

TRAINING CIRCULAR

Subject : Group Training Course in Coordinator Training for Tertiary Education-Industry-Government Linkage to Develop Automobile Supporting Industries to be held in Japan from 4th October 2009 to 14th November 2009 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Coordinator Training for Tertiary Education-Industry-Government Linkage to Develop Automobile Supporting Industries. The total duration of the programme is from September 2009 to March 2010, out of this, the Core Phase from 04/10/2009 to 14/11/2009, will be held in Japan, the preliminary phase and the finalization phase will take place in the Home Country of the candidate. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The programme is designed for the persons who engage in Tertiary Education-Industry-Government linkage at higher education institution/ research center in engineering field or governmental organization related to U-I-G linkage in a country which has automobile industries. The objective of the programme is to effectively and efficiently foster human resources who can coordinate U-I-G linkage.

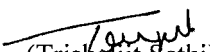
3. The applicant should be currently working at higher education institution, research center in engineering field, or the governmental organization as a coordinator or a promoter for university-industry-government cooperation or will be assigned to that position in the near future; have more than 5 years research experience or working experiences at the governmental organizations related to U-I-G linkage; be a university graduate; be over thirty years of age; be proficient at written and spoken English; must be able to implement the action plan he/she made during the training course after returning back to his/her own country; must be in good health, both physically and mentally to participate in the programme in Japan and not be serving in any form of military services.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 25th June, 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications of eligible and interested officers may be forwarded to this office immediately.


(Trishajit Sethi)
Director

1. The Secretary, Ministry of Heavy Industries, Udyog Bhavan, New Delhi.
2. The Secretary, Department of Secondary and Higher Education, Shastri Bhavan, N.Delhi.
3. The Secretary, Ministry of Road Transport and Highways, Transport Bhavan, 1 Sansad Marg, New Delhi.
4. All State Governments/ Union Territories.
5. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website.

No 65/GT-CP/2009

25th June, 2009

Dear Mr. R.K. Kharb

A Group Training Course in Coordinator Training for Tertiary Education-Industry-Government Linkage To Develop Automobile Supporting Industries will be held in Japan from 4th October, 2009 to 14th November, 2009, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 8th July, 2009:-


- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) Nominee's English Score Sheet
- (3) Report of facts and motivation

Further details are available in the General Information Booklet. It may be noted that the completed Nominee's English Score Sheet and Report of facts and motivation is essential for screening of applications.

It is further informed that 6 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.


With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

Encl: As stated above.

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


MS/



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

COORDINATOR TRAINING FOR
TERTIARY EDUCATION - INDUSTRY - GOVERNMENT LINKAGE
TO DEVELOP AUTOMOBILE SUPPORTING INDUSTRIES

集団研修「自動車裾野産業育成のための
産官学連携コーディネータ養成」

JFY 2009

<Type: Trainers Training /人材育成普及型>

NO. J09-00878/ID.0980051

From September 2009 to March 2010

Phases in Japan: October 4 to November 14 2009

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

I. Concept

Background

In Japan, the First, the Second and the Third Basic Plan of Science and Technology that were made by Japanese Government, appropriated a large amount of budget for development and innovation of science and technology. According to these plans, ministries have implemented supporting policies for small and intermediate scale enterprises and promotion policies for university-industry-government (U-I-G) linkage in collaboration with each other. Especially, dispatch programs of coordinators for U-I-G linkage and intellectual property-right utilization to universities can bring out current vital activities of industry-university collaboration and maintain the activities.

However, developing countries must put high priority on sanitation and poverty reduction as urgent issues to be solved and cannot afford to appropriate a large amount of budget for strengthening of small and micro scale enterprises and promotion of U-I-G linkage. In addition, universities own only a small amount of research budget, and industrial companies are not motivated to spend a large amount of funds for research and development of technology innovation and product quality enhancement. As the result, U-I-G linkage is still immature in developing countries. Regardless of this situation, many Japanese automotive industry companies advance into developing countries.

The presented program is designed so as to effectively and efficiently foster human resources who can coordinate U-I-G linkage, by utilizing Japanese experiences and know-how, and to eventually enhance the technological and industrial competitiveness of automotive supporting industries in developing countries.

For what?

This program aims to effectively and efficiently foster human resources who can coordinate U-I-G linkage.

For whom?

This program is offered to coordinators, prospective coordinators for U-I-G linkage who work at higher education institution / research center, and promoters of U-I-G linkage working at governmental organization in engineering field, in a country which has automobile industries.

How?

This training course cultivates the abilities to plan, draft and implement industry-university collaboration projects. Participants shall have opportunities to experience and grasp actual activities of the U-I-G linkage associated with the automotive supporting industries in Japan and to effectively and certainly learn jobs and roles of U-I-G linkage coordinators. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

The overall of this program is organized by JICA Chubu International Center, and implemented at Toyohashi University of Technology.

II. Description

1. Title (J-No.): Coordinator Training for Tertiary Education - Industry - Government Linkage to Develop Automobile Supporting Industries (J09-00878)

2. Period of program

Training Period in Japan: October 4 to November 14, 2009

3. Target Regions or Countries:

Vietnam, India, Pakistan

4. Eligible / Target Organization:

This program is designed for the persons who engage in Tertiary Education-Industry-Government linkage at higher education institution / research center in engineering field or governmental organization related to U-I-G linkage in a country which has automobile industries.

5. Total Number of Participants:

6 (six) participants

6. Language to be used in this program:

English

7. Program Objective:

The objective of the program is to effectively and efficiently foster human resources who can coordinate U-I-G linkage.

To achieve the objective, participants are expected to:

- (1) Understand the basic knowledge of U-I-G linkage
- (2) Acquire the basic knowledge of technology management
- (3) Understand the intellectual property law with its application
- (4) Understand the industrial needs and improve the problem identification ability
- (5) Improve the Needs – Seeds matching ability
- (6) Be able to foster other young U-I-G linkage coordinators in their own universities or institutions

8. Overall Goal:

To strengthen University-Industry-government linkage that would eventually enhance technological and industrial competitiveness of small and micro scale automotive supporting industries.

9. Contents:

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

(1) Preliminary Phase in a participant's home country (September 4 to October 4, 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Report of facts and motivation	Development of the Report of facts and motivation, and to be presented in group discussion sessions during the Program

(2) Core Phase in Japan
 (October 4 to November 14, 2009)
Participants dispatched by the organizations attend the Program implemented in Japan.

Modules	Subjects/Agendas	Methodology
1) Basic lectures on university-industry-government (U-I-G) cooperation	(1) Introduction on U-I-G cooperation	Lecture
	(2) Contribution of U-I-G cooperation to university, society and industry	Lecture
	(3) U-I linkage and the role of regional alliances support organization	Lecture
2) Technology management	(1) Basic lecture on technology management	Lecture
	(2) Importance of technology management and U-I linkage for engineering development	Lecture
	(3) Technology management: Case study	Workshop and Discussion
3) Needs investigation practice in industry	(1) Needs analysis and case study on model company	Lecture and Discussion
	(2) Investigating the needs of automobile parts maker	Observation and Exercise
4) Intellectual property right (IPR)	(1) IP policy and economic growth	Lecture and Discussion
	(2) IP management in companies	Lecture and Discussion
	(3) IP management in universities	Lecture and Discussion
	(4) IP policy and I-U cooperation	Lecture and Discussion
	(5) IP policy and IP education	Lecture and Discussion
	(6) Future vision on IP policy	Lecture and Discussion
5) Needs-Seeds matching	(1) Case study to match the needs of model company	Lecture and Discussion
	(2) Proposal presentation to match the needs of automobile parts maker	Observation and Exercise

(3) Finalization Phase in a participant's home country
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Modules	Activities
Implementation of the Interim report (Action Plan)	After application and implementation of the Action Plan (Interim Report) back in the participant's country, please submit the Completion Report (its sample at the Annex 2 on page 20) together with your final products to the respective country's JICA office by March, 2010.

<Structure of the program>

1. Preliminary phase (activities in your home country):

Preparation of the report of facts and motivation to be submitted and to be used as material to be developed into a full report to be presented in Japan prior to the start of the technical training program

2. Core Phase in Japan:

Topic outline (subject to minor changes)

1st week (10/7 – 10/09)

- (1) Presentation on report of facts and motivation
- (2) Basic lecture on U-I-G cooperation
- (3) Automobile factory visit

2nd week (10/13 - 10/16)

- (1) Lectures on technology management
- (2) Needs analysis and case study on model company

3rd week (10/19-10/23)

- (1) Collecting the preliminary information about the parts maker 1,2
- (2) Needs investigation practice in industry: Automobile parts maker 1
- (3) Needs investigation practice in industry: Automobile parts maker 2
- (4) Case study to match the needs of model company based on the seeds that university has
- (5) Visit to the U-I-G link supporting organization

4th week (10/26 – 10/29)

- (1) Interview the researchers about their seeds to match the needs of automobile parts maker 1,2
- (2) Proposal making

5th week (11/1 – 11/6)

- (1) Lectures on Intellectual Property rights
- (2) Proposal presentation to match the needs of automobile parts maker 1

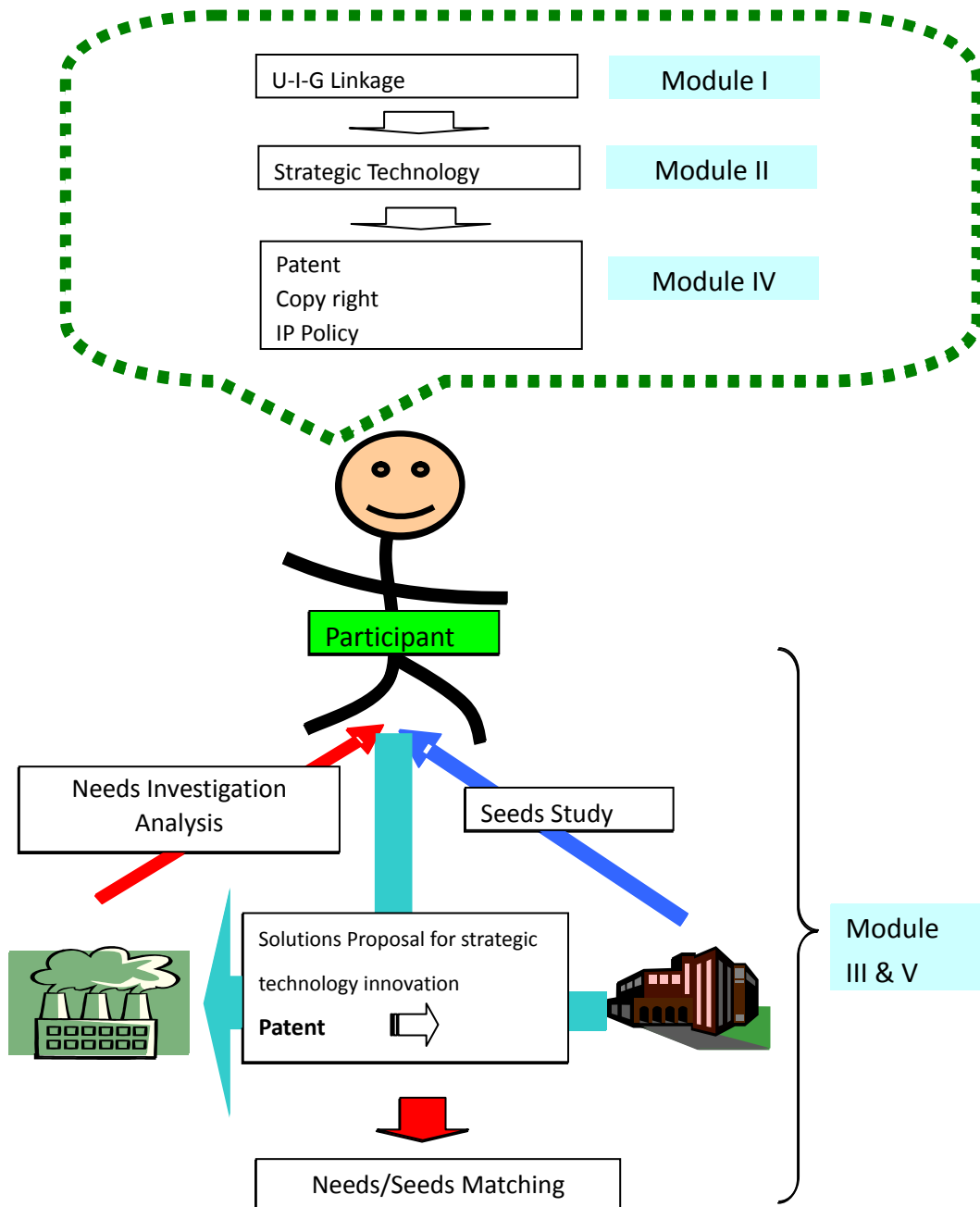
6th week (11/9, 11/11 – 11/13)

- (1) Proposal presentation to match the needs of automobile parts maker 2
- (2) Action plan making
- (3) Action plan presentation and evaluation meeting

3. Finalization Phase (activities in home country):

Participants are expected to implement the Action Plan (interim report) and report on progress within four (4) months after the end of the program in Japan.

《 Conceptual Diagram 》



10. Follow-up Cooperation by JICA:

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be working at higher education institution, a research center in engineering field, or the governmental organization as a coordinator or a promoter for university–industry-government cooperation or will be assigned to that position in the near future.
- 2) Experience in the relevant field: have more than 5 years research experience or working experiences at the governmental organizations related to U-I-G linkage.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, Action Plan (interim report) development, thus requires high competence of English ability. 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
- 6) Must be able to implement the action plan he/she made during the training course after returning back to his/her own country
- 7) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants:

Having basic knowledge on automotive technology

2) Age: be over the age of thirty (30)

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) **Report of facts and motivation:** to be submitted with the Application Form. Each applicant is requested to prepare a report explaining the present situation of his/her own job in his/her home country (organization), as well as to introduce his/her job description and own interest. This report should be typed in the attached form at ANNEX 1 on page 12 -14 in accordance with an Example Report, and to be submitted with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **August 07, 2009**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office shall conduct screenings, and send the documents to the JICA Chubu International Center, which organizes this project. Selection shall be made by the JICA Chubu International Center in consultation with Toyohashi University of Technology 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 to the respective Government by **not later than September 04, 2009.**

5. Document(s) to be Prepared by Accepted Participants:

• Presentation Files:

In order to promote the mutual understanding among participants, each participant is expected to make a presentation using PowerPoint data files about his/her own report of facts and motivation and the current condition of U-I-G linkage at his/her own organization. Other supporting materials such as organization's brochures, reports or photos, etc. are also welcome to be presented.

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 in the whole program including a preliminary (preparatory) phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chubu

(2) **Contact:** Mr. ICHIEDA Takeo (cbictp1@jica.go.jp)

2. Implementing Partner:

(1) **Name:** International Cooperation Center for Engineering Education Development (ICCEED),
Toyohashi University of Technology

(2) **Contact:** g-training@icceed.tut.ac.jp

(3) **URL:** <http://icceed.tut.ac.jp>

(4) **Remark:** ICCEED was established in April 2001 with the objective of promoting international cooperation for engineering education in the developing countries. The aim of the center is to conduct research on international cooperation in engineering education and to assist governmental organizations and other institutions in effective and efficient international cooperation. To accomplish its missions ICCEED established Division of Network & Database Development and Division of Project Development.

3. Training Place:

This course will be implemented at Toyohashi University of Technology, located at 1-1 Hibarigaoka, Tenpaku-cho, Toyohashi, Aichi-prefecture, Japan.

4. 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.

5. Accommodation in Japan:

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

Hotel Associa Toyohashi

Address: Nishijuku, Hanada-cho, Toyohashi-shi, Aichi 440-0075, Japan

TEL: +81-532-57-1010 FAX: +81-532-57-1033

(where "81" is the country code for Japan, and "532" is the local area code)

If there is no vacancy at Hotel Associa Toyohashi, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of Hotel Associa at its URL, <http://www.associa.com/english/tyh/>

6. Expenses:

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

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

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

(3) Free medical care for participants who become ill after arriving in Japan (costs related to

pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

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

7. 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. Development Education and Exchange with Local Communities

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country.

2. Inquiries

Any inquiries regarding U-I-G linkage and preparation of the Report of facts and motivation can be submitted to ICCEED by email (g-training@icceed.tut.ac.jp).

**Coordinator Training for
Tertiary Education – Industry – Government Linkage
to Develop Automobile Supporting Industries
(JFY 2009)**

Report of facts and motivation

Participants are requested to prepare a report of facts and motivation on the following issues and submit it to JICA together with the Application Form. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 20 pages.

NOTE: Participants in this program are requested to present their report of facts and motivation in group discussion sessions during the course program.

- 1. Name of applicant and age**

- 2. Home country**

- 3. Job Affiliation**

- 4. Division and your position (Please attach the organization chart showing your division in your institute)**

- 5. Job description of your position**

- 6. Professional career (since 1990)**
 - 6-1. Academic career (Please also describe the field of study/ research field)

 - 6-2. Industrial career

- 7. Intention of participating in this training and expectation from the training (Intention)**

(Expectation)

8. National strategy plan for the promotion of industry-university linkage, if available

9. Current situations and conditions of your university or institute concerning industry-university linkage

9-1. Do you have an office or a center for promotion or management of the linkage?

If no, go to 9-4.

()

9-2. Describe the organization structure of the office or the center.

()

9-3. Describe briefly the main functions of the office or the center.

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9-4. Number of technical consultations per year

()

9-5. Type of industry partners

()

9-6. Number of collaborative research projects with industry per year

()

9-7. The University's main research area in the above collaborative research

()

9-8. If possible, please indicate the total amount of the funds obtained by the collaborative research mentioned above.

()

9-9. If possible, please indicate the scale of research fund provided by a single company (average).

()

9-10. Does your university or institution formulate the regulations about intellectual property rights?

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9-11. Does your university or institution have the organization for intellectual property rights? In case of "Yes", please describe the name of the organization.

()

9-12 Please describe the number of the patents which your university or institution has obtained.

()

10. Plan to promote industry-university linkage, if your university or institute has any

11. Problems, issues and future challenges of your university or institute concerning the cooperation with the industry, especially with the automobile industry

12. Your opinion regarding the university – industry linkage and development of automobile supporting industries (Feel free to express)

##Report of facts and motivation: Example##

Report of facts and motivation

1. Name of applicant and age

SUZUKI Taro, 41

2. Home country

Japan

3. Job Affiliation

Toyohashi University of Technology (TUT)

4. Division and your position (please attach the organization chart showing your division in your institute)

Division of Industry-University Cooperation, Executive Office for Intellectual Property and Industry Collaboration

Associate Professor

See attachment 1 for the organization structure chart

5. Job description of your position

Administration of industry-university linkage

Recommendation for technical consultation and joint research

6. Professional career (since 1990)

6-1. Academic career (Please also describe the field of study/ research field)

2001: Associate Prof., Department of Mechanical Engineering, TUT

(Solid mechanics, Fracture Mechanics)

2004: Move to Associate Prof., Executive Office for Intellectual Property and Industry Collaboration

Up to now.

6-2. Industrial career

1985: Engineer, Toyohashi Automotive Co. Ltd

1999: Associate Manager: Toyohashi Automotive Co. Ltd.

7. Intention of participating in this training and expectation from the training (Intention)

Acquire knowledge and skill of industry-university linkage from this training and promote industry-university activities in my university.

(Expectation)

Make research collaboration contacts with industry at least 5 for a year.

8. National strategy plan for promotion of industry-university linkage, if available

In Japan, the third basic plan of science and technology is initiated from April 2006. This plan is implemented for 5 years and the following issues are stated:

- Promotion of industry-university linkage, especially small and medium scale industry
- Support of small and medium scale industry to strengthen and enhance the production technology

9. Current situations and conditions of your university or institute concerning industry-university linkage

9-1. Do you have an office or a center for promotion or management of the linkage?

If no, go to 9-4.

(Yes, we have.)

9-2. Describe the organization structure of the office or the center.

(Director: 1 person, Vice director: 2 persons, Office staff: 3 persons)

9-3. Describe briefly the function of the office or the center.

- Gate for the linkage
- Technical consultation
- Reception of collaboration researches

9-4. Number of technical consultations per year

(55 consultations per year)

9-5 Type of industry partners

(Automotive industry, Food Processing industry, Textile industry, Home electric and electronic industry, Research consultant)

9-6. Number of collaborative research projects with industry per year

(10 collaboration research per year)

9-7. The University's main research area in the above collaborative research

(Mechanical engineering, Chemical Engineering, Electric and Electronic

engineering, Control engineering)

9-8. If possible, please indicate the total amount of the funds obtained by the collaborative research mentioned above.

(2 million US\$)

9-9. If possible, please indicate the scale of research fund provided by a single company (average).

(US\$ 10,000/ company)

9-10. Does your university or institution formulate the regulations about intellectual property right?

(Yes, we formulate those)

9-11. Does your university or institution have the organization for intellectual property rights? In case of "Yes", please describe the name of the organization.

(Department of intellectual property management)

9-12 Please describe the number of the patents which your university or institution has obtained.

(10 patents)

10. Plan to promote industry-university linkage, if your university or institute has any

- Establish an office for industry-university linkage
- Regular Seminar on industry-university linkage inviting owners or engineers from industry, and officers from central and local government
- Internship program for the students at the industry

11. Problems, issues and future challenges of your university or institute concerning the cooperation with the industry, especially with the automobile industry

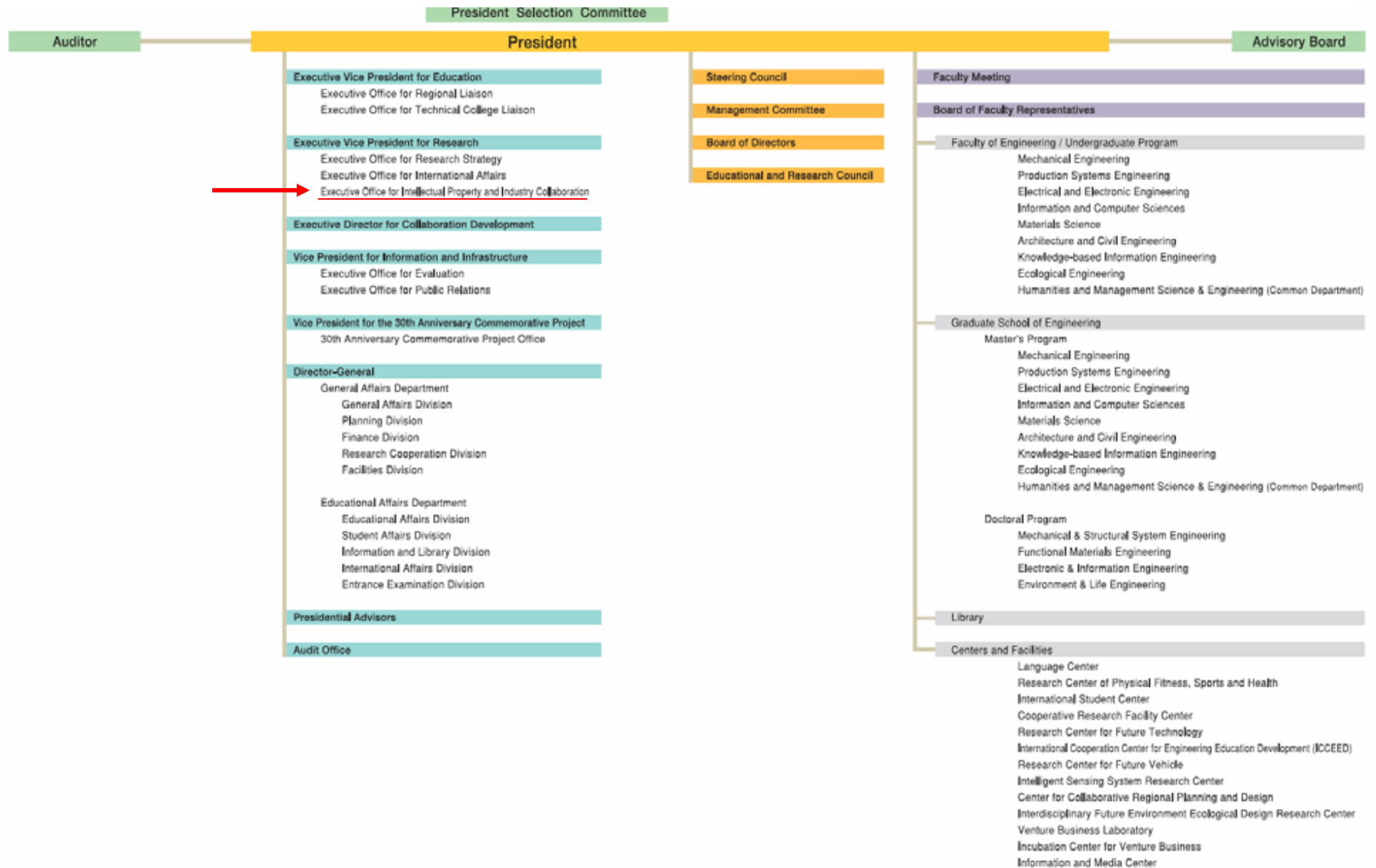
Some professors are very active in conducting research with industries. However, most of professors are indifferent to such kind of activities. I believe system of university-industry linkage has to be well established in our university.

12. Your opinion regarding the university–industry linkage and development of automobile supporting industries (Feel free to express)

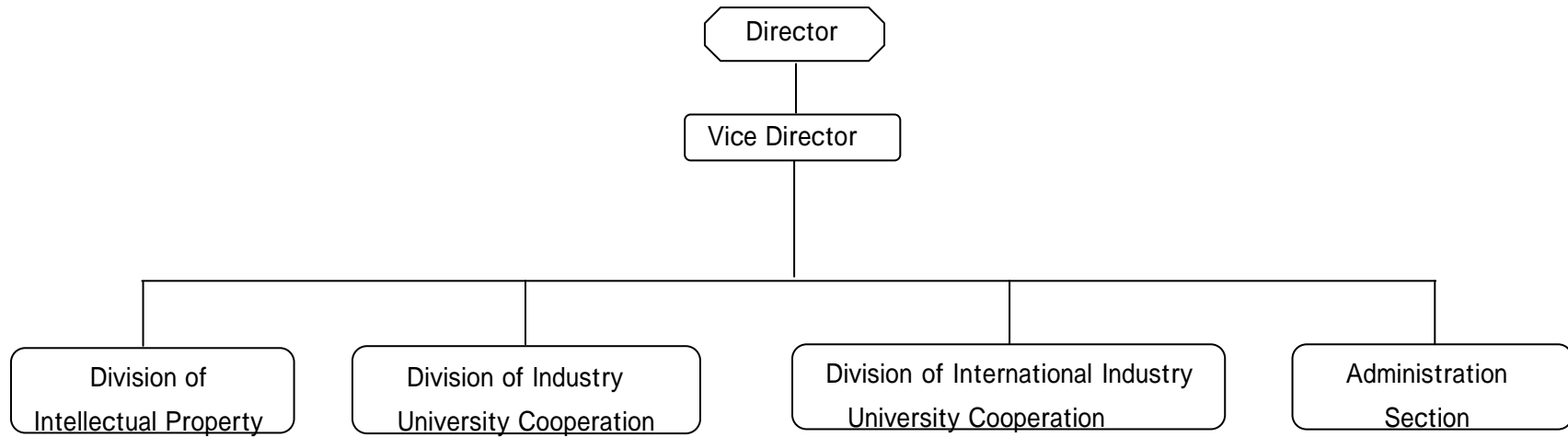
There are a big potentials in automobile parts industry of our country. In order to get competitive advantage in this area, university has to assist the industry. I am expecting a lot from this training program.

Attachment: Organization Structure Chart (Example)

1) Organization Chart of Toyohashi University of Technology



2) Organization Chart of Executive Office for Intellectual Property and Industry Collaboration (Example)



Sample

-Completion Report-

April 1, 2008

To Resident Representative of JICA Bangladesh

Completion Report of Group Training Program “School Health” in JFY2008*

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program “School Health” which was implemented from June to August 2008. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth’s smoking has been authorized by our director general as attached.

2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

3. Future actions

(sample) : The project is supposed to start in the next two month with two of the target schools and complete by December 2008.

4. Comments on this program, if any

Best regards,

Signature:

Name: Ms. XXXX. XXXX

Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

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

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

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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