

No.34/57/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 1st November 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Improved Operation and Management for Agricultural and Rural Infrastructure to be held in Japan from 20th February 2011 to 23rd April 2011.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from January 2011 to August 2011, out of this the Core Phase, from 20/02/2011 to 23/04/2011, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program aims to improve life standards of farmers through sustainable agricultural and rural development, based on establishment law and system to implement infrastructure development related to agricultural and rural development in consideration of environmental conservation, participation of beneficiaries etc.

3. The Candidate should be Administrative/Technical officials in charge of formulating law and system to implement infrastructure development related to agricultural and rural development, having more than 5 years of experience working in Governmental Ministry/Agency concerned to agricultural administration; be a university graduate; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above programme and not be serving in any form of military service.


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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 23rd September 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

.....Contd.

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 should reach this Department through the Administrative Ministry/State Governments not later than 7th December 2010. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)
Desk Officer

1. The Secretary, Ministry of Agriculture & Cooperation, Krishi Bhavan, New Delhi.

2. The Secretary, Ministry of Rural Development, Shastri Bhavan, New Delhi.

3. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

✓ 4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No. 72/GT-CP/2010

23rd ~~March~~ ^{September}, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Improved Operation and Management for Agricultural and Rural Infrastructure will be held in Japan from 20th February, 2011 to 23rd April, 2011. under the Technical Cooperation Programme of the Government of Japan.

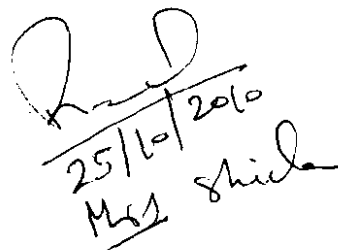
We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **15th December, 2011**:-

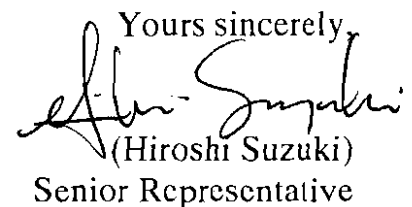
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Reference Sheet

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

It is further informed that 12 slots are available globally for the aforesaid 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,


25/10/2010
Mr. Shida

Yours sincerely,

(Hiroshi Suzuki)
Senior Representative

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

7/10/10 - 89-10/2010
C-504/ECF/2010
27/10/2010



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON
The Group Training Course of
Improved Operation and Management for
Agricultural and Rural Infrastructure
集団研修「農業農村インフラ運営管理の改善」
JFY 2010**

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

NO. J10-00714 / ID. 1080047

From January 2011 to August 2011

Phases in Japan: From February, 20, 2011 to April, 23, 2011

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

I. Concept

Background

In developing countries, to solve the serious issues on population increase and poverty, promotion of agricultural and rural development project such as increment of agricultural productivity, is required. Though infrastructure development necessary for agriculture is has been developed steadily, but the maximum use of potential and capacity for agricultural production that natural resources (such as land and water) has, is difficult.

As common challenges on the above matter, establishment of consistent law and systems and enhancement of project planning capacity (investigation, planning, designing and estimation, construction, maintenance) for stable and sustainable development of agricultural and rural infrastructure, from the view points on environmental consideration, participation of beneficiaries, and natural resources circulation, are nowadays required.

For what?

This program aims to improve life standards of farmers through sustainable agricultural and rural development, based on establishment law and system to implement infrastructure development related to agricultural and rural development in consideration of environmental conservation, participation of beneficiaries, etc.

For whom?

This program is offered to administrative and/or technical officials in charge of formulating law and system to implement and support infrastructure improvement related to agricultural and rural development, in Central or Regional Government.

How?

Participants shall have opportunities in Japan to know frameworks of Japanese laws and systems on agricultural and rural infrastructure development projects, project planning methods on agricultural and rural infrastructure development, farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure, and compile Action Plan (administrative scenario).as final output in Japan.

II. Description

**1. Title (J-No.): Improved Operation and Management for
Agricultural and Rural Infrastructure (J10-00714)**

2. Period of program

Duration of whole program:	January 2011 to August 2011
Preliminary Phase: (in a participant's home country)	January 2011 to February 2011
Core Phase in Japan:	February 20 to April 23, 2011
Finalization Phase: (in a participant's home country)	May 2011 to August 2011

3. Target Regions or Countries

Kosovo, Philippines, India, Afghanistan, Egypt, Rwanda, Albania, Indonesia, Laos, Haiti, Iraq

Eligible / Target Organization

Central or Regional Governmental (Ministry / Agency concerned to agricultural administration,) in charge of infrastructure development related to agricultural and rural development.

4. Total Number of Participants 12 participants

5. Language to be used in this program: English

6. Program Objective:

Abilities to plan and implement projects for building proper management of agricultural and rural infrastructure are developed in the officers in charge of agricultural and rural development policy in the central or local government.

7. Overall Goal:

Infrastructure development project for sustainable and cycling-based agricultural and rural development is executed, so as to improve life standards of farmers under sound eco-system.

8. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (January 2011 to February 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Compilation of Inception Report (IC/R)	Grasping of situation in own country, and examination of skeletal essentials of an administrative scenario.

(2) Core Phase in Japan (February 20, 2011 to April 23, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To understand frameworks of Japanese laws and systems on agricultural and rural infrastructure development projects	<ul style="list-style-type: none"> · Keynote address on development of irrigation facility in Japan, and adaptation to circumstances and environment · Role, responsibilities and organization of MAFF · Agricultural and rural development in Japan · Conservation of land, water and environment · Policy evaluation 	Lecture
To understand project planning methods on agricultural and rural infrastructure development 1) Various projects for the improvement of agricultural productivity 2) Various projects for the improvement of farmers' living conditions	<ul style="list-style-type: none"> · Process/flow of agricultural infrastructure improvement and rural development project · River adjustment and water right · Environment impact assessment · Role and responsibilities of Land Improvement Planning and Management Office · Resources circulation and biomass · Rural community sewerage improvement · Integrated rural improvement project · Technical support to agricultural infrastructure improvement and rural development on National Institute for Rural Engineering 	Lecture Observation
To understand farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure	<ul style="list-style-type: none"> · Participatory Irrigation Management (PIM) by farmers (LID in Japan) · Operation and maintenance works of irrigation and drainage facilities by LID · Theory of Farmers organization · Participatory rural appraisal (PRA) / Rapid rural appraisal (RRA) 	Lecture Observation

To compile an Action Plan which presupposes its adoption and application to his/her own country	<ul style="list-style-type: none"> • Case study on overseas agricultural infrastructure improvement and rural development project • Project Cycle Management (PCM) • Making Action Plan 	Practice
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(4) 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.

Expected Module Output	Activities
Authorization of Action Plan	Re-examination and authorization in own country of administrative scenario and submit it as a Final Report.

<Structure of the program> * Refer the following diagram.

This program is aiming to "improve comprehensive problem-solving ability for infrastructure development related to agricultural and rural development in rural areas".

Organization which participants are belonging to, should understand necessity of consistent laws and systems (investigation, planning, designing and estimation, construction, maintenance) for the implementation of infrastructure development projects by Government (Ministry / Agency) concerned to agricultural administration, and a comprehensive approach that considers diverse viewpoints, as Common challenges.

Participants should draft the Action Plan which is final output program in Japan.

“Action Plan” ⇒ An administrative scenario for the establishment of laws and systems and/or development of project plans that Government (Ministry / Agency) concerned to agricultural administration, should implement in order to improve agricultural productivity and farmers' living conditions.

【Examples of Scenario】

Draft (or proposal) on

1. Laws, measures and guidelines
2. Improvement plans for organizational system
3. Development plans / strategies for target areas and groups
4. Project plans

【Overall Goal】 Infrastructure development projects for sustainable agricultural and rural development is executed, so as to improve the life standards of farmers.

【Attainment of PROGRAM OBJECTIVE】

Abilities to plan and implement projects for building proper management of agricultural and rural infrastructure are developed in the officers in charge of agricultural and rural development policy in the central or local government.

<OUTPUT 4>

An "Action Plan," which presupposes its adoption and application to his/her own country, is drafted.

"Action Plan" ⇒ **An administrative scenario** for the establishment of laws and systems and/or development of project plans that Government (Ministry / Agency) concerned to agricultural administration, should implement in order to improve agricultural productivity and farmers' living conditions.

<OUTPUT 3>

Farmer participation methods for the appropriate maintenance of developed agricultural and rural infrastructure are understood.

<OUTPUT 2>

Project planning methods on agricultural and rural infrastructure improvement are understood.

- 1) Various projects for the improvement of agricultural productivity
- 2) Various projects for the improvement of farmers' living conditions

<OUTPUT 1>

Frameworks of Japanese laws and systems on agricultural and rural infrastructure improvement projects are understood. (*NOT an Individual techniques understandings)

Finalization Phase:

Re-examination and authorization in own country of administrative scenario.

Core Phase in Japan:

Addition of body and substance to the skeletal essentials of a scenario using knowledge and experiences of Japan, and the compilation of a scenario (draft)

Preliminary Phase:

Grasping of situation in own country, and examination of skeletal essentials of an administrative scenario.

【Common challenges】

Necessity of consistent laws and systems (investigation, planning, designing and estimation, construction, maintenance) for the implementation of infrastructure development projects by the Government (Ministry / Agency) concerned to agricultural administration, and a comprehensive approach that considers diverse viewpoints

Improvement of an organizational system for the maintenance of facilities

Participation of beneficiary farmers in the implementation of projects

Consideration of environmental conservation and other issues

【Example of scenario】

Draft (or proposal) on
① Laws, measures and guidelines; ② Improvement plans for organizational system; ③ Development plans / strategies for target areas and groups; ④ Project plans.

【Needs of developing countries】

In response to issues such as population growth and poverty, increase in agricultural productivity is promoted through the maximum use of potential production capacity that natural resources, such as land and water, has.

【Background of Program】

1. Improvement of agricultural and rural infrastructure for stable and sustainable agricultural production activities
2. A core course, in the Grand Design of the training on agricultural infrastructure, aiming to "improve comprehensive problem-solving ability for infrastructure improvement in rural areas"

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be (Administrative / Technical) officials (if possible, holding Head / Manager position in section) in charge of formulating law and system to implement infrastructure development related to agricultural and rural development
 - 2) Experience in the relevant field: have more than 5 years of experiences working in Governmental (Ministry / Agency) concerned to agricultural administration
 - 3) Educational Background: be a graduate of university
 - 4) Language: have a competent command of spoken and written English
 - 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- * Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National

Staffs in JICA office for the details.

6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: N/A
- 2) Age: N/A

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) Reference sheet:** to be submitted with the application form. as ANNEX-1 of this General Information..

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **December 15, 2010**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than January 14, 2011.**

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

Inception Report -- to be submitted by **February 10, 2011:**

Before coming to Japan, only accepted participants are required to prepare an

Inception Report (detailed information is provided in the ANNEX-2 "Inception Report". The Inception Report should be sent to JICA or the Japan International Cooperation Center by **February 10, 2011**, preferably by e-mail to tbictp@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 Tsukuba

(2) **Contact:** Mr. Yuji INOUE (Inoue.Yuji@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Under coordination

(2) **Contact:** N/A

(3) **URL:** N/A

(4) **Remark:** N/A

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 Tsukuba International Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1119

(where "81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA TSUKUBA at its URL, <http://www.jica.go.jp/english/contact/domestic/map/tsukuba.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 "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. Other Information

(1) Compiled Inception Report and other kind documents preferably should be brought with flash memory devices stored.

VI. ANNEX

ANNEX-1: Reference sheet for application

ANNEX-2: Form of Inception Report (submitted by only accepted participants by February 10, 2011.)

ANNEX-1



**Reference Sheet for application
on
Improved Operation and Management for
Agricultural and Rural Infrastructure
(J10-00714)**

Name:

Organization:

Position:

1. Please describe outline of existing main strategy and/or policy on agricultural and rural development in your country / region, such as agricultural infrastructure development, steadily food supply and food security, sustainable agricultural production, rural development, etc.

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-
-
-
-

2. Please describe present governmental administration based on existing law, measures, guidelines, etc., on infrastructure development related to agricultural and rural development in your country / region. *(On following page, please check the box, and mention outlines.)*

Irrigation and Drainage Improvement (incl. Water Resource Development, Water Facility Development)

Agricultural Land Consolidation

Farm Road Improvement

Rural Community Sewerage Improvement

Integrated Rural Development

Hilly and Mountainous Areas Development

Agricultural Land Disaster Prevention

Operation and Maintenance Works of Constructed Facilities

Environmental and/or Natural Resources Conservation / Circulation on Agricultural Water, Land, etc.

Others (if any)

3. Outline of your organization

3.1 Organizational structure (*Please attach organizational chart / diagram, and indicate your position.)

3.2 Annually average budget allocation for infrastructure development related to agricultural and rural development in your organization.

4. Grasp the respective level's capacity for the establishment of laws and institutional systems and/or development of project plans by Government (Ministry / Agency) concerned to agricultural administration, with following Matrix.

Individual Level

cf. Knowledge and/or Techniques

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Government officials (including the participant) in the organization			
Beneficiary farmers / Target person			

Organizational level

cf. Administrative and operational / system, structure, internal management and coordination mechanism, internal regulation, human resource management and assignment, budget allocation, decision making procedure, etc.

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Your organization (and other related organizations, if any)			
Group / Organization of beneficiary farmers / Target person (such as farmers cooperatives, water users' associations, etc)			

Social institutions and system level, on target / beneficiary area

cf. Traditional way and method of irrigation, agricultural products marketing / distribution system, agricultural and rural development finance system, condition of other concerned actor / stakeholders (cf. private company, NGO, etc), etc.

	Problems to be solved	Current capacity against Problems	Required capacity against Problems
Target area, (or community of target group)			

END



**Inception Report
on
Improved Operation and Management for
Agricultural and Rural Infrastructure
(J10-00714)**

[General direction for making Inception Report]

- (a) Only accepted participants are requested to compile Inception Report on the following items, and submit it to the respective country's JICA office by **February 10**, 2011, or e-mail to tbictp@jica.go.jp.
- (b) The report should be typewritten **using MS-Word**, in English on A4 size paper (21 cm x 29.5 cm) by 12-point font, double-spaced, and less than 10 pages.
- (c) If participants are more than 2 from one (1) country, this report may become **GROUP** Report compiled together with other participants from same country.

Country

Participant's Name

Name of Belonging Organization and Position

1. Overview of your country / region

- 1.1 Geography
- 1.2 Topography
- 1.3 Climate
- 1.4 Mainly cultivated crops (Area and Amount of production)

2. Outline of your duties/job

- 2.1 Roles, function and responsibilities of your Organization, and your assigned Department / Division / Section
- 2.2 Detailed your own duties / responsibilities which you currently engage

3. Skeletal essentials of an Action Plan (⇒**An administrative scenario to attain “Program Objective”**: **to plan comprehensive infrastructure development project for agricultural and rural development, or to establish law and institutional systems to implement infrastructure development**, based on the Article 2 and 4 on submitted Reference Sheet for Application.

(Please check the box of the chosen one, and mention outlines)

Draft (or proposal) on Laws, systems and guidelines

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Improvement plans for organizational system

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Development plans / strategies for target areas / groups

- Tentative Title
- Background and Justification
- Expected Contents

Draft (or proposal) on Project plans

- Tentative Title
- Background and Justification
- Expected Contents

Other ideas

END

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 Tsukuba International Center (JICA TSUKUBA)
Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan
TEL: 81-29-838-1111 FAX: 81-29-838-1119**

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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)

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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.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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)**

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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

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First Name

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Middle Name

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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

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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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

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.

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

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

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

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

If accepted for the program, I agree:

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

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: (_____)	

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

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

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

Date:	Signature:
	Print Name: