

TRAINING CIRCULAR

Subject : A Group Training Course in **Practical Case Studies on Sustainable Forest Management** to be held in Japan from 19/08/2008 to 08/12/2008.

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 Practical Case Studies on Sustainable Forest Management to be held in Japan from 19/08/2008 to 08/12/2008. 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 to improve and develop participants' capabilities of practical leadership in the policy-making, institutional and technical implementation useful for sustainable forest management.
3. The candidate should be technical staff in charge of forest management, planning and monitoring in the governmental organization and have more than 5 years of experience; be a university graduate or have equivalent knowledge and experience; be not more than forty five (45) years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.
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 18th 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 Environment & Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-3.
[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. 46/GT-CP/2008

3rd June, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Practical Case Studies on Sustainable Forest Management will be held in Japan from 19th August, 2008 to 8th December, 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 20th June 2008:-

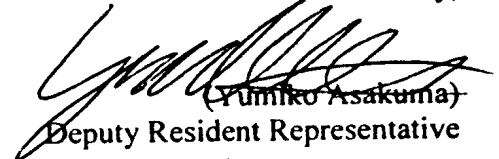
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

It is further informed that 16 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)
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.

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MS



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

PRACTICAL CASE STUDIES ON
SUSTAINABLE FOREST MANAGEMENT
集団研修「持続可能な森林経営の実践活動促進」
JFY 2008

<Type: Trainers Training / 類型：人材育成普及型>
NO. J0800739

From August 19, 2008 to November 8, 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

Forest decrease and deterioration have been progressing in many developing countries because over harvesting for firewood/charcoal/ agricultural area and illegal logging are working together with the background factors such as poverty, population growth and food shortage.

Decentralization of forest management has been advancing in these countries. The implementation of forest management technique which suit local needs is demanded.

67% of the land of Japan is covered by forest. Japan has been working on advanced forestry and contributing the shift to multilateral talks which United Nations has been taking the reading role since UNCED in 1992.

Recently each nation and international organization have been working on sustainable forest management through countermeasures against illegal logging, forest fire prevention, rehabilitation and reforestation of degraded land according to [Asian Forest Partnership] which was proposed by Japan and Indonesia.

Japan has been serving as the secretariat of [Montreal Process] whose members are temperate forest countries since Jan. 2007. Japan is expected to show the leadership to establish sustainable forestry management.

For what

This program is designed to improve and develop participants' capabilities of practical leadership in the policy-making, institutional and technical implementation useful for sustainable forest management.

For whom

This program is offered to technical staff in charge of forest management, planning and monitoring in governmental organizations.

How

This program is designed to improve and develop participants' capabilities for forest resource monitoring by using the criteria and indicators (C&I) of sustainable forest management and for practical national forest planning by using participatory approach, through lectures, practices and study tours

II. Description

1.Title (J-No.): Practical Case studies on Sustainable Forest Management
(J08-00739)

2.Period of program:

Duration of whole program: August 19, 2008 to November 8, 2008

3.Target Countries: Argentine, Brazil, Burkina Faso, Cambodia, China, Colombia, Ethiopia, India, Indonesia, Laos, Macedonia, Malawi, Myanmar, Philippines, Senegal, Vietnam

4.Overall Goal

To improve and develop technical staff's capabilities of practical leadership in the policy-making, institutional and technical implementation useful for sustainable forest management

5.Objective

Through the training program, participants are expected to acquire technology and knowledge in the following items:

1. Criteria and Indicators of SFM
2. Forest resource monitoring
3. National forest program
4. Participatory Approach of Forest Management and Rural Appraisal
5. Action Plan

6.Eligible / Target Organization

This program is offered to technical staff in charge of forest management, planning and monitoring.

7.Total Number of Participants: 16

8.Language to be used in this project: English

9.Contents

The program consists of the following components:

Preliminary Phase in a participant's home country (May, 2008 to August, 2008) <i>Participants make required preparation for the Program in the respective country.</i>	
Modules	Activities
*Country Report (ANNEX I) for all applicants	Formulation and submission with nomination form

Preparation for an Action Plan for selected Applicants	Participants are requested to bring one of the information data below to Japan. 1) Information for regional criteria 2) Information for national criteria 3) Information for national forest policy
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*Each participant is requested to present the country report in English at the beginning of the training course. (30 minutes per each)

Core Phase in Japan

(August 19, 2008 to November 8, 2008)

Participants attend the Program implemented in Japan.

Structure of the program (The program is subject to minor changes.)

1. Introduction

- Significance of Sustainable Forest Management (SFM) (L)
- International trend on Forest and Forestry (L)
- Presentation on Country report and Discussion (P)

2. Criteria and Indicators of SFM

- International trend on Criteria and Indicators (C&I) of SFM (L)
- Japan's commitments to C&I (L)
- Status of research activities for adoption of C&I (L)
- Study tour on trial fields for adoption of C&I to real forest (ST)

3. Forest resource monitoring

- Outline of forest resource monitoring (L)
- Geographic Information System (L)
- Remote sensing technology (L)
- Study tour on trial fields (ST)

4. Forest and Forestry System

- Transition of forest policy and planning system of Japan (L)
- System of Protection Forest and Forest Reserve in Japan (L)
- System of National Park and Natural Environment Protection Area in Japan (L)
- Study tour of National Park and National Environment Protection Area (ST)

5. Participatory Approach of Forest Management and Rural Appraisal

- Significance of Participatory Approach (L)
- Case studies of the Approach in various regions in Japan (L)
- Study tour of Participatory Approach (ST)

6. Action Plan

- Preparation on Action Plan (P)
- Presentation on Action Plan and Discussion (P)

* Prepare and present Action Plan to improve sustainable forest management based on the knowledge and experience gained from the Course. Action Plan should be worked out in the manner that it should be actually implemented back home as your training

results.

* Remarks: (L): Lecture, (P): Practice, (ST): Study Tour
The curriculum could be changed without notice.

ANNEX II: The Schedule in 2007

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.

Applicants should:

- 1 be nominated by their government in accordance with the procedures mentioned in 4. below,
- 2 be technical staff in charge of forest management, planning and monitoring in the governmental organization and have more than 5 years of experience, but it is not recommended for researchers at research institutes/organizations and Ph.D. holders to apply for this course.
- 3 be university graduates or have the equivalent knowledge and experience,
- 4 be not more than forty five (45) years of age,
- 5 have sufficient command of spoken and written English,
- 6 be in good health, both physically and mentally, for undergoing the course of training.
- 7 not be serving in the military.

Note: 1) The curriculum is designed for the key technical staffs engaged currently or in the future in planning and monitoring of forestry programs/projects related to such initiatives as C&I of Montreal Process, C&I of ITTO Process and equivalents

2) Those who have undergone a training course of more than one year in their countries or scholarship students in foreign countries will be given low priority for the selection of applicants.

3. Required Documents for Application

(1) Application Form

(2) Country Report (Annex) – Document and FD or CD

Note: Country report will be assessed for the applicants' screening.

2. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **June 20, 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 18, 2008**.

3. 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

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

Contact: Ms. KANDA, Miki (kanda.miki@jica.go.jp)

2. Implementing Partner: Forest Training Institute (FTI), Forestry Agency

Address: 1833-94 Todori-machi, Hachioji-shi, Tokyo 193 - 8570 Japan

Tel: +81(*) - 42(**) - 661 - 3565 Fax: +81 - 42 - 661 - 7314

The Forest Training Institute was first established in 1952 for the purpose of educating leading staffs engaged in the management, conservation and afforestation activities of the national forest over the country.

The Institute was reorganized in April 1995, to enhance integrating education for engineers in Japan and overseas regarding management and technology of forests and forestry.

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 “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 program, and other matters.

V. Annexes

ANNEX I

COUNTRY REPORT
FOR THE GROUP TRAINING COURSE
PRACTICAL CASE STUDIES ON SUSTAINABLE FOREST MANAGEMENT
JFY2008

Name of Applicant

Nationality

Name of Organization

(Please make the report in A4 size paper including any tables and charts, covering the following items as much as possible.)

I. General information of forest and forestry in (your country)

1. General description of forest and forestry
 - a. Forest type, area, volume, and growth
 - b. Forest land ownership and other socio-economic factors
 - c. Progress and causes of deforestation
 - d. Afforestation (annual progress, implementation bodies, etc.)
2. Organization for forest and forestry
 - a. Central and local government organizations
 - b. Level and educational background of technical staffs
 - c. Related organizations (research institutes, private sectors, local NGOs, etc.)

II. Outline of forest management

1. Forest management planning system
 - a. Outline of national level forest management planning
 - (a) Main policy target
 - (b) Framework of planning system
 - (c) Environmental protection system
 - (d) Forest land use demarcation/classification
 - (e) Participatory approach to involve all the stakeholders including indigenous people

2. Forest resource monitoring
 - a. Inventory and volume estimation system and methodology
 - b. Biological/environmental survey system and methodology
 - c. Forest mapping system and methodology
3. Extension activities
 - a. Outline of extension activities (implementing bodies, staffs, etc.)
 - b. Training for the extension staffs
 - c. Activities of local NGOs
4. Lessons learnt from the past or ongoing initiatives/projects

III. Current status of C&I development and application in (your country)

1. History of participation in any regional/international C&I process
2. Domestic C&I development and application status

. About your job

1. Missions of the organization
2. Summarize your duties (if possible please prepare data, on-going project information etc).
3. Describe the current difficulties or problems that you are actually facing.
4. Clearly specify your target for the training course.
5. Other comments including with your expectation in this course.

. Procedure for Country Report Presentation – Microsoft Power Point, recommended
Use Power Point (if possible) to present your Country Report. This is because to realize better and clear understanding of your presentation with assistance of visual information.

At the beginning of the course, each participant is requested to make an approximately 30 minutes presentation of the current status of your country in this field. The purpose of presentation is to share the information on the major difficulties and problems in forest management in each country.

When you make the country report presentation, it is advisable to use visual materials, such as PowerPoint. slides, etc., to support the presentation more effectively.

Equipments for those visual materials are available.

ANNEX II

Course Program-2007

FTI : Forest Training Institute

TIC : JICA Tokyo International Center

AM: 1st period, 2nd period (9:30-12:15)
 PM: 3rd period, 4th period (13:15-16:00)
 (L): Lecture, (P): Practice, (T): Study Tour
 (O) Observation

Date / Time	Place	GI	Program	Lodging
Aug. 21 Tue			Arrival	Aug.21-Sep. 2 JICA Tokyo 03-3485-7051
22Wed	TIC Briefing Room (2F) Seminar Room # 6 (3F)		9:40-14:50 Briefing / Registration / Center Orientation 15:00-16:30 Program Orientation	
23Thu	TIC Orientation		General Orientation 23= 9:40-15:30 24=10:00-17:15	
24 Fri	Room(4F)		*23(Thu) 15:30 Return Flight Arrangement Meeting (at SR 10 , 4F)	
25 Sat			<i>Free</i>	
26 Sun				
27 Mon AM PM	FTI	0	*7:50 Lv. TIC Course Program Orientation (L) International Commitment of Forestry 16:30~18:00 Group Photo / Opening Ceremony /Welcome Party	
28Tue 29Wed 30Thu	FTI	0	Country Report Presentation & Discussion	
31Fri AM PM	FTI	3 3	(L) Outline of Basic Law for Forests and Forestry (L) Outline of Japanese Forests & Forestry Policies	

Sep1 Sat 2Sun			Free	
3Mon PM	Takahagi Hitachi	3	(T) Study Tour I (Ibaragi Prefecture) (Details will be given later) *Forest Tree Breeding Center (L) Introduction to Tree Breeding	Hotel Nikko(JAL) Hitachi 0294-22-553 1
4Tue AM PM		3 3	(L)(O) Exploration and Collection of Superior Seedlings (L) Outline of Gene Bank	
5Wed	Nanakai & Tsukuba	1	*Kasama Forest Technology Center (O) C&I-Applied Experimental Forests AM(Nanakai Village) PM(Mt. Tsukuba)	Business Hotel Plaza Arakawaoki 0298-43-4180
6Thu	Tsukuba	0 1 1	*Forestry and Forest Products Research Institute (L) Outline of FFPRI (L) Forest Monitoring by Remote Sensing (L) Evaluation on Biodiversity of Forests	
7Fri AM	Tsukuba	1 1	(L) Evaluation on Biodiversity of Forests (L) Outline of Montreal Process Move back to Tokyo	Sep.7-11 JICA Tokyo 03-3485-7051
8Sat 9Sun			Free	
10Mon	FTI	3 3	(L) Outline of Forest Planning System (L) Outline of National Forest Management	
11Tue	FTI	3 3	(L) Outline of Protection Forest System (L) Outline of Forest Planning System in National Forests	
12Wed	Hinohara Village in Tokyo Pref.	4	(T) Study Tour II (Hinohara Village & Gunma Prefecture) (Details will be given later) Visit to Private Forest (L)(O) Case Studies on Participatory SFM (Private Forest Owner) Move to Numata	Numata Public Hotel 0278-22-6500
13Thu	Gunma Prefecture	4	(L)(O) Case Studies on Participatory SFM (National Forest) *Akaya Forest Environmental Conservation Center	Kusatsu Green Heights 0279-88-3483
14Fri		3	(L)(O) Outline of Implementing National Forest Management (Visit to sites of felling and erosion control)	Sep.14-23 JICA Tokyo

15Sat				03-3485-7051
16Sun			Free	
17Mon			(17National Holiday, Respect- for -the- Aged Day)	
18Tue AM PM	FTI	2	(L) Forest Resources Monitoring System	
		3	(L) Outline of Forest Owners' Cooperative System	
19WedAM PM		3	(L) Protection of Wildlife	
		3	(L) Forest Control Method and Measures for Damage Prevention	
20ThuAM PM		5	(L) Guideline for Drawing up Action Plan toward SFM in Respective Countries	
		0	(L) Prevention of Global Warming and Overseas Afforestation	
21Fri	Mt.Takao	3	(P) Forest Operations in Suburban Forests (Details will be given later)	
22Sat			Free	
23Sun				
24Mon	Oita		(T) Study Tour III (Oita, Kumamoto & Nagasaki Prefectures in Kyushu) (Details will be given later) Fly to Oita	Oita Regal Hotel 097-536-3000
25 Tue	Oita Bungo Ono	0	(L) Measures for Promoting Regional Industry *Oita "One-Village, One-Product" International Exchange Promotion Committee	Farmhouses in Bungo Ono city (4 groups)
		4	(L)(O) Case Studies on Participatory SFM (Municipal Forest) *Bungo Ono City Government	
26Wed	Bungo Ono Kumamoto	3	(L)(O) Outline of Wood Processing Facility *Ono County Forest Owners' Cooperative Move to Kumamoto	Hotel Sun Route Kumamoto 096-322-2211
27Thu	Kumamoto Shimabara	2	(L)(O) Research on CO2 Amount Fixed by Forests / Renovation of Large-Scale Wooden Structure and Carbon Stock (Kumamoto Castle) Move to Shimabara	Shimabara Daiichi Hotel 0957-63-0011
28Fri	Shimabara	3	(L)(O) Restoration of Natural Disaster -Devastated (Volcano) Area (Museum & Forests) Fly back to Tokyo	Sep.28-Oct.7 JICA Tokyo
29Sat			Free	03-3485-7051
30Sun				

Oct. 1 Mon 2 Tue 3 Wed 4 Thu 5 Fri	FTI	4	(P) Participatory Development Methods PCM (Project Cycle Management)	JICA Tokyo 03-3485-7051
6 Sat 7 Sun			Free	
8 Mon	Sakata		(T) Study Tour IV (Yamagata & Akita Prefectures in Northern Japan) (Details will be given later) Fly to Sakata	Sakata Tokyu Inn 0234-26-0109
9 Tue	Mikawa Kanayama	4 3	(L)(O) Case Studies on Participatory SFM (Forest Council) Conservation of Seaside Pine Forest (L)(O) Measures for Utilizing Locally-Produced Timber *Kanayama Town Government	Schones Heim Kanayama 0233-52-7761
10 Wed	Kanayama	3	(L)(O) Measures for Utilizing Locally-Produced Timber *Kanayama Town Government Move to Akita	Hotel Metropolitan Akita 018-831-2222
11 Thu	Fujisato	3	(L) (O) Protection & Management of Forests in World Heritage Sites (Shirakami Mountains) *Fujisato Forest Center Move to Noshiro	Business Hotel City 24 in Noshiro 0185-52-6433
12 Fri	Noshiro	3	L) (O) Latest Wood-Processing Technology *Institute of Wood Technology (Akita Prefectural University) Move back to Tokyo	Oct.12-20 JICA Tokyo 03-3485-7051
13 Sat 14 Sun			Free	
15 Mon	FTI	3 1	(L) Outline of National Parks, Quasi-National Parks & Nature Conservation Areas (L) International Trends in Formulating C&I for SFM	
16 Tue	FTI	0 4	(L) Countermeasures against Illegal Logging (L) Case Studies on Participatory SFM by JICA	
17 Wed 18 Thu	FTI	4	(P) Participatory Rural Appraisal	
19 Fri	Yokohama	1	Visit to ITTO, International Tropical Timber Organization (L) Outline of C & I and Activities of ITTO	

20Sat			Free	
21Sun	Tsu		(T) Study Tour V (Mie & Kyoto Prefectures in Central Japan) (Details will be given later) Move to Tsu city by Bullet Train and Local Train	Hotel Sun Route Tsu 059-224-1311
22Mon	Tsu	1	(L)(O) Measurement and Evaluation of Regional-Based Indicators * Mie University	
23Tue	Kihoku	0	(L)(O) FSC-Certified Forests *Hayami Forest in Kihoku town, Mie Prefecture	Town Hotel Ise 0596-23-4621
24Wed	Ise	3	(O) Management of Shrine Forests *Ise Shrine	Hotel El Inn Kyoto 075-672-1100
25Thu	Kyoto	3	(L)(O) Protection & Management of Forests in World Heritage Sites (Kyoto) *Visit to Forests in and around Temples & Shrines	
26Fri	Kyoto	3	(L)(O) Outline & Activities of Hiyoshi Town Forest Owners Cooperative Move back to Tokyo	Oct.26-Nov.9 JICA Tokyo 03-3485-7051
27Sat 28Sun			Free	
29Mon	FTI	2 4	(L) Application of Geographic Information System (GIS) (L) Significance of Participatory SFM	JICA Tokyo 03-3485-7051
30Tue	FTI	2 0	(L) Application of Remote Sensing Technology (L) Global Environment & Forests	
31Wed	Forestry Agency	0	(L) Overall Discussions on Practical Case Studies of SFM	
Nov.1Thu	FTI	2 0	(L) Survey Methodology on Forest Ecosystem (L) Climate Change and Forest Management	
2Fri	Tokyo		Material Gathering for Action Plan (JICA Institute for International Cooperation)	
3Sat 4Sun			Free	
5Mon	FTI	5 4	(P) Report Making of Action Plan toward SFM in Respective Countries (L) Case Studies on Participatory SFM (Volunteer) *From a Perspective of a Writer	

6Tue 7Wed	TIC	5	(P) Report Making of Action Plan toward SFM in Respective Countries	
8Thu	FTI	5	(P) Report Presentation	
9Fri	FTI		Evaluation Meeting /Closing Ceremony / Farewell Party	
10Sat			Departure	



CORRESPONDENCE

For enquires and further information, please contact the JICA office,
or the Embassy of Japan. Address any other correspondence to:

Tokyo International Center,
Japan International Cooperation Agency
(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)

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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>
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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) (_____)
() No	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: