

**TRAINING CIRCULAR**

**Subject : An Area Focused training Course in Dissemination and Establishment of Disaster Prevention Culture for Asian Countries, to be held in Japan from 12/01/2009 to 21/02/2009 (Core Phase).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications an Area Focused training Course in Dissemination and Establishment of Disaster Prevention Culture for Asian Countries. The duration of the programme is from December 2008 to May 2009, the core phase, from 12/01/2009 to 21/02/2009 will be held in Japan. The Preliminary Phase from December 2008 to January 2009 and Finalization Phase from February 2009 to May 2009 will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2 The course is designed for a Department or agency in Central or Local Government, which is in charge of raising public awareness for Disaster Risk Reduction (DRR) and/or disaster education. The main programme objective is to raise public awareness for DRR, which are appropriate for each country, with concrete action and methods are formulated and implemented.

3 The candidate should be an executive official/manager who can play a leading role in raising public awareness for DRR and or disaster education. It will include executive official/manager of central/local government or manager of institution/facility that raises public awareness for DRR and or disaster education. The candidate should have more than 3 years' experience in the field of raising public awareness for DRR, disaster education, disaster preparedness etc.; be a university graduate or equivalent, 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; and be between the ages of twenty five and fifty years.


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 22<sup>nd</sup> September 2008. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

2 :

7. The applications should reach this Department through proper channel not later than 7<sup>th</sup> November 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

  
(Trishaljit Sethi)  
Director

1. Ministry of Earth Sciences, Mahasagar Bhavan, Block No. 12, CGO Complex, Lodhi Road, New Delhi
  2. Ministry of Home Affairs, North Block, New Delhi-1
  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



For a better tomorrow for all.

Japan International Cooperation Agency  
(Government of Japan)

No. 70/AF-CP/2008

22<sup>nd</sup> September, 2008

Dear Mr. R.K. Kharb.

An Area Focussed Training Course in Dissemination and Establishment of Disaster Prevention Culture for Asian Countries will be held in Japan from 12<sup>th</sup> January, 2009 to 21<sup>st</sup> February, 2009, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith three copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by 14<sup>th</sup> November 2008:-

- (1) The Application form.
- (2) Job Report

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

It is further informed that 5 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 )

Deputy Resident Representative

Encl: As stated above.

Mr. R.K. Kharb

Section Officer.

Department of Personnel and Training.

Ministry of Personnel.

Public Grievances and Pensions,

North Block, New Delhi.

Copy to:-

Ms. Arun Prabha, Under Secretary (PMU and Trg.), Department of Economic Affairs Ministry of Finance, North Block, New Delhi



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### DISSEMINATION AND ESTABLISHMENT OF DISASTER PREVENTION CULTURE FOR ASIAN COUNTRIES 地域別研修「アジア地域防災文化の普及と定着」 *JFY 2008*

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J08-04137 / ID. 0884005

From Dec. 2009 to May 2009

Phases in Japan: From Jan. 12, 2009 to Feb. 21, 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**

- ✓ Massive natural disasters have frequently occurred in Asian countries.
- ✓ Conventional approach against disaster tended to put emphasis on response to the disaster, but in recent years, importance of preparedness has been widely recognized.
- ✓ Especially after the experience of the tsunami occurred in 2004 that caused serious damage across the Indian Ocean-rim, significance of raising public awareness for Disaster Risk Reduction (DRR) has also been recognized, but it still remains as challenges.
- ✓ In these circumstances, JICA conducted training program regarding disaster education in school in 2006 and 2007, and JICA has now redesigned the program for widening the target into raising public awareness for DRR. Various activity and method, which will be applicable to target countries, will be introduced with some practical training in this redesigned program.

## **For what?**

This program aims to help to raise public awareness for DRR, which is the key to reduce the risk from disaster.

## **For whom?**

This program is offered for a department or agency in central or local government which is in charge of raising public awareness for DRR or disaster education. (e.g. Department or agency which is in charge of DRR, department or agency which is in charge of education/culture)

## **How?**

- ✓ Disaster Risk Reduction (DRR) is culture to be shared widely!!
- ✓ Japanese culture for DRR can be experienced in this program.
- ✓ Practical method will be introduced which will be adapted easily for your country.

## II. Description

**1. Title (J-No.): Dissemination and Establishment of Disaster Prevention Culture for Asian Countries (J08-04137)**

**2. Period of program**

<b>Duration of whole program:</b>	December 2008 to May 2009
<b>Preliminary Phase:</b> (in a participant's home country)	December 2008 to January 2009
<b>Core Phase in Japan:</b>	January 12 to February 21, 2009
<b>Finalization Phase:</b> (in a participant's home country)	February 2009 to May 2009

**3. Target Regions or Countries**

India, Indonesia, Fiji, and Viet Nam

**4. Eligible / Target Organization**

This program is designed for a department or agency in central or local government which is in charge of raising public awareness for Disaster Risk Reduction (DRR) and/or disaster education. (e.g. Department or agency which is in charge of DRR, department or agency which is in charge of education/culture)

**5. Total Number of Participants**

5 participants

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

**7. Program Objective:**

Proposals to raise public awareness for DRR, which are appropriate for each country, with concrete action and methods are formulated in department in charge of DRR or education/culture of central/local government

**8. Overall Goal**

Proposals to raise public awareness for DRR, with concrete action and methods, are implemented.

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

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

<b>(1) Preliminary Phase in a participant's home country</b> (December 2008 to January 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
<b>Expected Module Output</b>	<b>Activities</b>
Preparation for Job Report Presentation	Preparation of Job Report Presentation. Details are instructed later.

**(2) Core Phase in Japan**

(January 12 to February 21, 2009)

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

Expected Module Output	Subjects/Agendas	Methodology
1. To be able to explain significance and characteristics of raising public awareness for DRR.	(1) Activities for raising public awareness for DRR in community (2) Raising public awareness for DRR by museum and other forms of institution/facility	Lecture and Observation
2. To be able to explain significance and characteristics of raising public awareness for DRR via disaster education in school.	(1) Disaster education implemented by central and local government in Japan (2) Observation of disaster education in school	Lecture and Observation
3. To be able to explain significance and characteristics of raising public awareness for DRR via development of specialist in the next generation	(1) Curriculum and contents of lectures in high school or university which has department in the field of disaster risk reduction (2) Discussion with students who major in disaster risk reduction in school.	Lecture Observation and Discussion
4. To be able to explain significance and characteristics of raising public awareness for DRR via various means for dissemination	(1) Development of contents of disaster education (e.g. disaster game, participatory workshop, etc.) (2) Various ways to hand down the experience, memories and lessons of disaster to others/younger generation (e.g. picture-card show, puppet play, picture story book, theatre in education, music, etc.) (3) Activities and efforts conducted by private sector/private enterprises	Lecture Observation and Workshop
5. To formulate a proposal for raising public awareness for DRR, which is appropriate for each country, with concrete action and methods	(1) Consideration of concrete action and methods to raising public awareness for DRR, which is appropriate for each country (2) Formulation and presentation of proposal.	Workshop and Presentation

**(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.*

Expected Module Output	Activities
6. To formulate a final draft of proposal for raising public awareness for DRR, which is appropriate for each country, with concrete action and methods	(1) Based on the participant's proposal, final draft of proposal is considered and formulated in the relevant organizations. (2) The report on the progress is made and submitted to JICA office within 3 months after return (by the end of May, 2009).

## &lt;Structure of the program&gt;

1. Preliminary phase (activities in your home country): Preparation of the job report presentation.

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

Week & Date	Activities
1st week 1/12 – 1/16	-Orientations -Lectures on Japan - basic Japanese language, cultures, education, government, economy.
2nd week 1/ 17– 1/23	-Participation or observation of events regarding memorial day of the Great Hanshin-Awaji Earthquake (1.17). -The role of Japanese central and local governments in disaster risk reduction. -Lectures and observations regarding module output 1
3rd week 1/ 24– 1/30	-Lectures and observations regarding module output 2
4th week 1/31 – 2/6	-Lectures and observations regarding module output 3
5th week 2/7 – 2/13	-Lectures and observations regarding module output 4
6 <sup>th</sup> week 2/14 – 2/21	Preparation and presentation of Action Plan Final Evaluation & Closing Ceremony

3. Finalization Phase (activities in home country)

Participants are expected to implement the action plan and report on progress by the end of May, 2009.



### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

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

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

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

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

This program is designed for a department or agency in central or local government which is in charge of raising public awareness for Disaster Risk Reduction (DRR) and/or disaster education. (e.g. Department or agency which is in charge of DRR, department or agency which is in charge of education/culture)

1) Current Duties: be an executive official/manager who can play a leading role in raising public awareness for DRR and/or disaster education. It will include executive official/manager of central/local government or manager of institution/facility which raises public awareness for DRR and/or disaster education.

- Priority will be given to an applicant with willingness/interest in raising public awareness for DRR and/or disaster education.

- Priority will be given to an applicant with working experience of JICA project in the field of DRR, in the past, present or expected in near future.

2) Experience in the relevant field: have more than 3 years' experience in the field of raising public awareness for DRR, disaster education, disaster preparedness, etc.

3) Educational Background: be a graduate of university or equivalent

4) Language: have a competent command of spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.

5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

\*Pregnancy is regarded as a disqualifying condition because this program includes much fieldwork that would be too demanding for pregnant women.

6) Must not be serving any form of military service.

## **(2) Recommendable Qualifications**

1) Age: be between the ages of twenty-five (25) and fifty (50) years

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

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) **Job report:** to be submitted with the application form. Fill in Annex-1 of this General Information, 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: November 14, 2008

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

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

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

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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than December 5, 2008.**

**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 and section III-4.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

- (1) **Name:** JICA Hyogo
- (2) **Contact:** jicahic-kenshukakuju@jica.go.jp

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

- (1) **Name:** Asian Disaster Reduction Center (ADRC)
- (2) **URL:** <http://www.adrc.or.jp/index.php>

### **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 Hyogo International Center (JICA HYOGO)  
Address: 1-5-2, Wakinoama-kaigandori, Chuo-ku, Kobe, Hyogo  
651-0073, Japan  
TEL: 81-78-261-0341 FAX: 81-78-261-0342

If there is no vacancy at JICA HYOGO, 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).
  - (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. Participants who have successfully completed the seminar will be awarded a certificate by JICA.
2. There is a computer room in JICA Hyogo where sixteen desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.

## **VI. ANNEX:**

### **Annex-1: Contents of Job Report**

1. Duty/assignment of your department/division and yourself
  - 1-1 Duty/assignment of your department/division regarding raising public awareness for Disaster Risk Reduction (DRR)
  - 1-2 Duty/assignment of yourself regarding raising public awareness for DRR
2. Present situation and issues
  - 2-1 Policies on raising public awareness for DRR in your country, and issues that needs to be tackled
  - 2-2 Your analysis on present situation of raising public awareness for DRR, and issues that needs to be tackled
  - 2-3 Who is main actors for raising public awareness for DRR? (e.g. Which section of central/local government, NGOs, community groups, etc.)
  - 2-4 Concrete example and/or illustrative cases for raising public awareness for DRR in your country
  - 2-5 If your country receives any assistance from foreign country or international organization in the field of raising public awareness for DRR, please explain about it.

Please prepare the report following those items listed above.

### **Annex-2: Others**

1. For your reference:
  - Raising public awareness for DRR is pointed as Priorities for Action #3 of Hyogo Framework of Action (HFA) 2005 -2015.
  - Very brief introduction of HFA is made in the brochure of HFA, which can be downloaded in the following URL;  
<http://www.unisdr.org/hfa>
2. When you are selected as a participant, please bring some photos or materials to illustrate activities of raising public awareness for DRR in your country, if possible.

## *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 Hyogo International Center (JICA HYOGO)**

**Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan**

**TEL: +81-78-261-0341 FAX: +81-78-261-0342**



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

**Family Name**

**First Name**

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

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

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

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

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: