

No.34/56/2008-EO(F)
Government of India
Ministry of Personnel, P G. & Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 20th June, 2008

TRAINING CIRCULAR

Subject : Group Training Course in Heat Treatment and Surface Finishing Technology for Improving Metal Property from 25th August, 2008 to 6th December, 2008.

The undersigned is directed to state that he Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan have invited applications for a Group Training Course in Heat Treatment and Surface Finishing Technology for Improving Metal Property from 25th August, 2008 to 6th December, 2008. The details of the programme and the application forms may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in)

2. The programme is designed for the participants in the field of various improving technologies for metal materials for machinery and metal industries so as to enable them to contribute to promote and modernize the industries in developing countries through upgrading the reliability of machineries and metallic products.
3. The candidate should be graduate or its equivalent; be proficient in written and spoken English; be 35 years of age; should have 2 years of experience in the field of metal properties and techniques of strengthening and hardening by heat treatment and surface finishing technologies; 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 ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival to departure in Japan, allowances for (accommodation, living expenses, outfit and shipping) expenses for 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's circular dated 18th June, 2008.
6. The nomination details should be submitted in the JICA's prescribed proforma (A2A3 Forms), duly authenticated by the Department concerned.
7. The applications should reach this Department through proper channel immediately.


(Trishaljit Sethi)
Director
Tel.No.23092842

1. M/o of Coal, Shastri Bhawan, New Delhi
2. M/o Mines, Shastri Bhawan, New Delhi.
3. M/o Steel, Udyog Bhawan, New Delhi.
4. All the State Governments/Union Territories
- ✓ 5. Sr. Tech. Director, NIC(DOPT), North Block, with the request to post the circular alongwith the JICA's circular on the Department's website.



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

No. 52/GT-CP/2008

18th June, 2008

Dear Mr R.K. Kharb,

An additional Group Training Course in Heat Treatment and Surface Finishing Technology for Improving Metal Property will be held in Japan from 25th August, 2008 to 6th December, 2008, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 25th June 2008:-

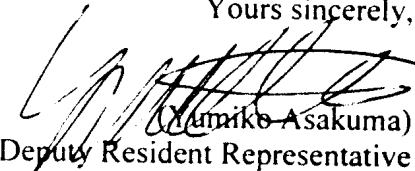
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Questionnaire
- (3) Job Report(Annex)

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

It is further informed that 4 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakuma)
Deputy Resident Representative

Encl: As stated above.
Mr. R.K. Kharb
Section Officer,
Department of Personnel and Training,
Ministry of Personnel,
Public Grievances and Pensions,
North Block
New Delhi.

To me, with file
↓
20/6/08

Copy to:-

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



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

***HEAT TREATMENT AND SURFACE FINISHING TECHNOLOGY
FOR IMPROVING METAL PROPERTY***

集團研修「材料性質改善処理技術」

JFY 2008

<Type: Core Person Development / 類型: 中核人材育成型>

NO. J08-00927/ID. 0880986

Phases in Japan: From August 25, 2008 to December 6, 2008

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Promotion and development of machinery and metal industries considered as the highest priority subject for modernization of industries in the most of developing countries are on the process of obtaining capability to produce various machineries, such as agricultural equipment, textile machineries, machine tools, transportation equipment, and metallic products.

However, the emphasis of capital investment and manpower development is mainly placed on productions, such as foundry, welding, machining and stamping or pressing operation. Recognition on importance of improving technologies for metal materials, such as heat treatment technology and surface finishing technology are somehow neglected. These technologies are indispensable for improving mechanical properties like strength and wear resistance of materials, corrosion protective, decorative, electrical and magnetic function, and heat and optical features.

For what?

The purpose of the course is to train the participants in the field of various improving technologies for metal materials for machinery and metal industries so as to enable them to contribute to promote and modernize the industries in developing countries through upgrading the reliability of machineries and metallic products.

For whom?

This program is offered to Engineers presently engaged in the field of strengthening, surface hardening and corrosion protection like heat treatment and metal finishing at industries, research institutes, or technical training institutes

How?

Participants shall have opportunities in Japan to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title: Heat Treatment and Surface Finishing Technology for Improving Metal Property (J0800927)

2. Period of program

Duration of program in Japan: August 25, 2008 to December 6, 2008

Finalization Phase: December 2008 to March 2009

3. Target Regions or Countries

India, Mexico, Morocco and Nigeria

4. Overall Goal

For industrial promotion and modernization of technology in developing countries improving metal properties by heat treatment and surface finishing technology and the concept of the technology shall be introduced.

5. Objective

At the end of the program, the participants are expected to achieve the following;

I. To achieve this program objective, participants are expected in Japan;

- (1) To acquire the essences of metal properties
- (2) To acquire the theory as well as techniques of strengthening and hardening by heat treatment and surface finishing technologies.
- (3) To understand quality control technology and pollution control technology.
- (4) To organize a technology improvement plan or technical assistance plan.

II. In participants' home country, it is also expected that the action plan is approved by the organization concerned and implemented.

6 . Eligible / Target Organization

This program is designed for public or government organization which has engineers presently engaged in the field of strengthening, surface hardening and corrosion protection like heat treatment and metal finishing at industries, research institutes, or technical training institutes

(1) If any of the applicants are accepted, an organization, which the applicants belong to, is required to support them to focus on preparation activities.

(2) After the program in Japan, the organizations are requested to facilitate the participants to share what they have learned in the course to the people and organizations concerned and/or to realize the Action Plans they have prepared in the course.

7 . Total Number of Participants

4 participants from India, Mexico, Morocco and Nigeria in total are expected to participate in this program. The number of participants from each country may be up 2.

8 . Language to be used in this project

English

9. Contents:

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

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

(2) Core Phase in Japan (September 1, 2008 to December 5, 2008) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1)Basic Knowledge	<ul style="list-style-type: none"> · Special characteristics, composition, applications and others of metal materials (steel, aluminum and others) 	Lecture Observation and Exercise
2) Strengthening of bulk materials	<ul style="list-style-type: none"> · General heat treatment of steels and steel casting · Heat treatment of high speed steel tools, die steels, bearing steels, spring steels, and fastener steels · Vacuum heat treatment · Heat treatment of non-ferrous metals(aluminum and magnesium alloy) and processing · Characteristics of heat treatment and their environmental impacts 	Lecture Observation and Exercise
3) Surface hardening and strengthening	<ul style="list-style-type: none"> · Carbonization and nitriding (including plasma process) · Induction hardening · Surface hard casing technology (metal spraying, ceramic spraying, and special hardening process) · CVD (chemical vapor deposition) and PVD (physical vapor deposition), and its application to surface hardening · Electroplating (hard Cr, Ni-P, Ni-B, Ni-composite) · Electroless plating · Anodizing (aluminum and magnesium alloys) · Plasma assisted hardening process · Sulfur nitriding 	Lecture Observation and Exercise

4) Corrosion protection process and control	<ul style="list-style-type: none"> • Electroplating (Zn, Zn-Ni, Zn-Fe, Cu, Ni, Cr, Au, Sn) • Electroless plating (Ni, Cu, Sn, Ni-P, Ni-B, Au) • Galvanizing (hot dipping) (Zn, Zn-Al, Al, Sn, Pb) • Chemical conversion (chromating, phosphating, non-chromate-process) • Painting • Corrosion protection and control process 	Lecture Observation and Exercise
5) Surface hardening on automobile and machineries	Various surface hardening technology on automobile parts and machineries	Lecture Observation and Exercise
6) Related technology and items	<ul style="list-style-type: none"> • Measurement of surface properties (hardness, wear resistance, structure, corrosion resistance) • Surface analysis • Jigs, rectifier, apparatus, chemicals • Ecological processes for heat treatment and surface finishing processing • Field trip for technical observation and hands-on training • Technical consulting discussion with tutors • Observation of technical culture products by heat treatment and surface finishing technology (autos, art-works) • Quality control and environmental control 	Lecture Observation and Exercise

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

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

Modules	Activities
Implementation of the action plan	<p>Application and implementation of the action plan in the participant's country and submission of a progress report by March, 2009.</p> <p>JICA and the training institution or lecturers will make advices or comments on the report sent to each participant by e-mail. The report will also be used by JICA and the training institution to improve the training programs. The participants should share the results with their colleagues at their organizations.</p>

<Structure of the program>

1. **Preliminary phase** (activities in your home country): Preparation of the job report.
2. **Core Phase** (activities in Japan)

Topic outline (subject to minor changes)

1st week

- (1) Orientation and Guidance
- (2) Job Report Presentation and Course Orientation

2nd week

- (1) Lecture: JIS of Steel
- (2) Lecture: General Heat Treatment
- (3) Visit: General Heat Treatment
- (4) Visit: Production of Iron and Steel

3rd week

- (1) Visit: Heat Treatment Furnace
- (2) Visit: Production of Standard Iron and Steel Material
- (3) Visit: Basic Heat Treatment Practice

4th week

- (1) Visit: Vacuum Heat Treatment
- (2) Lecture and Visit: Heat Treatment for Special Steel
- (3) Induction Heat Treatment
- (4) Heat Treatment for Cast Iron Parts

5th week

- (1) Visit and Lecture: Spring Steel
- (2) Visit: Heat Treatment for fastener (Steel)
- (3) Lecture and Visit: Equipment for Heat Treatment

6th week

- (1) Visit: Surface Hardening (T.D Process)
- (2) Visit: Plasma Nitriding
- (3) Visit: Gas Carburizing

7th week

- (1) Lecture and Visit: Metal Molds for Automobiles
- (2) Lecture and Visit: Metal Molds for Plastic Injection

8th week

- (1) Lecture and Visit: Surface Treatment for Automobile
- (2) Lecture and Visit: Surface Chemical Conversion
- (3) Lecture and Visit: PVD (Physical Vapor Deposition) and CVP (Chemical Vapor deposition)

9th week

- (1) Lecture and Visit: High Speed Steel Process
- (2) Lecture and Visit: Heat Treatment and Surface Treatment for some Cutter
- (3) Heat Treatment for Se Material

10th week

- (1) Lecture and Visit: Surface Cleaning and Coating (PVD)
- (2) Lecture and Visit: Non-Electroless Plating

11th week

- (1) Practice and Visit: Inspection and Practice (Crystal Structure, Hardness, Stress, Microscopic test)

12th week

- (1) Practice and Visit: Plating and Test

13th week

- (1) Practice and Visit: Metal Spraying and Test
- (2) Practice and Lecture and Visit: Hot Dip Plating and Test

14th week

- (1) Lecture and Visit: Hard Coating Plating (Hard Cr Plating)
- (2) Other Plating

15th Week

- (1) Lecture and Visit: Special Plating and Application of the Plating
- (2) Lecture and Visit: Electroforming and its Application

Final week

- (1) Lecture and Visit: Other Surrounding Technology for Main Theme
- (2) Practice: Final Report and Action Plan Presentation
- (3) Discussion for These Technology

3. Final Phase (activities in home country)

Participants are expected to implement the action plan (progress report) and report on progress within three (3) months after the end of the phases in Japan.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

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

2. Nominee Qualifications

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.”

(1) Essential Qualifications

Applicants should:

- 1) be nominated by their government in accordance with the procedures mentioned in 4. below;
- 2) be experts presently engaged in this field of technology at industry, research/educational institutes with more than two (2) years of experience;
- 3) have basic physical and chemical knowledge;
- 4) be university graduates or equivalent;
- 5) be under thirty-five (35) years of age;
- 6) be good at speaking and writing English;
- 7) be in good health, both physically and mentally, to undergo the course of training;
and
- 8) not be serving in the military

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (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-3 of this General Information, and submit it along with the Nomination Form.
- (4) **Job Report (ANNEX):** to be typewritten in accordance with the form in ANNEX and submitted together with the Application Form.
The applicant should prepare Job Report to explain the present situation in his/her respective introduce his/her job description and own interest.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Chubu in JAPAN: **June 25, 2008.**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 25, 2008.**

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 -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chubu

(2) **Contact:** Mr. Tatsuya Imai (Imai.Tatsuya@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Aichi Industrial Research Association (AIRA)

(2) **Contact** Ms. Kikuko SAKAI

(3) **Remark:** Aichi Industrial Research Association (AIRA)

AIRA carries various supporting activities for Aichi Industrial Technology Institute. The other activities are organizing seminars, publishing regular technical papers, and implementing JICA technical training programs.

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:

Chubu International Center (JICA CHUBU)

Address: 2-73, Kamenoi, Meito-ku, Nagoya465-0094, Japan

TEL: 81-52-702-1391 FAX: 81-52-702-1397

(where "81" is the country code for Japan, and "52" is the local area code)

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

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

1. Key Schedule

- (1) Arriving in Japan, Kansai International Airport in Osaka, on August 25, 2008
- (2) The participants will stay at JICA Osaka, for two days and attend the briefing.
- (3) Moving to JICA Chubu on August 27, 2008
- (4) Orientation and others in JICA Chubu on August 28, 2008
- (5) Technical training starts on September 1, 2008
- (6) Closing ceremony on December 5, 2008
- (7) Leaving Japan from Central Japan International Airport on December 6, 2008

2. Other Matters

For the promotion of mutual friendship, JICA encourages international exchange between the JICA participants and local communities, including school and university students as a part of development education program. The participants are expected to contribute by attending such activities and will possibly be asked to make presentation on the society and culture of their home country.

VI. ANNEX:

Instruction for Report making

Requirement for applicants
Please describe your job according to format shown below. * These reports should be typewritten.
Attention
<ol style="list-style-type: none">1. The reports are used for reference to select applicants. Application not accompanied by a completed questionnaire cannot be considered.2. Job Report will be a basic material to understand each applicant.3. The reports are used for comparative studies during the training course.4. The reports presentation Purpose: Lecturers and people concerned with this training will be present at the meeting to grasp the current situation of each participant. Attendants: The JICA participants, lecturers, JICA program officer, and other people concerned with this training course. Time: The time allocation for each presentation is about 15 minutes followed by a 15-minute questions and answers period. Presentation: Each participant is requested to give a presentation based on the presentation materials. Reference materials: The participants are also expected to bring the PowerPoint data files, pamphlet of their organizations, photos, slides which illustrate the report, <u>to be used during the report presentation (15 minutes)</u>. PowerPoint on the personal computer is available.

Heat Treatment and Surface Finishing Technology for Improving Metal Property

Job Report Format

*Report should be shown by a run of item.

Job Information		
1	Name of Applicant	
2	Name and scale of organization	
3	Detailed description of applicant's position and the work of organization	
4	Detailed description of your own job in your organization	

Information on Heat Treatment and Surface Finishing Technology		
1	Heat treatment and surface finishing process applied in your country	
2	Substrate materials for above	
3	Use of the products	
4	Training of engineers and technicians	
5	Major technical problems related to	

	heat treatment and surface finishing technologies	
6	Pollution control	
7	Subjects in which you are most interested in heat treatment and surface finishing technology	

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.



CORRESPONDENCE

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

JICA Chubu International Center (JICA CHUBU)

Address: 2-473 Kamenoi, Meito-ku, Nagoya 465-0094, Japan

TEL: +81-52-702-1391 FAX: +81-52-701-1397

E-mail: cbictp1@jica.go.jp

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> _____, or write in **block letters**,

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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

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

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

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

() No	() Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

() No	() Yes (_____ months)
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(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication	() Food	() Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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