

**TRAINING CIRCULAR**

Subject : A Group Training Course in **Planning and Management of National Mapping and Surveying**, the Core Phase of which is to be held in Japan from 5<sup>th</sup> November 2008 to 11<sup>th</sup> July 2009.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Planning and Management of National Mapping and Surveying. The total duration of the Course is from October 2008 to October 2009. The preliminary phase from October to November 2008 and Final Phase from July 2009 to October 2009 will take place in the candidate's home country and the Core Phase from 5<sup>th</sup> November 2008 to 11<sup>th</sup> July 2009 will be held in Japan. 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 technical managers who will take responsibilities to improve the management system in their respective National Mapping Organizations (NMOs). It aims for the candidates to understand the concept of planning and managing the national surveying and mapping and the concept of institutional strengthening of NMO.

3. The candidate should be a Technical official in management levels (Head or Deputy head of a division) in National Mapping Organization or be engaged in equivalent work, but not be working in cadastral survey; experience in the relevant field with a minimum of 7 years; be a university graduate or equivalent; be between the ages of twenty-nine and forty-five years; 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 23<sup>rd</sup> July 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 Science & Technology, Technology Bhavan, New Mehrauli Road, 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 ON

### PLANNING AND MANAGEMENT OF NATIONAL MAPPING AND SURVEYING

集団研修「国家測量事業計画・管理」

*JFY 2008*

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

Course No.:J0800909 / Project No.:0880922

From October 2008 to October 2009

Phases in Japan: From November 5, 2008 to July 11, 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**

Base maps are essential and fundamental infrastructure for everyone and for everything; from policy makers to hikers, from everyday life to national project designing. Upgrading and improving the base maps is urgent matter for every developing countries, however, national Mapping Organizations (NMOs) are facing big difficulties to undertake this responsibilities and to implement their own tasks. Though this situation is often attributed to the lack of funding, the situation could be fairly improved with good management, too.

## **For what?**

To give participants the opportunities to learn not only managing skills but also contemporary mapping skills (such as GIS, GPS and digital photogrammetry) which are indispensable to operate NMOs.

## **For whom?**

This program is designed for technical managers who will take responsibilities to improve the management system in their respective NMOs.

## **How?**

Participants will be exposed to Japan's cases of many kinds of aspects through which they are able to figure out and analyze their problems and to draw up their own blueprints to solve them. By the end of the program in Japan participants will make a draft of a report which consists of feasible activities and project proposals in order to improve the situation of their respective NMOs.

# ***II. Description***

## **1. Title (J-No.): Planning and Managing of National Mapping and Surveying (J0800909)**

### **2. Period of program**

<b>Duration of whole program:</b>	Oct 2008 to Oct 2009
<b>Preliminary Phase:</b> (in a participant's home country)	Oct 2008 to Nov 2008
<b>Core Phase in Japan:</b>	Nov 5, 2008 to July 11, 2009
<b>Finalization Phase:</b> (in a participant's home country)	July 2009 to Oct 2009

### **3. Target Regions or Countries:**

16 participants from Philippine(2), Bangladesh(2), Kenya(2), Cambodia(1), East Timor(1), India(1), Tanzania(1), Zambia(1), Republic of Maldives(1), Papua New Guinea(1), Niue(1), Saint Vincent(1) and Swaziland(1)

### **4. Overall Goal:**

(1) To understand the concept how to plan and manage the National surveying

and mapping

(2) To understand the concept of institutional strengthening of NMO

### 5. Objective:

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

I (1) To master planning and managing skills of surveying and mapping conducted by NMOs, as well as institutional and legal frameworks of NMOs.

(2) To master contemporary technologies for surveying and mapping such as GPS, GIS, digital photogrammetry and Remote Sensing.

(3) To develop an action program of NMO taken into consideration of his/her own country's socio-economic situation, and make presentation about it.

II In participants' home country, it is also expected that the action program is shared and approved by the organization concerned, and the evaluation report is made based on the opinion you receive from organization and supervisors.

### 6. Eligible / Target Organization :

This program is designed for National Mapping Organization (NMOs)

### 7. Total Number of Participants :

16 participants from Philippine(2), Bangladesh(2), Kenya(2), Cambodia(1), East Timor(1), India(1), Tanzania(1), Zambia(1), Republic of Maldives(1), Papua New Guinea(1), Niue(1), Saint Vincent(1) and Swaziland(1) expected to participate in this course. The number in the bracket shows how many participants can be selected from each country.

### 8. Language to be used in this project: English

### 9. Contents:

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

<b>(1) Preliminary Phase in a participant's home countries</b> (October 2008 to November 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Modules	Activities	
Inception report	See for ANNEX .III. for details	
<b>(2) Core Phase in Japan</b> (November 5, 2008 to July 11, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1)General Studies	1, Data Processing 2, Presentation Technique 3, Physical Exercise	Lectures, observations and practical trainings

2) Cultural Studies	1, Society and Economy 2, Science and Technology 3, Global Issues	Lectures, observations and practical trainings
3) Planning and Management Technique	1, Planning Tool 2, Management Tool 3, Organizational Management 4, Organizational Strengthening	Lectures, observations and practical trainings
4) Survey Administration	1, Survey Administration 2, Issues in Survey Administration 3, Survey Project Management 4, Customer Service 5, International Corporation 6, Survey Education	Lectures, observations and practical trainings
5) Survey Technologies	1, Basic Survey Technology 2, VLBI/GPS Survey 3, GIS 4, Digital Photogrammetry/ Remote Sensing 5, Trend of New Technology	Lectures, observations and practical trainings
6), Study Tour	1, Regional Survey Office in GSI 2, Related commercial companies and research institutes 3, Survey educational institution 4, Map and disaster prevention 5, Mapping and environment	Lectures, observations and practical trainings
7), Workshop (Group Discussion)	Proposal of Strategies in NMOs (Work out the strategies for development of effective planning and management in NMOs from group discussion)	Discussions, presentations
8), Individual Study	Individual Study for optimizing NMOs activities (Make the action program to solve your organization challenges and problems based on workshop resolutions)	Making reports and discussion

### **(3) Finalization Phase in participant's home countries**

(July 2009 to October 2009)

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

Modules	Subjects/Agendas	Methodology
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<p>Finalize the evaluation report and its submission to Japan</p>	<p>Participants will present the report prepared in Japan to supervisors and colleagues and elaborate an evaluation report taking the audience evaluation and opinion into consideration.</p> <p>The evaluation report will be submitted to local JICA office in three months after leaving Japan with the official letter of the NMO, in case there is no local JICA office the final report should be sent to JICA Tsukuba directly.</p>	<p>Making reports and submission</p>
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### **III. Conditions and Procedures for Application**

#### **1. Responsibility of the Participating Countries/ Organizations:**

- (1) It is strongly requested for the government of the participating country and organizations concerned to nominate the applicants who fulfill the requirements for this course and have high motivation and strong commitments to address the current problems in your country/ organization.
- (2) If any of the applicants are accepted, the organizations to which the applicants belong are required to support them to focus on the Preparatory Phase described in II.9.
- (3) After the Program in Japan, the organizations are described to facilitate the participants to spread what they learned in the course to the people and organizations concerned and/ or to realize the action plans they prepared in the course.
- (4) This course includes the Development Phase as well as the Preparatory Phase and the Program in Japan. This means that the course does not complete unless the participants finish the Development Phase as well. It is, therefore, requested for the participants' organizations to fully support the implementation of the Development Phase to achieve the set course objective.

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

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

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

- 1) Current Duties: Technical official in management levels (Head or Deputy head of a division) in National Mapping Organization or be engaged in equivalent work, but **not be working in cadastral survey**
- 2) Experience in the relevant field: have a minimum of 7 years of experience
- 3) Educational Background: university graduate or equivalent
- 4) Age: be between the ages of twenty-nine (29) and forty-five (45) years
- 5) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan (Please understand fully that the training over a long period like this course may pose risks to pregnancy), and
- 7) Must not be serving any form of military service.

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



- (1) **Application Form:** The Application Form is attached to this General Information.
- (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. Fill in the attached form (Annex II) , and submit it along with the Nomination Form.

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

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

Closing date for application to the JICA Center in JAPAN: **September 2, 2008**

Note: Since applicants must apply through a regional JICA office or Japanese Embassy in their countries, the deadline for submitting application to those offices is earlier and will depend on the location. Please contact the relevant office to find out its deadline.

##### (2) Selection:

JICA Office (or the Embassy of Japan) accepts the documents for selection, carries out the pre-screening, and send the documents to JICA Center in charge of this course. The JICA Center in charge will hold a selection meeting with organizations concerned in Japan and decide the applicants to be accepted among those who fulfill the set requirements described in III.2 (Nominee Qualification). In case the number of applicants is more than the capacity (18 participants) of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

##### (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 October 1, 2008.**

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

Inception Report -- to be submitted on your arrival in Japan:

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report") and presentation material both in paper and data.

#### 6. Conditions for Attendance:

- (1) to observe strictly 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.

\* Participants who have successfully completed the Program in Japan will be awarded a certificate by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tsukuba

(2) **Contact:** Mr. Shohei Kashiwagi (kashiwagi.shohei@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Geographical Survey Institute (GSI)

(2) **Contact:** Mr. Kazunori Tokunaga (iao\_jica@gsi.go.jp)

(3) **URL:** <http://www.gsi.go.jp/ENGLISH/index.html>

(4) **Remark:** “Geographical Survey Institute (GSI), being the competent authority of the Survey Act, conducts national surveying and mapping activities, which provide a basis for the land management” (Introduction: <http://www.gsi.go.jp/ENGLISH/ABOUT/about.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 Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1119

(where “81” is the country code for Japan, and “29” is the local area code)

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

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

### 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy) to provide participants with details on travel to Japan,

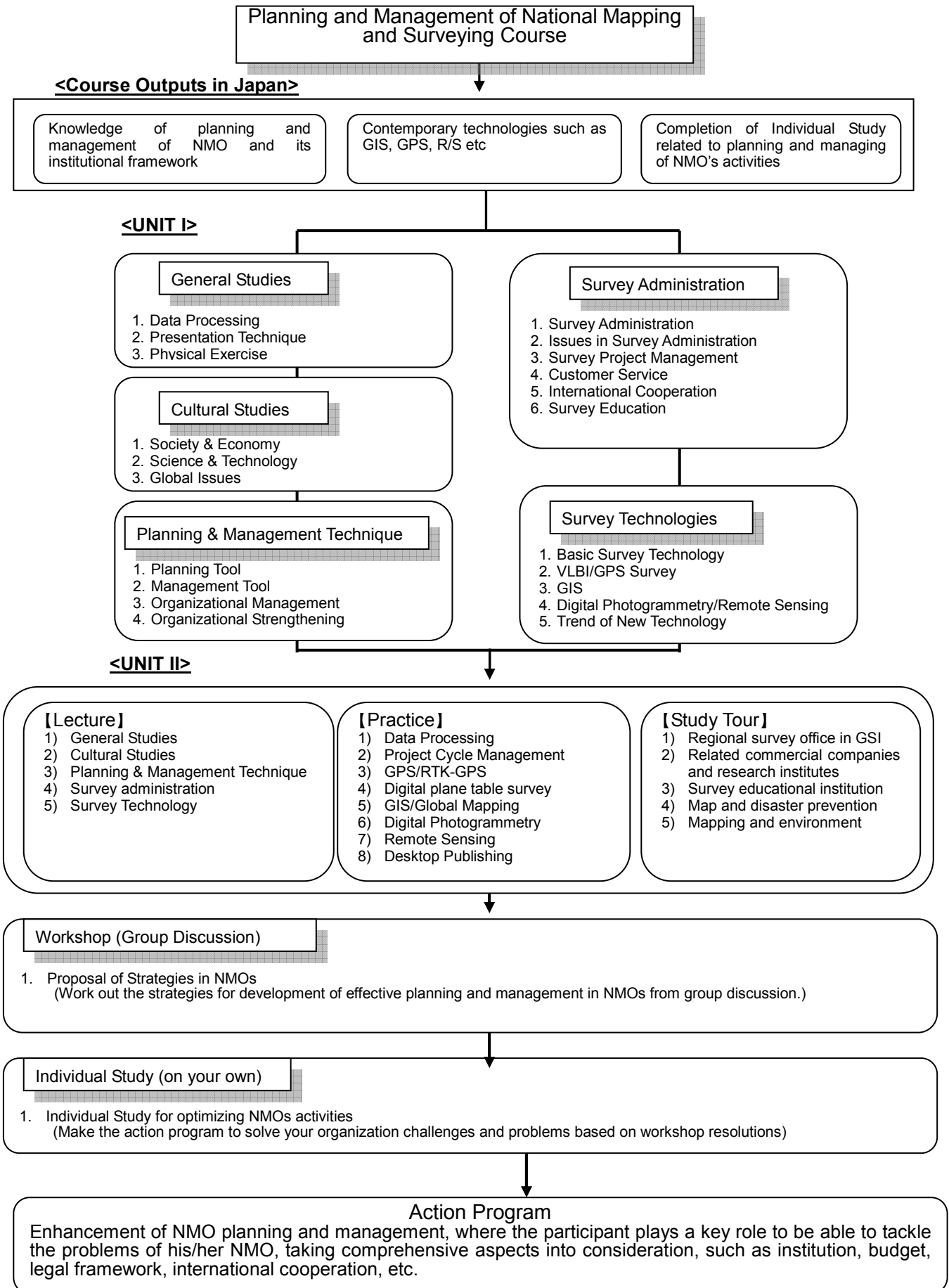
conditions of the Program in Japan, and other matters. Participants will see a video “Training in Japan”, and receive a textbook and cassette tape, “Simple Conversation in Japanese”. A brochure, the KENSU-IN GUIDE BOOK, will be handed to each selected candidate before (or at the time of) the orientation.

## **VI. ANNEX:**

- I. Concept of the Course Curriculum in Japan**
- II. Questionnaire and Essay**
- III. Required Contents of the Inception Report**

# ANNEX I Concept of the Course Curriculum in Japan

## Concept of the Planning and Management of National Mapping and Surveying Course



## ANNEX II Questionnaire

For an applicant of the group training course on  
*Planning and Management of National Mapping and Surveying*  
 FY 2008

(Please photocopy this page for submission. If you need the digital format, contact to the following e-mail address: [tbictp2-training@jica.go.jp](mailto:tbictp2-training@jica.go.jp) , subject of the e-mail should be "Request for the questionnaire format of J0800909". )

1. Have you studied the following subjects at college or university? Check either Yes or No.

No.	Subjects	Yes	No
1-1	Linear Algebra		
1-2	Differential and Integral Calculus		
1-3	Spherical Trigonometry		
1-4	Statistics		
1-5	Computer programming		
2-1	Physics		
2-2	Chemistry		
2-3	Electronics		
3-1	Geodesy		
3-2	Geophysics		
3-3	Geology		
3-4	Geomorphology		
3-5	Geography		
3-6	Cartography		
3-7	Geographic Information System		
3-8	Photogrammetry		
3-9	Remote sensing		

2. State your professional experiences in the following activities. Describe approximate years of your engagement if applicable.

No.	Methods	year (s)
0-1	Survey administration	
0-2	Survey Education	
0-3	Research and development	
0-4	International cooperation	
1-1	Leveling	
1-2	Triangulation	
1-3	Trilateration	

No.	Methods	year (s)
1-4	Traversing	
1-5	Engineering survey	
1-6	Cadastral survey	
1-7	GPS survey	
1-8	Astronomical survey	
1-9	Gravity survey	
1-10	Geomagnetic survey	
2-1	Digital plane table survey	
2-2	Aerial photography	
2-3	Aerial triangulation	
2-4	Map compilation	
2-5	Field reconnaissance	
2-6	Digital photogrammetry	
3-1	Thematic map	
3-2	Atlas	
3-3	Photo interpretation	
4-1	Digitization of geographic information	
4-2	Editing of geographic information	
5-1	Photomechanical process	
5-2	Map printing	
6-1	Remote sensing	
6-2	Global mapping	
7-1	Computers (Windows XP)	
7-2	Software (GIS)	
8	Other activities (describe specifically below)	

## ANNEX II Essay

Each applicant is required to write a brief essay to describe your 1)motivation, 2)expectation for this course, 3)the biggest problems of your organization which should be solved in coming years,4)your current main job, in English, typewritten in double space on A4 size paper (not more than 5 pages) and submit it together with the Nomination Form.

**Note: Application Form without Questionnaire and Essay cannot be accepted, as the Questionnaire and Essay is necessary for the screening process.**

### ANNEX III Format of the Inception Report

INCEPTION REPORT FOR  
THE GROUP TRAINING COURSE ON  
PLANNING AND MANAGEMENT OF NATIONAL MAPPING AND SURVEYING  
2008

The Inception Report should be typewritten in English in double space on A4 size paper within 15 pages in volume.

**Please be sure that the contents of Inception Report should be authorized by your organization, as it would be the basic information for the Action Programs prepared by the end of the program in Japan.**

#### **I. Outline of your organization**

- Background, vision, mission and strategy of your organization
- Basic statistics of your organization (budget, personnel etc)
- Major projects in your organization
- Your position and duty in the organization

(Please attach organization chart on which your position is highlighted)

#### **II. Challenges in your NMO**

Describe the most important issues or problems in conducting nation-wide surveying and mapping in your country and analyze the way how it could be solved.

*(This chart is the main part of the report, and it is advisable to have discussion with your supervisors/colleagues on this topic before coming to Japan)*

#### **III. Future programs and projects**

Describe future programs and projects of national surveying and mapping that are planned or envisioned in your organization.

#### **IV. Other related information**

##### **1. Institutional framework of surveying and mapping in <your country>**

###### **1) Laws and regulations**

Describe laws and regulations concerning surveying, mapping, and geographic information in your country.

###### **2) National policies**

Describe national policies or long-term plans on surveying, mapping, and geographic information, if any. Please include a description of how your organization coordinates with other related central and local government organizations.



- 3) Cadastral and land registration system
- 4) Licensing and certification of surveyors  
Describe institutional framework of qualification of survey engineers in your country. Please include a number of licensed surveyors.
- 5) Education system on surveying and mapping
- 6) Private sector  
Describe status and activities of private sector in surveying and mapping in your country.

## **2. Survey and cartographic works in <your country>**

- 1) Geodetic networks  
Describe a definition of geodetic reference systems in your country and its realization methods, such as a reference ellipsoid, a plane coordinate system, status of geodetic networks, etc.
- 2) Base maps  
Describe scale, coverage, revision status of national base maps or data in your country. Describe features if they are in digital format. Add description on their standards. Please attach indexes of available maps and geodetic networks in appendixes.

## **3. Equipment**

- 1) Hardware  
Describe major hardware currently used for surveying and mapping projects in your organization, such as GPS receivers, printing machines, and computers.
- 2) Software  
Describe major software currently used for surveying and mapping projects in your organization, such as Arc/Info, MapInfo, etc.

## **4. International cooperation**

Describe international cooperation programs and projects in which your organization has been / is involved and its counterpart countries / agencies.

*Note: At the beginning of this course, the participant will be requested to give a presentation for 15 minutes based on the Inception Report. Please bring some visual aids (e.g. transparencies, computer aided presentation material, etc.) for the presentation.*

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tsukuba International Center (JICA TSUKUBA)**  
**Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan**  
TEL: +81-29-838-1111 FAX: +81-29-838-1790

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

##### **Part B. Information About the Nominee**

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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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)**

J	0		-						
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**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)

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

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

**Family Name**

**First Name**

**Middle Name**

<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**

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> 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: