

TRAINING CIRCULAR

Subject: A Group Training Course in Construction Technology Introduced and/or Applied to Developing Countries to be held in Japan from 8<sup>th</sup> May 2011 to 25<sup>th</sup> June 2011.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme, to be held in Japan from 8<sup>th</sup> May 2011 to 25<sup>th</sup> June 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](http://persmin.nic.in)).

2. The Program aims to contribute to improve the civil engineering in their respective countries and motivate the participants to work on the establishment of their own technical standard and system.

3. The Candidate should be mid-career officials or researchers who are in charge of civil engineering(except building or housing works); have between 8 and 18 years of occupational experience in construction work; be a graduate of university or equivalent in the field of civil engineering; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service.

4. The course covers the cost of a round-trip air ticket between an international airport designated by the JICA and Japan will be borne by JICA; 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 is 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 2<sup>nd</sup> February 2011. 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 the Administrative Ministry/State Government, not later than 21<sup>st</sup> March 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer

1. The Secretary, Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi.
2. The Secretary, Railway Board, Ministry of Railways, Rail Bhavan, N.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. 4/GT-CP/2011

2<sup>nd</sup> February, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Construction Technology Introduced and/or Applied to Developing Countries will be held in Japan from 8<sup>th</sup> May, 2011 to 25<sup>th</sup> June, 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 **25<sup>th</sup> March, 2011**:-

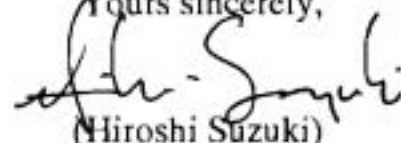
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Job Report

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

It is further informed that 11 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

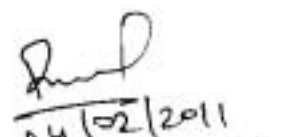


(Hiroshi Suzuki)

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

  
04/02/2011  
Mrs Shikha



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

CONSTRUCTION TECHNOLOGY INTRODUCED AND/OR  
APPLIED TO DEVELOPING COUNTRIES

集団研修「開発途上国において導入、  
あるいは応用・開発可能な建設技術」

*JFY 2011*

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

NO. J11-00661/ ID. 1180979

From May. 8, 2011 to June. 25, 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**

This group training program was established in 2010 and is offered to the developing countries' officials who are in charge of civil engineering, with the dual aims of contributing to the improvement of each country's civil engineering and motivating them to work on the establishment of their own technical standard and system.

So far, the participants to this program are centering on from Asia but also encompassing other regions such as Africa, Middle-East and Latin America. This time is the 2<sup>nd</sup> year of the program and will be the important stage to verify the contents. Active participation of many candidates is welcomed.

## **For what?**

This program is aiming to contribute to improving the civil engineering in their respective countries and motivating the participants to work on the establishment of their own technical standard and system .

## **For whom?**

This program is offered to mid career officials who are in charge of civil engineering (except building and housing works) engaged in infrastructure development and belonging such as central and local government in developing countries.

## **How?**

The following subjects will be covered in this course through lectures, observations, and discussions;

- (1) Standard and system for construction technology
- (2) Newly developed survey/ design/construction engineering
- (3) Environmental preservation in infrastructure development
- (4) Maintenance technology
- (5) Action plan

## ***II. Description***

**1. Title (J-No.): Construction Technology Introduced and/or Applied to Developing Countries (J11-00661)**

**2. Period of program**

**Duration of program:** May. 8, 2011 to June. 25, 2011

**3. Target Regions or Countries:**

India, Laos, Nepal, Panama, Philippines, Tanzania, Uganda, Zimbabwe

**4. Eligible / Target Organization :**

This program is designed for central / local government in charge of civil engineering in developing countries.

**5. Total Number of Participants :**

11 participants

**6. Language to be used in this project:** English

**7. Program Objective:**

The participants are expected to contribute to improving the civil engineering in their respective countries, deepening the knowledge and information on the following contents;

- (1) Standard and system for construction technology
- (2) Newly developed survey/ design/construction engineering
- (3) Environmental preservation in infrastructure development
- (4) Maintenance technology
- (5) Action plan

**8. Expected Module Output and Contents:**

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

**Program in Japan**

(May 8, 2011 to June 25, 2011)

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

Expected Module Output	Subjects/Agendas	Methodology
1) To acquire the characteristic and condition of infrastructure development in Japan and the international standard of construction materials and environmental issue	The details are as bellow.	Lecture and Observation
2) To acquire the fundamental theory and implementation of newly developed survey/design/construction technology such as tunneling, slope protection, countermeasure for soft ground, earth retaining and etc.	The details are as bellow.	Lecture and Observation
3) To acquire the environmental issues which are restoration of native forest, construction waste recycling and etc.	The details are as bellow.	Lecture and Observation
4) To acquire the investigation and maintenance method for the deterioration of concrete, steel and other members of existing structure such as bridge and etc.	The details are as bellow.	Lecture and Observation
5) To draw up your action plan comparing your condition/problem and the technology acquiring thorough this course, and hold the presentation and discussion for deeply understanding	The details are as bellow.	Lecture, Discussion and Practice

## <Structure of the program>

Program (activities in Japan):

Topic outline (subject to minor changes)

### 1. General orientation (3.5 days)

1. Briefing (0.5)
2. Program orientation (0.5)
3. Interim Meeting (0.5)
4. Japanese people, society, culture, education and history (2.0)

### 2. Standard and System for Construction Technology:

#### (Course Outcome 1)

#### Lecture (4 days) and Observation (0.5 days)

L	0.5	Outline of MLIT's Policy
L	0.5	Trend of High Technology in Construction
L	0.5	Construction Industry in Japan
L	0.5	International Technical Standard in the field of Construction
L	0.5	ISO 9000 / ISO 14000
L	1.0	Project Planning and Evaluation
L	0.5	Introduction of JSCE's Activities
O	0.5	Outline of Public Work Research Institute

### 3. Newly Developed Survey / Design / Construction Engineering:

#### (Course Outcome 2)

#### Lecture (6 days) and Observation (4 days)

L	0.5	Recent Developments in Geotechnical Investigation
L	0.5	New Construction System using GPS
L	0.5	Geotechnical Monitoring at Site
L	0.5	Advanced Material and Recycled Material
L	0.5	Application of New Material -Embankment and Slope Stabilization-
L	0.5	New Technology for Excavation and Earth Retaining Work
L	0.5	New Tunnel Technology
L	1.0	Technological Development and Its effects (Bridges as example)
L	0.5	Technological Development of Bridge Foundation
L	0.5	Soil Improvement for Soft Ground
L	0.5	Outline of Seismic Design
O	0.5	Site (Bridge & Tunnel)
O	0.5	Site (Excavation & Earth Retaining Wall)



○	0.5	Site (Countermeasure for Soft Ground)
○	0.5	Site (Aqua-line)
○	0.5	Facilities (Geographical Survey Institute)
○	0.5	Facilities (Risk Evaluation and Stability for slope protection & Soft Ground)
○	0.5	Facility (Kanto Engineering Laboratory)
○	0.5	Facility (Seto-ohashi Bridge Memorial Museum)

#### **4. Environmental Preservation in Infrastructure Development : (Course Outcome 3)**

##### **Lecture (2 days) and Observation (4.5 day)**

L	0.5	Restoration of Native Forest
L	0.5	Restoration of Native Forest at Construction Site
L	0.5	Outline of Construction Waste Recycling Law
L	0.5	Traditional Construction Method in River Works
○	1.0	Site (Restoration of Native Forest)
○	1.0	Site (Intimate River Works for Nature Conservation)
○	0.5	Site (Traditional Construction Method in River Works)
○	0.5	Site (River Works for Nature Conservation)
○	0.5	Facilities (Kawasaki Recycle Center)
○	0.5	Facilities (Earth Recycling Center)
○	0.5	Facilities (Asphalt Recycle Plant)

#### **5. Maintenance Technology: (Course Outcome 4)**

##### **Lecture (1.5 days) and Observation (1.5 days)**

L	0.5	Advanced Technology and Maintenance of Concrete
L	0.5	Advanced Technology and Maintenance of Bridge
L	0.5	Maintenance & Management of Urban Road
○	0.5	Facilities (Maintenance & Management of Concrete Structure)
○	0.5	Site (Maintenance & Management of Bridge)
○	0.5	Site (Maintenance & Management of Urban Road)

#### **6. Action Plan: (Course Outcome 5)**

##### **Lecture (0.5 days), Discussion(2.5 days) and Practice (1.0 days)**

D	1.0	Job Report Presentation and Discussion
D	0.5	Interim Meeting
L	0.5	Action Report Orientation
P	1.0	Action Report Drawing

D	1.0	Action Report Presentation and Discussion
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**(1) Job Report (Presentation: 1 day)**

- Each participant makes a presentation of his/her Job Report. Please see 3. of /V. and ANNEX 1 at the end of this booklet for details of the necessary contents of the Job Report.

**(2) Action Plan (Lecture: 0.5 day, Practice: 1.0 day, Discussion: 2.5 day)**

- Each participant is expected to summarize in a report how will tackle with the subject of the present condition in the organization towards its introduction and application after the homecoming by making the comparative analysis of the difference with the knowledge and technology learned through this course in order to establish their own standard and system.
- The theme for the action plan is chosen the 4 course outcomes above by participants respectively and is described the plan which will be introduced to your country as realizable with/without problem.
- To draw up their action plan comparing their condition/problem and the technology acquiring thorough this course, and hold the presentation and discussion for deeply understanding.
- Each participant is to make a presentation on his/her proposal (action plan) to lecturers and fellow participants for the purpose of discussion and mutual exchange of opinions.

**7. Study tour (5 days)**

- The participants will visit the western part of Japan for a week around the end of training. The tour contains visits to nature restoration sites and construction sites where various advanced techniques are practiced.

### ***III. Condition 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.

##### **Essential Qualifications**

- 1) Current Duties: mid carrier officials or researchers who are in charge of civil engineering (except building and housing works)
- 2) Experience in the relevant field: have between 8 and 18 years of occupational experience in construction work
- 3) Educational Background: be a graduate of university or equivalent in the field of civil engineering
- 4) Language: be proficient in spoken and written English. 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. As the schedule of this course includes much observation that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in the course.
- 6) 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) Job Report:** to be submitted with the application form. Please follow VI ANNEX, Necessary Contents of The Job Report.

#### **4. Procedure for Application and Selection :**

##### **(1) Submitting the Application Documents:**

Closing date for application to the JICA Yokohama International Center in JAPAN: \_

**March 25, 2011**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

##### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective 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 April 8, 2011**.

#### **5. Conditions for Attendance:**

**(1)** to observe the schedule of the program,

**(2)** not to change the program subjects or extend the period of stay in Japan,

**(3)** not to bring any members of their family,

**(4)** to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

**(5)** to refrain from engaging in political activities, or any form of employment for profit or gain,

**(6)** to observe 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 Yokohama

(2) **Contact:** Mr.Satoshi MACHIDA(jicayic-training1-as2@jica.go.jp)

### **2. Implementing Partner:**

To be announced later.

### **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 Yokohama International Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken  
231-0001, Japan

TEL: 81-45-663-3251 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

If there is no vacancy at JICA YOKOHAMA, JICA will arrange alternative accommodations for the participants.

### **5. Expenses:**

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-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. As an introduction of the program in Japan, participants shall present their Job Report at the beginning of the course. It is encouraged to prepare the Job Report presentation in Power-point presentation format.
2. Participants will prepare an action plan and make presentation on it at the end of their training program. The action plan made by the participant is considered as an output of the course.
3. Relating to the above 1 and 2, participants are requested to bring to Japan reference materials that will help Job Report presentation and Action Plan preparation. The followings are valuable:  
The most recent reports and photos of the activities which you are currently engaged in, and other project reports related to the participants' field of study or work.
4. Participants and their organizations should make every effort to formulate an appropriate Construction Technology Improvement plan based on the Action Plan and implement it.
5. Participants who have successfully completed the program will be awarded a certificate by JICA.
6. 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 places 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 community members to the rich heritages of foreign countries and cultures represented by participants, as a precious first step to promote international exchange and cooperation.  
During the stay in Japan, participants might be requested to join such exchange programs. Their active participation and cooperation is highly appreciated.

## **VI. ANNEX:**

### NECESSARY CONTENTS OF THE JOB REPORT

All applicants are required to prepare a report providing the information on the following subjects which you are currently engaged in. The Report should be typewritten in double-spaced English on A4 size paper and submitted together with the Nomination Form (Form A2A3). Recommended length of the Report is less than 10 pages (including tables, drawings and pictures).

1. Your full name and the name you go by in short. The name of your country, the present organization and your position.
2. Your simple business career after the graduation of the university until present.
3. Your present organization
  - 1) E-mail address/ address / phone number / facsimile number / of your office.
  - 2) The objectives of the organization, your daily works, etc.
4. Please describe the following subjects in your work on the civil engineering problems, if you have such experience.
  - 1) The outline of the project or work you picked up.
  - 2) The outline of the civil engineering problem on the project.
  - 3) The counter measure or the method you took in order to solved the problem.
5. Please introduce traditional engineering or technologies which can be applied to your or other countries being implemented in around you.
6. Please describe your opinion on the necessary standard and/or system in order to ensure the technology to be introduced in the future.

<NOTE> Each applicant should prepare his/her Job Report on the present situation.

Generally speaking, the content of the Job Report should not be general information on each country but be particular to the experiences and opinions of each applicant.

Participants are to give presentations and to have discussions with each other and lecturers based on their Job Report at the beginning of the course. At that time, it would be appreciated if participants could prepare visual presentation materials as part of a PowerPoint or slide presentation. In the case of PowerPoint presentations, please bring your presentation materials in the form of CD-ROM or USB flash memory. The time allotted for each presentation is 20 minutes or so.

## *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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi,  
Kanagawa-ken 231-0001, Japan**

**TEL: +81-45-663-3253 FAX: +81-45-663-3265**

## 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/\\*\\*\\*\\*\\*](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**

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#### **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.



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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

<sup>1</sup> 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.

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

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

<sup>1</sup> 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: