

**TRAINING CIRCULAR**

Subject : Group Training Course in Technical Support for SME Promotion (Organics Materials/ Inorganic Materials and Metals) to be held in Japan from 17/08/2009 to 28/11/2009.

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 Technical Support for SME Promotion (Organics Materials/ Inorganic Materials and Metals). The total duration of the programme is from July 2009 to May 2010, out of this, the Core Phase from 17/08/2009 to 28/11/2009, will be held in Japan, the preliminary phase and the finalization phase will take place in the Home Country of the candidate. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The programme is designed for National/Local Government bodies dealing with technical support for SME. The programme aims to disseminate the knowledge and technology supporting small and medium enterprises (SME) in organic chemical industry/ inorganic chemical and metal industries among researchers and engineers in the participating organization.

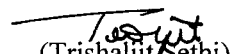
3. The applicant should be engaged in work or research related to SME Promotion in the field of organic materials/ inorganic materials and metals having more than 3 years' experience; be a university graduate having majored in organic chemistry/ inorganic chemistry and metal or the equivalent; be between 25 and 45 years of age; be proficient at written and spoken English; must be in good health, both physically and mentally to participate in the programme in Japan and not be serving in any form of military services.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 19<sup>th</sup> June, 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 of eligible and interested officers may be forwarded to this office immediately.

  
(Trishaljit Sethi)  
Director

1. The Secretary, Ministry of Coal & Mines, Shastri Bhavan, New Delhi.
2. The Secretary, Ministry of Chemical & Fertilizers, Shastri Bhavan, N.Delhi.
3. All State Governments/ Union Territories.
- ✓ 4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website.

No. 37/GT-CP/2009

19<sup>th</sup> June, 2009

Dear Mr. R.K. Kharb,

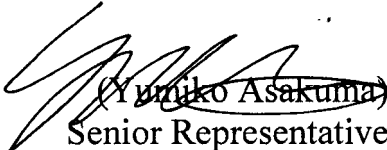
Please refer to our letter No. 37/GT-CP/2009 dated 29<sup>th</sup> April, 2009 concerning the Group Training Course in Technical Support for SME Promotion (Organics Materials /Inorganic Materials & Metals) to be held in Japan from 17<sup>th</sup> August, 2009 to 28<sup>th</sup> November, 2009.

The last date for submission of nomination forms for the aforesaid course is 24<sup>th</sup> **June, 2009**. You are, therefore, requested to kindly expedite the submission of the same by the said date for onward transmission to our headquarters in Tokyo.

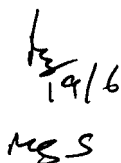
In case of delay in submission of nomination forms, the name and other relevant particulars of the selected candidate may be informed to us, as soon as possible, for further communication to our headquarters in Tokyo

Your early action in the matter would be much appreciated.

Yours sincerely,

  
(Yumiko Asakuma)  
Senior Representative

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

  
19/6  
MS



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

TECHNICAL SUPPORT FOR SME PROMOTION  
(ORGANIC MATERIALS/INORGANIC MATERIALS and METALS)

集团研修「中小企業振興のための技術支援  
(有機化学工業分野/無機化学工業・金属産業分野)」  
*JFY 2009*

<Type: Trainers Training Programs / 類型: 人材育成普及型>  
NO. J09-00740/ ID. 0980905

From July 2009 to May 2010

Phase in Japan: From 17 August 2009 to 28 November 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**

It is important to enhance technology of small and medium enterprises (SME) and to produce value added commodities for poverty alleviation and sustainable development which are priorities of the Official Development Assistance of the Government of Japan. Many developing countries are rich in organic resources which become raw materials of fiber, coloring, soap, detergent, medical and agricultural chemicals, and rich in mineral resources which become raw materials of electric devices, vehicles, appliances and mechanical parts. Therefore, it is required not only to export those natural resources as primary products, but also to make those products as value added commodities.

In addition, environment problems clearly exist today due to global warming, thus it is indispensable to spread environmentally friendly production technology for coexistence between development and environment and sustainable development. For that reason, it is vital to enhance development ability and environmentally friendly technology of SME in the field of organic chemical industry/inorganic chemical and metal industries. However, due to the lack of skilled engineers and experienced workers, it is not easy to accept advanced technology given by the enterprises from developed countries. Under these circumstances, in terms of improving the balance of trade and sophisticating the structure of domestic industries, training for domestic SME is regarded as an important policy. Nevertheless, there are many limits in various aspects such as human resources, techniques and finances. Thus, the results of those policies are not yet sufficient.

Therefore, it is required to set up more advanced educational institutions and vocational training centers, as well as urgent capacity development for researchers and engineers at public technical research centers which engage technical support for local SME.

By implementing this training program, the level of technical ability for researchers and engineers at public technical support institutions in developing countries will be enhanced in their specialized field. By doing this, it is expected to establish the system which will be able to conduct efficient technical trainings based on the needs from enterprises and technical development in cooperation with SME.

## **For what?**

This program aims to disseminate the knowledge and technology supporting small and medium enterprises (SME) in organic chemical industry/inorganic chemical and metal industries among researchers and engineers in the participating organization.

## **For whom?**

This program is offered to engineers and researchers of public SME supporting

organizations such as national or local government bodies in the field of organic materials/inorganic materials and metals.

### How?

Participants shall have opportunities in Japan to learn the technical support system for SME promotion in Japan, especially in Osaka City, and a broad range of knowledge and techniques in the field of organic materials/inorganic materials and metals for effective SME support. Participants are supposed to select one group from organic materials group or inorganic materials & metals group. Participants in one group cannot take subjects in another group. Participants will also formulate an action plan describing what they will do after they go back to their home countries incorporating the knowledge and ideas acquired and discussed in Japan into their on-going activities.

## **II. Description**

### **1. Title (J-No.): Technical Support For SME Promotion (Organic Materials/Inorganic Materials and Metals) (J09-00740)**

#### **2. Period of program**

<b>Duration of whole program:</b>	July 2009 to May 2010
<b>Preliminary Phase:</b> (in a participant's home country)	July 2009 to August 2009
<b>Core Phase in Japan:</b>	August 17, 2009 to November 28, 2009
<b>Finalization Phase:</b> (in a participant's home country)	November 2009 to May 2010

#### **3. Target Countries**

India, Mexico, Botswana, Argentina and Oman

#### **4. Eligible / Target Organization**

This program is designed for national/local government bodies dealing with technical support for SME.

#### **5. Total Number of Participants**

6 participants

#### **6. Language to be used in this program:** English/Japanese with English interpretation

#### **7. Program Objective:**

The knowledge and technology for supporting small and medium enterprises in organic chemical, inorganic chemical and metal industries are disseminated for researchers and engineers in the participating organization.

#### **8. Overall Goal:**

Manufacturing industry is promoted through the production of value added commodities by SME, utilizing the relevant technology transferred from technical/ research organization which is the partner of this program.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (July 2009 to August 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country Report

<b>(2) Core Phase in Japan</b> (August 17, 2009 to November 28, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
<b>Output 1</b> (common) -to explain the technical support system of public organizations in Japan -to identify problems and tasks in technical support for SME in participant own countries.	- technical support for SME in Japan, especially by Osaka Municipal Technical Research Institute (OMTRI).	Lectures and Visits
<b>Output2</b> (for organic chemical group) -to explain basic knowledge and technology to support SME in organic chemical industries	- chemical materials, manufacturing technology, analysis & evaluation, environment technology in organic chemical industry (lecture, practice) - case study of technical support for SME including factory visit to gain the firsthand knowledge and know-how on production site.	Lectures, Practices, Visits, Study Trips and Advanced Training
<b>Output3</b> (for inorganic chemical and metal group) -to explain basic knowledge and technology to support SME in inorganic chemical and metal industries	- production process, analysis & evaluation, and characterization of inorganic and metal materials (practice) - case study of SME support including factory visit to gain practical knowledge	Lectures, Practices, Visits, Study Trips and Advanced Training
<b>Output4</b> (common) -to make and present an action plan	-production & presentation of Action Plan to disseminate the gained knowledge and technology after return to own countries (discussion, exchange of opinions)	Practices and others

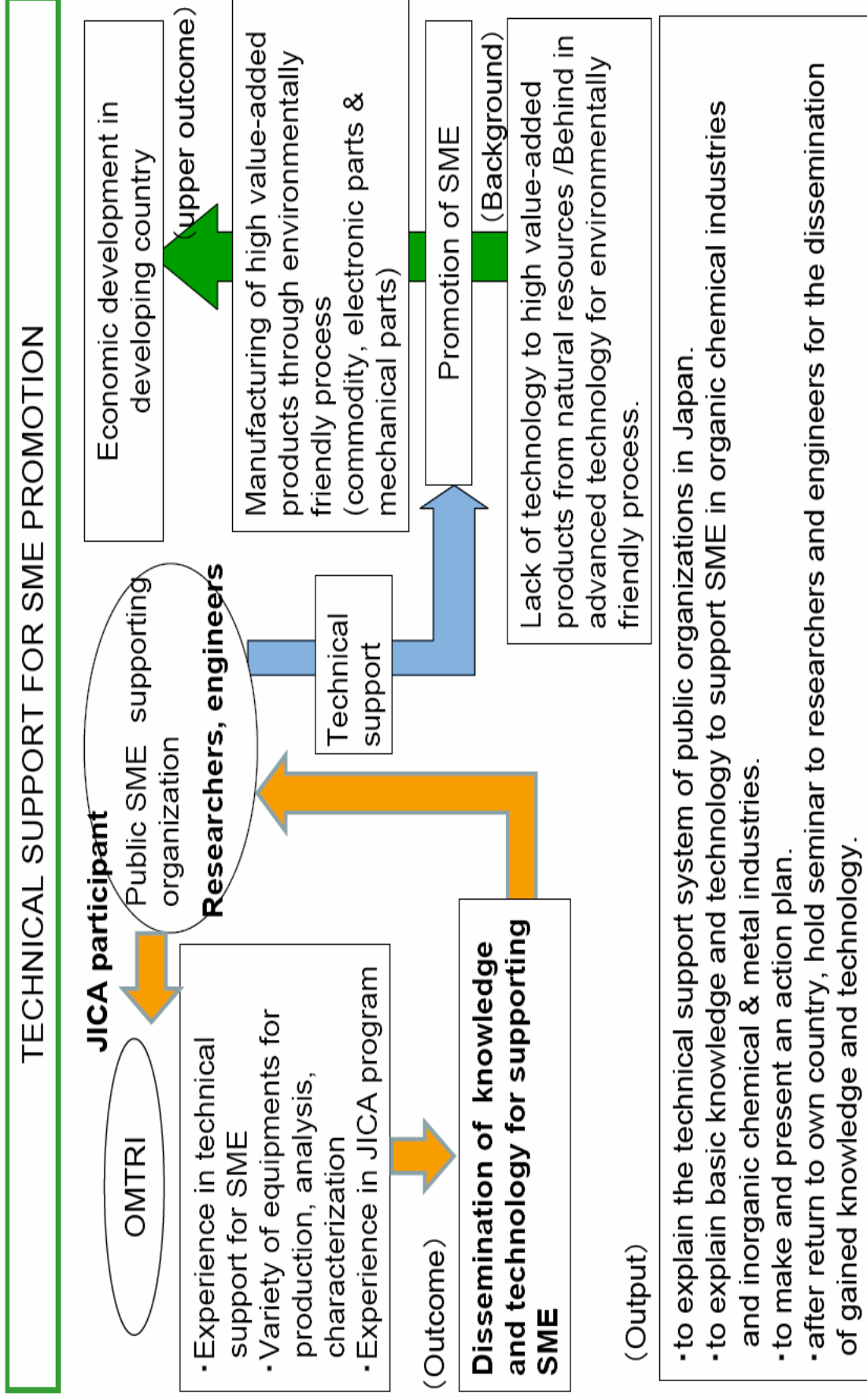
<b>Output5(common)</b> -after return to own country, hold seminar to researchers/engineers for the dissemination of gained knowledge and technology	- after return to own country, hold seminar to researchers/engineers for the dissemination of gained knowledge and technology - follow up by OMTRI through e-mail and other means	
--	--	--

<b>(3)Finalization Phase in a participant's home country</b> (November 2009 to May 2010) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To implement an action plan	After return to own country, hold seminar to researchers and engineers for the dissemination of gained knowledge and technology. Submission of a report from the partner organization to JICA to confirm the proper dissemination should be by May, 2010.

#### <Structure of the program>

1. Preliminary phase (activities in your home country):  
Preparation and submission of the country report.
2. Core Phase (activities in Japan):
  - <Organic Materials Technology>
    - Case study
    - Lecture/Practice/plant visit:  
Specialty chemicals/ Organic synthesis/ Surfactants, odorants and cosmetics/ Textile/  
Instrumental analysis/  
Pollution control technology
    - Study Trips
    - Advanced Training
  - <Inorganic Materials and Metals Technology>
    - Case study
    - Lecture/Practice/plant visit:  
Inorganic materials and metals/  
Processing/ Material analysis/  
Characterization
    - Study Trips
    - Advanced Training
3. Finalization Phase (activities in home country)  
Participants are expected to implement the action plan and report on progress within six (6) months after the end of the phases in Japan.

(Cooperation scheme-1)





## TECHNICAL SUPPORT FOR SME PROMOTION

### Lecture & Observation:

Introduction to technical support system for SME promotion in Japan, Osaka City & OMTRI

Presentation: status and problems in supporting SME promotion in participant's countries

#### <Organic Materials Technology>

Case study

Lecture/Practice/plant visit:

Specialty chemicals/ Organic synthesis/  
Surfactants, odorants and cosmetics/ Textile/  
Instrumental analysis/  
Pollution control technology  
Study Trips  
Advanced Training

#### <Inorganic Materials and Metals Technology>

Case study

Lecture/Practice/plant visit:

Inorganic materials and metals/  
Processing/ Material analysis/  
Characterization  
Study Trips  
Advanced Training

Gathering information, knowledge & technology/ Deepening understanding via practice/ On-site learning of manufacturing plant in the field & public research centers supporting SME  
Confirm the achievement by reports and test

Presentation , Discussion, Submission of Report

Dissemination of gained knowledge and technology for researcher and engineers in own organizations through a seminar. (followed up by OMTRI through e-mail and other means)

Submission of a report from the partner organization to JICA to confirm the proper dissemination

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

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

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

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: be engaged in work or research related to SME Promotion in the field of organic materials/ inorganic materials & metals
  - 2) Experience in the relevant field: have more than 3 years' experience
  - 3) Educational Background: be a graduate of university and have majored in organic chemistry/ inorganic chemistry and metal or the equivalent
  - 4) Language: have a competent command of spoken and written English
  - 5) Health: must be in good health, both physically and mentally, to undergo 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 ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.
- 6) Must not be serving any form of military service.
  - 7) Age: be between the ages of twenty-five (25) and forty (45) years

#### **3. Required Documents for Application**

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Country Report & Questionnaire:** Applicants should complete a Country Report and a Questionnaire in accordance with the format indicated in ANNEX of this General Information, and submit it along with the Application Form. Applications not accompanied by a completed Country Report and a Questionnaire cannot be duly considered for selection. The country report should be typewritten and double-spaced in English (approximately 4–5 pages, A4-size). At the beginning of the technical training course, each participant will give a report presentation for 15 to 20 minutes based on the reports submitted with the Application Form. Participants are therefore requested to prepare material for an effective presentation before coming to Japan.

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

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

Closing date for application to the JICA Center in JAPAN: **17 June 2009**

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

##### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

##### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than 17 July 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 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.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Osaka

(2) **Contact:** Training Program Division I ([osictp3-kadaibetsu-5@jica.go.jp](mailto:osictp3-kadaibetsu-5@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Osaka Municipal Technical Research Institute (OMTRI)

(2) **URL:** [http://www.omtri.city.osaka.jp/gaiyou\\_e/indexe.html](http://www.omtri.city.osaka.jp/gaiyou_e/indexe.html)

(3) **Remark:** Osaka Municipal Technical Research Institute (OMTRI) was founded by the City of Osaka in 1916 with the principal objective of promoting and advancing the manufacturing industries of Osaka. Since then, it has performed comprehensive technological services through its success in developing much innovative technology based on fundamental studies and their application. The institute also promotes international friendship through technical cooperation with many developing countries around the world.

### 3. Travel to Japan:

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

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

### 4. Accommodation in Japan:

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

JICA Osaka International Center (JICA OSAKA)

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

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

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

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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

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

## **7. General Orientation for Introduction to Japan**

Participants are scheduled to participate in a 2-day orientation program offered by JICA Osaka for the purpose of providing participants with general information on key points regarding Japan and with the tools needed for adapting to life and training in Japan. Basic information on Japanese values, behavior and customs as well as economic and social institutions will be provided.

## **8. Japanese Language Course**

An intensive Japanese language course will be conducted prior to the technical training for one week following the General Orientation. A general Japanese language course is organized in the evening for participants who are interested in learning the language.

## **9. Development Education Program**

The purposes of the International Cooperation Program of JICA are not only to share Japanese knowledge, experience and ideas with participating countries, but also to promote mutual understanding between participating countries and Japan. The Japanese government recognizes the importance of citizen participation in its International Cooperation Program and has thus recently placed a greater emphasis on this aspect of the Program. With this objective, JICA collaborates with schools and local governments as well as various kinds of community-based organizations to expose the members to the rich heritages of foreign cultures represented by participants, as a precious first step to promote international exchange and cooperation. To provide a stronger foundation for these activities, JICA has been conducting a Development Education Program for Japanese citizens in all training courses and seminars it offers. Participants are encouraged to bring any materials necessary to introduce the cultural heritages and/or natural histories of their own countries, such as national costumes, musical instruments, works of art, photographs, and so on. This program may not be conducted if there is no offer from any schools.

## **VI. ANNEX:**

### **ANNEX I**

## **Technical Support for SME Promotion (Organic Materials /Inorganic Materials & Metals) (JFY 2009)**

### *Country Report*

**Participants are requested to prepare a country report, following the format below.**

Country:

Name of applicant:

Name of organization:

**Group of Application:**

**Organic Materials**     **Inorganic Materials & Metals**

(Select one (1) of the above two groups)

- (1) Draw a detailed chart of your organization and indicate your position in it as well as the number of persons in each department, division, section, work team, etc.
- (2) Give detailed descriptions as to the following:
  - a) Your present position and the kind of work you are engaged in
  - b) Your career since completing your education
  - c) The kind of work you will be engaged in after returning to your country from Japan
  - d) Subjects of special personal interest in this training course
- (3) Describe status of and problems in supporting SME (Small & Medium Enterprises) promotion in your country using the below Issue Analysis Sheet.

**Issue Analysis Sheet for ORGANIC MATERIALS Group**

Aspects Category	A. The industry type which applies the technology on the left column and its problem for development	B. Cause(s) and/or the background for the problem in A.
Functional Organic Materials Technology		
Instrumental Analysis		
Pollution Control Technology		
Technical Support and/or cooperation to promote SMEs		

**Issue Analysis Sheet for INORGANIC MATERIALS & METALS Group**

Aspects Category	A. The industry type which applies the technology on the left column and its problem for development	B. Cause(s) and/or the background for the problem in A.
Processing		
Material Analysis		
Evaluation		
Technical Support and/or cooperation to promote SMEs		



## ANNEX II

### Questionnaire for ORGANIC MATERIALS Group

Check the letter (A, B, C) to indicate your knowledge/experience on the following techniques/ devices in the diagram, and your interest on each subject as well.

This questionnaire is used to adjust the level and contents of lectures/practices of this year.

(1) Your Knowledge/Experience

- A. You know well and have used this technique/device.
- B. You know this technique/device but have not used it.
- C. You don't know this technique/device at all.

(2) Your Interest: Check the technique/device which you are particularly interested in.

Subject	Your knowledge /experience	Your interest
Process of Technical Support	A B C	
Organic Unit Process (Nitration)	A B C	
Organic Unit Process (Reduction)	A B C	
Instrumental Analysis 1 (UV)	A B C	
Instrumental Analysis 1 (FTIR)	A B C	
Instrumental Analysis 1 (LC)	A B C	
Instrumental Analysis 1 (GC)	A B C	
Instrumental Analysis 1 (NMR)	A B C	
Instrumental Analysis 1 (ECA)	A B C	
Instrumental Analysis 1 (ECA)	A B C	
Instrumental Analysis 1 (MS)	A B C	
Instrumental Analysis 1 (EA)	A B C	
Exercise of Organic Structural Chemistry	A B C	
Dyestuff Chemistry	A B C	
Synthesis of Color Materials and Related Compounds (Indigo)	A B C	
Synthesis of Color Materials and Related Compounds (Azo-Dyes)	A B C	
Synthesis of Color Materials and Related Compounds (Triphenylmethane)	A B C	
Surface-Active Agent & Detergent	A B C	
Instrumental Analysis 2 (IC)	A B C	
Qualitative & Quantitative Analysis of Cosmetics	A B C	
Instrumental Analysis 2 (Capillary Electrophoresis)	A B C	
Instrumental Analysis 2 (DLS)	A B C	
Instrumental Analysis 2 (ELS)	A B C	
Micellar Reaction	A B C	
Stereochemistry	A B C	
Instrumental Analysis 2 (DSC)	A B C	
Instrumental Analysis 2 (LC-MS, Solid NMR)	A B C	
Synthesis of Intermediate Products of Pharmaceutical Drugs & Pesticides (Indole)	A B C	

Synthesis of Intermediate Products of Pharmaceutical Drugs & Pesticides	A	B	C	
Synthesis of Intermediate Products of Pharmaceutical Drugs & Pesticides (Nifedipine)	A	B	C	
Dyeing Technique(Dyeing)	A	B	C	
Dyeing Technique(Surface Treatment)	A	B	C	
Dyeing Technique(Colorimetry)	A	B	C	
Environmental Pollution Control Technology	A	B	C	
Environmental Pollution Control Technology (Activated Carbon)	A	B	C	
Environmental Pollution Control Technology (Manufacture of Activated Carbon)	A	B	C	
Environmental Pollution Control Technology (Water Treatment Technology)	A	B	C	
Environmental Pollution Control Technology (Waste Water Treatment Technology)	A	B	C	
Environmental Pollution Control Technology (Performance Test of Activated Carbon)	A	B	C	

## ANNEX III

### Questionnaire for INORGANIC MATERIALS & METALS Group

Check the letter (A, B, C) to indicate your knowledge/experience on the following techniques/ devices in the diagram, and your interest on each subject as well.

This questionnaire is used to adjust the level and contents of lectures/practices of this year.

(1) Your Knowledge/Experience

- A. You know well and have used this technique/device.
- B. You know this technique/device but have not used it.
- C. You don't know this technique/device at all.

(2) Your Interest: Check the technique/device which you are particularly interested in.

Subject	Your knowledge /experience	Your interest
Inorganic Materials Processing	A B C	
Metallic Materials Processing	A B C	
Practice in Metallic Materials Processing (Rapid Solidification)	A B C	
Practice in Metallic Materials Processing(High Frequency Induction / Levitation Melting)	A B C	
Practice in Inorganic Materials Processing (Dry Process)	A B C	
Practice in Inorganic Materials Processing (Sol-Gel Method)	A B C	
Practice in Inorganic Materials Processing (Electro less Plating)	A B C	
Practice in Inorganic Materials Processing (Solid State Reaction)	A B C	
Practice in Inorganic Materials Processing (Paste Method)	A B C	
Practice in Inorganic Materials Processing (Electrolytic Method)	A B C	
Introduction to Method of Inorganic Material Analysis	A B C	
Practice in Optical Property of Inorganic Materials	A B C	
Practice in Material Analysis (ESCA)	A B C	
Practice in Material Analysis (X-ray Diffraction)	A B C	
Practice in Material Analysis (Fluorescent X-ray)	A B C	
Practice in Material Analysis (SEM)	A B C	
Practice in Material Analysis (TEM)	A B C	
Practice in Material Analysis (SIMS)	A B C	
Practice in Material Analysis (Thermal Analysis)	A B C	
Practice in Material Analysis (ICP-AES)	A B C	
Practice in Material Analysis (Image Analysis)	A B C	
Fundamentals of Electromagnetic Properties and its Application	A B C	
Practice in Measurement of Electromagnetic Properties	A B C	
Powder Properties (Measurement of Particle Size Distribution)	A B C	
Practice in Measurement of Mechanical Properties	A B C	
Product Design by Computer Aided Engineering (Stress & Deformation Analysis)	A B C	
Product Design by Computer Aided Engineering (Shape Inspection Analysis)	A B C	

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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

# Welcome to JICA Osaka

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

## 1. Location of the centre in the Kansai region

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

## 2. Orientation Programme & Japanese Language Course

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

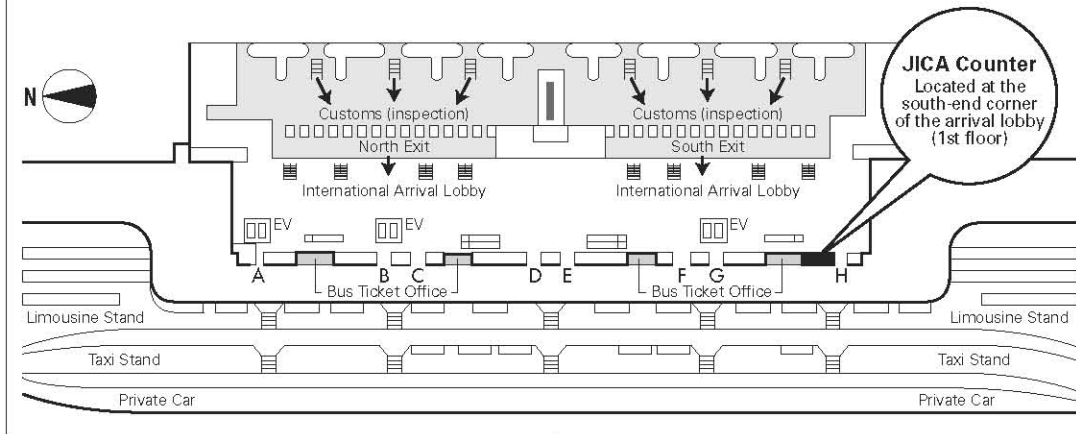
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

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

## 3. Weekend Recreational Programme

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

## Map of JICA Counter in Kansai International Airport (KIX)



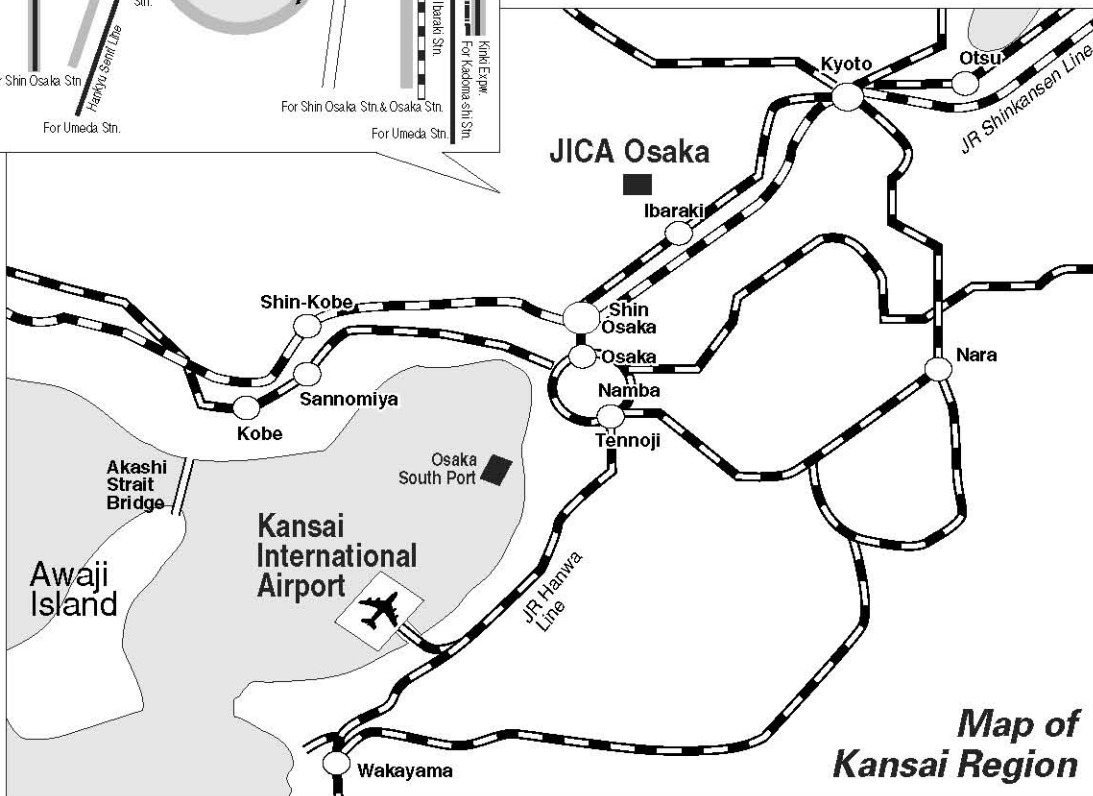
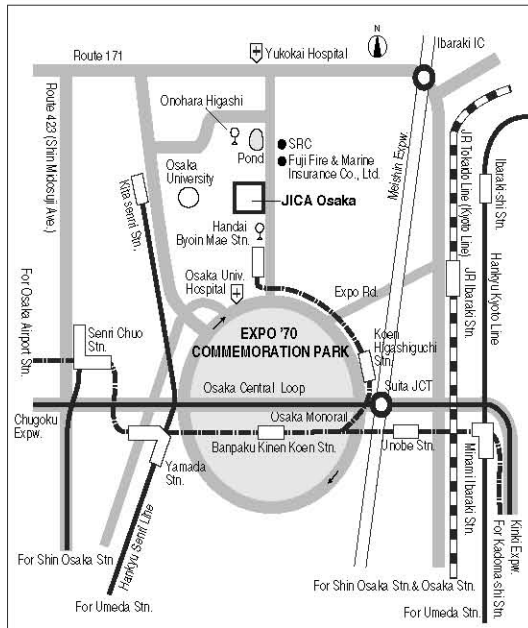
**Upon arrival, participants should follow the procedure below:**

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

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

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

## Map of the JICA Osaka Vicinity



**Map of Kansai Region**



***CORRESPONDENCE***

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

**JICA Osaka International Center (JICA OSAKA)**

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

**URL: <http://www.jica.go.jp/branch/osic/english>**

**TEL: +81(\*)-72(\*\*)-641-6900 FAX: +81(\*)-72(\*\*)-641-6910**

**(\*):country code for Japan (\*\*):area code for Ibaraki**

## 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)

--

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

J	0		-					
---	---	--	---	--	--	--	--	--

**3. Country Name:**

--

**4. Name of Applying Organization:**

--

**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.**

## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>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 below.

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

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

**7) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

**8) Outline of duties: Describe your current duties**

**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)**

--

**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.

--

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

--

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

--

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (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 ( _____ )
--------	---

(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
--------	--------------------------

(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
--------	----------------------------	----------	------------

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) _____
( ) No	Present Condition: ( _____ )



**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

--

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: