

No.34/57/2008-EO(F)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

North Block New Delhi,  
dated the 26<sup>th</sup> June, 2008

**Subject :** Group Training Course on Assurance of Food Safety and Quality Control to be held in Japan from 18<sup>th</sup> August, 2008 to 6<sup>th</sup> December, 2008

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan, has invited applications for an additional group training course on Assurance of Food Safety and Quality Control to be held in Japan from 18<sup>th</sup> August, 2008 to 6<sup>th</sup> December, 2008. The details of the course and the application form may be drawn from the Ministry of Personnel, Public Grievances and Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. The programme has been designed for national or local governmental organizations in the field of food hygiene control and food inspection. The applicants should hold a bachelor's degree and should be technical specialists or researchers engaged in inspection of export/import food products or those engaged in quality control in food manufacturing process. The candidates should have also an experience of two years in the relevant field of food safety and inspection. The candidate should be under 50 years of age, be in good health, both physically and mentally and not be serving in the military. He should be competent in spoken and written English

3. The fellowship award covers a Round-trip air ticket between and international airport designated by the JICA and Japan, Travel Insurance from arrival to departure in Japan, Allowances for (accommodation, living expenses and shipping), expenses for JICA study tours, 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.

4. The nomination details should be submitted in the JICA's prescribed proform duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments/UTs and it would also be certified by the competent authority that the institution is a Government institution. The applications of the eligible candidates should reach this Department latest by 4<sup>th</sup> July 2008. Applications after the prescribed date will not be considered.

  
(Trishaljit Sethi)  
Director

1. The Min of Food Processing Industries, Panchsheel Bhavan, Khel Gaon Marg, New Delhi.
2. The Min. of Commerce and Industries, Department of Commerce, New Delhi.
3. The Ministry of Health & FW, Nirman Bhavan, New Delhi.
4. All the State Governments/UTs
- ✓ 5. Sr. Tech. Director, NIC (DOPT), North Block, with the request to post the circular alongwith the circulars of the World Bank on the website of this Department.



No. 51/GT-CP/2008

18<sup>th</sup> June, 2008

Dear Mr R.K. Kharb.

An additional Group Training Course on Assurance of Food Safety and Quality Control will be held in Japan from 18<sup>th</sup> August, 2008 to 6<sup>th</sup> 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 7<sup>th</sup> July 2008:-

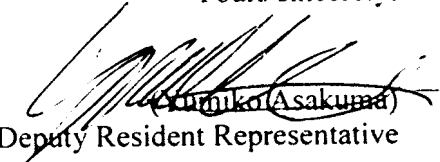
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Questionnaire

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

It is further informed that 5 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,

  
Tomiko Asakura  
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.

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

*To me, with file*

*[Signature]*  
20/6



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

ASSURANCE OF FOOD SAFETY AND QUALITY CONTROL

集団研修「食品の安全性確保」

*JFY 2008*

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J08-00731 (0880847)

From July 2008 to May 2009

Phases in Japan: From Aug. 18, 2008 to Dec. 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**

Assurance of food safety is a common challenge for the international community. It has become more and more important especially for developing countries to secure qualitative and quantitative supply of foods. While efforts to increase food production are being made, there is an increasing demand to assure the safety of foods based on the “From Farm to Table” concept.

This program is designed for the technical specialists engaged in inspection of export / import food products for safety assurance and technical and research specialists engaged in quality control to acquire knowledge and examination techniques on chemical contaminants and food pathogenic microbes, and also to understand the quality control system in food manufacturing process based on HACCP systems, etc.

In addition to this program, JICA Hyogo conducts two more programs related to the food safety. One is on microbial examination and the other is on mycotoxin control.

## **For what?**

This program aims to realize the improvement of safety and quality level at each stage of food chain in each participating country.

## **For whom?**

This program is offered to technical specialists or researchers engaged in inspection of export / import food products and also those engaged in quality control in food manufacturing process.

## **How?**

Participants shall have opportunities to learn techniques for physicochemical and microbial examination of foods on top of Japanese food Inspection system through lectures, observation and lab practices. Participants will also formulate an action plan describing how they will improve or solve issues related to their workplaces, making use of what they have acquired in Japan.

## ***II. Description***

### **1. Title (J-No.): Assurance of Food Safety and Quality Control (J0800731)**

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

<b>Duration of whole program:</b>	July 2008 to May 2009
<b>Preliminary Phase:</b> (in a participant's home country)	July 2008 to August 2008
<b>Core Phase in Japan:</b>	August 18 to December 6, 2008
<b>Finalization Phase:</b> (in a participant's home country)	December 2008 to May 2009

### **3. Target Regions or Countries:**

5 participants from China, India, Former Yugoslav Republic of Macedonia, and Philippines

### **4. Overall Goal:**

- (1) Regulation, organization, dissemination or human resource development in food hygiene and quality control is improved and strengthened in each workplace.
- (2) Safety and quality level of foods is enhanced in participating country.
- (3) Export of foods from participating countries is promoted,

### **5. Objective:**

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

This program aims to implement a plan to improve safety and quality level at each stage of food chain.

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

- (1) To identify the problems and issues of food hygiene and quality control in their workplace.
- (2) To acquire techniques necessary for food inspection including sampling, physicochemical and microbial examination
- (3) To understand and to be able to explain the system of quality control in food manufacturing process.
- (4) To understand and to be able to explain the theories of Japanese Food Standards, with special reference to "From Farm to Table" concept.
- (5) To formulate an interim report (Action Plan) to solve the problems and issues in their workplace.

II In participants' home country, it is also expected that the interim report is approved by the organization concerned.

### **6. Eligible / Target Organization :**

This program is designed for national or local governmental organizations in the field of food hygiene control and food inspection.

## 7. Total Number of Participants :

5 participants from China, India, Former Yugoslav Republic of Macedonia, and Philippines in total are expected to participate in this program. The number of participants from each country will be 1 to 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:

<b>(1) Preliminary Phase in a participant's home country</b> (July 2008 to August 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Job Report	Formulation and submission of Job Report

<b>(2) Core Phase in Japan</b> (August 18, 2008 to December 6, 2008) <i>Participants dispatched by the organizations attend the Program in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1) Food inspection – Sampling, Physicochemical and microbial examination	(1) System for inspection of importing foods (National level & local level) (2) Laboratory sampling method (3) Pesticides and food additives analysis (4) Microbial examination (5) Mycotoxin analysis (6) Meat inspection facilities	Lecture Observation Lab Practice
2) System of quality control	(1) Present status of HACCP introduction in Japan (2) Case studies on HACCP application (3) Japanese Agricultural Standard System (4) Frozen food/canned food inspection facilities (5) HACCP / ISO introduced food factories (6) Food Quality Test	Lecture Observation Lab Practice
3) Japanese Food Standards etc.	(1) Overview of Food Sanitation Law and Food Standards (2) Food safety policies and administration (3) Traceability (4) Quarantine Station (5) Animal Quarantine Office (6) Plant Quarantine Station (7) Flow of export/import inspection	Lecture Observation
4) Formulation of Action Plan	(1) Project Cycle Management (PCM) workshop 3 days	Workshop

\* All the participants are checked for their level of understanding periodically, in the form of recovery test for chemical analysis or paper test.

<b>(3)Finalization Phase in a participant's home country</b>	
<i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
<b>Modules</b>	<b>Activities</b>
Implementation of the Interim Report (Action Plan)	Application and implementation of Interim Report (Action Plan) back in the participant's country and submission of its final report (progress report) by the end of May, 2009.

### <Structure of the program>

1. Preliminary phase (activities in your home country): Preparation for Job Report.
2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1<sup>st</sup> month (8/18 -8/31)

- (1) General orientation (Japan's governance, education, society and culture)
- (2) Program orientation
- (3) Intensive Japanese Class

2<sup>nd</sup> month (9/1 – 9/30)

- (1) Course orientation and current topics on foods
- (2) Job report presentation and discussion
- (3) Food sanitation administration by national and local governments
- (4) Food Sanitation Law
- (5) System for inspection of imported foods
- (6) Visit to customhouse, animal quarantine, plant quarantine (Flow of imported food inspection)
- (7) HACCP system – its introduction and application
- (8) Visit to HACCP introduced factories
- (9) Safety of food crops at farm level

3<sup>rd</sup> month (10/1 – 10/31)

- (1) Inspection procedures
- (2) Visit to warehouses for sampling
- (3) Laboratory sampling
- (4) Physico-chemical examination
- (5) Microbial examination
- (6) Inspection based on food standards and Food Sanitation Law
- (7) Project Cycle Management workshop for action plan making

4<sup>th</sup> month (11/1 – 12/6)

- (1) Mycotoxin analysis
- (2) Food safety monitoring
- (3) Japanese Agricultural Standards (JAS) System
- (4) Food Quality Test based on JAS
- (5) Presentation of action plan (interim report), evaluation, closing ceremony etc.

3. Final Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phase in Japan.

**10. Follow-up Cooperation by JICA:**

JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.



### ***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 program 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 program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

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

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

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

- 1) Current Duties: being technical specialists or researchers engaged in inspection of export / import food products and also those engaged in quality control in food manufacturing process.
- 2) Experience in the relevant field: have more than 2 years' experience in the field of food safety and inspection
- 3) Educational Background: being a graduate of university or equivalent
- 4) Language: must have a command of spoken and written English.  
Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan  
\*Pregnancy is regarded as a disqualifying condition because this program includes many lab works that would be too demanding for pregnant women.
- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Age: must be less than fifty (50) years old

### 3. Required Documents for Application

- (1) **Application Form:** use Application Form is attached to this General Information.
- (2) **Questionnaire:** must be submitted with the application form. See the ANNEX "Questionnaire".

### 4. Procedure for Application and Selection :

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

Application is due by **June 18, 2008** to the JICA Center in JAPAN.

**Note: Please confirm the due date set by the respective country's JICA office or Embassy of Japan of your country to meet the final deadline 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 Hyogo in charge in Japan, which organizes this program. Selection shall be made by the JICA Hyogo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

*The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 18, 2008**.

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

Job Report must be submitted by August 18, 2008.

Only accepted participants are required to prepare a Job Report (detailed information is provided in the ANNEX "Job Report").

The Report should be sent to JICA Hyogo by August 18, 2008, preferably by e-mail to [jicahic-kenshukakuju@jica.go.jp](mailto:jicahic-kenshukakuju@jica.go.jp)

### 6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for

profit or gain,

- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Hyogo

(2) **Contact:** Mr. TANIGUCHI Yoshikazu (Taniguchi.Yoshikazu@jica.go.jp)  
Ms. YOKOTANI Kimie (jicahic-kenshukakuju@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Kobe Quarantine Station, Ministry of Health, Labour and Welfare, Food and Agricultural Materials Inspection Center (FAMIC), Kobe Institute of Health, Tokyo Metropolitan Institute of Public Health etc.

(2) **Remark:** This program is implemented by JICA Hyogo with the collaboration of above mentioned national and local governmental inspection organizations.

### 3. Travel to Japan:

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

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

### 4. Accommodation in Japan:

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

JICA Hyogo International Center (JICA HYOGO)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo  
651-0073, Japan

TEL: 81-78-261-0341 FAX: 81-78-261-0342

(where "81" is the country code for Japan, and "78" is the local area code)

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

### 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or

Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Other Information***

1. Participants who have successfully completed the seminar will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, Hyogo International Center encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. There is a computer room in JICA Hyogo where sixteen (16) desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.

## VI. ANNEX:

\* This questionnaire should be submitted together with Application Form.

### Questionnaire

Name: \_\_\_\_\_

Country: \_\_\_\_\_

\* The purpose of this questionnaire is to know exactly the level of your knowledge on the operation/application of analytical instruments and test methods.

1. What kind of food do you examine in your daily work?

2. Check analytical instrument that you have been using in your workplace.

- GC
- HPLC
- GC/MS
- LC/MS
- Others (please specify)

3. Evaluate familiarity to each analytical instrument in terms of the actual experience. Check the appropriate column.

Type of Analytical instrument	You use it almost everyday.	You use it once a week or once a month.	You seldom use it, but you know its principle.
GC			
HPLC			
GC/MS			
LC/MS			

4. List up microbial tests you are familiar with.

5. Please specify which skills and knowledge you would like to learn in this course.

\* Only accepted participants should submit JOB REPORT by August 18, 2008 by e-mail to jicahic-kenshukakuju@jica.go.jp. JOB REPORT should be prepared in accordance with the format below. Presentation of the report for about 30 minutes per each participant will be carried out prior to entering the program.

### *Job Report*

- 1. Identify the problems and issues of food hygiene, and quality control in your workplace.**
- 2. Analyze the causes of above-mentioned problems and issues.**
- 3. Background information: Names of laws and regulations on food hygiene, inspection system, and training for inspectors, etc.**
- 4. State health/hygienic control practices applied to exporting foods, including the information of examination facilities.**

## ***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 Hyogo International Center (JICA HYOGO)**

**Address: 1-5-2 Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan**

**TEL: +81-78-261-0341 FAX: +81-78-261-0342**

## 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)

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

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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

<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.

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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.

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

### 2. Medical History

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