

TRAINING CIRCULAR

Subject : A Group Training Course in **Mitigation Strategy for Urban Earthquake Disaster** to be held in Japan from 29th September, 2008 to 22nd November 2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Mitigation Strategy for Urban Earthquake Disaster to be held in Japan from 29th September 2008 to 22nd November 2008. 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 course aims for the candidates to learn holistic and comprehensive strategy for urban earthquake DRR (Disaster risk reduction) in seismic hazardous countries.


3. The candidate should be a public officer, technical specialist, researcher, engineer or medical staff who is presently engaged in practical service of disaster risk reduction of urban city; have more than two years of experience in the field of disaster risk reduction; be a university graduate or equivalent; be between twenty-five and forty-five years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; 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). 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 Circular dated 24th June 2008. The Ministries/ 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 should reach this Department through proper channel **not later than 1st August 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishajit Sethi)
Director

1. Ministry of Earth Sciences, Mahasagar Bhavan, Block No. 12, CGO Complex, Lodhi Road, New Delhi

2. All State Governments/ Union Territories

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

3. 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



For a better tomorrow for all.

Japan International Cooperation Agency
(Government of Japan)

No. 11 (11)

31/6/08

No. 55/GT-CP/2008

24th June, 2008

Dear Mr R.K. Kharb,

A Group Training Course in Mitigation Strategy for Urban Earthquake Disaster will be held in Japan from 29th September, 2008 to 22nd November, 2008, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 8th August 2008:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The Desired Country Report

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

It is further informed that 12 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

(Yumiko Asakuma)

Deputy Resident Representative

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

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

24/6
MS'S



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

MITIGATION STRATEGY FOR URBAN EARTHQUAKE DISASTER

**集団研修「都市地震災害軽減のための総合戦略」
JFY 2008**

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

NO. J08-00732

From Sept. 29, 2008 to Nov. 22, 2008

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

I. Concept

Background

In January 17th, 1995, the Great Hanshin-Awaji Earthquake shook Kobe and nearby cities violently resulting in human losses of more than 6000 and property damage of over 10 trillion yen (US 100 billion). These urban cities have revived from this immense tragedy over the past 13 years by learning the complexity of urban recovery processes and building better earthquake prepared urban environments. The lessons learnt from the past disasters and the future strategy for the disaster reduction were encapsulated in statements of the Hyogo Framework of Action (HFA) which was announced at the United Nations World Conference on Disaster Reduction (UNWCDR) organized in Kobe, January 2005 as 10th anniversary of the 1995 earthquake. The HFA strongly calls for pro-active measures for disaster risk reduction (DRR) and holistic & comprehensive approach to integrate the efforts among various stakeholders involved in the DRR.

The course is to train and deliver the leaders of urban earthquake DRR by sharing the necessary knowledge & tools for the holistic and comprehensive strategy for urban earthquake DRR in seismic hazardous countries. In order to deal with the complex problems of urban earthquake disasters systematically, the course emphasizes the importance of knowledge & tools in three key components for the urban DRR strategy, namely 1) Risk Assessment, 2) Risk Management, and 3) Risk Communication.

For what?

The objective of the training is to learn holistic and comprehensive strategy for urban earthquake DRR in seismic hazardous countries. After learning the strategy, the participants should be able to prepare the action plans for urban earthquake DRR that are suitable and required in their countries based on the individual country situations.

For whom?

This program is offered to the public officers, technical specialists, researchers, engineers or medical staffs who presently engaged in practical service of urban earthquake DRR for large cities in seismic hazardous country.

How?

The knowledge & tools in three key components for the urban DRR strategy, namely 1) Risk Assessment, 2) Risk Management, and 3) Risk Communication will be taught.

The participants to this year's course will also attain, at the end of training, work credit to be eventually counted toward completing an internationally-accredited professional certification program as "urban DRR specialists" currently being formulated by several international organizations including WBI, UNISDR, UNDP, and others.

II. Description

1. Title (J-No.): Mitigation Strategy for Mega-Urban Earthquake Disaster (J08-00732)

2. Period of program

Duration of the program in Japan Sept. 29, 2008 to Nov. 22, 2008

3. Target Regions or Countries:

12 participants from Algeria, Armenia, Bangladesh, Chile, China, Colombia, India, Indonesia, Nepal, Philippines, Turkey and Venezuela

4. Overall Goal:

The course is to train and deliver the leaders of urban earthquake DRR by sharing the necessary knowledge & tools for the holistic and comprehensive strategy for urban earthquake DRR in seismic hazardous countries. The importance of knowledge & tools in three key components, namely 1) Risk Assessment, 2) Risk Management, and 3) Risk Communication will be taught in order the participants to prepare the action plans to implement the urban DRR strategy in their own countries. Also the participants to this year's course will also attain at the end of training a necessary work credit to complete the certification process towards an internationally accredited DRR expert to be recognized by the world leading DRR organizations.

5. Objective:

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

This program aims to understand comprehensive strategy for urban earthquake DRR in seismic hazardous countries and to prepare the action plans for earthquake DRR that are suitable and required in their countries based on the individual country situations.

To achieve this program objective, participants are expected to learn;

- (1) Risk Assessment techniques needed prior to the earthquake event
- (2) Risk Management techniques required during and after the event
- (3) Risk Communication techniques to be provided before and after the event.

6. Eligible / Target Organization :

This program is offered to the organizations that employ the administrative officers, technical specialists, researchers, engineers or medical staffs who presently engaged in practical service of urban earthquake DRR for large cities in seismic hazardous country.

7. Total Number of Participants :

12 participants from Algeria, Armenia, Bangladesh, Chile, China, Colombia, India, Indonesia, Nepal, Philippines, Turkey and Venezuela

8. Language to be used in this project: English

9. Contents:

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

(1) Preliminary Phase in a participant's home country	
<i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country Report	Summarize the vulnerabilities of participant's urban society & facility

(2) Core Phase in Japan (September 29, 2008 to November 22, 2008) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
Risk Assessment	Earthquake Mechanism	Lectures & Visit to NIED, Tsukuba
	Seismic Ground Motion & Hazard Map	Lectures & Visit to PWRI, Tsukuba
	Building Codes, Lifeline Damage Assessment	Lectures & Visit to NILIM, Tsukuba
Risk Management	Recovery of Kobe City and Community	Lectures & Visit to Nagata, Kobe
	Disasters Medical Response and Public Health	Lectures & Visit to Hyogo Emergency Hospital
	Environmental Impacts of Disasters	Lectures & Visit to Hiroshima Prefect.
	Economic Impacts of Earthquake	Lectures
Risk Communication	IT for Emergency Management	Lectures & Visit to Hyogo Prefecture
	Disaster Information Sharing	Lectures & Visit to Kobe City
	Int. Collaborations for DRR	Lectures & Visit to WHO Hyogo

NIED: National Research Institute for Earth Science and Disaster Prevention
 PWRI: Public Works Research Institute
 NILIM: National Institute for Land and Infrastructure Management

(3) Finalization Phase in a participant's home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Modules	Activities
Evaluation of action plan	Evaluation of implementing individual action plan for DRR and submission of report to JICA.

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the country report that summarizes the vulnerability of the participant's country and urban society & facilities against the earthquake hazard. The report should also contain the role of participant's organization in DRR and the benefit of taking the training course for future works of the organization.
The country report should be attached with Application Form and be submitted at the same time.
2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

Week & Date	Activities
1st week 9/29 – 10/5	-Orientations -General orientation on Japan at JICA Osaka
2nd week 10/6 – 10/12	-The role of Japanese central and local governments in DRR. -Opening & Program introduction @ RCUSS, Kobe University -Presentation of country report.
3rd week 10/13 - 10/19	Lectures on Risk Assessment; -Earthquake Mechanism -Ground Shaking and Seismic Hazard Map -Building Codes -Lifeline Damage Assessment Visit to emergency response office of local government
4th week 10/20 – 10/26	Visit Tsukuba and Tokyo -National Institute of Land & Infrastructure Management (NILIM), National Institute of Earth Science (NIED), Public Work Research Institute (PWRI) @ Tsukuba -National Institute of Fire and Disaster, National Disaster Medical Center, Tokyo Metropolitan Government Office, Japan Meteorological Agency, NHK
5th week 10/27 - 11/2	Lectures on Risk Management and Risk Communication -Disaster Medicine and Public Health -Recovery of Kobe City and Community -Environmental Impacts of Disasters -Disaster Information Sharing Visit E-Defense (the world largest shaking table)
6 th week 11/3 – 11/9	Lectures on Risk Management and Risk Communication -International Collaborations for DRR -Introduction and lectures on an internationally-accredited professional certification program as "urban DRR specialists" that are currently being formulated by several international organizations including WBI, UNISDR, UNDP, and others
7th week 11/10 – 11/16	Lectures on Risk Management and Risk Communication -IT for Emergency Management -Economic Impacts of Earthquake Visit Hiroshima Prefectural Disaster Office
8th week 11/17 – 11/23	Preparation and presentation of final reports Visit local school Final Evaluation & Closing Ceremony

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are strongly expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be a public officer, technical specialist, researcher, engineer or medical staff who is presently engaged in practical service of disaster risk reduction of urban city
- 2) Experience in the relevant field: have more than 2 years' experience in the field of disaster risk reduction
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Age: be between the ages of twenty-five (25) and forty five (45) years

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) **Country Report:** to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the Nomination Form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: Aug. 8, 2008

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. 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 Aug. 29, 2008.**

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hyogo

(2) **Contact:** jicahic-kenshukakuju@jica.go.jp

2. Implementing Partner:

(1) **Name:** Research Center for Urban Safety and Security(RCUSS), Kobe University

(2) **Contact:** rcuss@kobe-u.ac.jp, Fax:81-78-803-6394

(3) **URL:** <http://www.rcuss.kobe-u.ac.jp/English/index-e.html>

(4) **Remark:** One of 14 founding members of Asia Regional Task Force on Urban Risk Reduction, UN/ISDR-Hyogo Office.

3. Travel to Japan:

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

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

4. Accommodation in Japan:

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

JICA Hyogo International Center (JICA HYOGO)

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

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

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

If there is no vacancy at JICA HYOGO, JICA will arrange alternative accommodations for the participants.

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

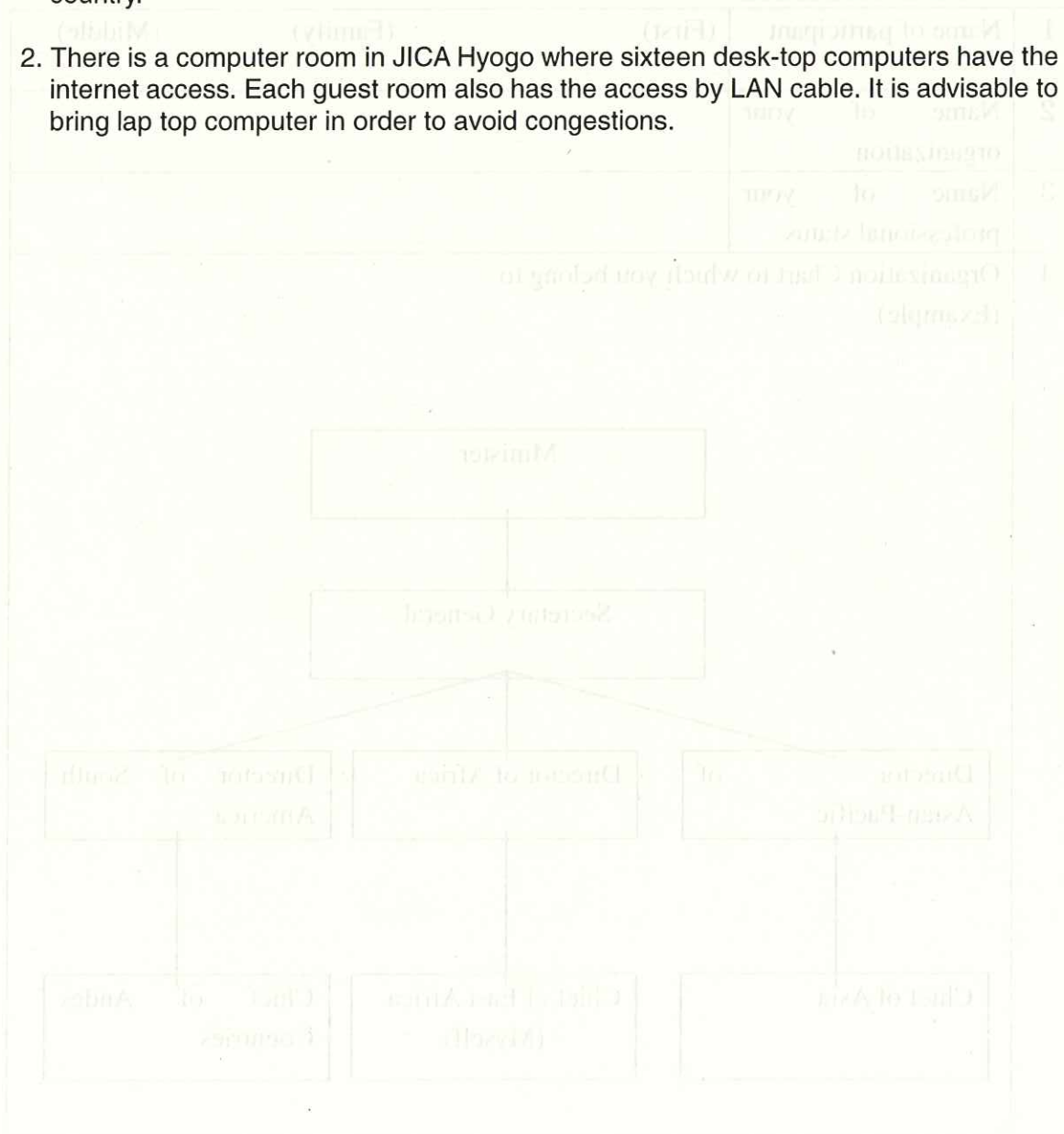
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan,

conditions of the workshop, and other matters.

V. Other Information

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

2. There is a computer room in JICA Hyogo where sixteen desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.



VI. ANNEX:

~Format of the country Report~

on MITIGATION STRATEGY FOR MEGA-URBAN EARTHQUAKE DISASTER

1 Basic Information

1	Name of participant	(First)	(Family)	(Middle)
2	Name of your organization			
3	Name of your professional status			
4	<p>Organization Chart to which you belong to. (Example)</p> <pre> graph TD Minister[Minister] --> SecGen[Secretary General] SecGen --> DirAP["Director of Asian-Pacific"] SecGen --> DirAfrica["Director of Africa"] SecGen --> DirSA["Director of South America"] DirAP --> ChiefAsia["Chief of Asia"] DirAfrica --> ChiefEA["Chief of East Africa (Myself)"] DirSA --> ChiefAndes["Chief of Andes Countries"] </pre>			

2 Information regarding the training course

1	The present situation of your country and/or the mega cities and the function of your belonging institutions regarding the topic of the training.
2	The prime and immediate problems facing your country and your belonging institutions regarding the topic of the training. Also describe your ideas and situations in relation to earthquake disaster mitigations such as; i) Past experience, ii) Present situation, iii) Future plan, iv) Others
3	The lectures, practice and visits that you would like to expect and wish to have in the training.

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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

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)

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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)**

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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.

(_____)

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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