

**TRAINING CIRCULAR**

**Subject :** Group Training Course in Environmentally Sustainable Transportation to be held in Japan from 28th September, to 7th November, 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 Environmentally Sustainable Transportation to be held in Japan from 28<sup>th</sup> September to 7<sup>th</sup> November, 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](http://persmin.nic.in)).

2. As per the eligibility conditions, the nominee should be central/local government officer who belongs either to the environmental section in the Department of transport or the transport section in the Department of Environment, having more than 3 years of experience in the administration of urban, transport and environment. Applicant should be a university graduate and between 30 and 45 years of age; have sufficient command of spoken and written English, be in good health both physically and mentally and should not be serving in any form of military service.

4. The fellowship award covers a round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from 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 29<sup>th</sup> 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 24<sup>th</sup> 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](http://persmin.nic.in)

  
(Trishajit Sethi)  
Director

1. Ministry of Road Transport & Highways, Transport Bhavan, 1, Sansad Marg, New Delhi
2. Ministry Environment & Forests, Paryavaran Bhavan, Lodhi Road, New 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. 56/GT-CP/2009

29<sup>th</sup> May, 2009

Dear Mr. Kharb,

A Group Training Course in Environmentally Sustainable Transportation will be held in Japan from 28<sup>th</sup> September, 2009 to 7<sup>th</sup> November, 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 **28<sup>th</sup> July, 2009**:-

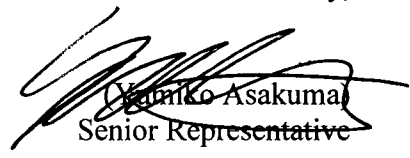
- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Inception Report

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

It is further informed that 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,

  
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

  
3/6

MS



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

ENVIRONMENTALLY SUSTAINABLE TRANSPORTATION  
(EST)

集団研修「環境的に持続可能な交通」  
*JFY 2009*

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

NO. J09-00856 / ID. 0980844

From August 2009 to January 2010

Phases in Japan: From September 28, 2009 to November 7, 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**

In many cities in the world we have seen drastic population growth and economic expansion induced by industrialization and urbanization for the past several decades. The rapid growth has also brought about an expansion of demands in the transport sector, but many of the cities have been developed without well-designed appropriate plans, resulting in serious delays in the development of the required infrastructure and the provision of public services. As a result, many cities have been seriously affected by various socio-economic and environmental problems relating to transport. These range from air pollution, public health, noise pollution and traffic congestion caused by automobiles to the subsequent economic losses such as inefficient use of energy and loss of potential natural habitats and land resources.

The growth of the transport demands is indispensable in the context of socio-economy. However, the concept of environmentally sustainable transportation (hereinafter referred to as 'EST') is that such a growth must be achieved in harmony with environmental conservation and protection, and in this respect EST is regarded as transport system which meets the needs of the present without spoiling the needs of the future generations.

Recognizing the importance of EST and the required actions to be taken at the national and international levels, the Japanese government, with cooperation from OECD, held the "International Conference on Environmentally Sustainable Transport in the Asia Region" in March 2003 in Nagoya city, where the concept of EST was introduced to Japan and other Asian countries. This was followed by the "Manila Policy Dialogue on Environment and Transport in the Asian Region", held in January, 2004 in Manila, Philippines, and participating countries were encouraged to take concrete steps towards the promotion of EST. The Manila Statement, adopted by the participants at the conference, called for (a) the formulation of National EST Strategies-cum-Action-Plans, and (b) the establishment of a Regional EST Forum and subsidiary expert groups.

In line with Manila Statement, in 1-2 August 2005, the 1<sup>st</sup> meeting of the Regional EST Forum in Asia was held in Nagoya, Aichi pref. as the EXPO affiliated program. The Aichi Statement, which officially launched the Regional EST Forum, was adopted in the meeting, calling for (a) integrated formulation and implementation of policies, strategies and programs in both national and regional levels in 12 thematic areas such as public health (b) promotion of cooperation among international organizations, experts, NGO, Civil Societies and all other stakeholders. UNCRD was asked to be a facilitator to coordinate them.

In the recent years, soaring prices of natural resources such as crude oil all over the world has disrupted the world economy, and it was one of the key issues on the

agenda at the Hokkaido G8 Summit held in July 2008. Combined with the prevention of global warming, it is considered to be increasingly important to develop such eco-friendly transport systems by restraining the use of automobiles and encouraging instead the use of public transport systems.

With these backgrounds, JICA has implemented the training program on the theme of urban environment and transport to build the capacity of officials in the field of urban environment and transportation since 2004 with the aim of increasing awareness and encouraging action to facilitate changeover to environment-friendly means of transport. In particular, the new program starting this year also aims to provide the participants with a better understanding of the concept of EST and a venue for sharing their ideas and experiences to incorporate the concept. The program also offers the participants an opportunity not only to learn from Japanese experiences but to exchange ideas, experiences, and technical expertise among the participants.

The program on EST, fiscal year 2009, is organized by Chubu International Center, one of the JICA regional centers located in Nagoya city, and implemented by United Nations Centre for Regional Development (UNCRD).

#### **For what?**

Environment-friendly EST is becoming increasingly important and considered as the future transport system in many countries. The program aims to raise awareness for its importance and to call for action to promote EST introduction with the initiatives of the governmental organizations related to urban transport and environment in the participating countries.

#### **For whom?**

This program is offered to mid-level administrative officials who belong to one of the following organizations; the environmental section in the Ministry of Transport, the transport section in the Ministry of Environment, or the relevant organizations.

#### **How?**

Participants will have opportunities to learn about various approaches and strategies to implement EST promotion in Japan. On the basis of the training program the participants will formulate an Action Plan describing what the participants will be doing after they return to home country. Two participants will be accepted per country each year for the next three (3) years, establishing and expanding a network of the participants for effective implementation of the final Action Plan, which is to be drafted, reviewed and finalized over a period of three years.

## ***II. Description***

1. **Title (J-No.):** Environmental Sustainable Transportation (EST) (J0900856)
2. **Period of program:**

<b>Duration of whole program:</b>	August 2009 to January 2010
<b>Preliminary Phase:</b> (in a participant's home country)	August 28 to September 28, 2009
<b>Core Phase in Japan:</b>	September 28 to November 7, 2009
<b>Finalization Phase:</b> (in a participant's home country)	November 2009 to January 2010
3. **Target Regions or Countries:**  
Philippines, Vietnam, Mongolia, India, Sri Lanka, Pakistan, Turkey, Morocco
4. **Eligible / Target Organization**  
This program is designed for the Department of Transport and the Department of Environment of central and local government, or the relevant organizations with jurisdiction over the urban transport or urban environment, with a particular concern about the promotion of environment and people-friendly transport system. We positively accept nominees come with combination of two participants, one each from Environment and Transportation divisions.
5. **Total Number of Participants:**  
11 participants
6. **Language to be used in this program:**  
English
7. **Program Objective:**  
Policies formulated for solution development to promote EST shall be approved at the respective participating organizations, and the policies shall be proposed to the Ministry of Transport, the Ministry of Environment or the relevant organizations and authorities in their own countries.  
Within three (3) months after the completion of the third-year training program, participating organizations shall submit a Final Report, by which it is confirmed that the Action Plan for introduction of EST is proposed to their higher or relevant authorities and organizations in their own countries.
8. **Overall Goal:**  
The policies, programs and projects to be formulated shall be implemented to develop EST effectively, leading to the capacity building and performance upgrading of those officials engaged in administration of transport system management and urban environment management.

## 9. Expected Module Output and Contents for 1<sup>st</sup> Year:

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

<b>Preliminary Phase in a participant's home country</b> (Before September 28, 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Module Output	Activities	
Module 1: Preliminary identification of the current situation of EST and the issues	<ul style="list-style-type: none"> <li>• Identifying the current situation and the problems of urban environment, or urban transport of participating countries and summarizing them in the Job/Inception Report</li> <li>• Presentation of the Job/Inception Report</li> <li>• Identifying the issues of their own countries through discussions</li> </ul>	
<b>Core Phase in Japan</b> (September 28 to November 7, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
Module 2: Understanding Japan's administrative systems, specific measures and methodologies	<ul style="list-style-type: none"> <li>• Administration in Japan</li> <li>• Urban environment and transport, and introduction of EST concept</li> <li>• International Initiatives and programs</li> <li>• Land use and transport planning</li> <li>• TDM, NMT</li> <li>• Aichi New-Generation Automobile Strategies</li> <li>• Intelligent Transport System (ITS)</li> <li>• Environment and people-friendly urban transport infrastructure</li> <li>• Urban environment and transport policies in Japan</li> <li>• Compensation system for health damage caused by public pollution</li> <li>• Environment assessment</li> <li>• Clean fuels suitable to automobiles</li> <li>• Financial measures to promote EST</li> </ul>	Lecture Field visit Discussion
Module 3: Identifying the issues and key points for EST promotion	Identifying the issues and key points for EST promotion through exercises and discussions	Exercise Discussion
Module 4: Formulating a draft Action Plan on the priority issues	Formulating a draft Action Plan on the priority issues through exercises and discussions	Exercise Discussion

<b>Finalization Phase in a participant's home country</b>	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program in 1<sup>st</sup> year.</i>	
Expected Module Output	Activities
Module 5: Review and submission of the draft Action Plan	Review and submission of the draft Action Plan (an Interim Report) in the participant's country by November, 2009. Submission of the Completion Report (sample at the Annex 2 on page 19) together with your reviewed draft Action Plan to the respective country's JICA office in your country.

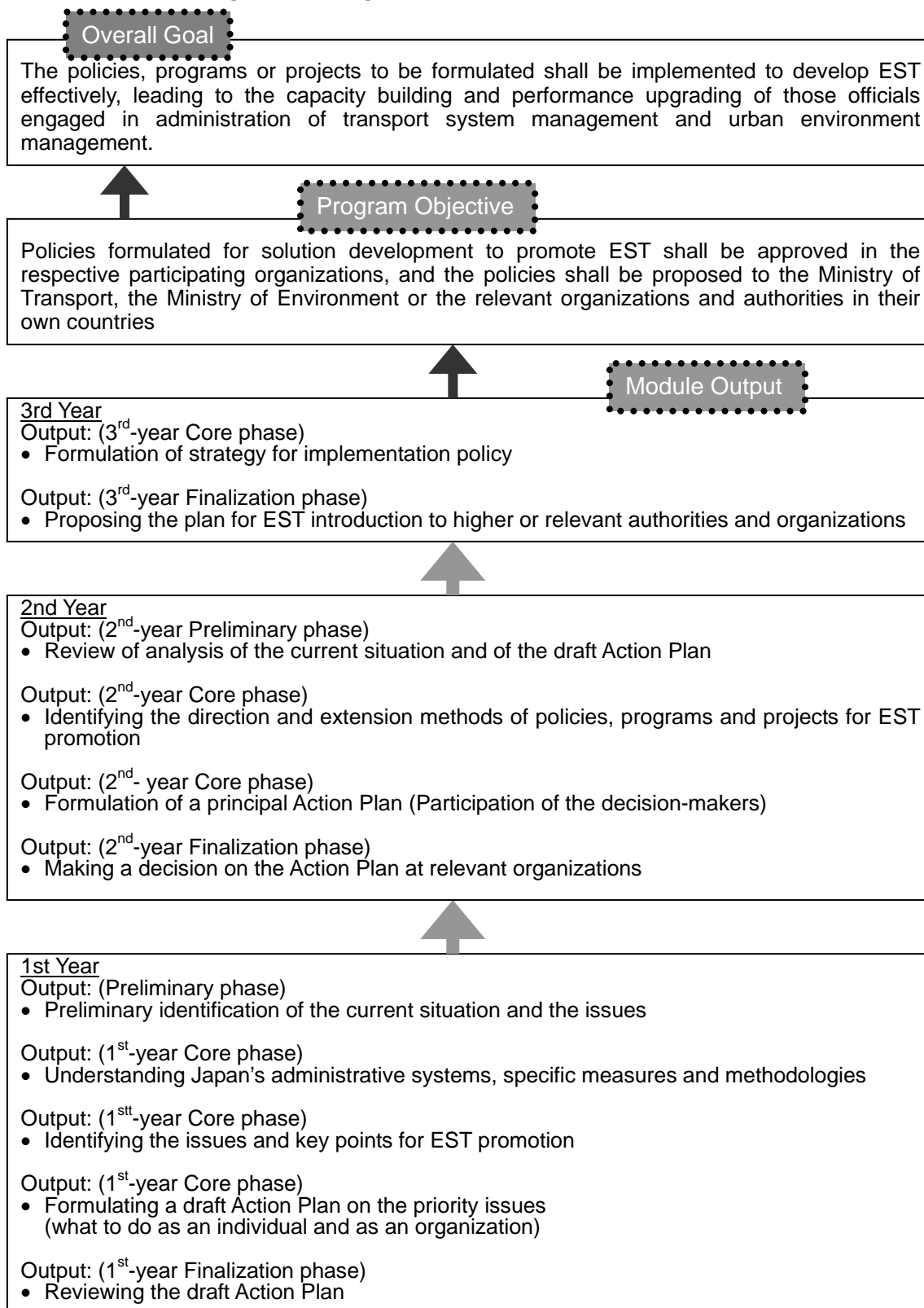


**[STRUCTURE OF THE PROGRAM]**

**I. Main Outputs and Contents in the period of 3 Years:**

Expected Output	Activities
<p><b>【Preliminary Phase】</b>            Identification of the current situation of EST and the policy issues at the organizations with jurisdiction over urban environment, or urban transport.</p>	<ul style="list-style-type: none"> <li>• Identifying the current situation and the problems of urban environment, or urban transport of the participating countries, and summarizing them in a Job/Inception Report</li> <li>• Presentation of the Job/Inception Report</li> <li>• Identifying the issues of participating countries through discussions</li> </ul>
<p><b>【1<sup>st</sup> Year】</b>            Understanding Japan's administrative systems, specific measures and methodologies, followed by identifying the priority issues for EST promotion.</p>	<ul style="list-style-type: none"> <li>• Understanding Japan's administrative systems, specific measures and methodologies</li> <li>• Identifying the issues and key points for EST promotion</li> <li>• Formulating the draft Action Plan on the priority issues</li> <li>• Review and discussion of the draft Action Plan (Finalization phase)</li> </ul>
<p><b>【2<sup>nd</sup> Year】</b>            Setting out policies for EST promotion, directions of programs and projects, and methods of extension of knowledge.</p>	<ul style="list-style-type: none"> <li>• Review of the current analysis and the draft Action Plan (Preliminary phase)</li> <li>• Identifying the direction and methods of extension of EST promotion</li> <li>• Formulating a (principal) Action Plan</li> <li>• Taking a decision on the Action Plan in own country (at relevant organizations)</li> </ul>
<p><b>【3<sup>rd</sup> Year】</b>            Formulating an Implementation Plan to introduce EST reflecting the requirements of participating countries.</p>	<ul style="list-style-type: none"> <li>• Formulating strategy for implementation policies</li> </ul>
<p><b>【Finalization Phase】</b>            To implement the Interim Report (the Action Plan) by proposing the Plan for EST promotion to the Ministry of Transport, the Ministry of Environment or the relevant authorities or organizations in participating countries.</p>	<ul style="list-style-type: none"> <li>• Proposing both the plan and implementation strategy for EST introduction in participating countries.</li> </ul>

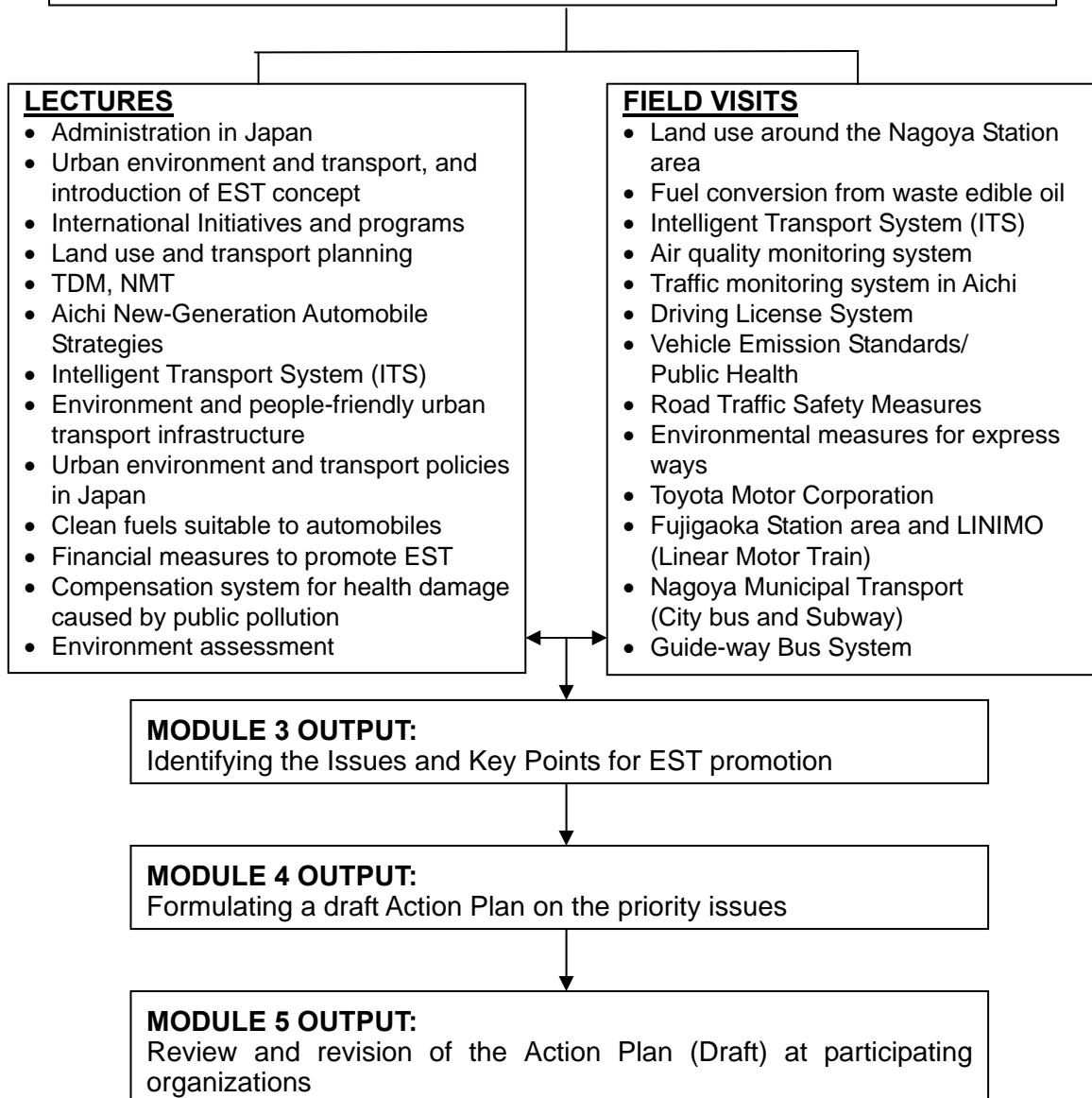
## II. Conceptual Diagram of Program Structure Over 3 Years



### III. Structure of Modules for 1<sup>st</sup> Year

**MODULE 1 OUTPUT:** Preliminary Identification of the Current Situation and the Issues (Formulation and Presentation of the Job/Inception Report)

**MODULE 2 OUTPUT:** Understanding Japan's Administrative Systems, Specific Measures and Methodologies



## REFERENCE: TENTATIVE PROGRAM SCHEDULE FOR 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 September	28 September (Osaka) Arrival	29 September (Osaka) JICA Briefing in Osaka	30 September <b>Osaka → Nagoya</b>	1 October Opening Session Orientation	2 October Japanese Language Class Orientation Lecture	3 October Holiday
4 October Holiday	5 October Inception Report Presentation 1	6 October Inception Report Presentation 2 Administrative System in Japan	7 October Overview of Urban Transportation and Environment International Initiatives/Programmes on Environment and Transport:	9 October Land Use and Transportation Planning Land Use in the Vicinity of Nagoya Station (Use District, bus terminal at Nagoya Sta., bicycle parking lot)	9 October Traffic Demand Management (TDM)/Non Motorized Transport (NMT)	10 October Holiday
11 October Holiday	12 October (Kyoto) <b>Nagoya → Kyoto</b>	13 October TDM Policy of Kyoto City Bio-fuel from Used Cooking Oil <b>Kyoto → Nagoya</b>	14 October Vehicle Environment Strategy for New Century in Aichi Pref. Intelligent Transportation System (ITS)	15 October Air Pollution Monitoring System Traffic Control System in Aichi Pref.	16 October Driving License System in Japan Field Visit Reflection (action plan/final report preparation)	17 October Holiday
18 October Holiday	19 October (Tokyo) <b>Nagoya → Yokohama</b> Environment and People Friendly Urban Transport Infrastructures/ Public Transportation <b>Yokohama → Tokyo</b>	20 October (Tokyo) Roadside Air Quality & Assessment/Vehicle Emission Standards & I/M/ Public Health	21 October (Tokyo) Japanese Policy on Urban Environment and Transport Japanese Policy on Urban Environment and Transport (Public Transportation)	22 October (Tokyo) Cleaner Fuel Financial policy for promoting EST	23 October (Tokyo) Pollution-related Health Damage Compensation System Field Visit Reflection (action plan/final report preparation)	24 October Public Transportation Tour in Tokyo <b>Tokyo → Nagoya</b>
25 October Holiday	26 October Road Maintenance & Safety	27 October Environmental Impact Assessment Statutory Vehicle Inspection	28 October Environmental Measures of Expressway	29 October Toyota Motor Corporation Fujigaoka Station Area and Linier motor	30 October Field Visit Reflection (action plan/final report preparation)	31 October Holiday (action plan preparation)
1 November Holiday (action plan preparation)	2 November Action Plan Preparation (Advice is to be given by resource persons.)	3 November Public Transportation (City bus & Subway, Nagoya City Transportation Bureau) Public Transportation (Nagoya Guide way Bus Co.)	4 November Action Plan Preparation & Action Plan Presentation	5 November Action Plan Presentation	6 November Evaluation Meeting Closing Ceremony	7 November Departure

**10. Follow-up Cooperation by JICA:**

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

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the 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) Qualifications**

- 1) Current Duties: be a mid-level central/local government officer who belongs either to the environmental section in the Department of Transport, the transport section in the Department of Environment, or to the relevant organizations.
- 2) Experience in the relevant field: have more than 3 years working experience in the administration of urban transport and environment.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English to undertake active participation in discussions and Action Plan (Interim Report) development. English ability equivalent to TOEFL CBT 250 or higher is recommended. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.
- 5) Age: be between the ages of thirty (30) and forty-five (45) years
- 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 consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staffs at the respective country's 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) **Inception Report:** to be used for screening applicants; application without it will not be accepted.
- (3) **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.

### 4. Procedure for Application and Selection:

#### (1) Submitting the Application Documents and Inception Report:

Closing date for application to the JICA Chubu Center in JAPAN: **July 28, 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 **August 28, 2009**.

### 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, and
- (7) to participate in 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 Chubu
- (2) Contact: Ms. SUZUKI Yoko [cbictp1@jica.go.jp]

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

- (1) Name: United Nations Centre for Regional Development (UNCRD)
- (2) Contact: Mr. TAKAI Katsuaki
- (3) URL: <http://www.uncrd.or.jp>
- (4) Remark: UNCRD was established in Nagoya in 1971 to support capacity building for regional development planning and implementation in developing countries.

### **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 Chubu International Center (JICA Chubu)  
Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan  
TEL: 81-52-533-0220 FAX: 81-52-564-3751  
(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu, 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 "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### **6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Other Information***

### **Development Education and Exchange with Local Communities:**

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country. The participant's ethnic costume on such exchange programs will be highly welcomed by school children as well as local residents.

### **GUIDELINES FOR INCEPTION REPORT**

All participants are requested to prepare Inception Report, which explains specific urban environment problems caused by transportation, their countermeasures, and constraints dealt by your organization. The Inception Report should be typewritten in Times New Roman font (12 point font) and single-spaced lines and submitted together with the Nomination Form (Form A2A3). The Inception Report is used for screening applicants; therefore, the applications without it will not be accepted.

Please indicate the following on the cover page.

- Name of country
- Name of participant
- Name of organization

Contents to be reported as follows:

Description of the environmental problem specially caused by traffic pollution in your country.

1. Describe the following with available documents or statistical data.
  - (1) Environmental trends and conditions associated with transport sector (since last 10 years)
  - (2) Driving forces/causes of such environmental problems in the transport sector
  - (3) Existing policy initiatives/measures at different level (Govt., NGOs, and others)
  - (4) Policy/knowledge/information gap in relation to environment and the transport sector
2. Description of the present situation of transport infrastructure in your country
  - (1) Present situation of traffic action
  - (2) Difficulties/challenges in promoting environmental-friendly transportation/infrastructures
3. Long/Short-term Strategy of your organization on urban environment and transportation
  - (1) Overall strategy of your country
  - (2) How your organization is contributing towards achieving/meeting the overall national strategy
4. Achievement goals in connection with your role while you are in Japan  
Describe specific goals you would like to achieve while you are in Japan. The goals are to be connected with your role/duties.

5. Expectations to the applicant from the applicant's director or head of department (This is a section that the applicant's director or head of department fills in. Please include the director's name and position.)

**Note:**

The participant, who has had the training in Japan, should report on the training program to organization, which the participant belongs to. The information and his / her Action Plan (Interim Report) reported by the participant shall be shared among the organization and the line to introduce EST in your country should be examined. The participant is obliged to make and submit a Final Report, which describes the progress in realizing the Action Plan (Interim Report) and a draft of policies / programs / projects to introduce EST to your country with the commitment of your organization, to JICA Chubu three (3) months after the participant returned to home. (See Finalization Phase on page 6) Please write your expectations to the applicant taking the obligation into consideration.

**Sample**  
**-Completion Report-**

April 1, 2009

To Resident Representative of JICA Bangladesh

**Completion Report of Group Training Program “School Health” in JFY2008**

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program “School Health” which was implemented from June to August 2008. Please kindly find the followings for what we have achieved in the program.

**1. Achievement of the program objective**

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth’s smoking has been authorized by our director general as attached.

**2. Description of finalization phase**

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

**3. Future actions**

(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2008.

**4. Comments on this program, if any**

Best regards,

Signature:

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Name: Ms. XXXX. XXXX

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Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

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## **GUIDE FOR FORMULATING A FINAL REPORT**

As post-training actions to be taken, participants will disseminate what was learned from this UET Training Course to their own organization (supervisors, colleagues and subordinates) and related organization(s). Each participant is requested to make and submit a final report on these activities to JICA Chubu. The final report should cover the following items:

### **PART 1: Dissemination of what you had learned from this UET Training Course.**

Please cover all of the following items in your final report.

1. Report to your supervisor, colleagues, and subordinates

Please specify the following information:

- Date
- Name and position of your supervisor
- Comments from your supervisor, colleagues, and subordinates

\*If could not, please specify the reason why.

2. Report to other relevant department(s)/organization(s)

Please specify the following information.

- Date
- Name of department(s)
- Comments from them

\*If could not, please specify the reason why.

3. Informal discussion with colleagues and subordinates

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates
- Comments from them

\*If could not, please specify the reason why.

4. Organization of a seminar/workshop in your organization with/without inviting other relevant department(s)/organization(s) and/or local community/residents

Please specify the following information.

- Date
- Venue
- List of audience
- Contents of your presentation
- Questions & answers
- Comments from your organization, other relevant

department(s)/organization(s) and/or local community/residents

- Materials that are subscribed to the audience (If any)

\*If could not, please specify the reason why.

5. Dissemination of UET Training Course materials

Please specify the following information.

- Comments on UET Training Course materials from your office

\*If could not, please specify the reason why.

**PART 2: Action Plan**

Please cover all of the following items in your final report.

1. Submission of your action plan to your supervisor

Please specify the following information.

- Date
- Name and position of your supervisor
- Questions & answers
- Comments from your supervisor

2. Making presentation on your action plan in your department

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates in your department
- Questions & answers
- Comments from them

3. Discussion with your supervisor and colleagues about your action plan

Please specify the following information.

- Date
- Names and positions of your supervisor and colleagues in your department
- Questions and answers
- Comments from them

4. Are you planning to take any action to put your action plan into practice?

( ) Yes ( ) No

If **No**, please specify the reason why.

If **Yes**, please assess the feasibility of your action plan.

- ( ) Feasible
- ( ) Partly feasible
- ( ) Not feasible

If you find your action plan not feasible or only partly feasible, what factors prevented you from successfully implementing it? Please check all applicable items.

- Lack of cooperation among staff members in my department
- Lack of understanding and support from my supervisors
- Lack of institutional support for my action plan
- Lack of know-how and expertise
- Lack of technical personnel
- Lack of financial resources
- Lack of data base
- Transferred to a different position not related to regional development
- Not required by the present job
- Others (Please specify.)

5. Do you/Does your organization need support from UNCRD?

- Yes  No

If **Yes**, please specify what support.

### **PART 3: Others**

Please specify any other comments.

\*\* Please submit your final report to JICA Chubu [cbictp1@jica.go.jp] by **31 January, 2010.**



## *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 program, 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 Chubu International Center (JICA Chubu)**

**Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan**

**TEL: +81-52-533-0220 FAX: +81-52-564-3751**

## 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**

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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.



**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

<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.

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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.

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

### 2. Medical History

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

Past:	( ) 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: