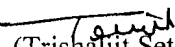


TRAINING CIRCULAR

Subject : Group Training Course in Integrated Arsenic Mitigation of Asian Countries to be held in Japan from 12th October 2009 to 4th December 2009.

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 Integrated Arsenic Mitigation of Asian Countries to be held in Japan from 12th October to 4th December 2009. 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 offered to Government officials who are engaged in arsenic issues in the Central/local Governments. The programme aims to establish basic plan to integrate arsenic contamination measures.
3. The applicant should be a government official who is engaged in arsenic issues in the central/local governments having more than 3 years experience in the relevant field; be a university graduate or equivalent; be between 25 to 40 years of age; 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 5th August 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 Chemical and Fertilizers, Shastri Bhavan, New Delhi.
2. The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
3. The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi.
4. The Secretary, Ministry of Agriculture, Krishi Bhavan, New Delhi.
5. All State Governments/ Union Territories.
- ✓ 6. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website.

No 66/GT-CP/2009

29th June 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Integrated Arsenic Mitigation of Asian Countries will be held in Japan from 12th October, 2009 to 4th 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 **12th August, 2009:-**

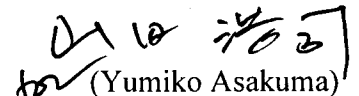
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The assigned Job Report
- (3) The filled in Questionnaire

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

It is further informed that 5 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(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

D.V. No. 50337/09
C-585/EOCF/09
6/7/09

6/6/09



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

INTEGRATED ARSENIC MITIGATION FOR ASIAN COUNTRIES

地域別研修

「アジア地域総合的砒素汚染対策」

JFY 2009

<Type: Leaders Training / 類型: 中核人材育成>

NO. J0904057 / ID. 0984223

From Oct. 12 2009 to Dec. 4 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

Since the 1990s, arsenic contamination of the mid to lower reaches of the great rivers of Asia has become a serious problem. Patients suffering from arsenic poisoning are appearing among those who drink groundwater brought up by tube wells, and in agricultural fields irrigated by groundwater, soil and crops are contaminated. Investigation and countermeasures require the knowledge of many fields, such as analytical chemistry, hydrogeology, environmental engineering, economics, local government, medicine, and cultural anthropology. It is also advisable to pass on the experience in combating arsenic problems that Japan has gained.

For what?

This program aims to establish basic plan to integrate arsenic contamination measures.

For whom?

This program is offered to Government officials who are engaged in arsenic issues in the central / local governments or NGO staffs.

How?

Government officials in central/local government or NGO staffs who are engaged in arsenic issues will be able to establish basic plan to integrate arsenic contamination measures through this training course. The plan will be implemented in the future.

II. Description

1. Title (J-No.):

Integrated Arsenic Mitigation for Asian Countries (J0904057)

2. Period of program:

From October 12 2009 to December 4 2009

3. Target Countries:

Participants from Viet Nam, China, Bangladesh, India, Nepal

4. Eligible / Target Organization:

This program is offered to Government officials who are engaged in arsenic issues in the central / local governments or NGO staffs.

5. Total Number of Participants: 5 participants

6. Language to be used in this program: English

7. Overall Goal:

Integrated arsenic mitigation created through this training course will be implemented in central/local governments.

8. Objective:

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

- (1) To learn serious damage by arsenic contamination understanding the experience of arsenic problem in Tokuro
- (2) To gain basic knowledge acquiring analysis techniques of arsenic
- (3) To understand the environmental pollution and health damage by arsenic contamination in Asian countries through lectures of the projects implemented by Asia Arsenic Network
- (4) To propose a basic strategy for integrated arsenic mitigation

9. Expected Module Output and Contents:

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

(1) Core Phase in Japan

(From Oct. 12 2009 to Dec. 4 2009)

Participants dispatched by the organizations attend the Program implemented in Japan.

Outputs	Subjects	Methodology
(1) To learn serious damage by arsenic contamination understanding the experience of arsenic problem in Tokuro	<ul style="list-style-type: none">• Patient relief by trail• Role of document• History of Minamata disease	Lecture Observation
(2) To gain basic knowledge acquiring analysis techniques of arsenic	<ul style="list-style-type: none">• Arsenic Contamination of Groundwater• Chemistry of Arsenic• Arsenic and Microbes• Arsenic Analysis I	Lecture Practice Observation
(3) To understand the environmental pollution and health damage by arsenic contamination in Asian countries through lectures of the projects implemented by Asia Arsenic Network	<ul style="list-style-type: none">• Safe Water Supply• Project on enhancement and citizen participation, etc	Lecture Observation
(4) To propose a basic strategy for integrated arsenic mitigation	<ul style="list-style-type: none">• Job report presentation• Action Plan presentation	Lecture Practice

<Schedule of the program>

Please refer to the attached schedule (Annex). The schedule is subject to minor change.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are 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 -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.

Essential Qualifications

- 1) Current Duties: be government officials who are engaged in arsenic issues in the central / local governments or NGO staffs
- 2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above 1).
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more. There will be many opportunities of discussion between Japanese experts and participants during this training course. The lack of English proficiency is regarded as a disqualifying condition for participation
- 5) Age: be 25 -45 years old.
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- 7) Must not be serving any form of military service.

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 1) letter of the participant's consent to bear economic and physical risks 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staffs in JICA office for the details.

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is attached to this General Information.

(2) Job Report and Questionnaire: to be submitted with the application form. Fill in Annex and of this General Information, and submit it along with the Nomination Form. A job report and a Questionnaire are necessary documents for screening of an applicant. Each participant will be required to present his/her Job report and Questionnaire in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **August 12, 2009**

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 September 11, 2009.**

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, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Kyushu

(2) Contact: kictp2-05@jica.go.jp

2. Implementing Partner:

(1) Name: Asia Arsenic Network (AAN)

(2) Contact: TEL : 81-985-20-2201 FAX : 81-985-20-2286

(81: country code for Japan, 93: area code)

Address: Address: 208, Tsurunoshima 2-9-6, Miyazaki, 880-0014
Japan

(3) Remark: The Asia Arsenic Network (NGO), based in Miyazaki City, has, since 1996, built up a record of successful treatment measures and studies in the arsenic-tainted areas of Bangladesh and Inner Mongolia in China, through the participation of specialist members (education and enlightenment, health management, water quality control) in addition to Miyazaki University (safe water provision), Kyushu University (public participation) and the Research Group for Applied Geology (hydrogeology). Miyazaki has 35 years of experience with investigating the extent of damage and devising treatments for arsenic contamination in the Toroku Mine in Takachiho. Instructors from various fields that were connected with these activities will offer their collective experience and proven techniques to related personnel from NGOs or governments working in arsenic-contaminated areas in Asia, and along with deepening understanding of the arsenic problem, aim to allow participants to be able to offer specific solution methods.

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:

1. JICA Kyushu International Center (JICA Kyushu)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,
805-8505 Japan

TEL: 81-93-671-6311 FAX: 81-93-671-0979

(81: country code for Japan, 93: area code)

2. Hotel in Miyazaki city

(to be arranged)

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

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets).
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. Other Information

1. Japanese Language Course

Intensive Japanese language course will be conducted prior to the technical training program

2. Reports Presentation

(1) Job Report and Questionnaire

As written in the previous page, each nominee is required to submit his/her own Job Report and Questionnaire. Accepted participant will have a presentation of his/her Job Report and Questionnaire up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the course leader and lectures. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

3. International Exchange Program with local communities

JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

4. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

Annex-

**Integrated Arsenic Mitigation for Asian Countries
(JFY 2009)**

Job Report

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks3: Please itemize your answer and make them specific.

1. Organization and main tasks (up to 1 page)

(1) Main tasks of the organization

(2) Organization chart:

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.

(The chart should be attached and not be counted in this page limit.)

Please describe a duty of each department (section) briefly.

(3) Brief description of “your” assignments.

2. Existing problems in your section (up to 1 page)

(1) Current problems and issues you are facing

Especially, what kind of problems do you have in implementing arsenic mitigation projects?

(2) Countermeasures against these problems

(3) Obstacles in the process of solving those problems

3. Expectations for the training course (up to 1 page)

(1) What is your motivation in applying for this course?

(2) Most interesting subjects or topics in the training course.

(3) What kind of arsenic mitigation project will you want to start in your organization?

(4) Other matters you are expecting for this course, if any

Annex-

**Integrated Arsenic Mitigation for Asian Countries
(JFY 2009)**

Questionnaire

Name:
Country:
E-mail:
FAX:

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Please explain the outline of arsenic contamination in your country.
2. Please explain the outline of arsenic mitigation which are presently carried out in your organization.
3. Please describe the existing problem(s) in your country, when implementing the arsenic mitigation.
 - (1) Difficulties to recognize the situation of arsenic contamination
 - (2) Difficulties of safe water supply
 - (3) Difficulties of health care for arsenic patients
 - (4) Others

Annex-

Integrated Arsenic Mitigation for Asian Countries 2009

date	day	Lodging	SUBJECT	Lecturer
10/17	sat	Miyazaki	Move KITAKYUSHU to MIYAZAKI	
10/18	sun	Miyazaki	AM Off	
			Daily Life Orientation	
10/19	mon	Miyazaki	Courtesy Call to Miyazaki Univ.	
			Press Conference	
			Country Report Presentation	
10/20	tue	Miyazaki	Course Orientation	Shimotsu, Yoshihiro Asia Arsenic Network
			Arsenic Contamination and Problems in Asia	Ueno, Noboru Asia Arsenic Network
10/21	wed	Miyazaki	Arsenic Pollution Mechanisms of Groundwater based on the Case Studies	Yokota, Hiroshi Miyazaki Univ. Faculty of Engineering
			Arsenic Pollution in Groundwater in Bangladesh	Tanabe, Kimiko Miyazaki Univ. Cooperative Research Center
10/22	thu	Miyazaki	Chemistry of Arsenic	Ohe, Kaoru Miyazaki Univ. Faculty of Engineering
			Arsenic and Microbes	Miyatake, Munetoshi Miyazaki Univ. Faculty of Engineering
10/23	fri	Miyazaki	Arsenic Circulation and Sedimentary Process	Ishiga, Hiroaki Shimane Univ. Interdisciplinary Faculty of Science & Engineering
			Arsenic Removal Unit Developed & Implemented in Bangladesh	Yokota, Hiroshi Miyazaki Univ. Faculty of Engineering
10/24	sat	Miyazaki	day off	

date	day	Lodging	SUBJECT	Lecturer
10/25	sun	Miyazaki	day off	
10/26	mon	Miyazaki	Chemistry of Arsenic Removal and Practice	Shiomori, Koichiro Miyazaki Univ. Faculty of Engineering
			Chemistry of Arsenic Removal and Practice (Study tour)	
10/27	tue	Miyazaki	Arsenic Analysis 1	Tanabe, Kimiko Miyazaki Univ. Cooperative Research Center
			Arsenic nalysis 2	Tanabe, Kimiko Miyazaki Univ. Cooperative Research Center
10/28	wed	Miyazaki	AM off	
			TOROKU Chronic Arsenic Poisoning Post Syndrome	Kurokawa, Motoki Miyazaki Univ. Faculty of Medicine
10/29	thu	Miyazaki	Toroku Looking Back at the Settlement of the Toroku Mine Pollution Case	Narumi, Masatake Miyazaki Bar Association
			Minamata Outline of the 51-year history of Minamata Disease and Problems	Miyazawa, Nobuo Free-lance Announcer
10/30	fri	Miyazaki	AM Off	
10/31	sat	Miyazaki	Nonohanakan Visit	
11/1	sun	Takachiho	Move MIYAZAKI to TAKACHIHO	
11/2	mon	Takachiho	Toroku The Summary of Toroku Mining Pollution	Sakamoto, Satoru Toroku Mine Victim
			Toroku Lesson Learnt from Toroku	Sato, Hatsune Sato, Sunao Sato, Yoshie Toroku Mine Victims
			Visit Toroku Mine	Sato, Shinichi Toroku Mine Victim

date	day	Lodging	SUBJECT	Lecturer
11/3	tue	Fukuoka	Move TAKACHIHO to FUKUOKA	
11/4	wed	Fukuoka	Socio-cultural Research on Arsenic Problems in Rural Villages in Asia	Tani, Masakazu Kyushu Univ. Graduate School of Design
			Epidemiology for Environmental Pollution	Yoshimura, Takesumi Fukuoka Institute of Health and Environmental Sciences
11/5	thu	Kumamoto	Move FUKUOKA to KUMAMOTO	
11/6	fri	Kumamoto	TOROKU Walking in Align with the Victims	Yokoi, Hidenori Sakuragaoka Hospital
			Worldwide Arsenic Contamination of Drinking Water-History and Current Status	Hotta, Nobuyuki Sakuragaoka Hospital
11/7	sat	Kumamoto	Study Tour in MINAMATA	
11/8	sun	Miyazaki	Move KUMAMOTO to MIYAZAKI	
11/9	mon	Miyazaki	day off	
11/10	tue	Miyazaki	Toroku Government Relief for Pollution-Related Health Damages	Matsuoka, Akira Miyazaki Prefectural Government, Environment & Forestry Department
			Minamata & Toroku Role to Record of Toroku Mining Pollution Case and Minamata Disease Case	Akutagawa, Jin Photographer
11/11	wed	Tokyo	Move MIYAZAKI to TOKYO	
11/12	thu	Tokyo	Building up a System for Cooperation with Villagers, LG and NGO	Matsumura, Naoki
			Safe Water Supply	Takahashi, Asako Asia Arsenic Network
11/13	fri	Fukushima	Move TOKYO to FUKUSHIMA	
11/14	sat	Fukushima	Forum on Arsenic Contamination of Ground Water in Asia	
11/15	sun	Fukushima	Forum on Arsenic Contamination of Ground Water in Asia	
11/16	mon	Tokyo	Move FUKUSHIMA to TOKYO	

date	day	Lodging	SUBJECT	Lecturer
11/17	tue	Tokyo	Study Tour in TOKYO	
11/18	wed	Tokyo	Arsenic in Environment	Kaise, Toshikazu Tokyo Univ. of Pharmacy and Life sciences
			1st Meeting on making of Action Plan	
11/19	thu	Tokyo	Preliminary Survey of Alternative Water Sources	Takahashi, Asako Asia Arsenic Network
			Safe and Reliable Drinking Water by the Biological Filter of Slow Sand Filtration	Nakamoto, Nobutada Shinshu Univ. Faculty of Textile Science & Technology
11/20	fri	Tokyo	Workshop:Making of Action Plan	
11/21	sat	Tokyo	day off	
11/22	sun	Miyazaki	Move TOKYO to MIYAZAKI	
11/23	mon	Miyazaki	day off	
11/24	tue	Miyazaki	Capacity Building of Villagers	Nakamura, Junko
			1st Deadline of draft Action Plan	
11/25	wed	Miyazaki	AM Off	
			Health Management for Arsenicosis Patient	Kawahara, Kazuyuki Asia Arsenic Network
11/26	thu	Miyazaki	Screening and Monitoring of Water Quality	Shimotsu, Yoshihiro Miyazaki Environmental Science Society
			Visit Waterworks in Japan	
11/27	fri	Miyazaki	Final Action Plan Deadline	
			Visit Sewage Treatment System	
11/28	sat	Miyazaki	day off	
11/29	sun	Miyazaki	day off	
11/30	mon	Miyazaki	PPT Preparation for AP Presentation	
12/1	tue	Miyazaki	Waste and Recycle System in Japan	
			Visit Eco Clean Plaza Miyazaki	
12/2	wed	Miyazaki	Final Evaluation Meeting	
			Action Plan Presentation	
			Discussion	
			Closing Ceremony	
			Farewell party	
12/3	sat	Kitakyushu	Move MIYAZAKI to KITAKYUSHU	

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 Kyushu International Center (JICA KYUSHU)
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan
TEL: +81-93-671-6311 FAX: +81-93-663-1350

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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

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

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

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: