

North Block, New Delhi  
Dated the 23<sup>rd</sup> November, 2011

### **TRAINING CIRCULAR**

**Subject :** A Group Training Course in Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Disease including Poliomyelitis and Measles to be held in Japan from 10/01/2012 to 11/02/2012.

Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan have invited applications for a group training course in "Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Disease including Poliomyelitis and Measles" to be held in Japan. Total duration of the programme is from December, 2011 to August, 2012. Out of this, core phase from 10<sup>th</sup> January, 2012 to 11<sup>th</sup> February, 2012 will be held in Japan. 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 course aims to improve Laboratory Diagnosis Techniques related to Vaccine Preventable Disease including Polio and Measles/rubella. Purpose of this course is set to acquire the standardized technique of Laboratory Diagnosis Techniques related to Vaccine Preventable Disease including Polio and Measles/rubella and to improve WHO national laboratories for vaccine preventable diseases in the participating countries. This course is meant for national laboratory under the WHO laboratory network related to Vaccine Preventable Disease including Polio and Measles/rubella.

3. The candidate should be doctors and laboratory technicians engaged in laboratory diagnosis for the control of vaccine preventable diseases at national laboratory under the WHO laboratory network; have one year experience in virological diagnosis and be expected to continue to work in the same field after the programme; 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; allowances for (accommodation, living expenses, outfit, book 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.

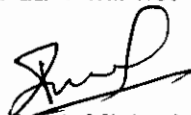
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 17<sup>th</sup> November, 2011. The Ministries may sponsor the names of only Government/ Public 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. A scanned copy of the application form may be sent to the email address: **[doeof@nic.in](mailto:doeof@nic.in)**

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: 2 :

7. The applications should reach this Department through proper channel **not later than 30<sup>th</sup> November, 2011**. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Ph.No. 011-23092694

Email : doeof@nic.in

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



1

Japan International Cooperation Agency  
(Government of Japan)

No. 69/GT-CP/2011

17<sup>th</sup> November, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Diseases including Poliomyelitis and Measles will be held in Japan from 10<sup>th</sup> January, 2012 to 11<sup>th</sup> February, 2012 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **2<sup>nd</sup> December, 2011**.

- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

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

It is further informed that 8 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

*Hiroshi Suzuki*  
(Hiroshi Suzuki)

Senior Representative

Encl: As stated above.

Mr. Rakesh Mishra  
Section Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi.

*Handwritten notes:*  
DND No. 95900/2011  
11/18/2011  
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18/11/2011  
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# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### **Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Diseases, including Poliomyelitis and Measles**

集団研修「ポリオ及び麻疹を含むワクチン予防可能疾患の  
世界的制御のための実験室診断技術」

***JFY 2011***

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

NO. J11-00829 / ID. 1180739

**From December 2011 to August 2012**

**Phases in Japan: From January 10, 2012 to February 11, 2012**

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**

Polio (Poliomyelitis) was rampant worldwide when the Global Polio Eradication Initiative was launched by WHO in 1988. After that, countermeasures using effective oral polio vaccines such as mass immunization of polio vaccines had been promoted. As a result, countries in WHO Western Pacific Region were certified as polio-free in 2000. Now polio endemic countries and areas where indigenous wild poliovirus was detected are limited to India, Pakistan, Afghanistan, and Nigeria. However, Global Polio Eradication Initiative is behind the schedule due to various reasons including importation of wild poliovirus from endemic countries to countries where polio was once eliminated and the emergence of vaccine-derived poliovirus (VDPV). Under these circumstances, the importance of laboratory diagnosis like identification of wild poliovirus, imported strain, and VDPV is increasing more than ever in addition to the continuous laboratory diagnosis of viruses found in acute flaccid paralysis cases.

Furthermore, WHO resolved "Global Immunization Strategy (WHA58.15)" for vaccine preventable diseases related to MDGs goal 4 (Reduce child mortality) and goal 6 (Combat HIV/AIDS, Malaria and other diseases). WHO/WPRO is proceeding Measles Elimination Plan aimed to Measles Elimination by 2012. It is indispensable to ensure appropriate surveillance and quality laboratory diagnosis to judge effects of vaccine for the control of vaccine preventable diseases.

With these situations into consideration, the purpose of this course is set to acquire the standardized technique of laboratory diagnosis of vaccine preventable diseases, including poliomyelitis and measles and to improve WHO National Laboratories for vaccine preventable diseases in the participating countries.

## **For what?**

This program aims to improve laboratory diagnosis technique related to vaccine preventable diseases, including polio and measles/rubella.

## **For whom?**

This program is offered to National Laboratory under the WHO laboratory network related to vaccine preventable diseases such as polio and measles/rubella.

## **How?**

Participants shall have opportunities in Japan to acquire the standard technique of cell culture, standard technique of isolation and identification of poliovirus and measles, introduction to molecular epidemiology using polioviruses, and information on the outline of Global Polio Eradication Program/Measles Elimination Program. It is also envisioned that the program would serve the cause of mutual collaboration among participating countries and Japan in knowledge sharing.

## ***II. Description***

1. **Title (J-No.): Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Diseases, including Poliomyelitis and Measles (J11-00829)**
2. **Period of program**

<b>Duration of whole program:</b>	December 2011 to August 2012
<b>Preliminary Phase:</b> (in a participant's home country)	December 2011 to January 2012
<b>Core Phase in Japan:</b>	January 10 to February 11, 2012
<b>Finalization Phase:</b> (in a participant's home country)	February 2012 to August 2012
3. **Target Regions or Countries**  
China, Fiji, India, Indonesia, Nigeria, Myanmar and Pakistan
4. **Eligible / Target Organization**  
This program is designed for National Laboratory for vaccine preventable diseases.
5. **Total Number of Participants**  
8 participants
6. **Language to be used in this program:** English
7. **Program Objective:**  
To improve the quality of laboratory diagnosis activities and to strengthen global and local laboratory networks through face to face communication by sharing updated knowledge and basic techniques for virus diagnosis related to vaccine preventable diseases, including polio and measles, through a practice-based training course.
8. **Overall Goal**  
To improve the quality of laboratory-based infectious agent surveillance activities related to the Global Immunization Strategy and Vision, and Polio Eradication Initiative, and then contributing to the control of vaccine preventable diseases, including polio and measles.

## 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> (December 2011 to January 2012) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report

<b>(2) Core Phase in Japan</b> (January 10, 2012 to February 11, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To enable participants to maintain cell lines for virus isolation based on the standard procedure, and to share technical points with other laboratory staffs at the National Laboratory.	According to WHO standard manual for laboratory diagnosis, practices and lectures for the maintenance and quality control of cell lines will be scheduled. -Cell culture (Lecture and practice) -Quality control of cell culture (Lecture) -Cell sensitivity test (Lecture and practice) -Cell freezing (practice) -Cell recover(practice)	Lecture Practice
2. To enable participants to isolate and identify viruse's based on the standard procedure, and to share technical points with other laboratory staffs at the National Laboratory.	According to WHO standard manual for laboratory diagnosis, practices and lectures for virus isolation and identification, using polioviruses will be scheduled. -Virus isolation and identification from stool (Practice) -Virus isolation (Lecture) -Poliovirus identification (Lecture, practice) -Laboratory diagnosis of non-polio enteroviruses(Lecture) -Observation(Practice) -Presentation and discussion on observation(Lecture) -Implementation of "New Algorithm" (Lecture)	Lecture Observation Practice Presentation Discussion

Expected Module Output	Subjects/Agendas	Methodology
<p>3 To enable participants to understand bio-safety regulations and to improve data management at laboratory, and to share the relevant information with other laboratory staffs at the National Laboratory.</p>	<p>Lectures and practices for bio-safety regulations and the maintenance of laboratory facilities will be scheduled. Lectures and group discussion will be scheduled for data and laboratory management.</p> <ul style="list-style-type: none"> <li>-Bio-safety (Lecture and practice)</li> <li>-Data and laboratory management.</li> </ul>	<p>Lecture Practice group discussion</p>
<p>4. To enable participants to perform molecular diagnosis for virus infection, to improve serological diagnosis technique, and to share technical points with other laboratory staffs at the National Laboratory.</p>	<p>Lectures or practices for molecular diagnosis of polio, measles/rubella, hepatitis, Japanese encephalitis, papilloma and serological diagnosis methods for measles will be scheduled.</p>	<p>Lecture Practice</p>
<p>5. To enable participants to understand the information on current status of global polio eradication program and GIVS, and to share technical points for troubleshooting with other laboratory staffs and EPI experts in the country.</p>	<p>Group discussions will be held based on presentations from each participant to share local situations and their own experiences with other participants and experts.</p> <ul style="list-style-type: none"> <li>-Polio eradication and polio laboratory network (Lecture)</li> <li>-Vaccine-derived Poliovirus (Lecture)</li> <li>-Surveillance system in Japan (Lecture)</li> <li>-Global polio eradication(Lecture)</li> <li>-EPI surveillance(Lecture)</li> <li>-Country report presentation and discussion(Lecture)</li> <li>-Influenza pandemic(Lecture)</li> <li>-Laboratory diagnosis of measles(Lecture and practice)</li> </ul>	<p>Lecture Practice Presentation Discussion</p>
<p>6. To formulate an Action Plan to improve the laboratories where participants belong to (Formulation of interim report)</p>	<ul style="list-style-type: none"> <li>-Presentation of Inception report(Outline of organization, problems identified in participants' workplace, causes of the problems, assumed method for improvement(Lecture)</li> <li>-Formulation and presentation of Interim report to improve participants' workplace based on the knowledge and skills acquired through the program in Japan</li> </ul>	<p>Lecture Presentation Consultation</p>



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

(February 2012 to August 2012)

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

Expected Module Output	Activities
To implement an Action Plan (interim report)	Implementation of actions prescribed in the Action Plan (interim report) and formulation of Progress Report.

### **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: Doctors and laboratory technicians engaged in laboratory diagnosis for the control of vaccine preventable diseases at National Laboratory under the WHO Global Laboratory Network.
- 2) Experience in the relevant field: have a minimum of 1 year of experience in virological diagnosis and be expected to continue to work in the same field after the program.
- 3) Language: be proficient in spoken and written English.
- 4) Health: be in good health, both physically and mentally, to participate in the Program in Japan.

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include 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.

- 5) Must not be serving any form of military service.

### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at JICA office or the Embassy of Japan in the respective country.
- (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) **Questionnaire:** to be submitted with the application form. Fill in Attachment-1 of this General Information, and submit it along with the Nomination Form.

### 4. Procedure for Application and Selection:

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

Closing date for application to the JICA Tokyo: **December 2, 2011**

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

#### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, JICA office (or Japanese Embassy) in respective country shall conduct screenings, and send the documents to the JICA Tokyo, which organizes this project. Selection shall be made by the JICA Tokyo 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 JICA office (or Embassy of Japan) in respective country to the respective Government by **not later than December 9, 2011**.

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

Inception Report -- to be submitted by **January 6, 2012**:

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report". The Inception Report should be sent to JICA Tokyo by January 6, 2012, preferably by e-mail to [ticthd@jica.go.jp](mailto:ticthd@jica.go.jp).

### 6. Conditions for Attendance:

- (1) to follow 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 accordance with 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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA,
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. Kumiko TAKEMORI ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp))

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

(1) **Name:** National Institute of Infectious Diseases (Murayama Branch)  
NIID has kinds of WHO reference laboratories such as Polio Global Specialized Laboratory and Measles Regional Reference Laboratory. NIID provides international training programs and research projects for developing countries.

(2) **Contact:** Dr. SHIMIZU Hiroyuki ([hshimizu@nih.go.jp](mailto:hshimizu@nih.go.jp))

(3) **URL:** <http://www.nih.go.jp/niid/index-e.html>

### **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) except some days required to stay nearby a hotel of NIID Murayama Branch.

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/domestic/pdf/welcome.pdf>

### **5. Expenses:**

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

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

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

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

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled

"KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

**6. Pre-departure Orientation:**

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

# V. ANNEX 1:

## Questionnaire for Applicant

### Laboratory Diagnosis Techniques for the Control of Vaccine Preventable Diseases, including Poliomyelitis and Measles (J1100829)

This questionnaire should be submitted together with application form by Dec. 2, 2011 and used for selection of applicants.

Country \_\_\_\_\_

Name \_\_\_\_\_

Title/Organization \_\_\_\_\_ / \_\_\_\_\_

Please check  in the appropriate box in the answer or fill in the blank.

**1) Is your organization designated as the National Polio Laboratory under WHO Global Laboratory Network?**

- Yes -----  Polio  Measles  Other( )  
 No

**2) Do you take part in laboratory diagnosis?**

- Yes -----  Polio  Measles  Other( )  
 No

If 'Yes', how long have you? ( ) years

**3) Have you ever received appropriate vaccine according to biosafety requirements?**

- Yes  No

**4) Please briefly describe your responsibility in the organization.**

# **ANNEX 2:**

## **INCEPTION REPORT**

*For*

**Laboratory Diagnosis Techniques for the Control of Vaccine Preventable  
Diseases, including Poliomyelitis and Measles**

(J1100829)

This Inception Report should be submitted to JICA Tokyo ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp)) by only accepted participants by January 6, 2012, before coming to Japan.

(1) Name of Participant \_\_\_\_\_

(2) Name of Organization \_\_\_\_\_

(3) Organization Chart

Participants should draw an organization chart (starting from a section as the lowest level) for every agency in their country, which is responsible for vaccine preventable diseases program.

(4) Current status and trend of their own field of study and interests in their own country. The current situation and trends in for vaccine preventable diseases program.

(5) Relevant laws and regulations for vaccine preventable diseases.

(6) Summary of laboratory - result in 2010–2011

(7) Laboratory facilities and Equipment with map

Note: It is advisable to use audio visual aids such as Power Point, videotapes, slides, or pictures when presenting the inception report.



## *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.

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### **Part B. Information About the Nominee including Medical History and Examination**

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (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 or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use  or "x" to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

- 1. Any contents of the documents and presentations shall be created by themselves in principle.



Japan International Cooperation Agency

**CONFIDENTIAL**

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



### 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)

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**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.



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**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)**

--

**4. Career Record**

**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages (                    )				
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other: _____
-----------------------------	--

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

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

**2. Medical History**

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Name of illness ( _____ ), Place & dates ( _____ )
-------	-----------------------------	---

Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition ( _____ )
----------	-----------------------------	--

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Name of illness ( _____ ), Place & dates ( _____ )
-------	-----------------------------	---

Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition ( _____ )
----------	-----------------------------	--

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
-------	-----------------------------	------------------------------

Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg
----------	-----------------------------	---

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
-------	-----------------------------	------------------------------

Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition ( _____ )
----------	-----------------------------	--

Are you taking any medicine or insulin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
---	-----------------------------	------------------------------

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
--	--	--	---

<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
---------------------------------------	---------------------------------	--	--

<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )
---

<input type="checkbox"/> Other >>> Specify ( _____ )
--

<input type="checkbox"/> _____
--------------------------------

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
------------------------------	---

Present Condition: ( _____ )
------------------------------

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

_____
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name:



**6. Expectation on the applied training and dialogue program**

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
  
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither