

No.34/60/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 6th July, 2009.

TRAINING CIRCULAR

Subject : Group Training Course in Comprehensive Management of River and Dam to be held in Japan from 13th September 2009 to 19th December 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 Comprehensive Management of River and Dam . The total duration of the programme is from August 2009 to June 2010, out of this, the Core Phase from 13/09/2009 to 19/12/2009, 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 Governmental Organization in charge of water issues to solve water problems which are flood control and/or water resources development, such as Ministry of Water Resources and Ministry of Irrigation. The programme aims to develop the draft plan for improving on flood/sediment disaster measures, water resources management policies, dam management policies and riverine environment conservation measures in the water governing agencies.

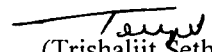
3. The applicant should be an officer in charge of flood control works or water resources development projects in Governmental organization; be a university graduate or the equivalent with basic knowledge in civil engineering and have 5 years experience in the field of flood control or in water resources development projects; be below 40 years of age; be proficient in MS Word, Excel and Power Point; be proficient at written and spoken English; 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 29th 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 should reach this Department through proper channel not later than 28th July 2009. 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


(Trishaljit Sethi)
Director

1. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. All State Governments/ Union Territories.
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.



S.NO. 1(R)

-1-

Japan International Cooperation Agency
(Government of Japan)

No 67/GT-CP/2009

29th June 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Comprehensive Management of River and Dam will be held in Japan from 13th September, 2009 to 19th December, 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 31st July, 2009:-

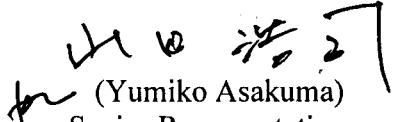
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Inception Report

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

It is further informed that 10 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


6/6/09

M.S.



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION
ON
COMPREHENSIVE MANAGEMENT
OF RIVER AND DAM
集团研修「総合的な河川及びダム管理」**

JFY 2009

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

No. J09-00918 / ID. 0980065

From August 2009 to June 2010

Phases in Japan: From September 13, 2009 to December 19, 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 developing countries, solving water problems is an immediate task, and flood control measures, particularly damage control of typhoons and tropical cyclones, as well as water resources development in dry regions are essential issues when striving for stabilization and development of industries and economies in addition to the improvement of living standards. Recently, due to climate changes following global warming, risks of water related disasters such as floods and droughts are expected to increase. Thus, in respect to technology development related to rivers and dams, which is a backbone for flood control and water utilization, cooperation such as technology transfers from developed countries, is strongly desired. As a result, through implementation of this cooperation, it is required to solve water problems in developing countries by fostering personnel to be the core of solving water problems and conduct the planning and designing of flood control and water utilization in developing countries, as well as having these people work on operational improvements in the field of flood control and water utilization in their own countries.

For what?

This program is designed to support the solving of water related problems in developing countries. The participants will become capable people who can tackle water related problems such as river improvement planning and water resources development in consideration with the environment, through sharing the technology and knowledge obtained in Japan within their organizations.

For whom?

This program targets the officers in charge of water issues to solve water problems which are flood control and/or water resources development.

How?

Participants shall have opportunities in Japan to identify approaches and strategies to solve water problems which are flood control and/or water resources development. Participants will also formulate an action plan describing what the participant will do after they go back to their home country applying the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.):

Comprehensive Management of River and Dam (J09-00918)

2. Period of program:

Duration of whole program :	August 2009 to June 2010
(1) Preliminary Phase: (in a participant's home country)	August 2009 to September 2009
(2) Core Phase in Japan:	September 13, 2009 to December 19, 2009
(3) Finalization Phase: (in a participant's home country)	December 2009 to June 2010

3. Target Regions or Countries: 10 Countries

China, India, Indonesia, Iran, Iraq, Myanmar, Pakistan, Philippines, Syria and Vietnam

4. Eligible / Target Organization:

This course is design for the Governmental Organization in charge of water issues to solve water problems which are flood control and/or water resources development, such as Ministry of Water Resources and Ministry of Irrigation.

5. Total Number of Participants:

Eleven (11) participants from China, India, Indonesia, Iran, Iraq, Myanmar, Pakistan, Philippines, Syria and Vietnam in total are expected to participate in this training program. The number of participants from China will be Two (2), and from India, Indonesia, Iran, Iraq, Myanmar, Pakistan, Philippines, Syria and Vietnam will be One (1).

6. Language to be used in this program:

English

7. Program Objective:

The program objective is to develop the draft plan for improving on flood/sediment disaster measures, water resources management policies, dam management policies and riverine environment conservation measures in the water governing agencies of your each country.

8. Overall Goal:

The improvement plan on flood control and water utilization drafted through this program shall be obtained approval and set into action by their government.

9. Outputs:

Participants are expected to achieve the following outputs;

- (1) To clarify the problems related on water resource management in participating organizations through formulating the Inception Report.
- (2) To get the knowledge related to trends of the world in the water sector and the history of river projects and the current river system in Japan.
- (3) To get knowledge on planning and design techniques about flood control (including erosion control), water use and dams, and be able to propose improved business plans of participating organizations based on this technical knowledge.
- (4) To prepare an Interim Report (Action Plan) on how to improve or get over the problems in their own countries by making use of the knowledge gained.
- (5) To revise the Interim Report (action plan) to be authorized by participants organization, and prepare and submit the Final report.

10. 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; (August 2009 to September 2009) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Module Output	Activities
Inception Report	Formulation and submission of Inception Report to clarify the priority the issues and define the objectives of participating this course based on the discussion among your supervisors and colleagues

(2) Core Phase in Japan; (September 13, 2009 to December 19, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Module Outputs	Subjects/Agendas	Methodology
To clarify the problems related on water resource management in participating organizations through formulating the Inception Report.	Presentation on Inception Report (present situation and problems related to flood control, and water resources management in their countries) and Discussion.	Presentation and Discussion
To get the knowledge related to trends of the world in the water sector and the history of river projects and the current river system in Japan.	<ul style="list-style-type: none"> - Lecture on history, system and legislation for river works in Japan - Lecture on world trends in the water sector 	Lecture Observation and Exercise

<p>To get knowledge on planning and design techniques about flood control (including erosion control), water use and dams, and be able to propose improved business plans of participating organizations based on this technical knowledge.</p>	<p>< Flood control (including erosion control)></p> <ul style="list-style-type: none"> - Lecture on the history of water works and structural and non- structural measures in Japan - Lecture on planning and design for flood control in Japan - Lecture on planning and design for erosion control in Japan <p>< water use ></p> <ul style="list-style-type: none"> - Lecture on water utilization plan in Japan - Lecture on hydrological observation in Japan - Lecture on improvement of river environment in Japan <p>< Dams ></p> <ul style="list-style-type: none"> - Lecture on dam projects in Japan - Lecture on dam design and geological surveys in Japan - Lecture on dam construction works and management in Japan 	<p>Lecture Observation and Exercise</p>
<p>To prepare an Interim Report (Action Plan) on how to improve or get over the problems in their own countries by making use of the knowledge gained.</p>	<ul style="list-style-type: none"> - Preparation for Interim Report rearranged problems in their countries - Presentation and discussion for Interim Report (Action Plan) 	<p>Presentation, Exercise and Discussion</p>

(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.

Outputs	Activities
<p>To revise the Interim Report (Action Plan) to be authorized by participants' organization, and prepare and submit the Final Report.</p>	<ul style="list-style-type: none"> - Presentation on Interim Report for sharing the results of training in Japan to participants' organization. - Preparation the Final Report for solving the problem related water resource managements, which involves opinions and suggestions proposed by relevant staff in participants' organization.

【Structure of the Program】

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

Preparation of the Inception Report

2. Core Phase in Japan;

Topic outline is as follow; (*Topic outline might be changed.*)

(1) Lecture and Practice;

The curriculum consists mainly of lectures and accompanying exercises on various areas of technologies related to river and dam engineering in Japan as stated in the following table. During first one and a half months, lectures and exercises on common subjects for both groups, River and Dam, are planned. After that, the River group and the Dam group will be divided into their respective lectures and exercises for about one month.

(2) Individual Study;

Each participant will carry out an individual study for one (1) month at the research division/team of NILIM or PWRI as listed in ANNEX III. Therefore, all the applicants are requested to make proposals of what they want to study through the individual studies (See in the chapter III. Conditions and Procedures for Application, ANNEX I and ANNEX III). Each participant is requested to make an Interim Report ⁽⁴⁾ at the end of the training course and to give a presentation.

* Participants are strongly recommended to bring data or information related to their proposal of individual study of their countries.

(3) Field Trips;

Participants have several chances to visit actual sites in Japan, which are related to flood control and water resources.

(4) Interim Report (including Action Plan);

By the end of the training course, all participants are requested to make and submit an Interim Report. Moreover, all participants have to give a presentation about the Interim Report (including Action Plan) at the end of the course. The Interim Report should include the following subjects.

1) Background, 2) Purpose, 3) Main topic, 4) Conclusion, 5) *Action Plan

* Action Plan;

Participants are expected to make a feasible Action Plan which could be realized after going back to home country, and to report the picturing plan.

The Action Plan should include one of the following items;

- 1) The proposal to solve problems raised in their Inception Report.
- 2) The concrete proposal for improving present assignment.

3) The plan for sharing the knowledge and experience gained in Japan to colleagues.

Detailed instructions will be given to the participants after their arrival in Japan.

*Moreover, after going back to their countries, this Action Plan should be presented to their organizations in order to share and discuss with their colleagues.

< **Table of Contents of the training** (note: The curriculum might be changed.) >

Training Form	Subjects	Contents
Lecture	Introduction	<ul style="list-style-type: none"> - River administration in Japan - Water resources administration in Japan - Outline of river law - Water resources management in Japan - Landslide prevention planning - Outline of sand erosion control works - International cooperation - Social and environmental attention needed for Loan Projects - Feasibility study for projects - Public works management - Master plan of river and dam projects - Remote sensing - Management of river environments in Japan - Environmental assessment - Procedure of agreement with inhabitants (case example)
Lecture	Hydrology and related aspects	<ul style="list-style-type: none"> - Rainfall characteristics in Japan and other countries - Hydrological observation - Hydrological statistics - Run-off analysis - Flood control planning - Flood risk map - River information system - Flood forecasting and warning system - Process of setting normal flow of rivers - Hazard mapping
Lecture	Environment	<ul style="list-style-type: none"> - Countermeasures against water contamination of rivers - Countermeasures against water contamination of dams
Lecture	River engineering (only for the	<ul style="list-style-type: none"> - Comprehensive loss prevention by flood (general/ technical aspects) - Flood disaster mitigation systems from the perspective

	River Group)	<ul style="list-style-type: none"> - of the characteristics of rivers and flood - Prediction of changes in riverbeds - Design of structure facilities - Drainage control systems in urban areas - Sand erosion control planning - Design of sand erosion control facilities - River facility maintenance - Naturally diverse construction methods - Countermeasures against floods - Construction methods
Lecture	Dam engineering (only for the Dam Group)	<ul style="list-style-type: none"> - Outline of dam planning - Administration of Dam in Japan - Geological investigation for dam construction - Foundation treatment - Design and construction of concrete dams - Design and construction of rock-fill dams - Design and construction of zoned earth-fill dams - CSG construction method - Design of spillways and gate - Earthquake-resistant design of dams - Safety management of dams - Operation and management of reservoirs - Countermeasures against water contamination of dams - Multipurpose dam law - Cost allocation for dams - Construction management
Lecture	Others	<ul style="list-style-type: none"> - Case studies on overseas rivers - Special lecture
Practice (including presentation and discussion)	Introduction	- Activities of NILIM and PWRI
	Presentation	- Inception Report presentation
	Hydrology and related aspects	<ul style="list-style-type: none"> - Hydrological statistics / exercise - Run-off analysis / exercise - Hazard mapping / exercise
	River engineering (only for the River Group)	<ul style="list-style-type: none"> - Prediction of changes in riverbed / exercise - Design of structure facilities / exercise - Design of sand erosion control facilities / exercise - Preparation for the field trips
	Dam engineering (only for the	<ul style="list-style-type: none"> - Design and construction of concrete dams / exercise - Design and construction of rock-fill dams / exercise - Design and construction of zoned earth-fill dams /

	Dam Group)	exercise - Design of spillways and gates / exercise - Preparation for the field trips
	Individual	- Individual Study
Interim Report	Presentation	- Preparation of Interim Report (including Action Plan) - Interim Report presentation
Study Tour	Field Trip	- Field trip

3. Finalization Phase (activities in your home country):

Participants are expected to implement the Interim Report (including Action Plan) and report on progress in Final Report to be prepared and submitted within Six (6) months after the end of the phases in Japan.

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 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-10.
- (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-10.

2. Nominee Qualifications:

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

- (1) To be nominated by their governments in accordance with the procedures described in III-4.
- (2) To be an officer in charge of flood control works or water resources development projects in Governmental Organization.
(Expectations for the Participants: senior officer in charge of flood control, water resources management.)
- (3) To be university graduates or the equivalent academic background with basic knowledge in civil engineering and have five (5) years' experience in the field of flood control or in water resources development projects..
- (4) To be under forty (40) years of age.
- (5) To be proficient in MS Word, Excel and Power Point.
- (6) To have a competent command of spoken and written English which is equal to TOEFL CBT 173 or more (This training program includes active participation in discussions and development of the action plan, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.)
- (7) To be in good health, both physically and mentally, to participate in the Program.
(*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.)

(8) Not to be serving any form of military service.

3. Required Documents for Application:

The following documents must be submitted to a JICA office (or the Embassy of Japan) in applicant's country by **July 31, 2009.**

(1) Application Form:

Regarding the Format of Application Form, please make contact with the respective countries' JICA office.

(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) Proposal of individual study theme: (Refer to *ANNEX I*):

Applicants should fill out the Proposal Form (Make sure to indicate the choice of sub-group: River or Dam).

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 31, 2009.**

Note: Please confirm the closing date set by the respective countries' 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 countries' 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.

Note: 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 countries' JICA office (or Embassy of Japan) to the respective Government by **no later than August 17, 2009.**

(*In case of acceptance, Acceptance Agreement from GRIPS will be sent together.)

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

Inception Report -- to be submitted by **September 4, 2009**:

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX II "Inception Report". The Inception Report should be sent to the respective countries' JICA office (or Japanese Embassy) by **September 4, 2009**.

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 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-10 and section III-5.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tsukuba

2. Implementing Partner:

(1) River bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

1) URL: http://www.mlit.go.jp/river/basic_info/english/index.html
http://www.mlit.go.jp/index_e.html

2) Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918 Japan

(2) National Institute for Land and Infrastructure Management (NILIM)

1) URL: <http://www.nilim.go.jp/english/eindex.htm>

2) Address: 1, Asahi, Tsukuba, Ibaraki-ken, 305-0804 Japan

(3) Public Works Research Institute (PWRI) and International Centre for Water Hazard and Risk Management (ICHARM)

1) URL: <http://www.icharm.pwri.go.jp> / <http://www.pwri.go.jp/eindex.htm>

2) Address: 1-6 Minamihara, Tsukuba, Ibaraki-ken, 305-8516 Japan

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.

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, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1790

(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.

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. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the Action Plan, presentation slides and to communicate by e-mail.

2. Relevant Data for water resource management in your country:

The participants are recommended to bring the relevant data in your country on your laptop/notebook computers for preparing the Action Plan, presentation slides etc.

END

ANNEX-I: Proposal on Individual Study Theme

ANNEX-II: Instructions for the preparation of the Inception Report

ANNEX-III: List of the Research Divisions/Teams available for individual study at NILIM and PWRI and their main activities

VI. ANNEX- I:

(To be submitted with Application Form)

Proposal on Individual Study Theme

Each applicant is required to prepare a typewritten document under the guidance of Director or Head of Division in accordance with this Instruction.

The "Proposal on Individual Study Theme" will be used for screening of applicants and selection of the research division/team for individual study in Japan.

Application form without the completed Proposal on Individual Study Theme will be rejected.

Proposed by;

Country : _____

Organization : _____

Nominee's Director or Head of Division;

Name : _____

Position : _____

E-mail address : _____

Tel / Fax : _____

Nominee:

Name : _____

Position : _____

E-mail address : _____

Tel / Fax : _____

1. Questionnaire on Individual Study Theme:

Describe your answer of the following questionnaire on individual study themes.

- (1) Concerning the management of river and dam
 - (1-1) What are the functions of your division?
 - (1-2) What are the functions of your section?
 - (1-3) What are your roles in your section?
- (2) What issues does your section have? (Please describe 3-5 items and set their priorities)
- (3) Concerning the management of river and dam
 - (3-1) What is the current approach of your section for these issues?
(Please describe 3-5 items and set their priorities)
 - (3-2) What is your current approach for the issues in your section?
- (4) What do you wish to learn in this training program for solving the issues in your section? (Please describe 3-5 items and set their priorities)

(1) Concerning the management of river and dam (1-1) What are the functions of your division?
<u>Detailed description: (Minimum 10 lines)</u>

(1) Concerning the management of river and dam (1-2) What are the functions of your section?
<u>Detailed description: (Minimum 10 lines)</u>

(1) Concerning the management of river and dam (1-3) What are your roles in your section?
<u>Detailed description: (Minimum 10 lines)</u>

<p>(2) What issues does your section have? (Please describe 3-5 items and set their priorities)</p>
<p>Detailed description: (Minimum 5 lines for 1 item) Please describe 3-5 (minimum 3) items and set their priorities</p>
<p>Priority 1:</p>
<p>Priority 2:</p>
<p>Priority 3:</p>
<p>Priority 4:</p>
<p>Priority 5:</p>

<p>(3) Concerning the management of river and dam (3-1) What is the current approach of your section for these issues? (Please describe 3-5 items and set their priorities)</p>
<p>Detailed description: (Minimum 5 lines for 1 item) Please describe 3-5 (minimum 3) items and set their priorities</p>
<p>Priority 1:</p>

Priority 2:
Priority 3:
Priority 4:
Priority 5:

(3) Concerning the management of river and dam
(3-2) What is your current approach for the issues in your section?
<u>Detailed description: (Minimum 10 lines)</u>

(4) What do you wish to learn in this training program for solving the issues in your section? (Please describe 3-5 items and set their priorities)
Detailed description: (Minimum 5 lines for 1 item)
Please describe 3-5 (minimum 3) items and set their priorities
Priority 1:

Priority 2:
Priority 3:
Priority 4:
Priority 5:

2. Official certification:

To be completed and signed by a nominee's Director or Head of Division.

I certify that;		
(1) I have examined and approved the documents in this ANNEX I.		
(2) Our division will fully support the nominee's activities during the formulation of Inception report and preparation of Final report in nominee's home country.		
Date: _____	Signature: _____	Official Stamp: _____
Position: _____	Name: _____	
Organization: _____		

VI. ANNEX- II:

Comprehensive Management of River and Dam

(JFY 2009)

Inception Report

* Accepted participants are required to prepare a typewritten "Inception Report" in accordance with the following Instruction. "Inception Report" should be submitted to the respective countries' JICA office (or Japanese Embassy) **by September 4, 2009.**

* Participants will make a short presentation on the Inception Report, so that it is required to prepare short presentation on it.

* Participants in this training course are requested to discuss their Inception Report in Individual Study during the course program.

<Cover Page>

**JICA Group Training Course
Comprehensive Management of River and Dam
(JFY 2009)**

Inception Report

Name of Applicant: _____
Country: _____
Organization: _____
**Choice of sub-group
(River or Dam):** _____
Individual Study Theme: _____
E-mail Address _____

<Main Pages>

The following subjects should be included.

1. Basic Information:

(1) The natural conditions of your country

Please be sure to include at least the following items.

- 1) Climate
- 2) Precipitation
- 3) Geology
- 4) Topography

(2) Organization and Department/Division that you belong to

1) Outline of your organization

- (a) Role
- (b) Objective
- (c) Mission
- (d) Main Activities

2) Outline of your department/division

- (a) Role
- (b) Objective
- (c) Mission
- (d) Main Activities

3) Your present job

- (a) Your present post
- (b) Your main job
- (c) Problems you have to confront in your country

Please mention any technical problems you are facing in your country. These problems will be considered in the selection of the subject for individual study or practical training at your office.

(d) Your Expectations of this training to improve your assignment

Please describe what you are particularly expecting to learn from the training course in the context of your present job and the problems above.

2. Overview of flood control and water resources development:

(1) Organization concerned with Rivers and Dams

- 1) List of the organization (Refer to **Example I**)
- 2) Organization Chart

Please show the organization Chart of offices etc. concerned with flood control and water resources development. Please indicate your position on the chart (Refer to **Example II**)

- (2) Long-term planning, National Economic Plan and National Development Plan
Please describe the outline of long-term planning in the field of flood control or water resources development, and/or National Economic Plan or National Development Plan. Please follow the example mentioned below.

Name of the Plan (Responsible Authority)	Term of Target Years	Brief Explanation
The 9th Seven-Year Flood Control Program (Ministry of Land, Infrastructure and Transport)	1997 - 2003	* Program as the driving force in the execution of the flood control projects * Budget for the 9th program is 24,000 billion yen * First program started in 1960
The 5th Comprehensive National Development Plan (Ministry of Land, Infrastructure and Transport)	around 2000	* Approved in June 1998 by the Cabinet, as the basic policies and directions for the comprehensive development of Japan, in view of the 21st century. * First plan started in 1962

- (3) Present Main Projects
Please describe the outline of present main projects concerning flood control and water resources development in your country.
- (4) Legal System
Please describe the outline of the legal system concerning river and dam administration. (Refer to **Example III.**)
- (5) Future Plan concerning flood control and water resources development
Please describe the Future Plan to prevent or mitigate flood, landslide, heavy rain, etc.

3. Overview of Natural Disasters in your country in general

- (1) Outline of natural disasters in your country
Please describe the characteristics, damage scale, etc.
- (2) Brief description of the largest natural disasters that occurred after 1995
Please describe the date of occurrence, affected areas, damage, etc.
- (3) Prevention and mitigation measures against natural disasters currently made
Please describe the facilities, system, etc.
- (4) Problems to be solved in the future related to measures against natural disasters
Please describe the problems as concretely as possible.

4. Approach for issues:

(1) Individual study theme

Please describe the notified individual study theme (the individual study theme and assigned laboratory will be decided by the “Proposal on Individual Study Theme,” which will be submitted with the application, and are expected to be notified with the selection results.)

(2) Details of your individual study theme

Please describe details such as the background of the issues regarding your individual study theme and the current efforts.

(3) Study plan in Japan

Please describe measures that you need to work on for solving the issues related to your individual study theme, and details about what you would like to do through this training program for solving the issues.

(4) Action plan after returning

Please describe details of how you would like to make use of the results acquired from (3) after you return to your home country.

Example I:

Organization Concerned with River and Dam Engineering

Country: Japan

	Names of Relevant Agencies
River Improvement	MLIT, Prefectures, Cities.
River Administration	MLIT, Prefectures
Dam Construction (Flood Control) (Hydropower) (Irrigation) (Municipal Water)	MLIT, Prefectures and WARDEC MLIT, METI (Hydroelectric Companies), Prefectures and WAEDEC MLIT, MAFF, Prefectures, WARDEC and others MLIT, MHLW (Prefectures, Cities, etc.), WARDEC
Dam Management and Maintenance (Flood Control) (Hydropower) (Irrigation) (Municipal Water)	MLIT, Prefectures and WARDEC MLIT, METI (Hydroelectric Companies), Prefectures and WAEDEC MLIT, MAFF, Prefectures, WARDEC and others MLIT, MHLW (Prefectures, Cities, etc.), WARDEC
Coastal Disaster Prevention	
Debris Flow and Landslide Prevention	
Hydrological Data Collection	
Water Rights Permission	
Flood Forecasting	

Remarks;

MLIT: Ministry of Land, Infrastructure and Transport

WARDEC: Water Resources Development Public Corporation

MA: Meteorological Agency

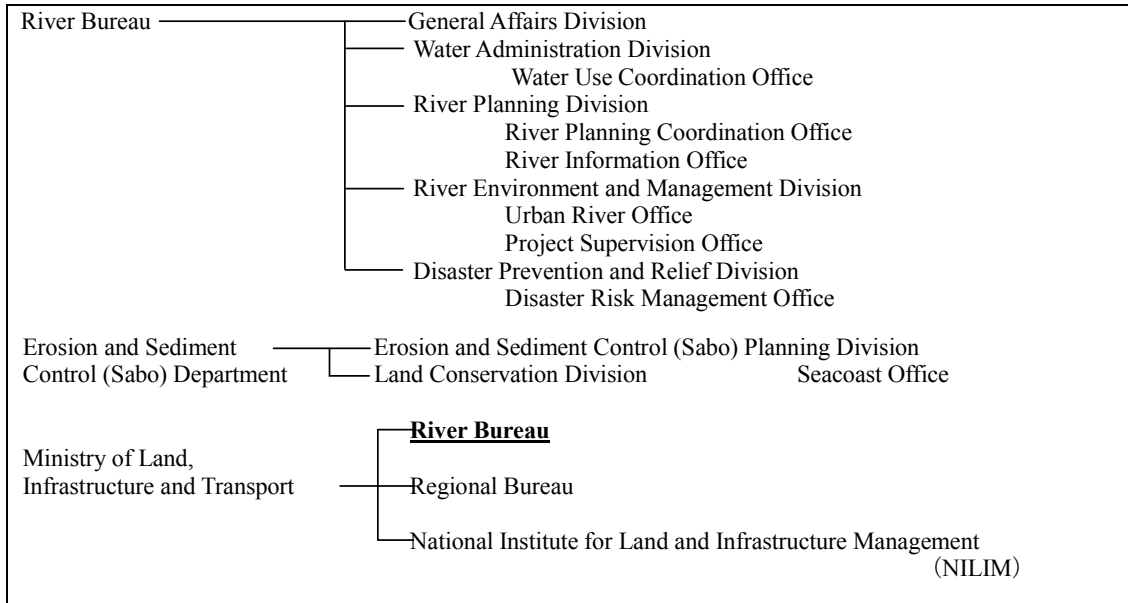
MAFF: Ministry of Agriculture, Forestry and Fisheries

MHLW: Ministry of Health, Labor and Welfare

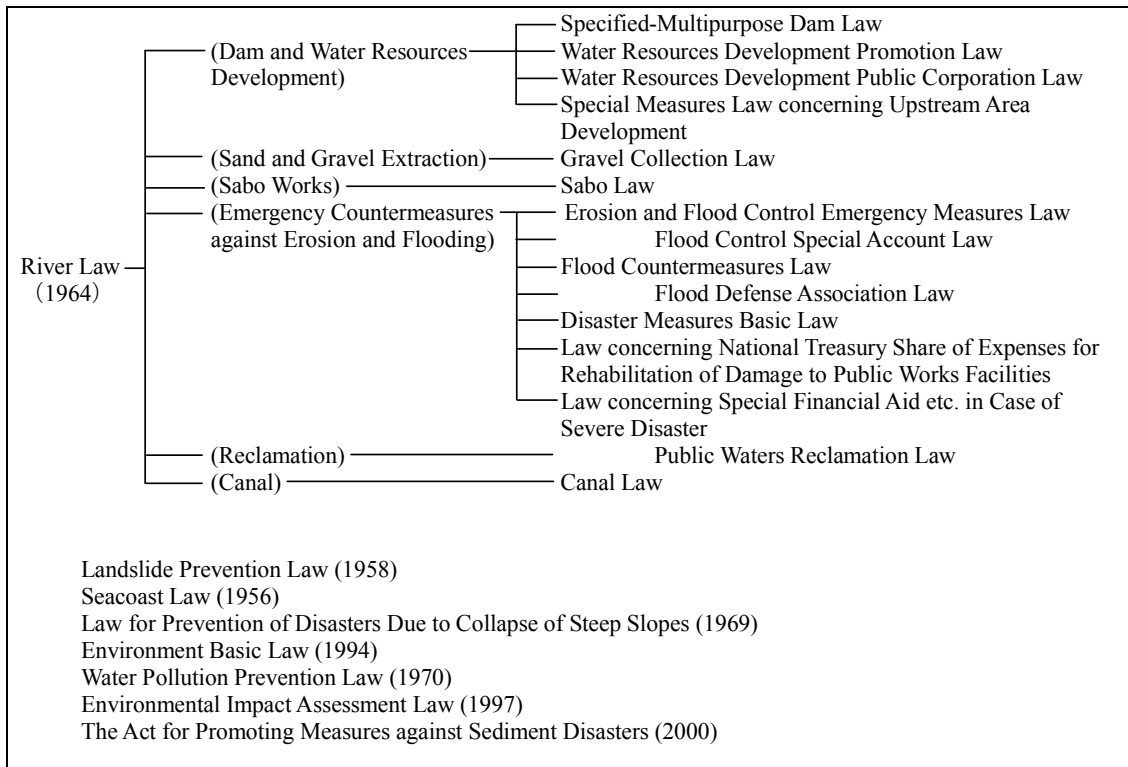
METI: Ministry of Economy, Trade and Industry

Example II

I am a Senior Officer of River Use Coordination, Water Administration Division, as shown in the chart below.



Example III



VI. ANNEX- III:

List of the Research Divisions / Teams available for individual study at NILIM and PWRI and their main activities

Individual study on respective themes will be conducted at National Institute for Land and Infrastructure Management (NILIM) or Public Works Research Institute (PWRI).

The research division/team that each participant joins will be decided based on the submitted "Proposal on Individual Study Theme (ANNEX I)". All participants can attend the research division/team respectively and study specific subjects for one (1) month. At the end of the training, participants are required to make an Interim Report based on studies / researches.

■ National Institute for Land and Infrastructure Management (NILIM)

NILIM was established in April 2001 as part of the Ministry of Land, Infrastructure and Transport (MLIT). It is the only national research institute in Japan specializing in the field of housing and infrastructure. Aiming to construct a safe, beautiful and dynamic country, we are conducting studies required for drawing up technological policies of the MLIT, establishing technical standards, and providing technological assistance to national public works.

(1) River Environment Division, Environment Department

We are pursuing the following research topics:

- Research and study on the environment assessment methods

One of the important targets of the research and study is river structure construction such as dams and reservoirs. The basis for properly making assessments is provided by the understanding of various dam impacts on its downstream river reaches and surrounding areas, and their responses with respect to river geomorphic characteristics, water quality, aquatic habitat, instream and land ecosystem and so on. Techniques for predicting such impact-response relations have been developed and evaluated, and they have been integrated to the whole process of the environment assessment in a subjective and accountable manner.

An individual study theme would be;

- Environment assessment method for dam construction: its framework and practice.
- Technical methods for predicting impact-response relations for dam and reservoir construction.

Both can include some case studies.

- Research and study on the integrated watershed management

We are working on the development of the lake watersheds management system using the geographical information system (GIS) coupled with a watershed-scale

water/material cycle simulation system. These systems can reproduce the whole process of lake eutrophication attributable to human activities on its watershed exceeding an environmental capacity and incorporate effects of various countermeasures such as sewage systems, reduction of non-point source loads, encouraging environmentally sound life style, purification by means of ecological systems and so on. You can examine each measure and their combinations through the simulation systems, and may reach the best mix of measures for a target lake and its watershed.

An individual study theme would be;

- Integrated watershed management for restoring an eutrophication lake.
- Application of the watershed GIS and the water/material cycle simulation system for the Integrated watershed management.

Both are usually done through case studies.

Building a technological framework for enhancing nature-oriented river works and for incorporating channel responses to impacts of river works into balancing river environment conservation and flood disaster mitigation is also important for us, and a study theme would be on this subject.

(2) River Division, River Department

We are studying the flood protection techniques and river planning techniques with consideration of river geomorphology and the natural environment. Our research subjects are as follows:

- Macroscopic viewpoint types of river course characteristics and the geomorphic change
- Method of increasing the flow capacity with consideration of the change in river geomorphology and natural environment
- Dynamic-based design method of the embankment using concrete, flexible gabion, spur dike, etc.
- Techniques for evaluating the erosion resistance of vegetation and cohesive soil of natural-friendly protection works

Examples of individual study themes

- Study on the flood protection works such as revetment or spur dike
- Study on the analysis of the damage of river structures with flood

(3) Coast Division, River Department

To protect people from the danger of storm surges, high waves, tsunamis and coastal erosion, Coast Division conducts research on coastal conservation through field observations, hydraulic model experiments and numerical analysis. In addition, Coast Division conducts research on natural beach restoration and ecosystems of coastal areas with consideration of natural environment of coastal areas.

Main research themes and examples of individual study themes are as follows;

- Countermeasures for the coastal erosion in harmony with the power of nature
- Risk assessment of storm surges as well as countermeasures in shore protection works
- Conservation of coastal ecosystems with shore protection works

(4) Water Management and Dam Division, River Department

We are mainly studying Water resources assessment, dam and reservoir management, and dam design methods, and these technical standards. Our research subjects are as follows:

- Water resources assessment: Global warming, Sound water circulation, Demand and supply planning, Hydrological analysis, Water quality and quantity management, and Consensus building.
- Dams and reservoirs management: Effective dam operation, Flood control methods, Reservoir maintenance, Safety monitoring, Stock management, and Advanced dam renovation.
- Dam design methods: Rational construction methods, dam and relevant structure design, Seismic analysis, grouting, Foundation improvement.

Examples of individual study themes

- Effective dam operation and Flood control methods
- Seismic analysis of dam and Appurtenant structures

(5) Erosion and Sediment Control Division, Research Center for Disaster Risk Management

Early warning systems for and countermeasures against debris flows and steep slope failures are studied by the Erosion and Sediment Control Division, in order to mitigate against and recover from sediment-related disasters appropriately.

Methodology for re-creating sound sediment transport systems is also studied by the division. Main research themes are as follows;

- Early warning systems using short-term rainfall intensity and tank model for sediment-related disasters.
- Methodology for creating hazard maps for sediment-related disasters particularly caused by volcanic eruptions.
- Evaluation of Open type check dams' effectiveness
- Improving the design methodology of retaining walls against steep slope failures
- Methodology for re-creating sound sediment transport systems

Examples of individual study themes

- Countermeasures against debris flows.
- Early warning system for sediment-related disasters.

(6) Flood Disaster Prevention Division, Research Center for Disaster Risk Management

The division undertakes surveys, research, and development of measures to prevent flood

inundation and measures to minimize its damage. The measures range from structural ones such as hydraulic design of underground rivers, tunnel rivers and flood runoff control facilities to nonstructural ones including flood forecasting and evacuation system, flood simulation technique and various flood plain management technologies.

The division also performs field surveys during floods to clarify flood phenomena and provide technical support to river administrators. Research on socioeconomic analyses of river management such as benefit / cost analysis and public involvement techniques of river projects is also done by the division.

Examples of individual study themes

- Countermeasures for Drainage in Urban Area
- Comprehensive Flood Mitigation Measures

■ Public Works Research Institute (PWRI)

Over eighty years, the Public Works Research Institute (PWRI) has been carrying out multidisciplinary researches for enhancing civil engineering technologies and providing quality infrastructure, of course including river and dam engineering. In 2001, old PWRI was drastically reorganized as a part of the NILIM and new PWRI for realizing more efficient activities.

(7) Soil Mechanics Research Team, Material and Geotechnical Engineering Research Group

The Soil Mechanics Research Team conducts research on the features of soil to build safe and stable earth structures. The team is also engaged in research activities for river levee reinforcement, prevention of road slope failure, preservation of the geo-environment and soft ground improvement.

- Research on relatively weak points and reinforcement methods for river levees
- Research on road traffic management for reduction of road closure time due to slope failure
- Research on the economical management of contaminated soil
- Research on the development of standards that can be applied to a variety of locations regarding mixed reinforced soil and soft ground improvement technology
- Development of infrastructure cost management technology

(8) Geology Research Team, Material and Geotechnical Engineering Research Group

The Geology Team conducts research on disaster prevention, environmental conservation, and cost reduction in public works by effective geological investigation. The research fields; geological hazards by earthquake and heavy rain, foundation of dams and other structures, aggregates and stone materials, pollution by heavy metals in natural rocks and sediments, environmental impact assessment on geo-environments, and the standardization and use of geological information.

- Development of countermeasures for heavy metal pollution by natural causes
- Study on earthquake hazard mapping for active faults using a shear wave vibratory seismic exploration technique and borehole database
- Research on road traffic management for reduction of road closure time due to slope failure
- Research on strength evaluation method for a weak layer of dam foundations
- Research on the ecological landscape design based on geosciences

(9) River Restoration Research Team, Water Environment Research Group

The River Restoration Team studies how physical conditions (habitats), nutrient dynamics, and flow regime (or water level fluctuation) in rivers and lakes affect aquatic species and ecosystems by means of field surveys, experiments, and simulations for the conservation of the natural environment in rivers and lakes.

- Development of survey techniques for habitats of aquatic and ecosystems and elucidation of ecological function
- Development of methodology for riparian vegetation management
- Impact assessment of river works and monitoring techniques for riparian wildlife
- Nutrient dynamics and river ecosystems
- Development of restoration techniques for lakes and wetlands
- Ecological enhancement and restoration techniques for native fish conservation in river systems
- Evaluation method for river environment restoration in watershed levels
- Restoration techniques of historical environmental data using aerial photographs
- Material flows in dam reservoirs

(10) Water Quality Research Team, Water Environment Research Group

The Water Quality Research Team is conducting research about causes and effects of water pollution in natural waters, research about behaviors of organic substances, nutrients and other micro-pollutants in watersheds, research about fate and role of micro-pollutants in sewage, and development of water quality evaluation technologies using aquatic organisms that are affected by the ecological quality of aquatic environments.

- Understanding the mechanics of nutrient runoff from watersheds into the water environment
- Identification of sources of persistent dissolved organic matter (PDOM) in watersheds
- Understanding of behavior and fate of PDOM in the water environment

(11) Dam Structures Research Team, Hydraulic Engineering Research Group

Dam Structures Research Team researches dam design and construction technologies, soundness evaluation technologies, etc. with three main goals: ensuring safety, reducing costs, and minimizing environmental impacts.

- Research on evaluation of ultimate load-carrying capacity of concrete dams during an

earthquake

- Research on dam soundness evaluation
- Research on concrete dam repair and retrofitting
- Research on dams specialized for flood control that minimize environmental impacts
- Research on material properties and design methods for trapezoid-shaped CSG dams
- Research on rock material strength under low constraint pressure conditions
- Research on efficient injection of dam foundation grouting
- Research on progressive failure measures for embankment dams under shear deformation
- Research on rational design methods for rockfill dam core width
- Contract research on structural matters of dams

(12) River and Dam Hydraulic Research Team, Hydraulic Engineering Research Group

River and Dam Hydraulic Research Team researches levees, groynes, etc. river structure design methods, dam sedimentation removal measures, and reservoir water quality preservation measures. To use reservoirs effectively, it also researches discharge quantity control methods according to influent rate and reservoir conditions, and discharge facilities layout planning, design methods, and improvement methods necessary for these control methods.

- Research on high precision control of sediment supply downstream from reservoirs
- Research on model of flow and sediment movement in reservoirs and rivers downstream from reservoirs
- Developing river levee erosion resistance function improvement measure technologies
- Research on dams specialized for flood control that minimize environmental impacts
- Research on phytoplankton propagation properties under stratification conditions
- Surveying material movement in dam reservoirs
- Surveying design methods for discharge facilities of specialized flood control dams
- Contract research of hydraulic design on rivers and dams

(13) Volcano and Debris Flow Research Team, Erosion and Sediment Control Research Group

Debris flows or lahars triggered in steep mountain torrents or volcanically disturbed regions by heavy rainfall cause enormous damage in Japan every year. Earthquakes such as the Chuetsu Earthquake of 2004 have caused the collapse of many mountain slopes, resulting in severe sediment related. The team researches technologies to prevent and mitigate damage by debris flows and lahars, slope collapses, and other related caused by earthquakes.

- Research on collapse/debris flow occurrence risk evaluation methods using high precision spatial information
- Research on evaluating the stability of mountainous river basins after earthquakes
- Research on the impact of infiltration capacity decline and deposition thickness of

volcanic ash on sediment runoff

- Research on slope movement in the prediction of debris flow/slope collapse occurrence
- Development of technology to detect initial movement of a sediment disaster

(14) Landslide Research Team, Erosion and Sediment Control Research Group

Landslides are triggered by both natural and man-induced causes, and the locations reflect geology and topography of the area. The Landslide Research Team conducts research on the mechanisms of landslides, developing monitoring techniques and improving countermeasures to prevent disasters. The social impact of landslide disasters is also an area of research interest.

- Development of monitoring methods and techniques for emergency measures of currently activated landslides
- Development of a method for the evaluation of total damage caused by landslide disasters
- Estimation of the magnitudes of landslides triggered by road construction through detailed surface measurement using hybrid GPS
- Development of evaluation and measurement techniques for newly formed landslides
- Determining the effect of complex control works on landslide movement and design of effective landslide control measures

(15) Hydrologic Engineering Research Team, Water-related Hazard Research Group, International Centre for Water Hazard and Risk Management

The Hydrologic Engineering Research Team provides hydrologic observational & forecasting technologies; analytical tools and technical standards that help solve practical water problems from a global point of view through the application of state-of-the-art hydrologic engineering technologies.

- Enhancement of reliability of river discharge observation using new sensor technology
- Development of common fundamental tool for flood forecasting and warning system using satellite-based rainfall data
- Development of water-/material-cycle model on basin scale
- Assessment of flood hazard risk using ground-based radar data
- Model development for the prediction of water-resource change due to natural variation and human modification in the Asia monsoon region

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, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111 FAX: +81-29-838-1790

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)

--

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)**

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.

--

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)

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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>
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2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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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: