

TRAINING CIRCULAR

Subject : A Group Training Course in Occupational Safety Management Training in Construction Industry to be held in Japan from 12/08/2008 to 19/09/2008.

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 Occupational Safety Management Training in Construction Industry to be held in Japan from 12/08/2008 to 19/09/2008. 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 inspector or administer in the governmental office who is currently working on the occupational safety and health program for construction industry.
3. The candidate should have at least five years' of occupational experience in the field of construction safety and health; should have working experiences on administrative planning, supervision, research work concerning occupational safety and health program; is expected to continue to work on industrial safety and health program for construction industry on his/her return; be between thirty and fifty years of age and be proficient at written and spoken English.
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 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. 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 Circular dated 3rd June 2008. The Ministries/ 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 23rd June 2008**. 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. Ministry of Urban Development and Poverty Alleviation, Nirman Bhavan, Maulana Azad Road, New Delhi-11 [With the request to circulate it amongst the related organizations under them]
2. All State Governments/ Union Territories.
3. 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



For a better tomorrow for all.
Japan International Cooperation Agency
(Government of Japan)

No. 47/GT-CP/2008

3rd June, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Occupational Safety Management Training in Construction Industry will be held in Japan from 12th August, 2008 to 19th September, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 June, 2008:-

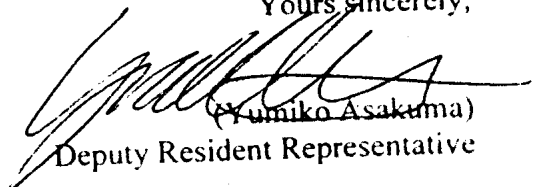
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The desired Supplementary Paper

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

It is further informed that 14 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,

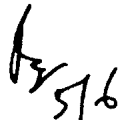

(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.

Ms. Arun Prabha
Under Secretary (PMU and Trg.)
Department of Economic Affairs
Ministry of Finance
North Block
New Delhi

Copy to:-

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



MS'S



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

OCCUPATIONAL SAFETY MANAGEMENT TRAINING IN CONSTRUCTION INDUSTRY

集団研修「建設業における労働安全管理教育」
JFY 2008

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J08-00628 / ID. 0880769

From July 2008 to March 2009

Program in Japan: From August 12, 2008 to September 19, 2008

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

As rapid industrialization continues in developing countries, economic development is being achieved. At the same time, negative aspects such as industrial accidents are emerging and according to International Labour Organization (ILO), the number of deaths due to industrial accidents in the world is about 2.2 million per year. Especially in these developing countries, many civil structures including dams, roads and bridges, and offices and commercial buildings are being constructed. At the construction sites, the number of accidents resulting in death and other serious industrial accidents due to crash, collapse, etc., is increasing.

To prevent these industrial accidents, improvement of legal system about safety and health, popularization of safety management techniques and others corresponding the uniqueness of construction industry are required. However, many developing countries are not skilled at improvement of related legal system, swift enforcement of laws after enactment, enforcement of laws itself and safety management techniques in construction. Therefore, there is still great need for the training course in the field of industrial accidents in these countries.

Furthermore, by effectively utilizing occupational safety and health standards and management methods in Japanese construction industry, including the newest knowledge that has been accumulated in Japan in the field of industrial accidents, such as measures against asbestos at demolition work of buildings and pneumoconiosis at tunnel construction, it is expected that the respective countries will popularize safety management techniques in relation to occupational safety and health, and that the safety and health of workers engaged in construction industry will be secured.

For what?

This program aims to improve the condition of Occupational Safety and Health by participants spreading the idea and approach of countermeasure against industrial accidents for persons in charge of Organization related to construction industry.

For whom?

This program is offered to inspector or administer in the governmental office who is currently working on the occupational safety and health program for construction industry.

How?

Participants shall have opportunities in Japan to upgrade participants' planning capacity to improve the level of construction safety and health services through the introduction of government policies and the current status of construction safety and health activities as well as the relevant activities of the private sector in Japan. Participants are also expected to formulate Action Plan to spread the idea and approach of Occupational Safety and Health of construction industry to reduce industrial disaster in respective countries

II. Description

1. Title (J-No.): Occupational Safety Management Training in Construction Industry (J0800628)

2. Period of program:

Duration of whole program:	July 2008 to March 2009
Preliminary Phase: (in a participant's home country)	July 2008 to August 2008
Program in Japan:	August 12 to September 19, 2008
Finalization Phase: (in a participant's home country)	September 2008 to March 2009

3. Target Regions or Countries

Bhutan(1), Cameroon(2), El Salvador(1), India(1), Iran(1), Malaysia(1), Peru(2), Serbia(2), Thailand(1), and Tunisia(2)

4. Eligible / Target Organization

This program is designed for inspector or administrator in the governmental office who is currently working on the occupational safety and health program for construction industry.

5. Total Number of Participants

12 participants

6. Language to be used in this program: English

7. Program Objective:

To implement the improvement of the condition of Occupational Safety and Health by participants spreading the idea and approach of countermeasure against industrial accidents for person in charge of Organization related to construction industry

8. Overall Goal

Prevention activity for decreasing the number of accidents is to be improved and activated

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July 2008 to August 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Job report is formulated	Formulation and submission of Job Report

(2) Program in Japan (August 12, 2008 to September 19, 2008) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To be able to explain current situation and issues on occupational safety and health of construction industry in participant's own country	• Preparation and presentation of Job Report	Formulation Presentation Discussion
	• Lecture on occupational safety and health administration • Lecture on workers' accident compensation scheme • Lecture on zero accident strategy of construction industry in Japan	Lecture Observation Discussion
To be able to explain a summary of laws, regulations, technical standards and guidelines on occupational safety and health applicable to construction industry.	• Lecture on overall management for intermingled workers • Lecture on safety of scaffolding, machinery and equipment • Lecture on training and license system	Lecture Discussion Observation
	• Lecture on asbestos safety at demolition work • Lecture on system of plans notification to the authority	Lecture Discussion Observation
To be able to explain voluntary activity on occupational safety and health at construction site	• Lecture and practice on Hazard Prediction Training(KYT) • Lecture on Safety Construction Cycle	Lecture Observation and Exercise
	• Lecture and exercise on risk assessment • Lecture on occupational safety and health management system(OSHMS)	Lecture Observation and Exercise

To be able to advise employers and workers on safe work and emergency preparedness.	<ul style="list-style-type: none"> • Lecture and practice on personal protective equipment(PPE) •Practice on first aid •Practice on emergency preparedness at tunnel construction 	Lecture Exercise Workshop
	<ul style="list-style-type: none"> • Construction site visit • Case study of occupational accident 	Observation Case study
To be able to present action plan for spreading the idea and approach of Occupational Safety and Health of construction industry and its plan is evaluated by the check sheet.	<ul style="list-style-type: none"> • Preparation and presentation of action plan • Evaluation of content of action plan by check sheet 	Formulation Presentation Discussion Evaluation

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

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

Expected Module Output	Activities
To implement Seminar for spreading the idea and approach of Occupational Safety and Health of construction industry based on the Action Plan	<ul style="list-style-type: none"> (1) Discussion and sharing concerning content of action plan within workplace the trainee belong to (2) Holding the seminar aims to spread the idea and approach of Occupational Safety and Health of construction industry based on the Action Plan (3) Answering questionnaire distributed by Japan side

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the job report.

2. Program in Japan:

Topic outline (subject to minor changes)

1st week (8/12-8/15)

- (1) JICA Briefing & Program Orientation
- (2) General Orientation about Japanese Politics, Economics, Administration, and so on.

2nd week (8/18-8/22) Orientation and Introduction

- (1) Opening ceremony & Courtesy call on MHLW
- (2) Country report presentation
- (3) Introduction to Safety Management
- (4) Law system on occupational safety and health
- (5) Occupational safety and health administration

3rd week (8/25-8/29) Site visits in Japan

- (1) Visit 1 construction site at Factory
- (2) Visit 2 Dam site at Toyama Prefecture
- (3) Visit 3 Sand erosion preventing construction site at Tateyama Caldera
- (4) Driving practice of construction machinery

4th week (9/1-9/5)

- (1) Safety Construction Cycle
- (2) Theory and practice on Hazard Prediction Training(KYT)
- (3) Preparation of action plan

5th week (9/8-9/12)

- (1) Practice on first aid
- (2) Training and license system on Occupational safety and health
- (3) Case study of occupational accident
- (4) Theory and practice on personal protective equipment (PPE)

6th week (9/16-9/19)

- (1) Formulation of Action Plan
- (2) Presentation of action plan and Closing ceremony

3. Finalization Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Be inspectors or administrators in the governmental office currently working on occupational safety and health program for construction industry; have at least five years' occupational experience in the field of construction safety and health;
- 2) Working experiences on administrative planning, supervision, research work concerning occupational safety and health program
- 3) Be supposed to work continuously on industrial safety and health program for construction industry on his/her return;
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL 500 or more

(2) Recommendable Qualifications

- 1) Age: be between the ages of thirty (30) and fifty (50) years

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) Supplementary Paper: to be submitted with the application form. Fill in Attachment-1 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: **June 30, 2008**

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 July 11, 2008.**

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

Job Report -- to be submitted by **August 1, 2008:**

Before coming to Japan, only accepted participants are required to prepare an Job Report (detailed information is provided in the ANNEX-2 "Job Report". The Job Report should be sent to JICA or the Japan International Cooperation Center by August 1, 2008, preferably by e-mail to jicatic-jice@jica.go.jp

6. Conditions for Attendance:

(1) to observe the schedule of the program,

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

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

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

- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. TOYA Koichi (toya.koichi@jica.go.jp)
Mr. YOSHIOKA Kojiro (yoshioka.kojiro@jice.org)

2. Implementing Partner:

(1) **Name:** Japan Construction Occupational Safety and Health Association (JCOSHA)

(2) **Contact:** Mr. HASHIMOTO Tetsuya (hashimo@kensaibou.or.jp)

(3) **URL:** <http://www.kensaibou.or.jp/>

(4) **Remark:** JCOSHA was established based on the Law Regarding the Industrial Accident Prevention Organizations, with employers in the construction industry and their organizations as its members. Its objective is to prevent Occupational accidents in the construction industry, and for this purpose, the association is engaged in various activities to support the occupational accident prevention activities of contractors and their groups.

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Tokyo International Center (JICA TOKYO)

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

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

(where "81" is the country code for Japan, and "3" is the local area code)

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

“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. Participants who have successfully completed the training course will be awarded a certificate by JICA.

VI. ANNEX-1:

Supplementary Paper

(To be submitted with application Form)

Course title: Occupational Safety Management Training in Construction Industry

Name: _____

Country: _____

E-mail: _____

Applicants are requested to prepare a Supplementary Paper that includes the following subjects. It should be **typewritten** and not more than 1 pages of A4 sized paper altogether (organization chart excluded).

- 1) your expectation to take part in this program
- 2) your commitment to improve the inspector's job, especially after completing this program
- 3) Organization Chart: Schematic presentation of your organization
* Please indicate your present position in the organization chart.

Note: The Supplementary Paper will be used to screen the applicants. Nomination Form without it will be rejected.

VII. ANNEX-2:

Job Report

**Occupational Safety Management Training in
Construction Industry
(JFY2008)**

The Job Report should be typewritten in English in double space on A4 size paper within ten pages in volume.

Please be sure that the contents of Job Report should be authorized by your organization, as it would be the basic information for the Final Report, with which each participant is expected to make inspector's activities improved.

- I. Outline of your organization and your responsibility
 - Country background (population, area)
 - Brief explanation of the organization
 - Major projects in your organization regarding occupational safety and health, if any
 - Your position and duty in the organization
(Please attach organization chart on which your position is highlighted)
- II. Current situation of construction industry in your country
 - Characteristics of construction industry in your country
 - Statistical information on construction companies
- III. Current situation of occupational safety and health in construction industry
 - Legal frameworks
 - Statistical information on the situation
 - What are major problems (technical/institutional) that hinder promotion of occupational safety and health in construction industry? Please prioritize those problems.
 - What are the causes of those problems?
 - Actual activities of labor inspectors in your country and its difficulties.

IV. Future prospects

- Brief explanation of your organization's action plans to improve the situation of occupational safety and health in construction industry, if any.
- Taking above III. into consideration, what are possible solutions to improve the situation of occupational safety and health in construction industry in your country?

Note:

- (1) The Job Report must be submitted by August 1, 2008 in the form of electronic data through the Internet to the JICA's e-mail address at: jicatic-jice@jica.go.jp
- (2) Besides the job report, **participants will bring typical cases of occupational accidents in construction industry**, which include pictures, explanations. Cases will be used in the program in Japan for case studies.
- (3) At the beginning of this course, the participant will be requested to give a presentation for 15 minutes based on the job report. **Please bring some visual aids** (e.g. transparencies, computer aided presentation material, etc.) for the presentation.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B 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)

J	0		-				
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

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: