Point)

Progress Report

Action Plan should be shared in the organization and discussed towards the realization and implementation. Within three months of termination of the Course in Japan, participants are requested to inform JICA Tokyo about the progress of your proposal by e-mail. Contents to be informed are as follows;

- *Have you reported your Action Plan to your supervisors in your organization? How?*
- *What were their comments on the proposal?*
- *How has your project proposal been treated afterwards?*
- *Did you have any change by attending the course in Japan?(i.e. attitude for work, work responsibility.)*

Detail information will be given at the end of the whole program.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap. JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: http://www.jica.go.jp/* * * * *, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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