

TRAINING CIRCULAR

Subject : A Seminar on Gender Mainstreaming Policies for Government Officers (B) to be held in Japan from 24/01/2010 to 27/02/2010.

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 Seminar on Gender Mainstreaming Policies for Government Officers (B) to be held in Japan from 24th January 2010 to 27th February 2010. 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 department of Central/Local Governments engaged in gender mainstreaming or gender equality. The objective of the programme is to foster the principle of "gender mainstreaming" in decision-making and various development activities through learning case studies for the purpose of creating an equal society through the empowerment of women.

3. The candidate should be a government officer working for gender machinery at central and local level; have more than five years' occupational experience in the field of gender; be a graduate of university; be proficient at written and spoken English; be between twenty-seven and fifty 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 2nd September 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 18th November 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 Women and Child Development, Shastri Bhavan, New Delhi.
2. The Secretary, Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi.
3. The Secretary, Planning Commission, Yojana Bhavan, Parliament Street, N.Delhi.
4. All State Governments/ Union Territories.

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

- ✓ 5. 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)

Japan International Cooperation Agency
(Government of Japan)

No. 79/GT-CP/2009

2nd September, 2009

Dear Mr. R.K. Kharb,

A. Seminar on Gender Mainstreaming Policies for Government Officers (B) will be held in Japan from 24th January, 2009 to 27th February, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **24th November, 2009**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report
- (3) The filled in Questionnaire

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

It is further informed that 10 slots are available globally for the above 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

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

SEMINAR ON GENDER MAINSTREAMING POLICIES FOR GOVERNMENT OFFICERS (B)

集団研修「ジェンダー主流化政策のための行政官セミナー (B)」
JFY 2009

<Type: Leaders Training Programs/ 類型: 中核人材育成型>
NO. J09-00926 / ID. 0980733

From January 24, 2010 to February 27, 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 idea of “mainstreaming a gender perspective,” which was formally featured in 1995 in the Platform for Action adopted in the Fourth World Conference on Women, is the key strategy for promoting gender equality. Unlike conventional policies and plans that focus only on women, gender mainstreaming is about analyzing and implementing policies and initiatives in all areas from a gender point of view. It has been concluded that empowerment of women is an essential part of gender mainstreaming and strategic goals have been set accordingly. The Outcome Document adopted at the Special Session of the United Nations General Assembly entitled Women 2000 also refers to the outcomes of gender mainstreaming efforts and points out that there is still much left to be done for gender equality.

This is how gender mainstreaming and empowerment of women have become two core policies for gender equality that need to be implemented in tandem, like the wheels on both sides of a car. However, the world is still in the process of exploring, by trial and error, how these policies should be translated into specific measures, programs and activities. In addition, the significance of this new shift in policy of gender mainstreaming has yet to be widely recognized.

In Japan, the Basic Law for a Gender-equal Society, established in 1999, and the Basic Plan for Gender Equality, established in December 2000, set out the framework of gender mainstreaming, according to which initiatives are currently being developed and implemented. At the same time, individual local governments are also working on the preparation of relevant ordinances and gradually putting gender mainstreaming into practice.

In response to these situations in the world and in Japan, this seminar has been set up to introduce participants to specific examples of how policies and plans have been established, implemented, and evaluated in gender mainstreaming efforts by national and regional governments, to develop human resources who can effectively promote gender mainstreaming in developing countries, and provide them with the depth of knowledge required for gender mainstreaming.

For what?

The aim of this seminar is to develop administrators who can effectively establish and implement policies involved in the mainstreaming of gender perspectives in order to create gender-equal societies in developing countries.

For whom?

This program is offered to Government officers in charge of planning policies for promoting comprehensive women's welfare activities based on the principle of "Gender and Development (GAD)", thus to envisage improving the status of women and mainstreaming gender in developing countries.

How?

Policies and activities for gender mainstreaming and gender equality in Japan are comprehensively examined. The seminar takes up gender issues through lectures, workshops, discussions, and site visits.

II. Description

- 1. Title (J-No.): Seminar on Gender Mainstreaming Policies for Government Officers (B) (J09-00926)**
- 2. Period of program in Japan:** January 24, 2010 to February 27, 2010
- 3. Target Countries**
Chile, China, Fiji, India, Laos, Macedonia, Malawi, Mexico, Nigeria and Timor-Leste
- 4. Eligible / Target Organization**
This program is designed for department of central/local governments engaged in gender mainstreaming or gender equality
- 5. Total Number of Participants**
10 participants
- 6. Language to be used in this program**
English
- 7. Program Objective**
The objective of this seminar is to foster government officers capable of introducing the principle of "gender mainstreaming" in decision-making and various development activities through learning case studies in Asia, for the purpose of creating an equal society through the empowerment of women.
- 8. Overall Goal**
Structure for promoting gender equality is strengthened in the target countries.

9. Expected Module Output and Contents

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

Expected Module Output
1 . To acquire concept and methods for gender mainstreaming 2 . To foster a deeper understanding of the gender policies and issues in various field such as education, human rights and environment, and acquire the know-how to improve those issues. 3 . To take overview of the measures taken by the National and Local Governments related to gender mainstreaming and acquire the technical methods 4 . To acquire the management capability of the administration of women's affairs.

* subject to change

L: Lecture, O: Observation, D: Discussion (Unit: days)

Subject*	Content	L	O	D
Sharing Challenges, Analyzing Challenges	In prior to the formal program, we share the information on gender issues of each country among participants.			1.5
Outline of gender mainstreaming policies	We hold a lecture regarding the concept of mainstreaming gender, the historical background, the international situation concerning the mainstreaming of gender, and the future objectives	0.5		
Women's Participation in Politics and Their Leadership	Participants study the progress and background for mainstreaming gender in the field of politics in Japan, and inspect the utilization of some actual realistic measures, in order to refer to them during the preparation of policies in the participants' own country. In particular, we have visitation training with regard to the activities for women's participation in politics.		0.5	
Gender Budget Analysis As a Means of Gender Mainstreaming	We hold a lecture regarding what is the concept of gender budget as a means of mainstreaming gender, and whether we have any technical methods for it. We also question the meaning of gender analysis with regard to budget including the budget for Japanese government.	0.5		
Outline of Gender Equality Administration	We hold a lecture regarding the present situation and the background of promoting a society with gender equality, and the future prospects from the viewpoint of administration.	0.5		
Gender Projects of JICA	We hold a lecture on how gender mainstreaming is perceived at JICA which provides this training program, and what activities are being performed in organized, specific operations.	0.5		

Subject	Content	L	O	D
CEDAW and Gender Issues in JAPAN, and Outline of NWEC Activities	We hold a lecture on the approaches to solving the global problem of human rights issues into which we incorporate gender perspectives. We also study on women's rights guaranteed by the Convention on the Elimination of All Forms of Discrimination against Women and each country's fundamental laws, the significance and effects of international activities of governments and non-governments in particular, and the conditions and agenda for promoting such activities.	0.5		
Gender Mainstreaming in JAPAN	We hold a lecture on how and whether the government has been able to promote the status of women.	0.5		
Gender Mainstreaming in Health, Labor and Welfare Administration	We hold a lecture on government policies focusing on the efforts to ensure equal opportunity and treatment in connection with the progress of gender mainstreaming in the areas of welfare and labor.	0.5		
Gender Statistics	We hold a lecture on gender statistics which is essential for observing the status quo of gender issues.	0.5		
Women and Health (Reproductive Health and Gender)	We hold a lecture on reproductive health and rights intended to guarantee the individual's rights, particularly women's rights to make sexual decisions throughout their lives, as fundamental human rights.	0.5		
Promotion of Gender Mainstreaming in Kitakyushu City	We hold a lecture on how the city deals with the promotion of mainstreaming gender and the problems, using Kitakyushu City as an example. We also study the present situation of unifying the gender issues in the staff training for improvement of their consciousness of gender, and the future objectives in Kitakyushu.	0.25		
Outline of KFAW Activities	Participants will learn about some activities which are needed for promoting/improving women's status through the activities of KFAW that is a conducting body of this seminar.	0.25		
Gender Mainstreaming in Education	We hold a lecture regarding the situations, policies and approaches of education for women and girls in the world, and Japan's experience in educational development.	0.5		

Subject	Content	L	O	D
Gender Mainstreaming in School Education	We hold a lecture and site visitation using the example of Kitakyushu City, with regard to the present situation of the promotion in compulsory education, where they have a sensitive viewpoint for gender issues, such as respect for basic human rights and enlightening activities showing awareness of gender equality.	0.5	0.5	
Gender Responsive PCM	We hold a lecture and workshop regarding Project Cycle Management (PCM) on Gender Perspective.	2		
Gender Sensitive Training and Gender Analysis	We hold a workshop regarding gender sensitive training and gender analysis, as the promotional measures to mainstream gender.			0.5
Action Plan Presentation	We have a presentation on the mainstreaming of gender and the action plan in which you explain what you would like to do after the seminars, and hold an opinion exchanging session with participants.(closed)			1.5
Gender Mainstreaming in Media	We hold a lecture regarding media literacy. It includes Japan's present situation of concept and method for promoting the unification of mainstreaming gender in the media. We also study the roles of the people who send and receive information and the possibilities.	0.5		
Women and Violence	As one of the gender mainstreaming measures, we introduce the present situation and activities for women and violence, and hold a lecture regarding the legal system, public policies and activities carried out by private shelters.	0.5		
Activities of Gender Equality Center(MOVE)	We hold a lecture how so-called the women's center in Japan is playing an important role for women's empowerment and gender mainstreaming. And we make an observation of the facility.		0.5	
Mainstreaming of Gender in Producing and Consuming Activities	We hold a lecture on how to unify the gender perspective in fields, such as production, consumption, environment and welfare. We also exchange opinions with women's leaders who get the technique of women's empowerment, leadership, and management from the measure of the green Co-op activities.		0.5	
Gender Mainstreaming in Nursery	We hold a lecture regarding the issues based on the results of child care administration in the past, from the viewpoint of mainstreaming gender, and visit a day nursery, as the formation of gender equal society is the most important issue these days.	0.5	0.5	

Subject	Content	L	O	D
Country Report Presentation	We have a presentation regarding the mainstreaming of gender and the situation of the activities to solve women's issues, as one of the open classes for citizens.			1
Gender Mainstreaming in Environment	We hold a lecture regarding the importance of the viewpoint on gender when solving environmental problems and review the activities carried out by the women in Kitakyushu who stood up for a pollution preventive campaign in order to bring the original living environment back. We also listen to the women who were actually involved with this campaign, in order they may share their experiences.	0.5		
Gender Mainstreaming in Agricultural Village	We hold a lecture regarding the actual situation of the measures in order to solve the problems of farm villages and agriculture, and the unification of the viewpoints of gender in these villages. We also visit and observe the activity site for economical empowerment, which is carried out by women in farm villages.	0.5		
Discussion	We have discussion session among participants to review the lectures so far. The session is chaired by one of the participants.			0.5
Work/Life Balance Promoting Enterprise	We visit a certain hospital, which is promoting "work/life balance." Work/life balance is supposed to be one of the major policy responses to declining birth rate in Japan or developed countries. However, it is also an important concept for promoting gender mainstreaming.		0.5	
Women and Peace	Observation trip is made to HIROSHIMA Peace Memorial Museum that pursues steps toward peace after victims by atomic bomb in order to provide knowledge on actual damages against women, focusing on how HIROSHIMA achieved revival and why nuclear weapon should be prohibited for the earth. In addition, participants can be given a lecture by an A-bomb sufferer.		0.5	
Evaluation Meeting	We discuss how to utilize what training participants learnt from the training in your own countries. In addition, we ask for comments and suggestions on/to the entire seminar.			0.25

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section *III-2* below. If there are more than one qualified candidates, applying organizations are encouraged to nominate both male and female.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be a government officer working for gender machinery at central and local level.
- 2) Experience in the relevant field: have more than 5 years' occupational experience in the field of gender.
- 3) Educational Background: be a graduate of university or the equivalent.
- 4) Language: be competent in spoken and written English which is equal to TOEFL PBT 500 (CBT 173) or above, or the Cambridge First Certificate (This program includes active participation in discussions and action plan development, thus requires high competence of English ability. 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. As the training includes much field work (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.
- 6) Others: must not be serving any form of military service.

Pregnancy :

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.

(2) Recommendable Qualifications

Age: be between the ages of twenty-seven (27) 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) Questionnaire (Annex-1): to be submitted with the application form.

(3) Country Report (Annex-2): to be submitted with the application form.

(4) 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.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **November 24, 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 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 24, 2009.**

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

Country Report in PPT format

Before coming to Japan, only accepted participants are required to prepare a Country Report in PPT. The participants are requested to make a presentation in the beginning of the training program.

6. Conditions for Attendance

(1) to observe the schedule of the program,

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

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Kyushu

(2) **Contact:** Ms. Yumi Kimura, (kictp2-05@jica.go.jp)

2. Implementing Partner

(1) **Name:** Kitakyushu Forum on Asian Women (KFAW)

(2) **URL:** <http://www.kfaw.or.jp/index.html.en>

(3) **Remark:** The Kitakyushu Forum on Asian Women (KFAW) was established in October of 1990 with a special government fund for revitalization project. In 1993, the Forum was recognized as a Foundation by the Ministry of Labor (the present the Ministry of Health, Welfare and Labor). The purpose of our Foundation, through various projects, is to promote the improvement of women's status as well as their mutual understanding and cooperation in Asia. KFAW has carried out JICA training programs since 1995.

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 Kyushu International Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan

TEL: 81-93-671-6311 FAX: 81-93-663-1350

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at its URL, <http://www.jica.go.jp/english/contact/domestic>

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. Reports Presentation

Accepted participants will have a presentation of his/her Country Report and Action Plan at the end of the training, which is open to the public, up to 10 minutes followed by the answer and question time. Accepted participants are requested to prepare visual materials such as pictures, graphs or charts to support spoken reports in advance. Action plan is to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training.

2. Field Trips

This program contains field trips to other prefectures. Accepted participants are advised to bring small travel bags for 2-3 days trips.

3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. ANNEX

Annex-1

Seminar on Gender Mainstreaming Policies for Government Officers (JFY 2009)

Questionnaire

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks: The Report should be **typewritten** in English (12-point font, A4 size paper), and total pages of the report should be limited to 2 pages (not including organization chart).

1. Describe your past experiences and activities related to the subjects of this seminar.
2. Describe any special experience/knowledge you expect to acquire in this seminar.
3. Describe major issues for your improvement of activities, which demand urgent solutions.
4. Draw a chart of your organization with the names of all the departments in it and mark your post in the chart.

***Seminar on Gender Mainstreaming Policies for Government Officers
(JFY 2009)***

Country Report

Name:
Country:
Name of Organization
E-mail:
FAX:

Remarks 1: The Report should be **typewritten** in English (12-point font, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Each participant is required to have presentation in 10 minutes based on the Country Report at the early stage of the training program in Japan, for the purpose of making the seminar more effective and fruitful by comprehending the situations and problems of the participants each other.

(1) Please list some of the major gender problems which deter mainstreaming gender or prevent women's participation to the society in your country.

(2) Please pick out only one major problem from the problems listed above, and explain the nature, context, and any background of the problem.

(3) Please explain the countermeasure(s) for the above problem, which is/ are now being implemented or is/ are planned to be carried out.

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 Kyushu International Center (JICA KYUSHU)
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-663-1350

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)

--

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

J	0		-					
---	---	--	---	--	--	--	--	--

3. Country Name:

--

4. Name of Applying Organization:

--

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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)

--

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.

--

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

--

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

--

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

() No	() Yes >> Name of Medication (_____), Quantity (_____)
--------	---

(b) Are you pregnant?

() No	() Yes (_____ months)
--------	--------------------------

(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication	() Food	() Other:
--------	----------------------------	----------	------------

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

--

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

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

Date:	Signature:
	Print Name: