

No.34/62/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 8<sup>th</sup> July, 2009.

**TRAINING CIRCULAR**

Subject : Group Training Course in Comprehensive Transportation Planning and Project to be held in Japan from 29<sup>th</sup> September 2009 to 3<sup>rd</sup> December 2009 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Comprehensive Transportation Planning and Project. The total duration of the course is from August 2009 to January 2010, out of which the Core Phase from 29/09/2009 to 03/12/2009 will be held in Japan, the preliminary Phase and the Finalization phase will take place in the candidate's home country. 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 programme is designed for the Central/local government in a city with a population of 500,000 or more, responsible for the formulation of urban transport policies or the implementation of urban transport programs/projects. The programme aims to formulate feasible plans to improve the systems/methods of urban transport planning against issues/problems currently tackled in their respective organizations.
3. The applicant should have a university degree or equivalent with more than three years of professional experience in urban transport planning and management in principle; be a central/local government official in a city with a population of 500,000 or more, responsible for the formulation/implementation of urban transport planning or urban transport facilities planning; be in principle forty years of age or under; be proficient at written and spoken English; must be in good health, both physically and mentally to participate in the programme in Japan and not be serving in any form of military services.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from arrival to departure in Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 6<sup>th</sup> July, 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through proper channel not later than 7<sup>th</sup> August 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. The Secretary, Ministry of Road Transport & Highway, Transport Bhavan, 1, Sansad Marg, New Delhi.
2. The Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
3. All State Governments/ Union Territories.
4. ✓ Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website.



S.No. 1 (A)

-1-

Japan International Cooperation Agency  
(Government of Japan)

No. 68/GT-CP/2009

6<sup>th</sup> July, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Comprehensive Transportation Planning and Project will be held in Japan from 29<sup>th</sup> September, 2009 to 3<sup>rd</sup> December, 2009. under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **14<sup>th</sup> August, 2009**.

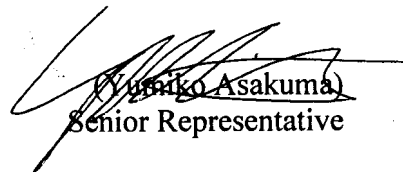
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

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

It is further informed that 20 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
Yumiko Asakuma  
Senior Representative

Encl: As stated above.

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi.

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M.S



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Comprehensive Transportation Planning and Project**  
**総合都市交通計画・プロジェクト**  
*JFY 2009*

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

**NO. J09-00831 / ID. 0980782**

**From August 2009 to January 2010**

**Core Phases in Japan: From September 29 to December 3, 2009**

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

# **I. Concept**

## **Background**

Urbanization in Japan, as represented by the increase in the urban population and the expansion of urban areas, made rapid development starting in the 1950s along with economic growth and changes in industrial structures. Progression of earnings of people enabled ownership of new automobiles, and growth in automobile usages far exceeding the building pace of roads caused adverse effects on roads in cities including increases in traffic jams, air pollution and traffic accidents.

Such urbanization accompanying external diseconomy is seen in many countries. However, the speed of urbanization in Japan is much faster than Europe and the United States, and, in countries where urbanization is currently in progress, much faster and furious increase in urban population and growth in automobile usages are noted.

As stated above, the history of building transportation infrastructure which was introduced to deal with rapid urbanization that Japan experienced includes hints and examples of succeeding and failure cases which are useful for resolving urban transportation issues in many countries in which economy is at present in growth process.

## **For what?**

This program aims to formulate feasible plans to improve the systems/methods of urban transport planning against issues/problems currently tackling in their respective organizations.

## **For whom?**

This program is offered to central/local government officials in a city with a population of 500,000 or more, responsible for the formulation/implementation of urban transport planning or urban transport facilities planning

## **How?**

This program “Comprehensive Urban Transportation Planning and Project” addresses institutional capacity strengthening for participating governments to develop the appropriate methods and systems of urban transportation through three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. All activities are expected to take place in close consultation and discussions between the participants and their governments.

Especially in the core phase, this program will provide an overview of urban transport policies and practices, urban transport planning and projects in Japan. Besides, the participants have opportunities to do exercise of traffic assignment, as well as to discuss and make their respective proposals through exchanges of views and experiences with Japanese experts. The program combines thematic lectures, site visits and discussions with report writing.

## **II. Description**

**1. Title (J-No.): Comprehensive Transportation Planning and Project (J09-00831)**

**2. Period of program**

**Duration of whole program:** August 2009 to January 2010

**Preliminary Phase:** August to September 2009

(in a participant's home country)

**Core Phase in Japan:** September 29 to December 3, 2009

**Finalization Phase:** December 2009 to January 2010

(in a participant's home country)

**3. Target Countries:**

Indonesia, Laos, Cambodia, Mongolia, Bangladesh, India, Nepal, Pakistan, Sri Lanka, Panama, Brazil, Chile, Syria, Turkey, Egypt, Kenya, Malawi, Tanzania, Zambia

**4. Eligible / Target Organization:**

This program designed for central/local government in a city with a population of 500,000 or more, responsible for the formulation of urban transport policies or the implementation of urban transport programs/projects.

**5. Total Number of Participants:**

20

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

English

**7. Overall Goal**

Based on the improvement plan of participating organization, project/operation is implemented in pilot area.

**8. Program Objective:**

A feasible improvement plans are formulated against issues/problems regarding systems/methods of urban transport planning currently tackling in their respective organizations.

## 9. Expected Output:

To achieve the above Program Objective, expected outputs are as follows:

### Preliminary Phase

- 1) To clarify urban transport issues/problems currently tackling in respective organizations, preliminarily,

### Core Phase in Japan

- 2) To be able to explain the outline of urban transport planning and its system, and role of related organizations in Japan,
- 3) To be able to forecast/analyze basic traffic demand by using JICA STRADA (Traffic Demand Forecasting/Analysis Program),
- 4) To identify main issues regarding urban transport planning under the current regulations/systems, and make proposals of improved urban transport approaches/methods in their respective organizations,

### Finalization Phase

- 5) To examine and review the proposals in their respective organizations and discuss towards the realization and implementation.

## 10. Contents

This program consists of the following components. Especially, selected participants are required to formulate individual Reports\* in three different phases.

\* For more details, please see section V.

Details on each component are given below:

|   |  |
|---|--|
| <b>Preliminary Phase in a participant's home country</b>  |  |
| August 2009 to September 2009   |  |
| <i>Selected participants make required preparation for the Program in the respective countries.</i> |  |
| <b>Modules</b>  | <b>Activities</b>  |
| Self-learning   | Study pre-training materials which will be sent in advance |
| Inception Report  | Formulation of Inception Report                            |

|   |   |
|---|---|
| <b>Core Phase in Japan</b>  |   |
| September 29 to December 3, 2009  |   |
| <i>Participants dispatched by the organizations attend the Program implemented in Japan</i> |   |
| <b>Modules</b>  | <b>Subject</b>  |
| (1) Inception Report Presentation   | - Share and discuss urban transport issues  |
| (2) Overview  | - City planning law and land use planning<br>- Outline of urban development<br>- Environment<br>- Urban renewal/renaissance<br>- Present situation and issues of road traffic |

|   |   |
|---|---|
| (3) Introduction of urban transport planning in Japan                 | <ul style="list-style-type: none"> <li>- Development of cities and transportation in Japan</li> <li>- Administrative/financial systems in Japan</li> <li>- Concept of urban transport planning</li> <li>- Overview of survey and analysis of urban transport planning</li> </ul>  |
| (4) Conception of urban transport planning                            | <ul style="list-style-type: none"> <li>- Comprehensive urban transport planning in large cities</li> <li>- Developments of traffic demand management (TDM) measures</li> <li>- Urban monorail, new transit system, LRT (Light Rail Transit)</li> <li>- Urban expressway planning</li> <li>- Mobility management</li> <li>- Examples of project finance</li> </ul> |
| (5) Exercise of JICA System for Traffic Demand Analysis (JICA STRADA) | <ul style="list-style-type: none"> <li>- Model building and OD table processing</li> <li>- Network distribution</li> <li>- Future road network planning</li> <li>- Presentation of analysis result</li> </ul>   |
| (6) Case Study (Site Observation)                                     | <ul style="list-style-type: none"> <li>- Comprehension of urban transport planning and their characteristics in several cities</li> <li>- Study tour discussion</li> </ul>  |
| (7) Interim Report Preparation and Presentation                       | <ul style="list-style-type: none"> <li>- Propose an Improvement Plan of urban transport by respective participants</li> <li>- Share and discuss urban transport issues</li> </ul>   |

NOTE: The above contents are subject to minor changes, if necessary

### **Finalization Phase in a participant's home country**

December 2009 to January 2010

*Participants make a presentation of their Interim Reports to their organizations.*

*Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability.*

*This phase marks the end of the Program.*

| <b>Modules</b> | <b>Activities</b>                          |
|----------------|--|
| Final Report   | Formulation and submission of Final Report |

## **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 this program 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 program 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 ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

### **2. Nominee Qualifications**

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) have university degree or equivalent, with more than three (3) years of professional experiences in urban transport planning and management in principle,
- (2) be central/local government officials in a city with a population of 500,000 or more, responsible for the formulation/implementation of urban transport planning or urban transport facilities planning,
- (3) be in principle forty (40) years of age or under,
- (4) have a high level of English language ability in speaking and writing,  
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.),
- (5) be both physically and mentally fit for the training; pregnancy is regarded as a disqualifying condition because the course program includes many field trips, and
- (6) not be serving in the military.

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

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

#### **(2) Questionnaire (Annex 1)**

Each nominee is required to prepare a Questionnaire in accordance with the format indicated in the Annex. The Questionnaire, which will be used for screening the nominees, should be submitted with the Application Form.



**(3) Nominee's English Score Sheet**

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

**4. Procedure for Application and Selection**

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

Closing date for application to the JICA Tokyo International Center in JAPAN, the organizer of this program: **August 14, 2009**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

**(2) Selection**

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International 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 countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than August 28, 2009.**

**5. Document to be submitted by accepted participants:**

**Inception Report -- to be submitted by September 25, 2009**

Upon receiving Notice of Acceptance, accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 2 "Inception Report"). The Inception Report should be sent to JICA Tokyo International Center **by September 25, 2009,** preferably by e-mail to [tanaka.ayue@jice.org](mailto:tanaka.ayue@jice.org)

**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.

## **IV. Administrative Arrangements**

### **1. Organizer: JICA Tokyo International Center (JICA TOKYO)**

### **2. Implementing Partner:**

#### **Ministry of Land, Infrastructure, Transport and Tourism (MLIT)**

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

TEL: 81-3-5253-8111      FAX: 81-3-5253-1591

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

### **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

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/domestic/pdf/welcome.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
- (5) 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 countries' JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

# **V. Other Matters**

## **1. Formulation of the Reports**

Participants are required to formulate specific proposals in order to solve issues/problems regarding urban transport planning tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

### **(1) The first step: Inception Report (Annex 2)**

Inception Reports should state overview of urban transportation and the current issues/problems which participants and their organizations are now facing in their countries.

Participants have to prepare Report document before going to Japan and submit it to JICA on the first day of this program in Japan.

Contents of Inception Report are as follows:

- a. About your organization, responsibilities
- b. Overview of urban transportation and its system/method including statistical data of urban area and existing transport (master) plan maps/drawings
- c. Problem/Issues to be addressed

At the beginning of this program in Japan, participants should present their Inception Reports within about 20 minutes. Participants are requested to prepare visual material such as MS Power Point or OHP for the presentation and bring it to Japan.

### **(2) The second step: Interim Report**

Interim Report should be formulated at the end of Core Phase in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Interim Report includes specific and feasible proposals to solve the urban transport planning issues/problems.

The Report is prepared through the training programs. Some consultation for drafting the report will be offered by Japanese advisors at the middle of the program in Japan.

### **(3) The third step: Final Report**

After returning to home countries, participants are requested to present their proposals shown in the Interim Reports to their respective organizations and to get their assessment/review of the proposals.

The Final Report is made by adding the supplemental information on viability of proposal, which is reflected the result of this assessment/review by the organization, into the original proposal mentioned in the Interim Report.

The supplemental information is as follows:

- a. The result of assessment/review of participant's proposal by his/her organization
  - The way of participant's presentation (to whom, how and when)
  - Persons who assess or review the proposal
  - Opinions/comments
- b. The next step to realize the proposal in line with the organization's opinions

The participants' organizations are requested to submit the Final Report by the end of January.

## **2. Distribution of Material for Preliminary Phase**

The material for preliminary study will be sent to those who are selected as participants of the program.

[Material]

- Textbook of Urban Transportation Planning

## **3. Country Data/Information, Map and Personal Computer**

Since the participants will be required to make individual Reports and presentations during the program in Tokyo, it is requested that participants bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any

Please note that personal computers are available for the use of participants at JICA Tokyo, but the number is limited. It is advised that participants bring own computers from home countries.

## ***VI. Annexes***

1. Questionnaire
2. Inception Report

## Questionnaire

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach completed questionnaire as a preparatory report on the following information to the Application Form.

**The completed Questionnaire will be used for screening the nominees.**

(Note)

- ✓ The answer should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

## Contents

### **1. Current situation**

- (1) What are the urban transport issues/problems in your country?
- (2) What are the improvement needs of the current system/method regarding urban transportation?
- (3) How are you and your organization addressing the issues mentioned above?

(Note)

- ✓ The answer of section 1 “Current situation” needs to be discussed from the viewpoint of nominee’s and applying organization’s responsibilities. Please be specific as much as possible.

### **2. Professional Carrier**

How long have you engaged in the work of following fields?

| Field                                   | Years          |
|---|----------------|
| A. City planning                        | (            ) |
| B. Transport planning                   | (            ) |
| C. Transport services                   |                |
| a. Road                                 | (            ) |
| b. Railway                              | (            ) |
| c. Bus                                  | (            ) |
| d. Traffic control                      | (            ) |
| D. Urban transport Infrastructure       |                |
| a. Project implementation               | (            ) |
| b. Operation, management or maintenance | (            ) |

### 3. Computer Experience

(1) What kind of computer system have you used?

| Operation System (OS)           | Years |
|---------------------------------|-------|
| windows                         | ( )   |
| Unix                            | ( )   |
| Linux                           | ( )   |
| Macintosh                       | ( )   |
| Others ( ) *Please specify name | ( )   |

(2) What kind of software have you used?

| Software                        | Years |
|---------------------------------|-------|
| Word                            | ( )   |
| Excel                           | ( )   |
| Power Point                     | ( )   |
| Others ( ) *Please specify name | ( )   |

## **Inception Report**

All participants are required to prepare the Inception Report providing the information on subjects mentioned below. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban transportation that participants are facing in their respective works in charge of. This will be participants' objectives for participating in this program and should lead to the Interim Report which proposes the solution of the issues.
- 2) All participants can share those issues and backgrounds through the presentation.

All participants are also requested to make a 20-minute presentation with visual material (e.g. MS Power Point) in the beginning of the Program.

## **Contents**

### **1. Country, Name, Roles and Responsibilities of Organization**

### **2. Organizational Chart**

Note: please attach a chart of your organization, and circle the division to which you belong.

### **3. Overview of Country and Urban Transportation**

- (1) Population of the country
- (2) Population of the biggest urban region and city of the country
- (3) Number of privately owned automobiles
- (4) Estimated number of the daily passengers in a city by Bus, Taxi, Railway, Subway and Tram (streetcar)
- (5) Basic Fares (Minimum Fares) of Each Public Transportation Mode in U.S. Dollars  
- Bus, Taxi, Railway, Subway and Tram (Streetcar)
- (6) Tax rate per one (1) liter of gasoline in U.S. Dollars, in case the tax is imposed in your country
- (7) Existing urban transportation plan/master plan with "City Planning Map", "City Map" of the major city in your country or the city you are working  
- e.g. forecast of future traffic volume, road networks, public transportation plans, terminals, and so

### **4. Problems/Issues (to be addressed)**

- (1) Urban transportation issues/problems in major cities (general aspect)



- (2) Problems/issues with regard to:
  - 1) Urban transportation policies for sustainable urban development
  - 2) Urban transportation measures to ensure smooth transportation
  - 3) Urban traffic survey and demand forecasting practiced in the cities
  - 4) Development of public transportation system and increasing use of public transportation in the cities
- (3) Implemented interventions/project against respective issues/problems mentioned above  
4-(2), internally/internationally

### **Format**

- (1) The Report

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.
- (2) MS Power Point presentation

The presentation should focus on “Section 4. Problem/Issues to be addressed”. Participants need to avoid the presentation on just the mere introduction of their home countries.

## *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:

Tokyo International Center,  
Japan International Cooperation Agency  
(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)

|  |
|--|
|  |
|--|

**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.**



## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

|   |   |  |   |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|
| J | 0 |  | - |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|

**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)**

|  |
|--|
|  |
|--|

**4. Career Record**

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

| Organization | City/<br>Country | Period             |                  | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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.

|           |
|-----------|
| ( _____ ) |
|-----------|

*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?**

|  |
|--|
|  |
|--|

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: |