

TRAINING CIRCULAR

Subject : An Area Focused Training Course in Enhancement of Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries, to be held in Japan from 11/01/2010 to 05/03/2010 (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 an Area Focused Training Course in Enhancement of Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries. The total duration of the course is from November 2009 to September 2010, out of this the Core Phase from 11th January 2010 to 5th March 2010, will be held in Japan and the rest of the period will be held at the candidate's home country in the form of Preliminary Phase and the Finalization Phase. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program is designed for Policy makers and program/ project implementation in charge of local and rural development in Local governments/National government, Researchers and practitioners in other institutes, which is in charge of policy making and program/ project implementation for local and rural development. The objective of the programme is to enhance the capability of participating organizations to facilitate needs-based community development with local community participation.

3. The candidate should be Specialists and/or officials dealing with policy-making for local development with more than 3 years experience; be a graduate of university; be proficient at written and spoken English; be under 40 years of age; 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 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 Circular dated 6th August 2009. 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 23rd September 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. The Secretary, Ministry of Rural Development, Shastri Bhavan, New Delhi.
2. The Secretary, Planning Commission, Yojana Bhavan, Parliament Street, N.Delhi.
3. All State Governments/ Union Territories.

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

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(R)

- 1 -

Japan International Cooperation Agency
(Government of Japan)

No. 77/AF-CP/2009

6th August, 2009

Dear Mr. Kharb,

An Area Focused Training Course in Enhancement of Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries will be held in Japan from 11th January, 2010 to 5th March, 2010 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 30th September, 2009:-

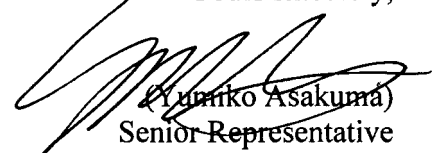
- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Proposal Plan

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

It is further informed that 12 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

13/12/09
MSB



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Area-Focused training course “Enhancement of Local
Government Administration and Public Services
(Participatory Local Development)”
in South West Asian Countries
地域別研修「南西アジア地域地方自治体行政(参加型地域開発)」
JFY 2009**

**<Type: Solution Creation/ 類型: 課題解決促進型>
ID 0984257 NO. J09-04048**

**From November 2009 to September 2010
Phase in Japan : From January 11, 2010 to March 5, 2010**

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

The past two decades have seen a gathering momentum in favor of devolving the powers of government from central to local authorities. In many countries in Asia, Africa and Latin America, decentralization emerged as a direct response to discredited, heavily centralized states. Also, these decentralizing trends associated with notions of good governance, participatory development and capacity development have accelerated over the course of the 1990s in both developed and developing countries.

One of the essences of decentralization is to improve the provision of public services in terms of effectiveness of delivery, efficiency, access, equity and pro-poor impact. Decentralization aims to deliver the services more closely with the needs of the community by locating the providers of public services closer to the people. Improvements in service delivery cannot be separated from issues of elected representation, community participation, local government accountability and local capacity. Contrarily, the reality in public services in developing countries needs to be much improved to reach these anticipations.

Under these circumstances, this JICA training course aims to strengthen the capability of human resources dealing with policy-making of participatory local development and community participation in developing countries. This program is designed to contribute the realization of importance on participatory local development and community participation.

For what?

To achieve the betterment and improvement in livelihood / welfare of the people concerned through participants' initiatives that derives from the implementation of an Action Plan for participatory local development, which appropriately considers situation and concern of stakeholders such as a community people and local governments.

For whom?

This program is offered to

- (1) Policy makers and program / project implementation in charge of local and rural development in Local governments/National government
- (2) Researchers and practitioners in other institutes, which is in charge of policy-making and program / project implementation for local and rural development

Counterparts of Japan's bilateral cooperation program (including Technical Cooperation Projects, Japan Overseas Volunteers, or etc.) are highly prioritized.

How?

Participants will design and implement a feasible and effective Action Plan based on the

knowledge and skills as follows;

- (1) Participatory Local Societal Development (PLSD)
- (2) Project Cycle Management (PCM),
- (3) Observation and dialogue with Japanese case studies on participatory local development
- (4) Concretization of realistic Action Plans for participatory local development with outputs in (1), (2), and (3)

II. Description

1. Title (J-No.09-04048): Area-Focused training course Local Government Administration and Public Services (Participatory Local Development) in South West Asian Countries

2. Period of program

Duration of whole program:	Nov 2009 to Sep 2010
Preliminary Phase: (in a participant's home country)	Nov 2009 to Dec 2009
Core Phase in Japan:	Jan 11 to Mar 5, 2010
Finalization Phase: (in a participant's home country)	Mar, 2010 to Sep, 2010

3. Target Regions or Countries:

Afghanistan, Bangladesh, India, Nepal, Pakistan, Sri Lanka

4. Overall Goal:

Participatory community development activities will be promoted in participating organizations

5. Objective:

(1) Program objective

The capability of participating organizations to facilitate needs-based community development with local community participation will be enhanced.

(2) Expected Module Output:

(2)-1 To achieve the Program Objective, participants are expected to achieve the following Expected Module Outputs in Japan

- (1) To understand the theory and method of Participatory Local Societal Development (PLSD) and Project Cycle Management (PCM),
- (2) To understand the Japanese reality of the role of local government in local development and capture the essence of participatory local development
- (3) To design realistic Action Plans for participatory local development with outputs in (1) and (2).

II. In participants' country, it is also expected that

- (1) **the Action Plan** created in this program is approved and implemented by the participant and the organization concerned within planned duration.

(2) Progress report is submitted by the end of Sep 2010

6. Eligible / Target Organization :

- (1) Local governments/National government sections in charge of local and rural development
- (2) Institutes, which is in charge of policy-making and program / project implementation for local and rural development

7. Total Number of Participants : 12

8. Language to be used in this project : English (Including Japanese with English interpretation.)

9. Contents:

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

(1) Preliminary Phase in a participant's home country (November 2009 to December 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Consultation of Proposal Plan	<ul style="list-style-type: none"> - Preparation of Proposal Plan(*See VI "Annex" in detail) and collection of necessary country, sub-national or local information and data. - Creation of mutual understanding of Proposal Plan inside a participating organization through a series of discussions <p>* If necessary, participants would request to share the idea of Proposal Plan and ask for advice from the organizations concerned in Japan by connecting with JICA –Net system in JICA office, before starting the core program in Japan.</p>

(2) Core Phase in Japan (January 11, 2010 to March 5, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1) Actual of participant's countries	Country Report Presentation	Presentation
2) Theory for Participatory Development	Theory for Participatory Local Societal Development (PLSD) 1	Lecture
	Theory for Participatory Local Societal Development (PLSD) 2	Lecture
	Observation trip for agrarian rural villages	Field Survey
	Follow-up 1: Theory of PLSD	Lecture
	Follow-up 2: Theory of PLSD	Lecture

3) Participatory Development & Local Government in Urban Area	Urban development & Local Governments	Lecture
	Urban Development & Roles of Kyoto City Government	Lecture
	Case Study 1 (Town Development with Citizen Participation and Local Community, Sustainable Development in Cooperation with University)	Field Survey
	Case Study 2 (Local Network Supporting for Small-scale Industries with University in Kyoto)	Field Survey
	Integration Workshop 1	Workshop
4) Participatory Development & Local Government in Rural Area	Changes in Rural Communities with Economic Development in Japan	Lecture
	Agricultural/Rural Development & Roles of Kyoto Prefecture Government	Lecture
	Case Study 3 (Agricultural Development in Kyoto: Rice, Vegetables)	Field Survey
	Case Study 4 (Rural Development in Kyoto: Community Agri., Green Tourism)	Field Survey
	Integration Workshop 2	Workshop
	Case study 5 (Hiroshima)	Field Survey
	Case study 6 (Hiroshima)	Field Survey
5) Theory and Practice for Participatory Development Planning	Theory & Practice of Logical Framework (PCM) 1	Workshop
	Theory & Practice of Logical Framework (PCM) 2	Workshop
	Theory & Practice of Logical Framework (PCM) 3	Workshop
6) Program Integration	Action Plan Workshop	Workshop
	Symposium on Local Government Administration for Participatory Development	Presentation
	Course Evaluation / Closing Ceremony	Meeting

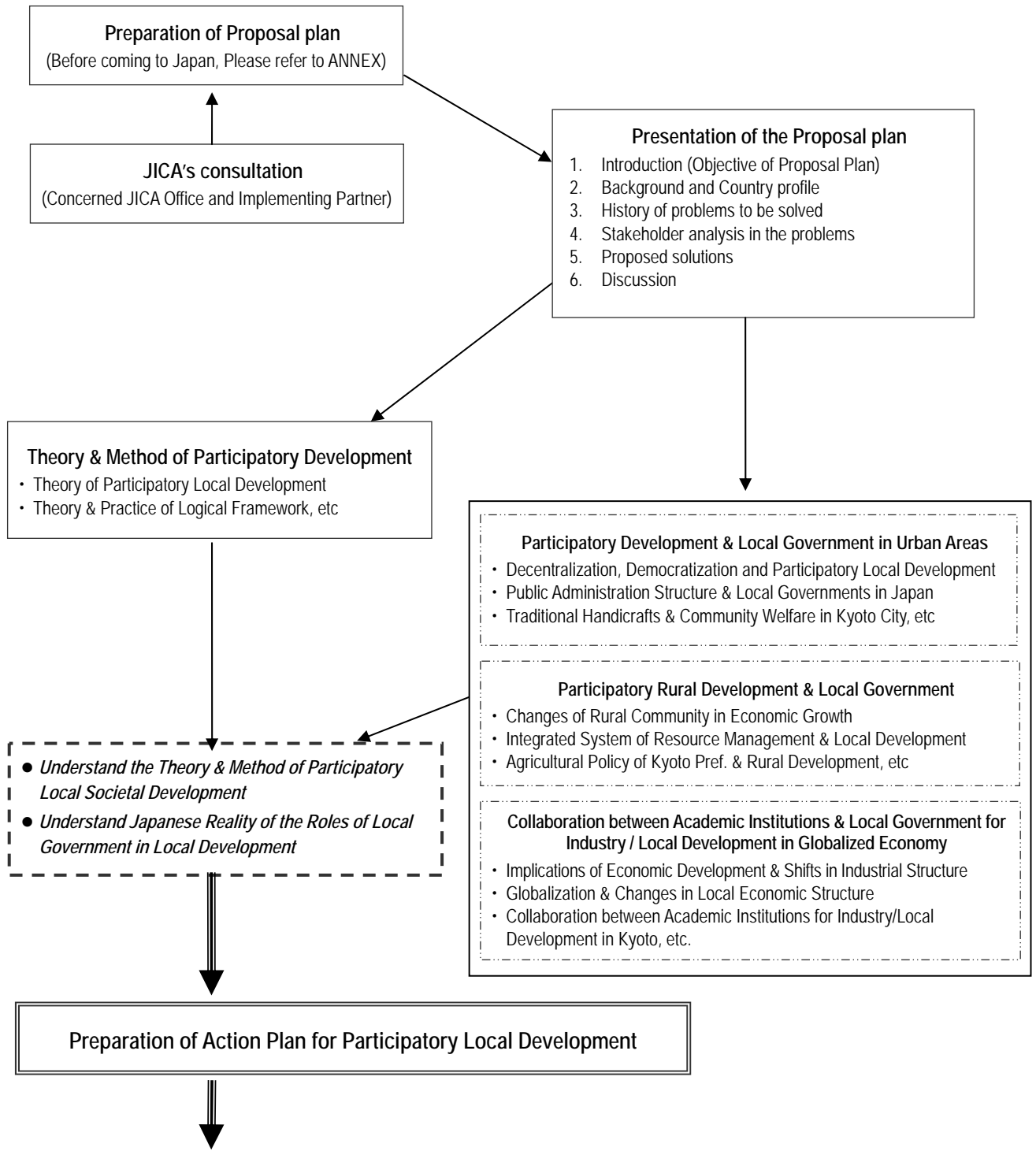
(3) Finalization Phase in a participant's home country

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

Modules	Activities
Finalization and Implementation of the <u>action plan</u> and submission of the <u>final report</u>	Application and implementation of the action plan back in the participant's country and submission of the progress report by the end of Sep 2010. Participating organizations are required to submit the final report for the action plan at the end of the core phase.

*In case the final report is not submitted from a participating organization, the acceptance from the organization shall be suspended.

<Structure of the program>



Final Phase (activities in home country)
 Participating organizations are expected to finalize and implement the Action Plan and report on progress within planned duration.

Training Schedule: Please refer to the schedule of JFY2008 (ANNEX II)

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 -(1), as preparing for the Proposal Plan.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9-(3), as practicing the Action Plan.

2. Nominee Qualifications:

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

*Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

(1) Essential Qualifications

- 1) Specialists and/or officials dealing with policy-making for local development with more than 3 years experience,
- 2) Educational Background: be a graduate of university
- 3) 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)
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 5) Must not be serving any form of military service.

(2) Recommendable Qualifications

Age: be under forty (40) years of age,

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) **Proposal Plan:** to be submitted with the application form. Please refer to the ANNEX VI of this General Information, and submit it **along with the application Form.**

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **Sep 18, 2009**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan (Ryukoku University) based on submitted documents according to qualifications.

Note: The organization with a detailed plan to utilize the opportunity of this program will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than Nov 2, 2009.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to

change the accommodation designated by JICA, and
(7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9(1).

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Osaka

(2) **Contact:** Ms. KINASHI, Yoko (Kianshi.Yoko@jica.go.jp)
Training Program Division, JICA Osaka

2. Implementing Partner:

(1) **Name:** Ryukoku University, Graduate School of Economics
<http://www.ryukoku.ac.jp/english/english1/>

(2) **Contact :** Professor KAWAMURA, Yoshio

(3) **Remark:** The Graduate school of economics, Ryukoku University has been implementing and supporting JICA training course and project in local governance and development over the last ten years. Internationally, the institution has accumulated various and profound knowledge and experience through these JICA programs and other independent activities. Moreover, the institution has deep and strong relationship with local governments and community based organization in western region in Japan. This course consists of above mentioned human networks and academic fruits.

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 Centre international de Osaka (JICA Osaka) Adresse : 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan TEL : 81(*)-72(**)-641-6900 FAX : 81(*)-72(**)-641-6910 (where "81" is the country code for Japan, and "3" is the local area code)
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If there is no vacancy at JICA Osaka, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Osaka at its URL, <http://www.jica.go.jp/branch/osic/english/training/index.html>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

1. Proposal Plan

At the beginning of the training course, each of participants will be requested to make a presentation on his/her Proposal Plan. (See II -9. <Contents of the program> and VI ANNEX)

a. Purpose of the Proposal Plan:

The purposes of the Proposal Plan are,

- (1) To identify problems to be solved and propose practical solutions in the local governance and development in a participant’s country and
- (2) To share these problems among the participants to improve and review your plan.

* This Proposal Plan will become a base for the Action Plan.

b. Contents of the Presentation:

One hour is allocated for each presentation. Each presentation is comprised of the below components;

1. Introduction (Objective of Proposal Plan) – 5 minutes –
2. Background and Country profile – 10 minutes –
3. History of problems to be solved – 5 minutes –
4. Stakeholder analysis in the problems – 10 minutes –
5. Proposed solutions – 5 minutes –
6. Discussion – 25 minutes –

Before the presentation, participants should be distributed handouts on the brief country outline and the description on general government system focusing on local administrations to other participants.

The presentation should be made under the assumption that nobody knows plan and the country. As a medium for presentation, **power-point** would be recommended as well as hard-printed handout/paper.

2. Action Plan

Each of participating organization is required to make an Action Plan for participatory local development at the end of the training course (September, 2010). The participants will make a draft of the Action Plan as a representative of the organization in the training held in Japan.

a. Purpose of Action Plan:

The purpose of Action Plan is, first, to analyze and describe the problems to be solved appropriately and precisely and second, to identify and elaborate the practical and comprehensive activities or what can be done by the participating organizations to solve these problems.

b. Contents of Action Plan:

The Action Plan should include the problems at the following three aspects:

- (1) Comprehensive analysis to observe environments and stakeholders around the problems is implemented.
- (2) The structure of the clear hypotheses of relation between problems and causal factors should be elaborated.
- (3) The practical actions to solve the problems should be specified and proposed in order of priority.

For these, the participants are expected to integrate their knowledge and skills with the experiences they gained through the field observations, workshops and lectures in the training course. The below table of contents is an example of Action Plan.

(Example of table of the contents for Action Plan)

1. Necessity and Objective of Action Plan
2. Current / Historical Background of Action Plan (social, cultural, economical, political, statistical and administrative information with qualitative data)
3. Stakeholder analysis in Action Plan (Central government, Local government, Local community or University etc)
4. Linkage between Your organization and Action Plan
5. Project Design Matrix for Action Plan or List of Detailed Activities (with detailed explanation / description)
6. Lessons from this course
7. References

c. Form of Presentation:

Thirty minutes are allocated for each presentation. This presentation divided by two parts: the first twenty minutes for the presentation and the following ten minutes for discussion among the participants. As a medium for presentation, power-point or over-head projector should be used as well as hard-printed handout/paper.

VI. ANNEX: *Personal Profile and Proposal Plan*

I . Organization and Personal Profile

(*Please submit with Proposal Plan)

1. Name of Applicant (Country):
2. Organization:

Provide an organizational chart of the department which you belong to and a brief explanation about the duties which are allotted to you.

(Attach separately on A4-size paper.)

3. Job History (List all positions held since graduating from university.)
4. General Government System in Applicant's Country:

Focus on local administration and clarify the inter-relationship between local government and local society (including community and industry), and between local government and central government.

II . Proposal plan for participatory development and local government functions in your country

(*At least 10 pages on double-spaced A4-size paper, attached separately)

This proposal plan is to include the following information;

1. Title of Proposal Plan (The title should briefly explain what you will do in your Proposal Plan)
2. Necessity, Objective and Problems to be solved in Proposal Plan
3. Background and Country profile of Proposal Plan (social, cultural, economical, political, statistical and administrative information)
4. Implementation organization and Schedule of implementation
5. Past experiences and activities related to Proposal Plan (with qualitative data)
6. Stakeholder analysis in the problems
7. Anticipated solutions (country, sub-national or local information will be important)
 - a. Inputs (Human resources, Financial resources and Necessary technical information)
 - b. Decision making and coordination to implement the solutions

c. Activities and Expected Outputs

d. Limitation of solutions

8. Similar activities by other organizations

9. References

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.

Welcome to JICA Osaka

Osaka International Centre of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.

1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

2. Orientation Programme & Japanese Language Course

(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.

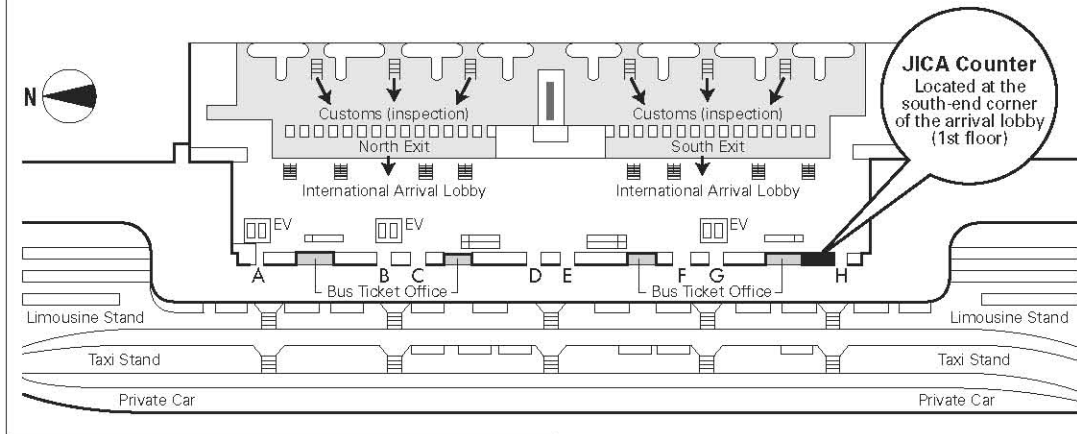
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

- 1 an intensive Japanese language course as an integral part of the training programme in designated courses
- 2 an optional Japanese language course held in the evenings

3. Weekend Recreational Programme

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony, kimono wearing, handicrafts, and folk dancing, and visits to Japanese homes.

Map of JICA Counter in Kansai International Airport (KIX)



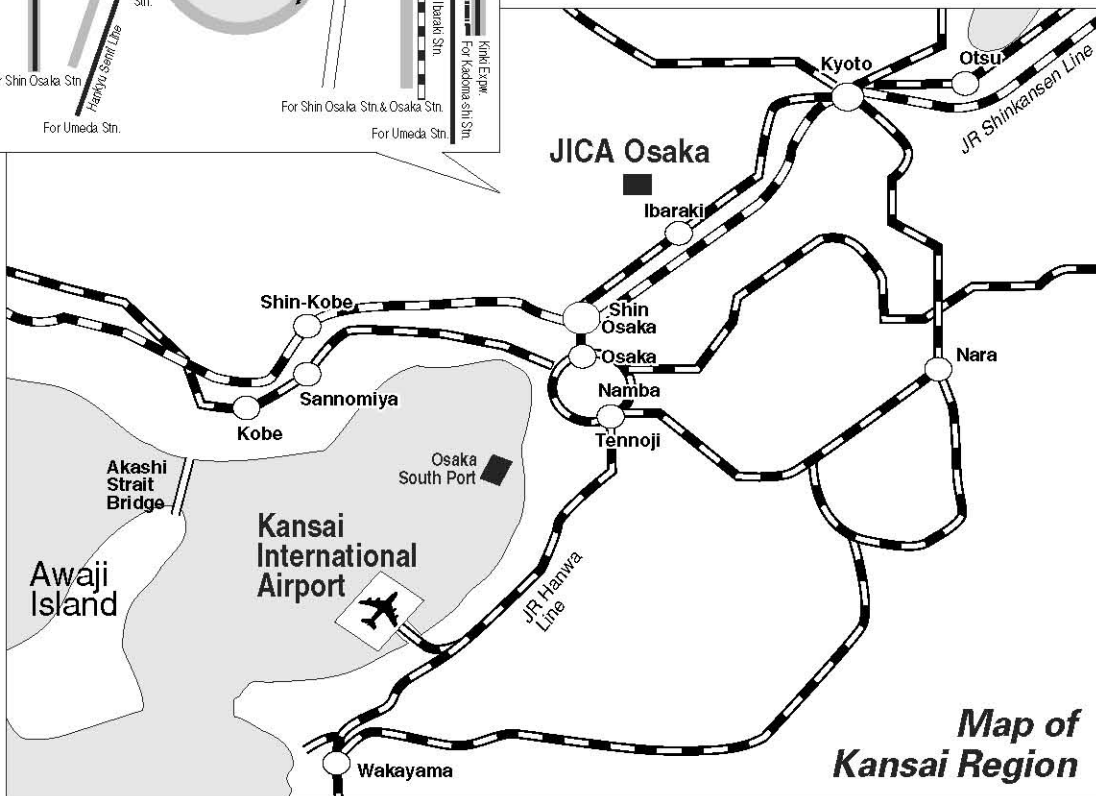
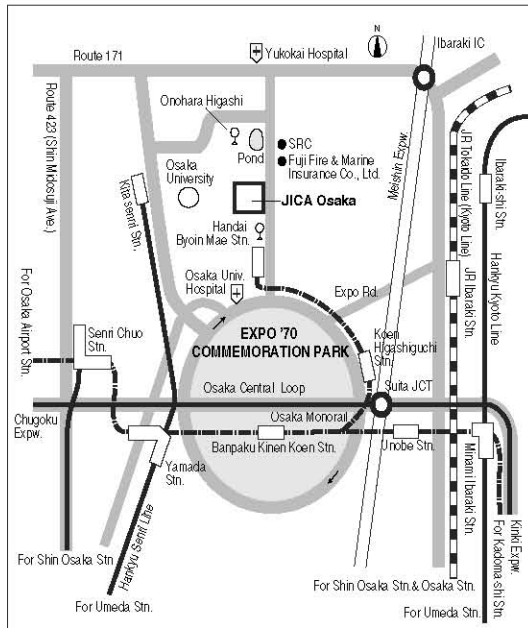
Upon arrival, participants should follow the procedure below:

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

Map of the JICA Osaka Vicinity





CORRESPONDENCE

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

JICA Osaka International Center (JICA Osaka)
Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan
TEL : 81-72-641-6900 FAX : 81-72-641-6910

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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

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

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

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

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

(_____)

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: