

TRAINING CIRCULAR

Subject : Group Training Course in Immigration Control Administration (Asian Countries) to be held in Japan from 28/09/2009 to 30/10/2009.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Immigration Control Administration (Asian Countries) to be held in Japan from 28/09/2009 to 30/10/2009. 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 programme is designed for governing agencies in charge of immigration control administration. The overall goal of the course is for the participants to acquire knowledge of quick and fair implementation of immigration examination and establish strict border control system which enables to reject undesired aliens' entry.

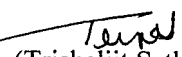
3. The applicant should be a senior immigration control officer or the Director of border control having at least seven years of experience in the relevant field; be a university graduate or the equivalent; be under 55 years of age; be proficient at written and spoken English; must be in good health, both physically and mentally to participate in the programme in Japan and not be serving in any form of military services.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (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 28th May, 2009. 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.

7. The applications should reach this Department through proper channel not later than 20th July 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. The Secretary, Ministry of External Affairs, South Block, New Delhi.
2. The Secretary, Ministry of Overseas Indian Affairs, Akbar Bhavan, Chanakya Puri, N.Delhi.
3. All State Governments/ Union Territories.
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.



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Japan International Cooperation Agency
(Government of Japan)

No. 54/GT-CP/2009

28th May, 2009

Dear Mr. R.K. Kharb,

A. Group Training Course in Immigration Control Administration (Asian Countries) will be held in Japan from 28th September, 2009 to 30th October, 2009 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 **27th July, 2008**:-


- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report
- (3) The Summary of Country Report

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

It is further informed that 6 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.


With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

Encl: As stated above.

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


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TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Immigration Control Administration
(Asian Countries)

集団研修「出入国管理行政 (アジア諸国)」
JFY 2009

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

NO. J09-00701

ID: 0980996

From Sept. 28, 2009 to Oct. 30, 2009

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 transnational movement of people is on the increase along with political and economic globalization in recent years. Smooth exchange of people in the world is welcoming trend for Japan as we are promoting market economy. However, a movement of unacceptable persons is also on the increase due to rapid globalization. Immigration control administration of each country plays an important role to build better international relationship through enhancing desired human exchange and preventing entry of undesirable persons.

The situation and the problems in immigration control administration in each country differ from one country to another due to different geological, political and social factors. Nevertheless, the basic functions and the expected roles would be the same thus learning Japanese technologies such as computerized information management, identification of forged and altered documents will be useful reference for developing countries.

Appropriate management of immigration control administration will not be achieved by single country alone because of its nature. Mutual cooperation among neighboring countries or information exchange among the countries where people depart and arrive will be able to bring about bigger effect, consequently area networking is expected.

For what?

This program aims to introduce Japanese immigration control administration system to senior immigration control officers in Asian countries.

For whom?

This program is offered to senior immigration control officers or the directors of border control in developing countries.

How?

Participants shall acquire wide-range of knowledge on policy and measures for immigration control administration, as well as the present state of technologies employed for immigration control systems in Japan through lectures and observations. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

Title (J-No.): Immigration Control Administration (Asian Countries) (J0900701)

- 1. Period of program Duration of the program:** Sept. 28, 2009 to Oct. 30, 2009
- 2. Target Regions or Countries:**
Cambodia, Timor-Leste, Viet Nam, India, Maldives and Sri Lanka
- 3. Eligible / Target Organization:**

This program is designed for governing agencies in charge of immigration control administration.
- 4. Total Number of Participants:** 6 participants
- 5. Language to be used in this program:** English or Japanese (through English interpretation)

6. Program Objective:

Through the training program, participants are expected to make a proposal on improvement planning regarding immigration control administration.

7. Overall Goal:

Implement quick and fair immigration examination and establish strict border control system which enables to reject undesired aliens' entry.

8. Expected Module Output and Contents:

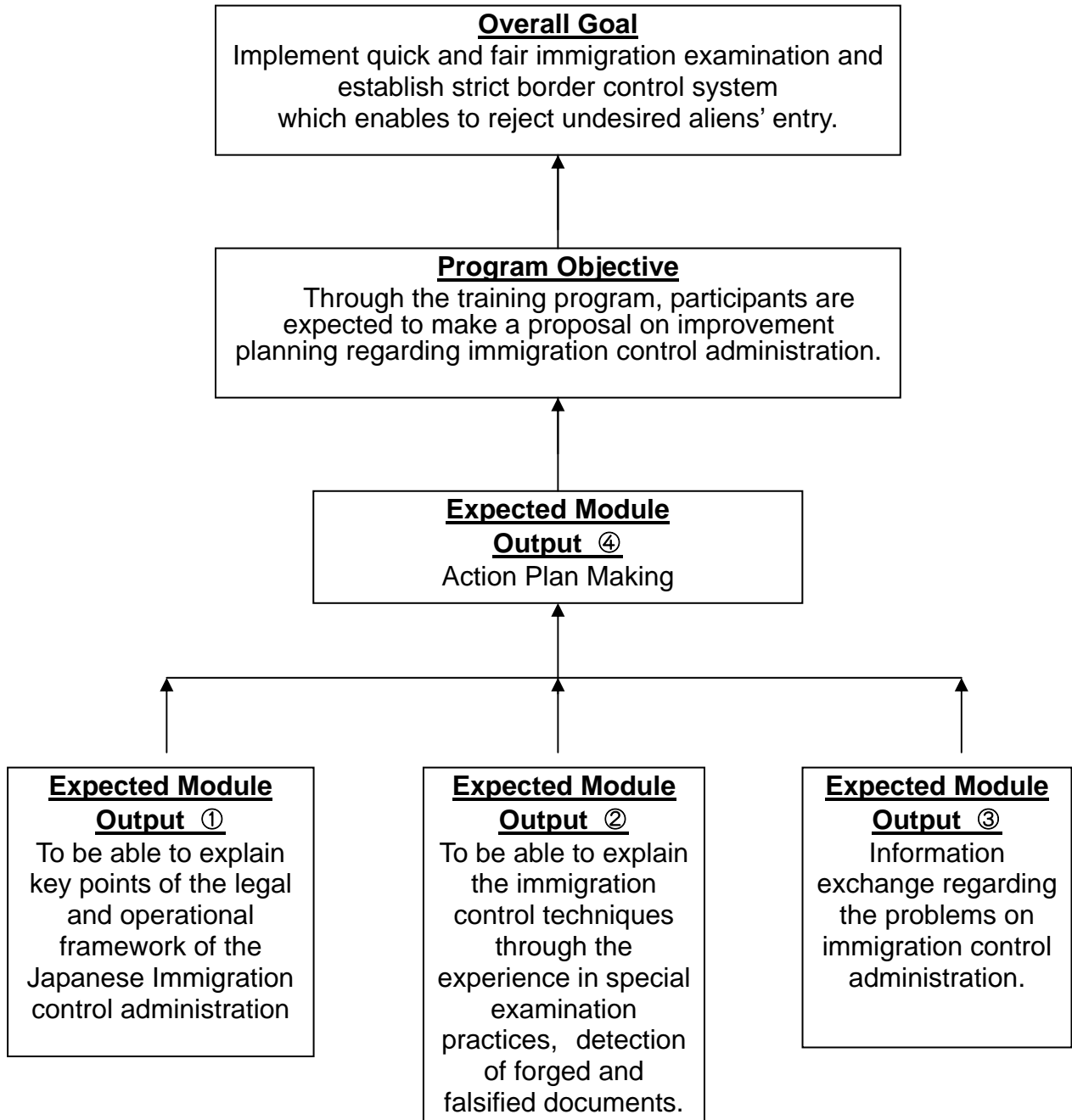
This program consists of the following components. Details on each component are given below.

Expected Module Output	Subjects/Agendas (subject to minor changes)	Methodology
<p>①to be able to explain key points of the legal and operational framework of the Japanese immigration control administration.</p>	<ul style="list-style-type: none"> -Outline of Immigration Control Administration 1 (Organization, legal system, present status, policies, etc.) -Outline of Immigration Control Administration 2 -Visit to port facilities -Immigration inspection at airport -Computer system -Observation of Regional Immigration Bureau -Residence inspection (outline) -Enforcement administration (outline) -Alien registration administration -Observation of registration office -Observation of Passport Center -Observation of Nishi-Nippon Immigration Center -Immigration inspection at branch office -Human resources development 	<p>Lecture & Observation</p>
<p>②to be able to explain the immigration control techniques through the experience in special examination practices, detection of forged and falsified documents.</p>	<ul style="list-style-type: none"> -Immigration inspection at seaport -Observation of immigration control facilities -Identification of forged and altered documents (outline) -Identification of forged and altered documents (practice) -Residence inspection (on specific topic) -Violation adjudication -Enforcement administration (exposure) -Enforcement administration (violation inspection) -Enforcement administration (deportation) -Enforcement administration (detention) 	<p>Lecture & Observation</p>

③ information exchange regarding the problems on immigration control administration	<ul style="list-style-type: none"> -Group session (Immigration control system) -Country report -Group session (identification of forged and altered documents) -Group session (enforcement administration) 	Discussion & Summary making
④ Action plan making	Preparation of Action plan which is to be implemented after returning home	Preparation and presentation of Action plan

****It is advisable for you to bring your own laptop computer as computer rooms at this time of the year at OSIC are pretty much crowded and you will not be able to occupy a computer whenever you wish to use.***

<Structure of the program>



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.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: be senior immigration control officers or the directors of border control.
- 2) Experience in the relevant field: have at least seven (7) years in the field.
- 3) Educational Background: be a graduate of university or the equivalent.
- 4) Age: be under fifty five (55) years old.
- 5) Language: **have a competent command of spoken and written English. (This program includes active participation in discussions, action plan development, thus requires high competence of English ability.** Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
*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 permission 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) Must not be serving any form of military service.

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) **Country Report & Summary of Country Report :** to be submitted with the application form. Fill in Annex I of this General Information, and submit it along with the Nomination Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 27, 2009**

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 project. 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 Aug. 28, 2009**

5. Country Report & Summary of Country Report

Applicants are requested to prepare a report in accordance with the format indicated in the ANNEX I. This country report and the summary of country report should be typewritten in English, (about 10 pages of A4-size paper for the country report, 2 pages of A4-size paper for the summary of country report) and submitted to the JICA Office (or the Embassy of Japan) together with the Nomination Form. **Applications that are not accompanied by a completed country report & summary of country report can not be duly considered.**

Each participant will be asked to make a 40-minute presentation (actual presentation time is about 20 minutes excluding time required for translation and Q&A) based on the Country Report at the beginning of technical training. Supplementary materials such as Power-Point, videotapes, etc. will be helpful for the presentation.

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.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Osaka
- (2) **Contact:** Mr. NISHIMURA Megushi (osictt2@jica.go.jp)
Ms. MIYASHITA Eriko (osictt1@jica.go.jp)

2. Implementing Partner:

- (1) **Name** : Osaka Regional Immigration Bureau, Ministry of Justice
- (2) **Address** : 1-29-53, Nankou Kita, Suminoe-ku, Osaka City, Osaka, 559-0034, Japan

(3) Remark: Information Website

Please visit the following website before the participation in the training course.

content	URL
Immigration Bureau of Japan	http://www.immi-moj.go.jp/english/index.html
Immigration Control and Refugee Recognition Act	http://www.moj.go.jp/ENGLISH/information/icrr-01.html
Law for Partial Amendment of the Immigration Control and Refugee Recognition Act	http://www.moj.go.jp/ENGLISH/information/lfpa-01.html
The Alien Registration Law	http://www.moj.go.jp/ENGLISH/information/tarl-01.html
Immigration Control Report 2006	http://www.moj.go.jp/NYUKAN/nyukan54.html

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 Osaka International Center (JICA OSAKA)

Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL: 81-72-641-6900 FAX: 81-72-641-6910

(where "81" is the country code for Japan, and "72" is the local area code)

URL:<http://www.jica.go.jp/worldmap/kinki.html#osaka>

Please refer to facility guide of JICA OSAKA 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 course, and other matters.

V. Other Information

1. Participants who have successfully completed the course will be awarded a certificate by JICA.
2. Allowances, such as for accommodation, living, clothing, and shipping, will be paid on the second day of the designated course schedule, which is Sept. 30, 2008. Those participants, who will arrive in Japan before that day, are kindly advised to bring the necessary funds to cover expenses as JICA only provides accommodation facilities.
3. Participants are strictly advised to visit the JICA Counter upon arrival at Kansai International Airport, the designated airport of arrival in Japan. The JICA Counter is located at the south-end corner of the arrival hall on the 1st floor. A JICA-designated travel agent will provide participants with instructions and tickets to get to their designated accommodations.
4. **General Orientation for Introduction to Japan**
Participants are scheduled to participate in a 2-day orientation program offered by JICA Osaka for the purpose of providing participants with general information on key points regarding Japan and with the tools needed for adapting to life and training in Japan. Basic information on Japanese values, behavior and customs as well as economic and social institutions are to be provided.
5. **Development Education Programme**
The purposes of the International Cooperation Program of JICA are not only to share Japanese knowledge, experience and ideas with participating countries, but also to promote mutual understanding between participating countries and Japan. The Japanese government recognizes the importance of citizen participation in its International Cooperation Program and has thus recently placed a greater emphasis on this aspect of the Program. With this objective, JICA collaborates with schools and local governments as well as various kinds of community-based organizations to expose the members to the rich heritages of foreign cultures represented by participants, as a precious first step to promote international exchange and cooperation.
To provide a stronger foundation for these activities, JICA has been conducting a Development Education Program for Japanese citizens in all training courses and seminars it offers. Participants are encouraged to bring any materials necessary to introduce the cultural heritages and/or natural histories of their own countries, such as national costumes, musical instruments, works of art, photographs, and so on. This program is scheduled to start on the first Thursday following the participants' arrival in Japan.
6. **Japanese Language Course**
A general Japanese language course is organized in the evening for participants who are interested in learning the language.

7. Osaka International Center has common kitchen

It is advisable to bring spices and other food stuff along with you if you wish to cook.

8. Internet service

There are computer rooms in OSIC.

Internet connection is also available in private rooms in case you will bring your own laptop computers.

9. DVD/ CD players are installed in private rooms.

VI. ANNEX:

ANNEX I

COUNTRY REPORT

Name: _____

Country: _____

1. Brief job description of applicant
2. System of immigration control and administration
 - (1) Government office responsible for immigration control and administration (structure, staffing system and budget)
 - (2) Related laws and statutes (legislation on immigration control, refugee status, alien registration, etc.)
 - (3) The method of Immigration control

3. Current status of issues involved in administration of immigration control

Describe (a) the current situation, (b) problems and issues, and (c) solutions currently implemented or possible solutions thereto as concerns to each item below.

- (1) Control of immigration
 - (2) Processing of visa applications
 - (3) Adjudgment of legal violations
 - (4) Conferment of refugee status
 - (5) Registration of foreign nationals
 - (6) Others
4. Expectations from this group training course

Relevant statistics

(Figures for the last five (5) years including sex, nationality and residential status)

- (1) Number of people processed by immigration control per year
- (2) Number of registered foreign nationals
- (3) Number of illegal residents
- (4) Number of people in violation of the law
- (5) Number of denials of entry
- (6) Number of refugees
- (7) Others

NOTE:

- Responses should be typewritten on A4 size paper at a length of around ten (10) pages.
- **Participants should prepare a summary of the responses to 1. 3. and 4. within two (2) pages. It is translated to Japanese and distributed to lecturers and**

people concerned.

- Participants will be asked to give an oral presentation for 10 min. on the topics listed above. For an effective presentation, it is advised to prepare visual materials (Power Point or others).
- Participants are encouraged to bring photos of immigration control practices for better understanding about the current situation of immigration control of each participating country.

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.

Welcome to JICA Osaka

Osaka International Centre of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.

1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

2. Orientation Programme & Japanese Language Course

(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.

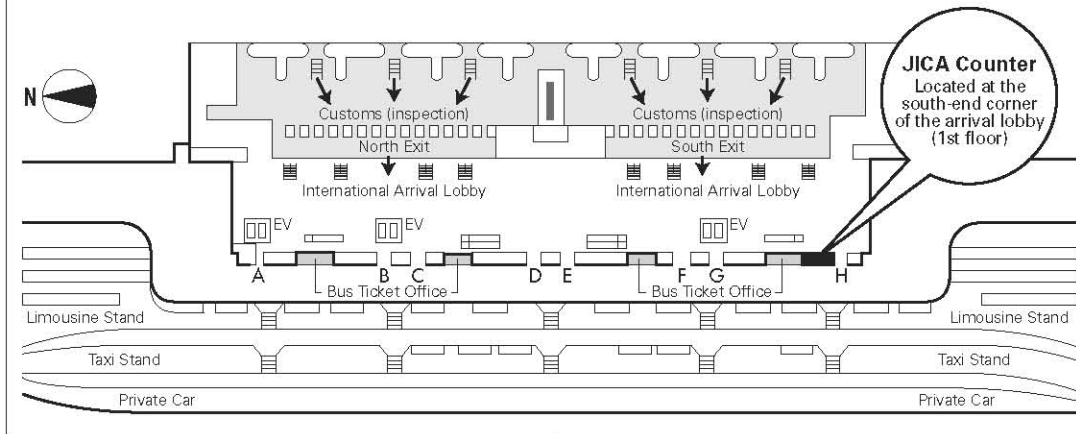
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

- 1 an intensive Japanese language course as an integral part of the training programme in designated courses
- 2 an optional Japanese language course held in the evenings

3. Weekend Recreational Programme

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony, kimono wearing, handicrafts, and folk dancing, and visits to Japanese homes.

Map of JICA Counter in Kansai International Airport (KIX)



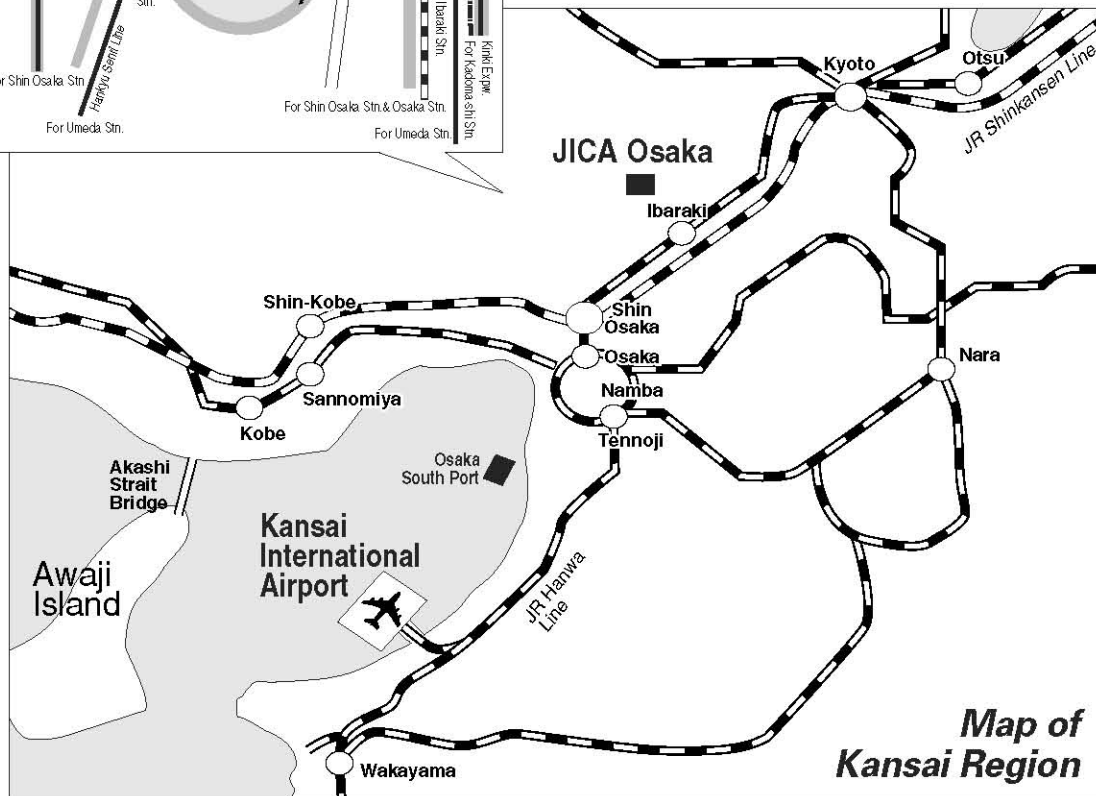
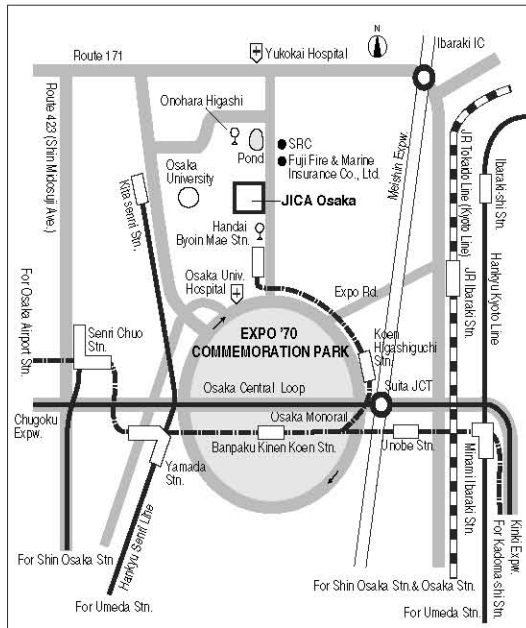
Upon arrival, participants should follow the procedure below:

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

Map of the JICA Osaka Vicinity



Map of Kansai Region



CORRESPONDENCE

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

JICA Osaka International Center (JICA OSAKA)

Address: 25-1 Nishi-Toyokawa -cho Ibaraki-shi, Osaka 567-0058, Japan

URL:<http://www.jica.go.jp/worldmap/kinki.html#osaka>

TEL: +81-72-641-6900 FAX: +81-72-641-6910

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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

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

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

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

() Yes	() No (Specify name of illness)
	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: