

No.34/56/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 28<sup>th</sup> September 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in IT system Techniques for Agriculture to be held in Japan from 16<sup>th</sup> January 2011 to 24<sup>th</sup> April 2011.

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 the above programme. It will be held in Japan from 16<sup>th</sup> January 2011 to 24<sup>th</sup> April 2011. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program aims to foster human resources contributable to agricultural development in their countries by having people who engage in agricultural information, understand functions of agricultural information systems and are able to process information especially with spreadsheet and database.

3. The Candidate should be a person who has a position in an official institution, and collect and process agricultural data such as weather condition, soil analysis, planting condition using computers and provide them for people concerning agriculture with more than three years of experience in this field and possess basic computer skills, sufficient experience in information processing through the use of spreadsheet software and have a deep interest in computer programming; be between twenty-five and forty years of age; be a university graduate or equivalent; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above programme.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from 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 23<sup>rd</sup> September 2010. 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.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 20<sup>th</sup> November 2010. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer

1. The Secretary, Ministry of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. The Secretary, India Meteorological Department, Mausam Bhavan, Lodhi Road, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
- ✓ 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



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION

**Group Training Program  
“ IT System Techniques for Agriculture ”**

**集団研修「農業のITシステム化技術」  
JFY 2010**

**<Type: Leaders Training Program / 中核人材育成型>**

**No. J10-00619 / ID. 1080220**

**From January 16, 2011 to April 24, 2011**

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 the Governments of recipient country and Japan.

## ***I. Concept***

### **Background**

Agricultural information can be used for dissemination of cultivation techniques, breeding, pest control and dealing with the weather condition, and notify those agricultural information to farmers are essential to increase and stable the food production. The development of various basic agricultural statistics is essential for drafting national agricultural development policy. This training program will contribute significantly to its development.

### **For what?**

This program aims to foster human resources contributable to agricultural development in their countries by having people who engage in agricultural information, understand functions of agricultural information systems and are able to process information especially with spreadsheet and database.

### **For whom?**

This program is offered to individuals who possess basic computer skills, sufficient experience in information processing, and have a deep interest in computer programming.

### **How?**

Participants will have the opportunities to have 1) lectures, 2) practices, 3) site visits, and 4) discussions through lectures and practices in order to achieve the above program aim. Especially, more than half of the program consists of computer practices to improve agricultural information processing and transmitting skill.

## ***II. Description***

### **1. Title (J-No.):**

**Group Training Program on “IT System Techniques for Agriculture” (J10-00619)**

### **2. Period of Program:**

January 16, 2011 to April 24, 2011

### **3. Target Countries and Allocated Number:**

India (1 person), Zambia (1 person), Cuba (1 person), Saint Lucia (1 person), Tanzania(1 person), Jamaica(1 person), Iran(1 person)

### **4. Eligible / Target Organizations:**

Official institutions which collecting, processing and providing agricultural information, such as weather conditions, soil conditions and cropping pattern, to concerned parties.

### **5. Total Number of Participants:** 7 participants in total

### **6. Working Language:** English

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

To develop human resources who can contribute to agricultural development through

comprehension the agricultural information system with spreadsheet and database processing.

### 8. Overall Goal:

To improve the ability of information processing and transmitting in agricultural field and promote establishment of computer networks.

### 9. Expected Module Output and Contents:

This program consists of the following components:

|  |   |
|--|---|
| <b>(1)Preliminary phase in a participant's home country</b><br>(To submit Inception Report by November 26, 2011 with the Application Form)<br>Participating organizations make required preparation for the program in the respective country. |   |
| Modules  | Activities  |
| <b>Inception Report is formulated</b>  | Formulation and submission of Inception Report<br>Please refer to <i>VI. ANNEX: Attachment-1.</i> |

|   |   |                       |
|---|---|-----------------------|
| <b>(2)Core phase in Japan</b><br>Participants dispatched by the organizations attend the program in Japan.                            |   |                       |
| Modules   | Subjects  | Activities            |
| <b>To be able to explain the functions and benefits of application of Information Technology in advanced agricultural production.</b> | <ul style="list-style-type: none"> <li>▪ Present situation of the agricultural information system</li> <li>▪ Theory of Information Technologies (IT) in agriculture</li> <li>▪ Network overview</li> <li>▪ Internet for research purpose</li> <li>▪ Information security, management of system administration.</li> <li>▪ Architecture of Web applications</li> </ul> | Lectures, site visits |
| <b>To be able to explain the Networking device to back up the agricultural information.</b>   | <ul style="list-style-type: none"> <li>▪ LAN (Local Area Network) Information Technology</li> <li>▪ Mechanism of information networks at agricultural cooperatives Information Network Systems for the members of municipal agricultural organizations</li> </ul>   | Practices, lectures   |

|  |   |                     |
|--|---|---------------------|
| <b>To be able to explain the skills for collecting, analyzing and transmitting the agricultural information.</b> | <ul style="list-style-type: none"> <li>▪ Practice of data-processing techniques using MS Excel</li> <li>▪ Practice of data-file processing techniques using MS Excel</li> <li>▪ Preparation and exercise of individual task</li> <li>▪ Homepage creating techniques in the agricultural fields</li> <li>▪ Exchange of views on the agricultural information network system</li> <li>▪ MS PowerPoint techniques for the presentation.</li> </ul> | Practices, lectures |
|--|---|---------------------|

The schedule is subject to change due to the coordination of curriculum.

| <b>(3)Finalization phase in a participant's home country</b><br>(April 2011 to July 2011)<br>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the program. |  |
|--|--|
| Module   | Activities   |
| <b>To examine the Action Plan and submit the Final Report</b>  | Examination of the application and implementation of the Action Plan in the participant's country and submission of its Final Report by <b>July 30, 2011</b> , |

### ***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 operations. Applying organizations are expected to use the program for those specific purposes.

(2)In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3)Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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

Applying organizations are expected to select nominees who meet the following qualifications:

1) Current duties: be a person who has a position in an official institution, and collect and

process agricultural data such as weather condition, soil analysis, planting condition using computers and provide them for people concerning agriculture with,

2) Experience in the relevant field: more than three(3) years of experience in this field, possess basic computer skills, sufficient experience in information processing through the use of spreadsheet software, and have a deep interest in computer programming,

3) Age: be over twenty-five (25) and under forty (40) years of age,

4) Educational background: a university graduates or equivalent,

5) Language: competent command of spoken and written English, which is equal to TOEFL iBT\* 72 (CBT\*\* 200/PBT\*\*\* 533) or more (The program is commanded by English, therefore, participants are requested to have sufficient English ability).

\*iBT: Internet-Based Testing/ \*\*CBT: Computer-Based Testing/

\*\*\*PBT: Paper-Based Testing,

6) Health: must be in good health, both physically and mentally.

※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 ①a letter of the participant's consent to bear economic and physical risks ②a letter of consent from the participant's supervisor ③a letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staff of JICA Office for the details.

### 3. Required Documents for Application:

(1) **Application Form**: the Application Form is available at the respective countries' JICA Overseas Offices or the Embassies of Japan.

(2) **Inception Report**: to be submitted with the Application Form. (Detailed information is provided in VI. ANNEX: Attachment-1.)

(3) **Questionnaire** ( VI. ANNEX: Attachment-2)

(4) **Database of agricultural information in your country** (detailed information is provided in VI. ANNEX: Attachment-3 Individual task)

(5) **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.

### 4. Procedure for Application and Selection:

(1) **Submitting the Documents for Application**:

Closing date for application to the JICA Obihiro (the organizer of this program) in Japan:

**November 26, 2010**

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

(2) **Computer test**:

To clarify your computer literacy, the staff of JICA Overseas Office of your country will ask you to demonstrate processing of the agricultural data which relating with your job. Please

take contact with the JICA Overseas Office in detail.

**(3) Selection:**

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA Overseas Offices (or the Embassies of Japan) shall conduct screenings with brief examine of basic computer skill of nominees at JICA Overseas Office, and send the documents to the JICA Obihiro. The final selection shall be made by the JICA Obihiro in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. Organizations with intention to utilize the opportunity of this program will be highly valued in the selection.

**(4) Notice of Acceptance:**

Notification of results shall be made by the respective countries' JICA Overseas Offices (or Embassies of Japan) to the respective Governments by **not later than December 10, 2010.**

**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, and
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

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

**1. Organizer:**

**Name:** JICA Obihiro International Center (JICA Obihiro)

**Contact:**

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

(Tel) 81(\*)-155(\*\*)-35-1210 (Fax) 81(\*)-155(\*\*)-35-1250

Note:\*: country code for Japan, \*\*: area code for Obihiro

(Email) [jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)

(Website) [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

**2. Implementing Partners:**

**Name:** Northern Regions Center (NRC)

Obihiro University of Agriculture and Veterinary Medicine

Fujitsu Hokkaido Systems Inc.

**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.

Obihiro International Center (OBIC)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

Tel.: 81(\*)-155(\*\*)-35-2001

Fax.: 81(\*)-155(\*\*)-35-2213

If no room is available at OBIC, JICA will arrange accommodations for the participants at the other appropriate places.

**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,

**(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 countries' JICA Overseas Offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

## V. Other Information

1. Participants who have successfully completed the training program will be awarded a certificate by JICA.

### 2. School visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

### 3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 4. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

|                       |         | Winter |       | Spring |      | Summer |      |      | Autumn |      |      | Winter |       |
|-----------------------|---------|--------|-------|--------|------|--------|------|------|--------|------|------|--------|-------|
|                       |         | Jan.   | Feb.  | Mar.   | Apr. | May    | Jun. | Jul. | Aug.   | Sep. | Oct. | Nov.   | Dec.  |
| Temperature<br>(°C)   | Maximum | 6.3    | 6.4   | 9.6    | 21   | 27     | 32.8 | 32.4 | 35.5   | 31.3 | 22.3 | 16.8   | 6.2   |
|                       | Average | -5.4   | -4.6  | -0.7   | 4.7  | 11.7   | 17.1 | 16.8 | 22     | 17.2 | 10.4 | 2.6    | -3.6  |
|                       | Minimum | -16.5  | -16.4 | -15.4  | -1.8 | -0.2   | 6.8  | 9.4  | 11.8   | 4.9  | -0.3 | -8.4   | -15.5 |
| Humidity<br>(%)       |         | 70     | 67    | 64     | 69   | 65     | 78   | 78   | 75     | 78   | 73   | 64     | 66    |
| Precipitation<br>(mm) |         | 86     | 29    | 28     | 49   | 163    | 37   | 70   | 62     | 195  | 62   | 61     | 55    |

(Data: 2007 year)

## 6. Study Trip

As a supplemental program, there is a study trip during your stay.

**Destination:** Sapporo, Tsukuba, Hiratsuka

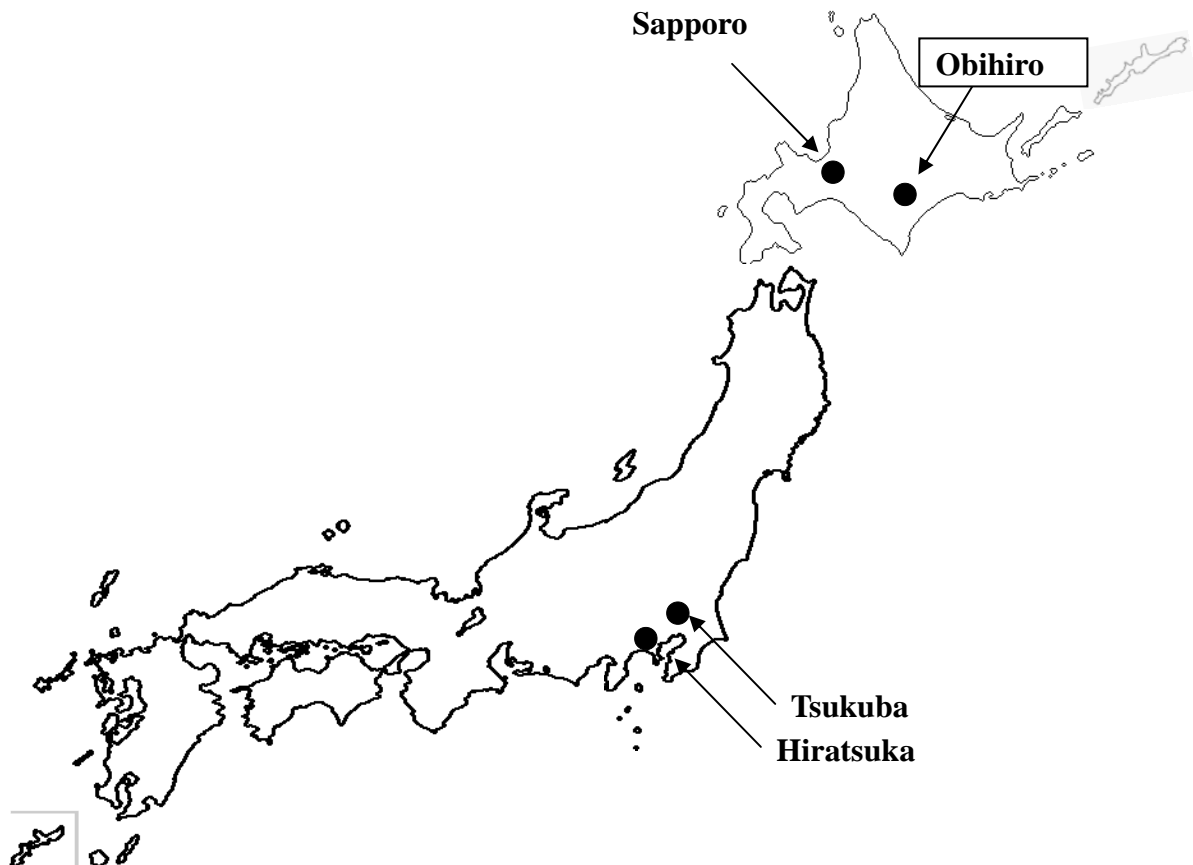
**Duration:** About 3 days

**Visit:**

Hokkaido University, Fujitsu Sapporo System laboratory, Central Agricultural Experiment Station

National Food research Institute

JA Zen-Noh Kanagawa



#### **Inception Report**

With the Application Form, applicants should submit an Inception Report on their current job.

**This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaire to the Application Form will not be duly considered.**

#### **a. Purpose**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to instructors and organizations concerned with the program as a point of reference in finding solutions.

#### **b. Contents**

- (1) Name of training program
- (2) Name of applicant
- (3) Name of organization
- (4) Organization chart (starting from the section at the lower level) in their countries, which is responsible for their positions
- (5) Basic information about agricultural information processing and transmitting in your country
- (6) An introduction of work you have been in charge of for the last one year
- (7) Problems in the view of agricultural information processing and transmitting field in which they or their region are now engaged
- (8) Subject in which you are particularly interested in this program and the reasons

#### **c. Layout**

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

#### **d. Presentation**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring pictures or other visual aids for the presentation.

**Questionnaire****Preliminary survey on the PCs currently used in your workplace.**

Please answer the following items.

| No | Item   |
|----|--|
| 1. | Please select from the following options for the OS and the application software currently used.   |
|    | 1) Select the OS used for the PCs from the following options. If it is not listed, fill in the name of the OS.   |
|    | <input type="checkbox"/> Win 95 <input type="checkbox"/> Win 98 <input type="checkbox"/> Win ME <input type="checkbox"/> Win XP <input type="checkbox"/> Win 2000 <input type="checkbox"/> Win VISTA <input type="checkbox"/> Win 7<br>Other _____ |
|    | 2) Select the version of each application software   |
|    | ◆ MS Excel   |
|    | <input type="checkbox"/> 95 <input type="checkbox"/> 98 <input type="checkbox"/> 2000 <input type="checkbox"/> 2002 <input type="checkbox"/> 2003 <input type="checkbox"/> 2007  |
|    | ◆ MS Access  |
|    | <input type="checkbox"/> 95 <input type="checkbox"/> 98 <input type="checkbox"/> 2000 <input type="checkbox"/> 2002 <input type="checkbox"/> 2003 <input type="checkbox"/> 2007  |
|    | ◆ MS PowerPoint  |
|    | <input type="checkbox"/> 95 <input type="checkbox"/> 98 <input type="checkbox"/> 2000 <input type="checkbox"/> 2002 <input type="checkbox"/> 2003 <input type="checkbox"/> 2007  |
|    | ◆Homepage Address (If you have a Homepage of your organization)  |

**Preliminary survey on the skills acquired for MS Excel and PowerPoint**

Please answer Yes or No for the items below regarding your ability to perform the action.

| No. | Item  | Yes | No |
|-----|---|-----|----|
| 1.  | MS Excel  |     |    |
|     | ◆ Regarding data incorporation  |     |    |
|     | 1) Can import text data files (.txt, .csv) into MS Excel  |     |    |
|     | 2) Can import Access data files (.mdb) into MS Excel  |     |    |
|     | 3) Can understand and change cell format settings at the time of and after importing data   |     |    |
|     | ◆ Regarding tabulation  |     |    |
|     | 1) Can create a spreadsheet containing sums, averages, maximums and minimums  |     |    |
|     | 2) Can create a spreadsheet in which cells contain mathematical formulas  |     |    |
|     | 3) Can make use of conditional formatting   |     |    |
|     | 4) Can create a spreadsheet containing pivot tables   |     |    |
|     | ◆ Regarding drawing charts  |     |    |
|     | 1) Can create a statistical chart using area charts   |     |    |
|     | 2) Can create a chart with 2 y-axes (which displays items different in units on the right and left y-axes).<br>For example, as the first y-axis (left) shows ambient temperature and the second y-axis (right) rainfall amount, a broken line and a bar can be drawn in the same chart, respectively. |     |    |
|     | 3) Can create a scatter chart and a trendline   |     |    |

|    |                        |  |  |  |
|----|------------------------|--|--|--|
|    | 4)                     | Can set the backgrounds of a chart and colors of its axes                              |  |  |
|    | ◆ Regarding functions  |  |  |  |
|    | 1)                     | Can aggregate data using trigonometric functions (SIN(), COS(), TSN(), ACOS(), ATAN()) |  |  |
|    | 2)                     | Can aggregate data using logarithm functions (LOG(), LN(), EXP(), POWER(), PI())       |  |  |
|    | 3)                     | Can aggregate data using IF() functions  |  |  |
|    | 4)                     | Can tabulate data using the VLOOKUP() and HLOOKUP() functions                          |  |  |
|    | 5)                     | Can create a statistical computation table using the STDEV() function                  |  |  |
|    | 6)                     | Can analyze multiple regression using analysis tools                                   |  |  |
|    | ◆ Regarding VBA coding |  |  |  |
|    | 1)                     | Can automate MS Excel operations by recording macros                                   |  |  |
|    | 2)                     | Can automate MS Excel operations by editing multiple VBA macros                        |  |  |
|    | 3)                     | Can create user-defined functions  |  |  |
|    | 4)                     | Can automate MS Excel operations through VBA coding                                    |  |  |
| 2. | MS PowerPoint          |  |  |  |
|    | 1)                     | Can capture screenshots and paste them   |  |  |
|    | 2)                     | Can make use of design templates   |  |  |
|    | 3)                     | Can have links to Access and MS Excel (hyper linking)                                  |  |  |
|    | 4)                     | Can change color schemes and set/modify backgrounds                                    |  |  |
|    | 5)                     | Can configure animations   |  |  |

| No | Item  |
|----|---|
| 1. | Please select your level of your computer skill and knowledge of each subject.  |
| 1) | MS Excel<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory         |
| 2) | MS Access<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory        |
| 3) | MS Word<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory          |
| 4) | MS PowerPoint<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory    |
| 5) | Operation System<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory |
| 6) | Internet<br><input type="checkbox"/> well satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> fair <input type="checkbox"/> Slightly unsatisfactory <input type="checkbox"/> Unsatisfactory         |

I certify that I have read above Questionnaire and answered all questions truly and completely to the best of my knowledge.

|                   |      |                        |
|-------------------|------|------------------------|
| Name of Applicant | Date | Signature of Applicant |
|-------------------|------|------------------------|

**Individual Task**

The following data are required to be prepared as **electronic data** and send by e-mail to ([jicaobic@jica.go.jp](mailto:jicaobic@jica.go.jp)). And also required to print on paper and attach with application form. Those data should be related with the problem mentioned in Inception Report.

With regard to data, please provide the information below. (See the examples provided.)

(a) Theme (b) Details (c) Data to be used (to be brought)

If you have question, please send a mail to above e-mail address.

In the training program, those data would be referred in an assignment.

(Assignment Example No. 1)

(a) Theme

Farm Household Income Analysis System

(b) Details

Develop software that simulates crop yields and farm household incomes based on variables such as Crop name, planted area and region.

(c) Data to be used

The data below are used in relation to 15 regions and 5 crops over the past decade.

1) Region name 2) Farm household population 3) Crop name 4) Planted area 5) Yield

(Assignment Example No. 2)

(a) Theme

Optimum Fertilization Design Proposal System

(b) Details

Find the optimum level of fertilization to maximize farm household income based on meteorological and soil conditions as well as data on the actual amounts of fertilizer to be applied. Also develop software that calculates the optimum amount of fertilizer by identifying components that are lacking based on the results of soil analysis.

(c) Data to be used

The data below are used in relation to 35 farm households over the past decade.

1) Meteorological data (temperature and precipitation) 2) Soil classification 3) Crop name 4) Planted area 5) Yield 6) Sales price 7) Amount of fertilizer 8) Fertilizer purchase prices

(Assignment Example No. 3)

(a) Theme

Appropriate Crop Placement Analysis System

(b) Details

Develop software that identifies crops expected to maximize profits based on meteorological and soil conditions.

(c) Data to be used

The data below are used in relation to 25 regions and 8 crops over the past decade.

1) Region name 2) Meteorological data (temperature and precipitation) 3) Soil classification 4) Crop name 5) Planted area 6) Yield

(Assignment Example No. 4)

(a) Theme

Irrigation Project Effectiveness Analysis System

(b) Details

Develop software that analyzes the effects of irrigation by comparing crop-growing areas and yields between districts where irrigation projects have been executed and those where they have not. The software must also automatically compute the number of years necessary to recoup the costs of irrigation projects.

(c) Data to be used

The data below are used in relation to 15 regions and 3 crops over the past decade.

- 1) Region name
- 2) Area of irrigation project
- 3) Project cost
- 4) Crop name
- 5) Planted area
- 6) Yield
- 7) Meteorological data (temperature and precipitation)

(Assignment Example No. 5)

(a) Theme

Meteorological Information Supply System

(b) Details

Develop software with which to build a meteorological database from data collected at multiple meteorological observation points and provide meteorological information such as daily, monthly and annual reports.

(c) Data to be used

The data below are used in relation to five locations over the past five years.

- 1) Name of observation point
- 2) Meteorological data (temperature, precipitation and hours of sunshine)

(Assignment Example No. 6)

(a) Theme

Production Scheduling System

(b) Details

Develop software that simulates cropping schedules in which cropping dates are staggered by region to ensure stable production throughout the year.

(c) Data to be used

The data below are used in relation to 20 regions over the past 8 years.

- 1) Region name
  - 2) Cropping date
  - 3) Harvesting date
  - 4) Planted area
  - 5) Yield
  - 6) Meteorological data (temperature, precipitation and hours of sunshine)
- NOTE

Applicants should obtain and submit certification of your organization's supervisor with the individual task mentioned above.

**【Example】** I, (name of the supervisor) certify that the individual task mentioned above is examined by (name of organization).



## ***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, the Training and Dialogue 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 and 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 Obihiro International Center (JICA Obihiro)**

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210    FAX: +81-155-35-1250

Website: [www.jica.go.jp/english/](http://www.jica.go.jp/english/)

E-mail: [jicaobic@jica.go.jp](mailto:jicaobic@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**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

|  |
|--|
|  |
|--|

**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<br>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/<br>Country | Period             |                  | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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.

|  |
|--|
| ( _____ )<br><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?**

|  |
|--|
|  |
|--|

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: |