

No. 34/62/2008-EO(F)  
Government of India  
Ministry of Personnel, P.G & Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 7<sup>th</sup> July 2008

**TRAINING CIRCULAR**

Subject : A Group Training Course in **Improvement of Housing and Living Environment** to be held in Japan from 19<sup>th</sup> October 2008 to 29<sup>th</sup> November 2008

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Improvement of Housing and Living Environment to be held in Japan from 19<sup>th</sup> October 2008 to 29<sup>th</sup> November 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The course is designed for Governments or governmental organizations responsible for improvement of Housing and Living Environment and aims to improve policies or systems regarding housing and living environment in recipient countries


3. The candidate should have experience in implementing various development projects on housing or living environment at the central or local government, or at the governmental organizations, and also be expected to play a leading role in the field; be a university graduate or the equivalent; be between thirty and fifty years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 24<sup>th</sup> June 2008. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel **not later than 25<sup>th</sup> August 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi.
2. All State Governments/ Union Territories.

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

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



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION

Group Training Course on  
Improvement of Housing and Living Environment

集団研修「住宅・住環境改善」

**JFY 2008**

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

NO. J08-00848/ ID. 0880950

From September 2008 to February 2009

Phases in Japan: From October 19, 2008 to November. 29, 2008

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

# ***I. Concept***

## **Background**

Inhabitation is one of the fundamental human rights. The text of the Universal Declaration of Human Rights adopted in 1948 at the General Assembly of the United Nations proclaims that everyone has the right to an adequate standard of living including food, clothing and housing. In 1976, the Habitat I conference on human settlements was organized and International Year of Shelter was set up in 1987.

The Declaration of Settlements Rights adopted at the Habitat II conference in 1996 states that access to safe and healthy shelter and public services is essential to a person's physical, psychological, social and economic well-being, and that we recognize the imperative need to improve the quality of human settlements.

The cities' and population rapid growth has been causing lack of housing and degradation of living environment in developing countries. Under these circumstances, important challenge for the developing countries is to formulate and develop adequate policies for improvement of housing and living environment according to their respective situations.

## **For what?**

This program aims to improve policies or systems regarding housing and living environment.

## **For whom?**

This program is offered to staff of governments or governmental organizations responsible for improvement of Housing and Living Environment

## **How?**

This course introduces experiences and improvement of housing and living environment in Japan through lectures, visits, discussions. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others. These activities give participants tips of solution of the issues in developing countries.

# ***II. Description***

- 1. Title (J-No.): Improvement of Housing and Living Environment (J08-00848)**
- 2. Period of program**  
**Duration of whole program: September 2008 to February 2009**  
**Core Phase in Japan: October 19, 2008 to November 29, 2008**

**Finalization Phase: December 2008 to February 2009  
(In a participant's home country)**

**3. Target Regions or Countries**

Philippines, Thailand, Mongolia, India, Fiji, Solomon Islands, Colombia, El Salvador, Botswana, Zambia, Zimbabwe, Iraq

**4. Eligible / Target Organization**

This program is designed for Governments or governmental organizations responsible for improvement of Housing and Living Environment

**5. Total Number of Participants**

12 participants

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

**7. Program Objective:**

To improve policies or systems regarding housing and living environment in recipient countries.

**8. Overall Goal**

To improve the situation of housing and living environment in recipient countries.

**9. Curriculum:**

This program consists of the following components.

**9-1. Preliminary Phase in a participant's home country**

(September 2008 to October 2008)

Formulation of "Inception Report and Basic Data" and submission to JICA Tokyo. Please refer to **ANNEX II** regarding the format of the report.

**9-2. Core Phase in Japan (October 19, 2008 to November 29, 2008)**

(1) Lectures

- 1) Housing situation and policy in Japan
- 2) Housing loans
- 3) Public housing
- 4) Social system design
- 5) Town development by Urban Development Corporation
- 6) Building standard
- 7) City planning
- 8) Urban renewal
- 9) Improvement of living environment
- 10) Land readjustment
- 11) Comparison of housing and living environment in developing countries
- 12) Comparison of housing problems between Japan and developing countries
- 13) Activities of United Nations Centre for Human Settlements

(Habitat), Fukuoka Office

(2) Presentation and Group Discussion

- 1) Presentation of Inception Report and Basic Data
- 2) Formulation of Interim Report (Action Plan)
- 3) Group Discussion

(3) Site Visits

Project sites such as;

- Renewal projects in blighted residential areas in Tokyo
- Restoration after the Great Hanshin Awaji Earthquakes  
(Kobe City, Hyogo Pref.)

Note: The program is subject to minor change owing to the schedules of sites and other circumstances.

**9-3. Finalization Phase in a participant's home country**

(December 2008 to February 2009)

- (1) Interim Report (Action Plan) made by participant is shared in the organization and discussed towards the realization and implementation.
- (2) Making a Final Report and Submission to JICA Tokyo by February 2009.

### ***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 (1) .
- (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 (3).

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

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

##### **2-1. Essential Qualifications**

- (1) Current Duties: have experience in implementing various development projects on housing or living environment at the central or local government, or at the governmental organizations, and also be expected to play a leading role in the field,
- (2) Age: be between 30 and 50 years of age, in principle,
- (3) Educational Background: be university graduates or the equivalents,
- (4) Language: be proficient in spoken and written English which is equal to TOEFL CBT 250 or more. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- (5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- (6) Must not be serving any form of military service.

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

- (1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC,

IELTS), please attach it (or a copy) to the application form.

**(3) Questionnaire:** to be submitted with the application Form. Please fill in **ANNEX I** of this General Information. Questionnaire will be used for the screening of applicants, applications not accompanied by a completed questionnaire will not be considered as duly qualified.

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

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

Closing date for application to the JICA Center in JAPAN: **September 1, 2008**

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

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

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

##### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than September 12, 2008.**

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

Inception Report -- to be submitted by **October 13, 2008** :

Before coming to Japan, only accepted participants are required to prepare an Inception Report and Basic Data (detailed information is provided in the **ANNEX II** "Inception Report and Basic Data Guidelines").

The accepted participants in 2008 whose country had an ex-participant joining the same course conducted in 2007 will be informed the different instruction of documents making.

#### **6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to

- the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
  - (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
  - (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -5.



## IV. Administrative Arrangements

1. **Organizer:** Tokyo International Center, JICA (JICA Tokyo)

2. **Implementing Partner:**

(1)**Name:** Housing Bureau, Ministry of Land, Infrastructure, Transport and Tourism

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8944, Japan

TEL: 81-3-5253-8513 FAX: 81-3-5253-1680

URL: [http://www.mlit.go.jp/index\\_e.html](http://www.mlit.go.jp/index_e.html)

(2)**Name:** The Building Center of Japan

Address: 6-1-8, Sotokanda, Chiyoda-ku, Tokyo 101-8986, Japan

TEL: 81-3-5816-7525 FAX: 81-3-5816-7541

URL: <http://www.bcj.or.jp/en/index.html>

3. **Travel to Japan:**

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

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

4. **Accommodation in Japan:**

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

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.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, conditions of the workshop, and other matters.

## **VI. ANNEX:**

### **ANNEX I**

# **Questionnaire Of “Improvement of Housing and Living Environments” (JFY 2008)**

Each applicant is required to fill out this Questionnaire. This will be used for the screening of applicants. Questionnaire should be typewritten in English on A4 size paper (21 cm x 30 cm). The maximum length is 3 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides) and should be attached to the application form.

1. Name of Applicant / Organization / Country
2. Post and Duties
3. Roles and responsibilities of you and your division
4. The outline of housing policy and system in your country, including the relevant laws and regulations. (Main characteristics and issues)
5. If your country/city has a master/structure plan for the promotion of housing construction and /or urban development, describe its type or characteristics. (Attach a sample of A4 size, if possible/available.)
6. Housing problems to be solved in your country/city, including issues you are currently tackling.
  - (1) Describe situation (phenomenon) of problems
  - (2) Analysis of causal relation (for instance, related to policy or systems, or implementation management, or social factors)
7. Introduction of “Good Practice “ of succeeding approach concerning housing related policies or housing projects, if any. (Please show the outline of concept, result, and analysis of success)
8. Your reasons for attending the course and your intentions with regard to future improvement of housing and living environments.

## ANNEX II

# Inception Report and Basic Data Guidelines

For

## “Improvement of Housing and Living Environments”

Prior to the participation in the training course, each participant in “Improvement of Housing and Living Environments” is required to prepare his/her Inception Report and Basic Data (Fact Sheet) according to the below guideline and send them to JICA by E-Mail (address; [osawa.tomoyuki@jice.org](mailto:osawa.tomoyuki@jice.org)) by October 13, 2008.

Each participant is also required to make a presentation of his/her Inception Report and Basic Data for about 20 minutes on the 2<sup>nd</sup> week of the training course. So please prepare your 20-minute presentation using Power Point in advance.

The purpose of Inception Report and Basic Data (Fact Sheet) is:

- ① to clarify the housing and living issues that the participants are facing in their job duties, that helps them have a clear goal of the participation in this training course and leads them to proposals for the issues made in the final report.
- ② to get a hint to solve their problems by sharing issues and background with other participants through the presentation.

### 1. Inception Report

(1) Contents

Please make the report referring the Basic Data

1. Introduction
  - Name of Participant/Organization/ Country
  - Your Organization
    - 1) Profile of organization
    - 2) Organization chart
    - 3) Outline of your job duty
2. Housing condition, issues and its background \*
  - 1) Urban Area: Issues and their background factors
  - 2) Rural Area: Issues and their background factors

\* Please examine the following matters ;

  - Shortage of housing (Gap between number of households and housing stock)
  - State of overcrowding living environment, homelessness, slum, squatter
  - Access to public utility service (drinking water, electricity)
3. Housing Policy
  - 1) Policy vision, target

- 2) Housing related organizations (National/Local bodies); their roles and achievements
- 3) Related legal/regulation system
- 4) Master Plan for Housing supply / Improvement of living environment
- 5) Housing projects and their achievements
  - Public housing/ Housing for government employees
  - Site & Service (Core House)
  - Improvement of living environment
  - Resettlement program / Guarantee of the right of abode
- 6) New town development
- 7) Housing Finance System
4. Self-assessment of Housing Policy
  - 1) Achievements, Problems and Issues
  - 2) Effectiveness, efficiency, appropriateness of approach

<Key Words>

  - Efficiency and effect of Public housing policy
  - Establishment of Enabling Environment
  - Housing Supply by Market Mechanism
  - Self-help construction / improvement activities by community
  - Partnership between the public and the private sector including NGO,
  - Appropriateness of housing / development standard
  - Infrastructure Development
  - Guarantee of the right of abode
  - Community Support
  - Housing Finance
  - Living Infrastructure supported by Micro credit
5. Policy and project cases to be shared with other participants
  - Best practice, lessons from failure

(2) Report format

The report should be typewritten in English on A4-size paper, 40 lines per paper, 12-point letter and total of 10 pages in volume.

## 2. Basic Data

(1) Data required

Please refer the answer format attached.

(2) Data base making instruction

Fill in the required data based on official statistics of your country on the spreadsheet attached. If there is no information available, write N.A. (not applicable).

## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Tokyo International Center (JICA TOKYO)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

## 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**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

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#### Confirmation by the organization in charge (if necessary)

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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

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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

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**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality (as shown in the passport)</b>		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

**7) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

**8) Outline of duties: Describe your current duties**

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

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

<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.

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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.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: