

**TRAINING CIRCULAR**

Subject: A Group Training Course in Facility Maintenance Management Focused on Non-Destructive Inspection of Life Line Structure to be held in Japan from 9<sup>th</sup> February, 2011 to 18<sup>th</sup> June, 2011.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a group training course in "Facility Maintenance Management Focused on Non-Destructive Inspection of Life Line Structure" to be held in Japan from 9<sup>th</sup> February, 2011 to 18<sup>th</sup> June, 2011 (Core Phase). The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

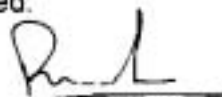
2. The Program aims to maintain life line structures such as power plant, water works facility, railways bridge and other public structures. This programme provides knowledge and skills for Non Destructive Inspection and maintenance management technology so that the safety of infrastructure is confirmed in developing countries.

3. The programme is offered to engineers aiming to acquire wide range of knowledge and skills on NDI and maintenance management technology of life line structure. The candidate should have an engineering background or equivalent; should be university graduate; have experiences in maintenance/management of life structures and also in inspections including NDI; be proficient at written and spoken English; be under 45 years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 26<sup>th</sup> November, 2010. 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 duly authenticated by the Department concerned, should be sent to the Department of Personnel & Training on or before **20<sup>th</sup> December, 2010**. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer  
Tel. No.23094575

1. The Secretary, M/o Power, Shram Shakti Bhavan, New Delhi.
2. The Secretary, Railway Board, M/o Railways, Rail Bhavan, New Delhi.
3. The Secretary, Ministry of Steel, Udyog Bhavan, New Delhi.
4. The Secretary, Ministry of Heavy Industry, Udyog Bhavan, New Delhi
5. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
- ✓ 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. 83/GT-CP/2010

26<sup>th</sup> November, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Facility Maintenance Management Focused on Non-Destructive Inspection for Life Line Structure will be held in Japan from 9<sup>th</sup> February, 2011 to 18<sup>th</sup> June, 2011 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **22<sup>nd</sup> December, 2010**:-

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

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

It is further informed that 8 slots are available globally for the above 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,

(Hiroshi Suzuki)

Senior Representative

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



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON  
FACILITY MAINTENANCE MANAGEMENT FOCUSED ON  
NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE  
有償勘定研修「非破壊検査を中心としたライフライン施設の  
保全管理技術」  
*JFY 2010*

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

NO. J1091005 / ID. 1099023

From Jan 2011 to Nov 2011

Phases in Japan: From February 9, 2011 to June 18, 2011.

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

# **I. Concept**

## **Background**

In developing countries, life line structures (infrastructure such as power plant, waterworks facility, railway, bridge and other public structure) have been increasingly used under very severe conditions. What is more, some life line structures carry hazardous materials, including corrosive, flammable, explosive, and toxic ones. Such circumstances put heavy burden on life line structures. To make life line structures more sustainable, it is necessary to detect defects of life line structures and repair them properly. However, because of lack of knowledge and skills for inspecting and repairing life line structures, they are not maintained appropriately.

Non-destructive inspections (NDI) are applied for many purposes. These include quality control management inspections, such as the eradication of imperfect products in the industrial production process, cost reductions, and the achievement of deadlines, hand-over inspections to determine safety and performance of the industrial product or equipment conducted by the user, and factory equipment and public facility inspections for prolonging their life through accident prevention and necessary repairs. Japan brought in non-destructive inspections shortly after the war ended, and has the experience gained through the extremely rapid industrial growth that followed. So, this program provides knowledge and skills for NDI and maintenance management technology so that the safety of infrastructure is confirmed in developing countries.

## **For what?**

This program aims to maintain life line structures and confirm the safety of them.

## **For whom?**

This program is offered to engineers aiming to acquire wide range of knowledge and skills on NDI and maintenance management technology for life line structure.

## **How?**

Participants shall have opportunities in Japan to acquire the basic knowledge and techniques for maintenance of life line structure through lectures, practical training, and field trips to actual sites where these techniques are used, to contribute to the maintenance of industrial promotion and human and social safety in the participants' home countries. Participants will also formulate an action plan describing what the participants will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan.

## II. Description

**1. Title (J-No.): FACILITY MAINTENANCE MANAGEMENT FOCUSED ON NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE (J1091005)**

**2. Period of program**

<b>Duration of whole program:</b>	Jan 2011 to Nov 2011
<b>Preliminary Phase:</b> (in a participant's home country)	Jan 2011 to Feb 2011
<b>Core Phase in Japan:</b>	Feb 9, 2011 to Jun 18, 2011
<b>Finalization Phase:</b> (in a participant's home country)	Jun 2011 to Nov 2011

**3. Target Regions or Countries**

Indonesia, Malaysia, Philippines, Thailand, Vietnam, India, Jordan, Syria, and Egypt

**4. Eligible / Target Organization**

Government organizations, research institutes, vocational training institutions, private firms, and technical support organizations which deal with maintenance / management (including NDI) of such yen-loan-financed steel structures as railways, bridges, and power plants.

**5. Total Number of Participants**

8 participants

**6. Language to be used in this project:** English

**7. Program Objective**

An action plan is formulated at participant's organization for the maintenance / management and the accident prevention of factories or infrastructure, based on the various NDI techniques and the technical know-how of manufacturing and maintenance / management of life line structures acquired during the course.

**8. Overall Goal**

A project for the implementation of safety measures for life line structures is put into operation.

**9. Expected Module Output and Contents:**

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

<b>(1) Preliminary Phase in a participant's home country</b> (Jan 2011 to Feb 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
<b>Modules</b>	<b>Activities</b>
Job Report, IAS and Questionnaire	Formulation and submission of Job report, IAS and Questionnaire

**(2) Core Phase in Japan (See Attachment 1)**

(Feb 9, 2011 to Jun18, 2011)

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

*Participants are to take an examination of ASNT Level- II in UT during this phase.*

**(3) Finalization Phase in a participant's home country**

(Jun 2011 to Nov 2011)

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Modules	Activities
Implementation of Action Plan	Application and implementation of the action plan (Interim Report) back in the participant's country and submission of its completion report by Nov 30, 2011.

### **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 -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) Experience: must meet one of the following qualifications
  - have experiences in inspections including NDI
  - have experiences in maintenance / management of life line structures
  - be expected to be engaged in the near future in any of the above duties
- 2) Education: be university graduates, who have majored in engineering, or the equivalent
- 3) Language: be competent in spoken and written English which is equal to TOEFL 500 or above, or the Cambridge First Certificate (This workshop includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field works (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training course.
- 5) Be able to enlighten and guide many people about technology and experience which will be obtained in this course.
- 6) Must not be serving any form of military service.



## **(2) Recommendable Qualifications**

Age: be under 45 years of age

## **3. Required Documents for Application**

### **(1) Application Form:**

The Application Form is attached to this General Information.

### **(2) Inception Reports**

#### **(a) Job Report (Annex 1):**

- To be submitted with the application form
- Job Report is a report to understand an outline of an organization that an applicant belongs to, his/her jobs and his/her expectations for the training course.

#### **(b) IAS: Issue Analysis Sheet (Annex 2):**

- To be submitted with the application form.
- The purpose of IAS is to logically organize relationship between problems that an applicant and the organization to which he/she belongs has faced and contents of fields taken in this training course.
- The sheet is to be utilized as a logical process control sheet to draw an improvement plans for problems by filling out the sheet in the primary phase in a participant's home country through the end of training.

#### **(c) Questionnaire (Annex 3):**

- To be submitted with the application form.

Inception Reports (Annexes 1-3) are necessary documents for screening of an applicant and an applicant is required to submit his/her Inception Reports with the Application form. Each participant will be required to present his/her Job Report and IAS in approximately 10 minutes in an early stage of training. An applicant should submit his/her IAS with approval of his/her superior and the IAS that has not been approved is not accepted.

## **4. Procedure for Application and Selection :**

### **(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: **December 22, 2010**

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

### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA

Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than January 11, 2011.**

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

None.

**6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Kyushu

(2) **Contact:** Mr. OTA Masaaki, Program Officer (Ota.Masaaki@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** KITA; Kitakyushu International Techno-cooperative Association

(2) **Contact:** Mr. Hiroshi TOYAMA (course leader)

(3) **URL:** [http://www.kita.or.jp/english/e\\_index.html](http://www.kita.or.jp/english/e_index.html)

(4) **Remark:** KITA has carried out JICA training projects since 1980, and has accepted a total of 4,492 participants over the period from 1980 to 2009. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability.

### 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 at Japan to departure from Japan. \*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Kyushu International Center (JICA Kyushu)

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

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

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at its URL, <http://www.jica.go.jp/english/contact/pdf/kyushu01.pdf>

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

## **6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, living conditions in Japan, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and cassette tape, "SIMPLE CONVERSATION IN JAPANESE". A brochure, "GUIDE TO TRAINING IN JAPAN" will be handed to each selected candidate before (or at the time of) the orientation.

# ***V. Other Information***

## **1. Reports & Presentation**

### **(1) Job Report and IAS**

As written in the previous page, each applicant is required to submit his/her own Job Report and IAS. Participants will have a presentation of his/her Job Report and IAS up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

### **(2) Action Plan**

Participants are required to make an Action Plan at the end of the training to express idea and plan, which you carry out after you return, reflecting the knowledge and method you acquire from the training. Each person is required to give a presentation in 10 minutes. The report would be sent to each JICA office in participant's country.

## **2. Certification**

Participants who have successfully completed the course will be awarded a certificate by JICA.

## **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 music CD and photographs that will make the exchange program more fruitful.

## **4. Remarks**

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

## **VI. ANNEX 1:**

### **FACILITY MAINTENANCE MANAGEMENT FOCUSED ON NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE (JFY 2010) *Job Report***

Name:  
Country:  
Organization:  
Present post:

Please itemize your answers and make them specific to the following questions.

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

(1) Name and main duties of your organization

(2) Organization chart:

Please draw a chart of your organization including the department (section) names with the number of staff in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit)

In addition, please describe the duty of each department (section) briefly.

(3) Brief description of your assignments.

2. Please describe your job and past experiences including your authority and responsibilities precisely, and relate your participation to your job.

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

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

(2) How do you expect to apply skills and knowledge according to listed items in Curriculum (in section II-9) after you return to your home country?

(3) Other matters you are expecting from this course, if any.

(In principle this training program cannot be changed upon your request.)

(4) Which Japanese companies or organizations do you like to visit during staying in Japan? Please describe along with the reasons.

Remarks: The report should be typewritten and total pages of the report should be limited to 3(three) pages plus pages of the organization chart.

Each participant will be allocated ten minutes to make an oral presentation at the session of Job Report presentation after the opening.

END

**[Format] Annex-2: FACILITY MAINTENANCE MANAGEMENT FOCUSED ON NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE (JFY 2010)**  
**Issue Analysis Sheet (IAS)**

<Name> \_\_\_\_\_ <Country> \_\_\_\_\_ <Organization and present post> \_\_\_\_\_

Expected Module Output	Category	A: Issues/Problems You Are Facing at Work	B: Suspected Causes (of the Issue/Problems)	C: Measures taken in Japan	D: Proposal to Your Department/Organization
(1) Understand the flaws incurred during manufacturing and welding in steel and nonferrous metals and be able to explain the flaws and inspections of materials and structures	-Basic knowledge about metallic materials -Flaw in rolled steel and its inspection -Flaw in cast and forged steel products and their inspection -Flaw in welding and its inspection				
(2) Be able to choose and utilize appropriate inspection methods and equipment according to a given situation, taking into consideration the basic theories and specialist techniques of various NDT methods and evaluate the inspection results.	- Basic knowledge and practice of UT, RT, PT, MT, ET, AE, SM -Latest NDI techniques -Research and manufacturing of testing and inspection -UT Level- II certification exam				
(3) Be able to maintain life line structures under normal conditions using various inspection and maintenance/management techniques	-Inspection and maintenance / management of various life line structures such as power plants, pipelines, storage tanks and transportation infrastructures -Repair technology of machine parts -Fractography				
(4) Be able to create a feasible action plan to apply NDT and maintenance/management techniques acquired in Japan and propose it to the participant's organization	-Creation of an action plan for the next several years after return home to tackle challenges in the workplace				

• You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.

Name of Superior Officer \_\_\_\_\_  
 Designation/Position of superior officer \_\_\_\_\_  
 Signature \_\_\_\_\_

**[Example] FACILITY MAINTENANCE MANAGEMENT FOCUSED ON NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE (JFY 2010)**  
**Issue Analysis Sheet (IAS)**

1. Applicants are required to fill in the required blanks on the attached IAS and submit it with a Nomination Form and Job Report by due process. If applicants have more than two problems, sheet should be separated (One problem in one sheet).
2. This IAS should be linked with Job Report Presentation at the beginning of the training course and Action Plan Presentation at the end of the course.
3. Applicants need to get prior approval from his/her superior officer (supervisor) for what he/she writes on the IAS. If applicants change the problems after the course starts, he/she is required to get approval from superior officer again, in advance.
4. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan.

<Name> \_\_\_\_\_ <Country> \_\_\_\_\_ <Organization and present post> \_\_\_\_\_

Expected Module Output	Category	A: Issues/Problems You Are Facing at Work	B: Suspected Causes (of the Issue/Problems)	C: Measures taken in Japan	D: Proposal to Your Department/Organization
(1) Understand the flaws incurred during manufacturing and welding in steel and nonferrous metals and be able to explain the flaws and inspections of materials and structures	-Basic knowledge about metallic materials -Flaw in rolled steel and its inspection -Flaw in cast and forged steel products and their inspection -Flaw in welding and its inspection	<b>【Example】</b> Electricity generation and transmission were halted due to a prolonged plant shutdown resulting from a sudden damage to the boiler tube or the turbine rotor when the electrical generating facility was in full operation.	<b>【Example】</b> -Flaw in materials during manufacturing -Flaw in welding during manufacturing -Failure to detect flaw during manufacturing -Lack of knowledge and techniques among technicians -Inability to identify and manage skills of manufacturing and welding technicians -No criteria for inspection results		
(2) Be able to choose and utilize appropriate inspection methods and equipment according to a given situation, taking into consideration the basic theories and specialist techniques of various NDT methods and evaluate the inspection results.	- Basic knowledge and practice of UT, RT, PT, MT, ET, AE, SM -Latest NDI techniques -Research and manufacturing of testing and inspection -UT Level- II certification exam		<b>【Example】</b> -No NDT technical experts or engineers -No manuals or standard of operational procedures -No textbooks for human resource development -Incomplete inspection records, not leading to the skill assessment of welding technicians -No comparison and		

● You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.



			standard test pieces -Inability of the organization to practice NDT on its own		
(3) Be able to maintain life line structures under normal conditions using various inspection and maintenance/management techniques	-Inspection and maintenance / management of various life line structures such as power plants, pipelines, storage tanks and transportation infrastructures -Repair technology of machine parts -Fractography		【Example】 -No maintenance/management engineers -No experts having techniques in various kinds of testing -Inability to select optimum and economical way of detecting flaw -Insufficient knowledge of NDT -High costs of outsourcing NDT		
(4) Be able to create a feasible action plan to apply NDT and maintenance/management techniques acquired in Japan and propose it to the participant's organization	-Creation of an action plan for the next several years after return home to tackle challenges in the workplace				

- Describe in a brief sentence or two but not by just keywords.
- When there is more than one problem or cause, describe them all.

Name of Superior Officer \_\_\_\_\_  
 Designation/Position of superior officer \_\_\_\_\_  
 Signature \_\_\_\_\_

## **VI. ANNEX 3:**

### **FACILITY MAINTENANCE MANAGEMENT FOCUSED ON NON-DESTRUCTIVE INSPECTION FOR LIFE LINE STRUCTURE (JFY 2010)**

#### *Questionnaire*

Date:

Name:

Country:

Please fill in this Questionnaire which should be typewritten.

1. Please answer the following questions.

(1) What are the main products of your company?

(2) What is the amount of annual sales of the products your company manufactures?

(3) What is the total number of employees of your organization, and how many of them are actually engaged in nondestructive inspection work?

2. Does your organization apply "nondestructive inspection"? If your answer is "Yes", please describe details.

3. Does your organization have any equipment of nondestructive inspection? If any, list them.

4. Please answer the following questions.

(1) Does your country have its own official system of personnel qualification and certification for nondestructive testing?

(2) Does your company have the in-house system of personnel qualification and certification for nondestructive testing?

(3) If you answer "No" for (1), where to get it?

(4) Have you any official personnel certifications for nondestructive testing? If you answer "Yes", please describe the method, level and in which country.

(For example; a. UT, Level II, ASNT. b. MT, Level II, JSNDI, etc.)

(5) Are there any holders in your company qualified for nondestructive testing? If you answer "Yes", please describe the method, level and number of them.

Level I:

Level II:

Level III:

5. Have you ever received technical assistance on nondestructive inspection from abroad?

6. Have you ever studied the subjects listed below [A]? If you check "Yes", Please tell us whether you have applied them in your job [B].

Have you ever experienced the subjects listed below [C]? If you answer "Yes", please fill in "Period" column as to your length of years.

Subjects		A	B		C	
		Yes	Yes	No	Yes	Period
Fundamental Subjects	1. Phase diagram and microstructure					
	2. Heat treatment of metal					
	3. Welding metallurgy					
	4. Fracture mechanics					
	5. Fractography					
	6. Fatigue failure of steel					
	7. Maintenance management					
	8. Quality control					
	9. Reliability engineering					
	10. Others( )					
Practical Techniques	1. Casting					
	2. Forging					
	3. Welding					
	4. Heat treatment					
	5. Steel manufacturing					
	6. Maintenance of life line structure					
	7. Plant maintenance					
	8. Others ( )					
Testing and Nondestructive Inspection	1. Radiographic inspection					
	2. Ultrasonic inspection					
	3. Magnetic particle inspection					
	4. Liquid penetrant inspection					
	5. Eddy current inspection					
	6. Strain measurement					
	7. Acoustic emission					
	8. Material testing					
	9. Physical testing					
	10. Others( )					

## Expected Module Output and Curriculum Structure

L = Lecture, P = Practice, F = Field Study or Plant Visit

Expected Module Output	Contents	Training Subjects		Days				Ratio %
				L	P	F	Total	
Orientation	The content of this training course is explained and the problems faced by every participant are shared	1	Course Orientation	0.5			0.5	
		2	Job Report Presentation	0.5			0.5	
		3	Introductory Education	1.0			1.0	
		Subtotal		2.0	0.0	0.0	2.0	2.6
Module Output I  Understand the flaws incurred during manufacturing and welding in steel and nonferrous metals and be able to explain the flaws and inspections of materials and structures	The characteristics of materials, the cause and mechanism of flaw generation, and the flaw evaluation of life line structures to be tested with NDT, are acquired through lectures and field studies.	1	<b>Metallic Materials</b>					
			①Basics of Metallic Materials		1.0		1.0	
		2	<b>Rolling steel</b>					
			①Flaw in Steel Products and its Inspection		1.0		1.0	
			②Sumitomo Metals Kokura, Ltd.				0.5	0.5
			③Nippon Steel Corporation, Spiral Pipe Mills				0.5	0.5
		3	<b>Casting &amp; Forgings</b>					
			①Countermeasure for Defect Prevention of Cast and Forged Steels	1.0			1.0	
			②Japan Casting & Forging Corporation				0.5	0.5
			③Okano Valve Mfg. Co., Yukuhashi Foundry				0.5	0.5
			④Mitsubishi Heavy Industries, Ltd., Nagasaki Shipyard & Turbine Works				0.5	0.5
		4	<b>Welding</b>					
			①Flaw in Welding Products and its Inspection	2.0			2.0	
	②Nippon Steel Corporation, Civil Engineering & Marine Construction Div.				0.5	0.5		
	③Shiromizu Iron Works Co., Ltd.				0.5	0.5		
5	<b>Nonferrous Metals</b>							
	①Kobe Steel, Ltd. Chofu Plant				0.5	0.5		
Subtotal		3.0	2.0	4.0	9.0	11.7		
Module Output II  Be able to choose and utilize appropriate inspection methods and equipment according to a given situation, taking into consideration the basic theories and specialist techniques of various NDT methods and evaluate the inspection results.	Lectures, practice, and exercises on the principle and applied examples of various NDT methods are conducted. In addition, the qualifying examination of ASNT Level- II in UT, one of the most useful methods after return home, is taken.	1	Outline of NDT	1.0			1.0	
		2	<b>Visual Testing</b>	0.5			0.5	
		3	<b>Ultrasonic Testing</b>					
			①Outline & Basics of UT	1.0			1.0	
			②Basics of straight beam techniques	1.0			1.0	
			③Practice in straight beam techniques		3.0		3.0	
			④Basics of angle beam techniques	3.0			3.0	
			⑤Practice in angle beam techniques		3.0		3.0	
		4	<b>Radiographic Testing</b>					
			①Basics of radiation	1.0			1.0	
			②Outline & Basics of radiography	2.0			2.0	
			③Safety control for radiation	1.0			1.0	
			④Practice in RT		2.0		2.0	
	⑤Observation for radiography		1.0		1.0			
5	<b>Magnetic Particle Testing</b>							
	①Basics of MT	1.0			1.0			
	②Application for MT	1.0			1.0			

Expected Module Output	Contents	Training Subjects	Days				Ratio %
			L	P	F	Total	
Module Output II Be able to choose and utilize appropriate inspection methods and equipment according to a given situation, taking into consideration the basic theories and specialist techniques of various NDT methods and evaluate the inspection results.	Lectures, practice, and exercises on the principle and applied examples of various NDT methods are conducted. In addition, the qualifying examination of ASNT Level- II in UT, one of the most useful methods after return home, is taken.	③Practice in York method		1.0		1.0	
		④Practice in coil & contact method etc.		1.0		1.0	
		<b>6 Liquid Penetrant Testing</b>					
		①Basics of PT	1.0			1.0	
		②Practice in dye techniques		1.0		1.0	
		③Practice in fluorescence		1.0		1.0	
		<b>7 Eddy Current Testing</b>					
		①Outline & basics of ET	2.0			2.0	
		②Practice in ET		2.0		2.0	
		<b>8 Strain Measurement</b>					
		①Outline & basics of SM	2.0			2.0	
		②Practice in SM		2.0		2.0	
		<b>8 Acoustic Emission Testing</b>					
		①Outline of AE	0.5			0.5	
②Practice in AE		1.0		1.0			
<b>10 Research &amp; Manufacturing of Testing &amp; Inspection</b>		①Fukuoka Industrial Technology Center Mechanics & Electronics Research Institute			0.5	0.5	
		②Shin Nippon Nondestructive Inspection Co.,Ltd.			0.5	0.5	
		③Observation of Automated UT and Labor-Saving Equipment			0.5	0.5	
		④Rigaku Corporation			1.0	1.0	
		⑤Hitachi Construction Machinery Co. Hitachi Kenki Fine Tech Co.			0.5	0.5	
		⑥Fuji Film Co.,Ltd. (FCR)			0.5	0.5	
		⑦Shimadzu Corporation Ltd.			0.5	0.5	
		<b>11 Certification System on NDT of Japan</b>					
		①The Japanese Society for Nondestructive Inspection (JSNDI)			0.5	0.5	
		<b>12 Recent Technological Improvement in NDT</b>	1.5			1.5	
Subtotal			19.5	18.0	5.0	42.5	55.2
Module Output III Be able to maintain life line structures under normal conditions using various inspection and maintenance / management techniques	Inspection and maintenance/management of various life line structures such as power plants, pipelines, storage tanks and transportation infrastructures are acquired through lectures, practice and field studies	<b>1 Maintenance Management</b>					
		①Maintenance Inspection	1.0			1.0	
		③Practice in Destructive Testing		0.5		0.5	
		④Fracture Analysis by Fractography & Observation of Fracture Surface	0.5	0.5		1.0	
		⑤Maintenance Inspection of Thermal Power Plants	0.5			0.5	
		⑤Maintenance Inspection of Hydroelectric Power Plants	1.0			1.0	
		⑥Maintenance Inspection of Chemical Plants	0.5	0.5		1.0	
		⑦Maintenance & Repairing of Mechanical Parts (Welding, Hardfacing, Thermal Spraying, Heat Treatment)					
		•Nippon Steel Hardfacing Co.,Ltd.			0.5	0.5	
		•Fujikosan Corporation			0.5	0.5	
		•Dai-Ichi High Frequency Co.,Ltd.			0.5	0.5	
<b>2 Power Plants</b>							
①Thermal Power Plant: KEP.Shinkokura PS			0.5	0.5			
②Hydroelectric Power Plant: KEP Hita PS			0.5	0.5			
③Nuclear Power Plant: KEP.Genkai Nuclear PS	0.5		0.5	1.0			

Expected Module Output	Contents	Training Subjects	Days				Ratio %
			L	P	F	Total	
Module Output III Be able to maintain life line structures under normal conditions using various inspection and maintenance / management techniques	Inspection and maintenance/management of various life line structures such as power plants, pipelines, storage tanks and transportation infrastructures are acquired through lectures, practice and field studies	④Geothermal Power Plant:KEP. Hattyoubaru Geothermal PS	0.5		0.5	1.0	
		3 <b>Storage Tanks</b>					
		①Petroleum, Heavy Oil: Buzen PS	0.5		0.5	1.0	
		②Gas: Saibu Gas Fukuoka Works			0.5	0.5	
		③Drum: Nippon Steel Drum Co.,Ltd.(AE)	0.5		0.5	1.0	
		4 <b>Pipe Lines</b>					
		①Mitsubishi Chemical Kurosaki Works	0.5			0.5	
		5 <b>Transportation</b>					
		①Railways					
		•Axle, Wheel, Frame: Kyushu Railway Co., Kokura Works			0.5	0.5	
•Rail: Kyushu Railway Co. Sendai Works			0.5	0.5			
•Tunnel, Bridge: Kyushu Railway Co. Sendai Works			0.5	0.5			
②Aeroplanes							
•Engine: ANA Haneda Maintenance Center.				1.0	1.0		
•Landing Gear: ANA Nagasaki Eng.				0.5	0.5		
•Hydraulic,Pneumatic Machinery: ANA Aerotech.				0.5	0.5		
③Expressways: Bridge, Tunnel							
•Public Works Research Institute	0.5		0.5	1.0			
④Bridges							
•Suspension Bridge: Kitakyushu City Road Public				0.5	0.5		
6 <b>Other Visits</b>							
①Nagasaki City				0.5	0.5		
②Kyoto City (on Saturday)							
Subtotal			6.5	1.5	10.0	18.0	23.4
Module Output IV Be able to create a feasible action plan to apply NDT and maintenance / management techniques acquired in Japan and propose it to the participant's organization	An action plan for the next several years after return home based on the achievement of the training is created.	1 Evaluation Meeting	1.0			1.0	
		2 Summary of Training Result and Preparation of Action Plan, IAS	4.0			4.0	
		3 Final Report Presentation		0.5		0.5	
		Subtotal			5.0	0.5	0.0
Total of days			36.0	22.0	19.0	77.0	100.0
Ratio,%			46.7	28.6	24.7	100.0	-

## Attachment II :

## Course Schedule of "Facility Maintenance Management Focused on Non-Destructive Inspection for Life line Structure" in FY2010

1/2

2011 FEBRUARY ~ MARCH			2011 MARCH ~ APRIL		
Date	Subject	Instructor, Place	Date	Subject	Instructor, Place
Feb.24(Thu)	Course Orientation Presentation of Job Report	KITA KIC·KITA	Mar.28(Mon)	Basics of MT Practice for MT	NDT Consulting (Mr.Matsuda) " (Mr.Matsuda, Ikeda)
25 (Fri)	Introductory Education	KITA (Mr.Toyama)	29 (Tue)	Basics of PT	SHK (Mr.Yoshinaga)
26 (Sat)	Holiday		30 (Wed)	Field Study, NSC Wakamatsu " Shiromizu Iron Works	Wakamatsu Fabrication Works Wakamatsu Works
27 (Sun)	Holiday		31 (Thu)	Practice for PT	SHK (Mr.Yoshinaga,Imagawa)
28 (Mon)	Outline of NDT	Kyushu Institute of Technology (Dr.Kato)	Apr.1(Fri)	Practice for PT	SHK (Mr.Yoshinaga,Imagawa)
Mar.1(Tue)	Flaw in Steel Products and its Inspection	Nippon Steel Techno-research (Mr.Babazono)	2 (Sat)	Holiday	
2 (Wed)	Visual Inspection Field Study Sumitomo Metals	KITA (Mr.Oga) Kokura Works	3 (Sun)	Outline of AE Field Study Showa Electric Lab.(Mr.Hashirisaki) Nippon Steel Hardfacing	
3 (Thu)	Foundation for Metallic Materials	Kyushu Institute of Technology (Dr.Kato)	4 (Mon)		
4 (Fri)	Basics of UT	NDT Consulting (Mr.Ikeda)	5 (Tue)	Practice for AE	Showa Electric Lab. (Mr.Hashirisaki, Motooka)
5 (Sat)	Holiday		6 (Wed)	Practice for UT	NDT Consulting (Mr.Ikeda)
6 (Sun)	Holiday		7 (Thu)	Practice for UT	NDT Consulting (Mr.Ikeda)
7 (Mon)	Basics of UT	NDT Consulting (Mr.Ikeda)	8 (Fri)	Practice for UT	NDT Consulting (Mr.Ikeda)
8 (Tue)	Basics of UT	NDT Consulting (Mr.Ikeda)	9 (Sat)		
9 (Wed)	Field Study Okano Valve MFG Kobe Steel	Yukuhashi Foundry Chofu Works	10 (Sun)		
10 (Thu)	Counterplan to Defects of Welded Construction	Kyushu Institute of Technology (Dr.Nakano)	11 (Mon)	Practice for UT	NDT Consulting (Mr.Ikeda)
11 (Fri)	Counterplan to Defects of Welded Construction	Kyushu Institute of Technology (Dr.Nakano)	12 (Tue)	Observation Trip (Saga District)	Kyushu Electric Power Genkai Nuclear Power Station
12 (Sat)	Holiday		13 (Wed)	Observation Trip (Nagasaki District)	Mitsubishi Heavy Industries Sightseeing of Nagasaki
13 (Sun)	Holiday		14 (Thu)	Observation Trip (Nagasaki District)	ANA Nagasaki Engineering ANA AERO Tech
14 (Mon)	Basics of UT Practice for UT	NDT Consulting (Mr.Ikeda)	15 (Fri)	Observation Trip (Kagosima District)	Kyushu Railway, Sendai Works
15 (Tue)	Basics of UT Practice for UT	NDT Consulting (Mr.Ikeda)	16 (Sat)	Holiday	
16 (Wed)	Counterplan to Defects of Cast and Forged Steels	KITA (Mr.Hayashi)	17 (Sun)	Holiday	
17 (Thu)	Field Study NSC Yawata JCFC	Guest Center, Spiral Pipe Mill Japan Casting and Forging	18 (Mon)	Basics of ET	SHK (Mr.Tetsumi)
18 (Fri)	Basics of UT Practice for UT	NDT Consulting (Mr.Ikeda)	19 (Tue)	Basics of ET	SHK (Mr.Tetsumi)
19 (Sat)	Holiday		20 (Wed)	Mid-term Evaluation Meeting	
20 (Sun)	Holiday		21 (Thu)	How to make Action Plan Field Study, Fujukikosan " Dai-ichi High Frequency	KITA (Mr.Toyama) Kitakyushu Works Kurosaki Works
21 (Mon)	Holiday		22 (Fri)	Practice for ET	SHK (Mr.Tetsumi,Imagawa)
22 (Tue)	Basics of UT Practice for UT	NDT Consulting (Mr.Ikeda)	23 (Sat)	Holiday	
23 (Wed)	Basics of MT Practice for MT	NDT Consulting (Mr.Matsuda) " (Mr.Matsuda, Ikeda)	24 (Sun)	Holiday	
24 (Thu)	Basics of MT Practice for MT	NDT Consulting (Mr.Matsuda) " (Mr.Matsuda, Ikeda)	25 (Mon)	Practice for ET	SHK (Mr.Tetsumi,Imagawa)
25 (Fri)	Basics of MT Practice for MT	NDT Consulting (Mr.Matsuda) " (Mr.Matsuda, Ikeda)	26 (Tue)	Consultation of Action Plan Field Study, Kyushu Railways	KITA (Mr.Toyama) Kokura Works
26 (Sat)	Holiday		27 (Wed)	Basics of RT	SHK (Mr.Wakibe)
27 (Sun)	Holiday		28 (Thu)	Basics of RT	SHK (Mr.Wakibe)

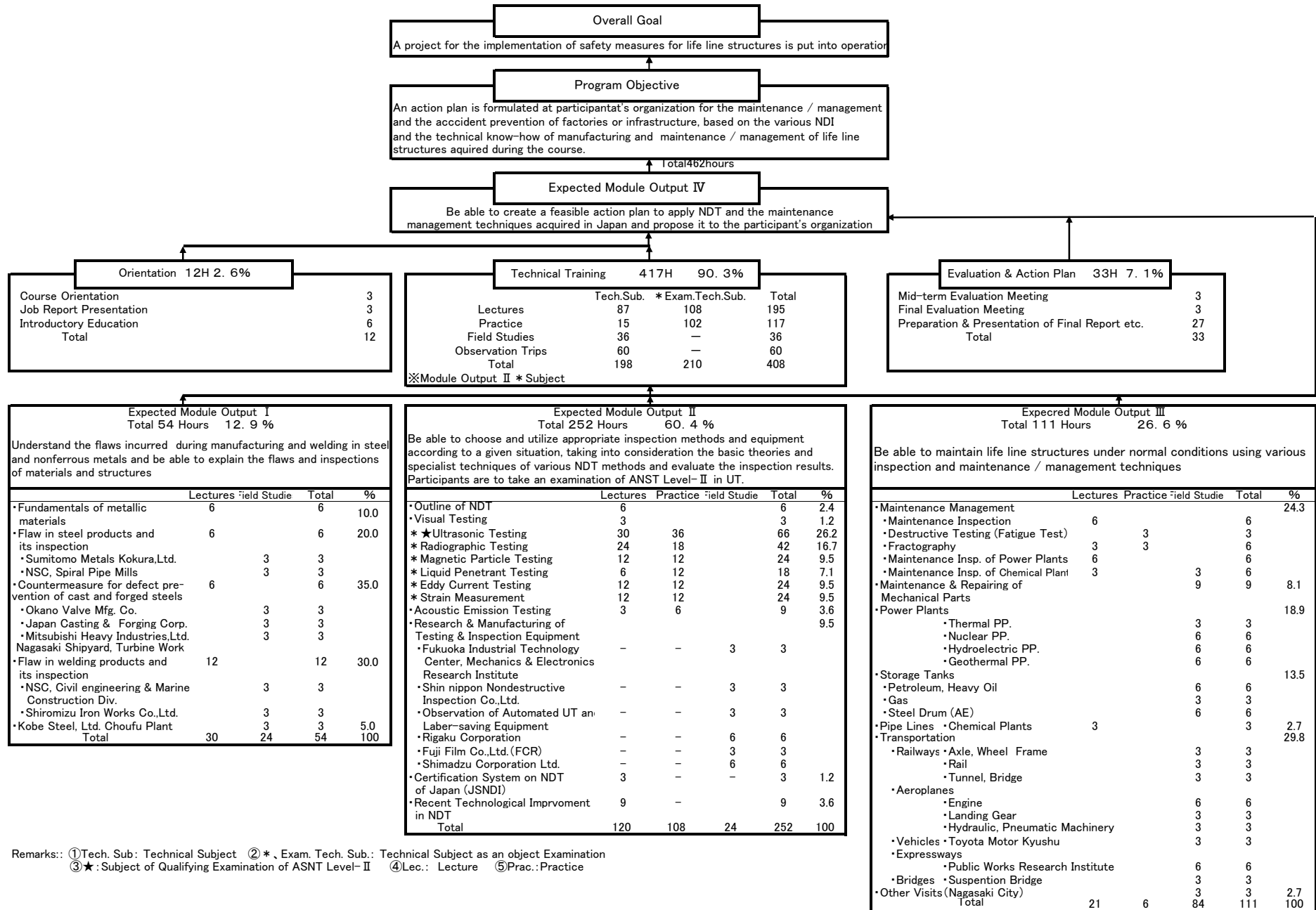


## Course Schedule of "Facility Maintenance Management Focused on Non-Destructive Inspection for Life line Structure" in FY2010

2/2

2011 APRIL~MAY			2011 MAY~JUNE		
Date	Subject	Instructor, Place	Date	Subject	Instructor, Place
Apr.29(Fri)	Holiday		May.31(Tue)	Maintenance Inspection of Corrosion of Chemical Power Plant MCC Observation Trip	Bus to Hita City
30 (Sat)	Holiday		Jun.1(Wed)	Observation Trip      Lecture Field Study	Maintenance of Water Power Plant KEP, Hita Water PS
May.1 (Sun)	Holiday		2 (Thu)	Observation Trip	KEP, Hattyoubaru Geothermal PS "
2 (Mon)	Basics of RT	SHK(Mr.Wakibe)	3 (Fri)	Observation Trip	KEP, Buzen Thermal PS "
3 (Tue)	Holiday		4 (Sat)	Holiday	
4 Wed)	Holiday		5 (Sun)	Holiday	
5 (Thu)	Holiday		6 (Mon)	Recent Technological Improvement in NDI	SHK (Mr.Imagawa)
6 (Fri)	Basics of RT	SHK (Mr.Wakibe)	7 (Tue)	Recent Technological Improvement in NDI Field Study	SHK (Mr.Imagawa) Toyota Motor Kyushu
7 (Sat)	Holiday		8 (Wed)	Field Study      Automated UT & Labor-saving Equipments	SHK (Mr.Nakayama,Yoshinaga)
8 (Sun)	Holiday		9 (Thu)	Consultation of Action Plan Field Study      Saibu Gas	KITA(Mr. Toyama) Fukuoka Works
9 (Mon)	Practice for RT	SHK (Mr.Wakibe) MERI (Mr.Kaida)	10 (Fri)	Consultation of Action Plan Field Study      Kitakyushu City Road Public	KITA (Mr. Toyama) Wakato Bridge
10 (Tue)	Practice for RT	SHK (Mr.Wakibe) MERI (Mr.Kaida)	11 (Sat)	Holiday	
11 (Wed)	Practice for RT (Observation for Radiograph)	SHK (Mr.Wakibe) MERI (Mr.Kaida)	12 (Sun)	Holiday	
12 (Thu)	Maintenance Inspection	SHK (Mr.Wakibe)	13 (Mon)	Maintenance Inspection of Chemical Plant Lecture & Field Study	Mitsubishi Chemical
13 (Fri)	Basics of SM	SHK (Mr.Tetsumi)	14 (Tue)	Field Study      Destructive Testing "      Visit to MERI	Fatigue Test, MERI(Dr.uchino) MERI(Mr.Kaida)
14 (Sat)	Holiday		15 (Wed)	Field Study,      Fractography "	KITA(Dr.Urashima)
15 (Sun)	Holiday		16 (Thu)	Consultation on Action Plan	KITA (Mr.Toyama)
16 (Mon)	Basics of SM	SHK (Mr.Tetsumi)	17 (Fri)	Final Evaluation Meeting Presentation of Action Plan	KIC, KITA KIC, KITA
17 (Tue)	Consultation of Action Plan	KITA (Mr.Toyama)	18 (Sat)	Leaving Japan	
18 (Wed)	Practice for SM	SHK (Mr.Tetsumi, Imagawa)	※ Schedule Arrival in Kitakyushu, Japan      Feb.3 Briefing, Orientation      Feb. 4~9 Japanese Language      Feb. 10~17 Course Orientation, Presentation of Job Report      Feb. 18 Presentation of Action Plan, Closing Ceremony      Jun.11 Leaving Japan      Jun.12  ※ Abbreviation ○ Various Technique NDT: Non-destructive Testing RT: Radiographic Testing UT: Ultrasonic Testing MT: Magnetic Particle Testing PT: Liquid Penetrant Testing ET: Eddy Current Testing SM: Strain Measurement AE: Acoustic Emission Testing  ○ Institutions KIC: Kyushu International Center of JICA KITA: Kitakyushu International Techno-cooperative Association JCFC: Japan Casting & Forging Corporation JSNDI: The Japanese Society for Non-destructive Inspection KEP: Kyushu Electric Power Co.,Inc. MERI: Fukuoka Industrial Technology Center NSC: Nippon Steel Corporation SHK: Shin Nippon Nondestructive Inspection Co.,Ltd. MCC: Mitsubishi Chemical Corporation		
19 (Thu)	Practice for SM	SHK (Mr.Tetsumi, Imagawa)			
20 (Fri)	Observation Trip	JR to Kyoto Shimadzu			
21 (Sat)	Observation Trip	Kyoto bus tour Kyoto			
22 (Sun)	Observation Trip	JR to Tokyo "			
23 (Mon)	Observation Trip	Nippon Steel Drum "			
24 (Tue)	Observation Trip	Hitachi Construction Machinery Hitachi Kenki Fine Tech			
25 (Wed)	Observation Trip	Rigaku "			
26 (Thu)	Observation Trip	Fuji Film (FCR) JSNDI			
27 (Fri)	Observation Trip	Public Works Research Institute "			
28 (Sat)	Observation Trip	AP to Kitakyushu "			
29 (Sun)	Holiday				
30 (Mon)	Maintenance Inspection of Thermal Power Plant Lecture & Field Study	KEP, Shin-kokura Power Station			

Attachment III : Curriculum Structure of "Facility Maintenance Management Focused on Non-destructive Inspection for Life Line Structure" Course



Remarks: ①Tech. Sub: Technical Subject ②\*, Exam. Tech. Sub.: Technical Subject as an object Examination  
③★: Subject of Qualifying Examination of ASNT Level-II ④Lec.: Lecture ⑤Prac.:Practice

## ***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: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 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)

--

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

J	0		-					
---	---	--	---	--	--	--	--	--

**3. Country Name:**

--

**4. Name of Applying Organization:**

--

**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)**

--

**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

<sup>1</sup> 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.

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

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

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

## 6. Expectation on the applied training and dialogue program

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

--

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

--

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

--

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (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 ( _____ )
--------	---

(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
--------	--------------------------

(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
--------	----------------------------	----------	------------

(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) ( _____ )
( ) Yes	Present Condition: ( _____ )



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

--

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: