

TRAINING CIRCULAR

Subject : A Group Training Course in IT System Techniques for Agriculture, to be held in Japan from 18/01/2009 to 24/03/2009.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in IT System Techniques for Agriculture. The duration of the programme is from January 2009 to July 2009, the core phase from 18/01/2009 to 24/03/2009 will be held in Japan. The remaining period 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).

2. The Program Objective is to develop human resources capable of agricultural development in their countries by understanding the functions of agricultural information systems and by processing/transmitting information especially with a spreadsheet and database. The course aims to improve the ability of information processing and transmitting in agricultural field and promote establishment of computer networks.

3. The candidate should be a person who has a position in an official institution, and collects and processes agricultural data such as weather condition, soil analysis, planting condition using computers and provide them for people concerning agriculture and has more than three years of experience in this field, and also possess basic computer skills, sufficient experience in information processing through the use of spreadsheet software, and have a deep interest in computer programming; 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 25 years and 40 years of age.

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 30th October 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.

7. The applications should reach this Department through proper channel not later than 24th 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.



(A.K. Singhal)
Director

Copy to :-

1. Ministry of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
1(a). M/o Earth Science, Maharaja Bhavan, Block No. 12, CGO Complex, Lodi Rd., N. Delhi.
2. Ministry of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi
2(a). India Meteorological Deptt., Mausam Bhavan, Lodi Rd., 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

No.74/GT-CP/2008

30th October, 2008

Dear R.K. Kharb,

A Group Training Course in IT System Techniques for Agriculture will be held in Japan from 18th January, 2009 to 24th March, 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 **1st December, 2008**:-


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

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

It is further informed that 7 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
New Delhi

Copy to:-

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

31/10/08
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TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

**Group Training Program
“ IT System Techniques for Agriculture ”**

**集団研修「農業のITシステム化技術」
JFY 2008**

<Type: Leaders Training Program / 中核人材育成型>

No. J08-00894 / ID. 0880220

From January 18, 2009 to April 23, 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 the Governments of recipient country and Japan.

I. Concept

Background

Considering the results of the program on Agricultural Information System Techniques that have been held from 1996, we aim to reinforce the information processing abilities of participants and broaden their fundamental knowledge of computer network development by placing them in different classes according to their computer processing capacity and providing them with training in an effective manner.

For what?

This program aims to foster human resources contributable to agricultural development in their countries by having people who engage in agricultural information, understand functions of agricultural information systems and are able to process information especially with spreadsheet and database.

For whom?

This program is offered to individuals who possess basic computer skills, sufficient experience in information processing, and have a deep interest in computer programming.

How?

Participants will have the opportunities to have 1) lectures, 2) practices, 3) site visits, and 4) discussions through lectures and practices in order to achieve the above program aim. Especially, more than half of the program consists of computer practices to improve agricultural information processing and transmitting skill.

The outputs of ex-participants could be seen by following internet address:

<http://www.netbeet.ne.jp/~obic/>

II. Description

1. Title (J-No.):

Group Training Program on “IT System Techniques for Agriculture” (J08-00894)

2. Period of Program:

January 18, 2009 to April 23, 2009

3. Target Countries and Allocated Number:

India (1 person), Zambia (2 persons), Cuba (1 person), Saint Lucia (1 person), Tanzania(1 person), Jordan (1 person)

4. Eligible / Target Organizations:

Official institutions, which collect and process agricultural data such as weather conditions, soil analysis, and planting conditions using computers and provide them for people related to agriculture.

5. Total Number of Participants: 7 participants in total

6. Working Language: English

7. Program Objective:

To develop human resources capable of agricultural development in their countries by understanding the functions of agricultural information systems and by processing/transmitting information especially with a spreadsheet and database.

8. Overall Goal:

To improve the ability of information processing and transmitting in agricultural field and promote establishment of computer networks.

9. Expected Module Output and Contents:

This program consists of the following components:

(1)Preliminary phase in a participant’s home country (To submit Inception Report by December 1 with the Application Form) Participating organizations make required preparation for the program in the respective country.	
Modules	Activities
Inception Report is formulated	Formulation and submission of Inception Report Please refer to <i>VI. ANNEX: Attachment-1.</i>

(2)Core phase in Japan Participants dispatched by the organizations attend the program in Japan.		
Modules	Subjects	Activities
To be able to explain the function and benefits of agricultural information network system.	<ul style="list-style-type: none"> ▪ Present situation of the agricultural information system ▪ Theory of Information Technologies (IT) in agriculture ▪ Network overview ▪ Internet for research purpose ▪ Information security, management of system administration. ▪ Architecture of Web applications ▪ LAN (Local Area Network) Information Technology ▪ Mechanism of information networks at agricultural cooperatives Information Network Systems for the members of municipal agricultural organizations 	Lectures, site visits

To be able to utilize database architecture skills concerning the agriculture and livestock industry.	<ul style="list-style-type: none"> ▪ Practice of database construction using MS Excel ▪ Preparation and exercise of individual task 	Practice, lectures
To be able to utilize data processing and data analysis skills.	<ul style="list-style-type: none"> ▪ Practice of data-processing techniques using MS Excel ▪ Practice of data-file processing techniques using MS Excel ▪ Preparation and exercise of individual task 	Practice, lectures
To be able to transmit agricultural information.	<ul style="list-style-type: none"> ▪ Homepage creating techniques in the agricultural fields ▪ Exchange of views on the agricultural information network system ▪ MS PowerPoint techniques for the presentation. 	Lectures, practice, discussions

The schedule is subject to change due to the coordination of curriculum.

(3)Finalization phase in a participant’s home country (April 2009 to July 2009) Participating organizations produce final outputs by making use of results brought back by participants. This phase marks end of the program.	
Module	Activities
To examine the Action Plan and submit the Final Report	Examination of the application and implementation of the Action Plan in the participant’s country and submission of its Final Report by July 30, 2009, based on the follow-up questionnaire provided during the program.

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 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.

(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) Current duties: be a person who has a position in an official institution, and collect and process agricultural data such as weather condition, soil analysis, planting condition using computers and provide them for people concerning agriculture with,

2) Experience in the relevant field: more than three years of experience in this field, possess basic computer skills, sufficient experience in information processing through the use of spreadsheet software, and have a deep interest in computer programming,

3) Age: be over twenty-five (25) and under forty (40) years of age,

4) Educational background: a university graduates or equivalent,

5) Language: competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).

*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/

***PBT: Paper-Based Testing,

6) Health: be in good health, both physically and mentally, to undergo the field training,

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

3. Required Documents for Application:

(1) **Application Form**: the Application Form is available at the respective countries' JICA Overseas Offices or the Embassies of Japan.

(2) **Inception Report**: to be submitted with the Application Form. (detailed information is provided in VI. ANNEX: Attachment-1.)

(3) **Questionnaire** (VI. ANNEX: Attachment-2)

(4) **Database of agricultural information in your country** (detailed information is provided in VI. ANNEX: Attachment-3 Individual task)

(5) **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 Documents for Application:

Closing date for application to the JICA Obihiro (the organizer of this program) in Japan:

December 1, 2008

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

(2) Computer test:

To clarify your computer literacy, the staff of JICA Overseas Office of your country will ask you to demonstrate processing of the agricultural data which relating with your job. Please

take contact with the JICA Overseas Office for detail.

(3) Selection:

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA Overseas Offices (or the Embassies of Japan) shall conduct screenings, and send the documents to the JICA Obihiro in charge in Japan. Final selection shall be made by the JICA Obihiro in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. Organizations with intention to utilize the opportunity of this program will be highly valued in the selection.

(4) Notice of Acceptance:

Notification of results shall be made by the respective countries' JICA Overseas Offices (or Embassies of Japan) to the respective Governments by **not later than December 18, 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, and
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Obihiro International Center (JICA Obihiro)

Contact:

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note:*: country code for Japan, **: area code for Obihiro

(Email) jicaobic@jica.go.jp

(Website) www.jica.go.jp/english/

2. Implementing Partners:

Name: Northern Regions Center (NRC)

Agriweather, Inc.

Fujitsu Hokkaido Systems Inc.

Obihiro University of Agriculture and Veterinary Medicine

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.

Obihiro International Center (OBIC)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido,
080-2470, Japan

Tel.: 81(*)-155(**)-35-2001

Fax.: 81(*)-155(**)-35-2213

If no room is available at OBIC, JICA will arrange accommodations for the participants at the other appropriate places.

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,

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

(4) Expenses for program implementation, including materials.

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

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective countries' JICA Overseas Offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of training, and other matters.

V. Other Information

1. Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. School visit

For the purpose of the promotion of "international education", this training program includes a school visit to Japanese local elementary or junior high schools as well as communities. All the participants are requested to take part in this exchange program. To introduce your country, it is advisable for participants to bring some

(1) musical instruments, and/or popular music CDs,

(2) crafts,

(3) photos of foods, clothes, housings, and families of participants (digital data are preferable) and so on.

There are also some cases to introduce their country's dances and games.

3. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

4. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Winter		Spring			Summer			Autumn			Winter
		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temperature (°C)	Maximum	6.3	6.4	9.6	21	27	32.8	32.4	35.5	31.3	22.3	16.8	6.2
	Average	-5.4	-4.6	-0.7	4.7	11.7	17.1	16.8	22	17.2	10.4	2.6	-3.6
	Minimum	-16.5	-16.4	-15.4	-1.8	-0.2	6.8	9.4	11.8	4.9	-0.3	-8.4	-15.5
Humidity (%)		70	67	64	69	65	78	78	75	78	73	64	66
Precipitation (mm)		86	29	28	49	163	37	70	62	195	62	61	55

(Data: 2007 year)

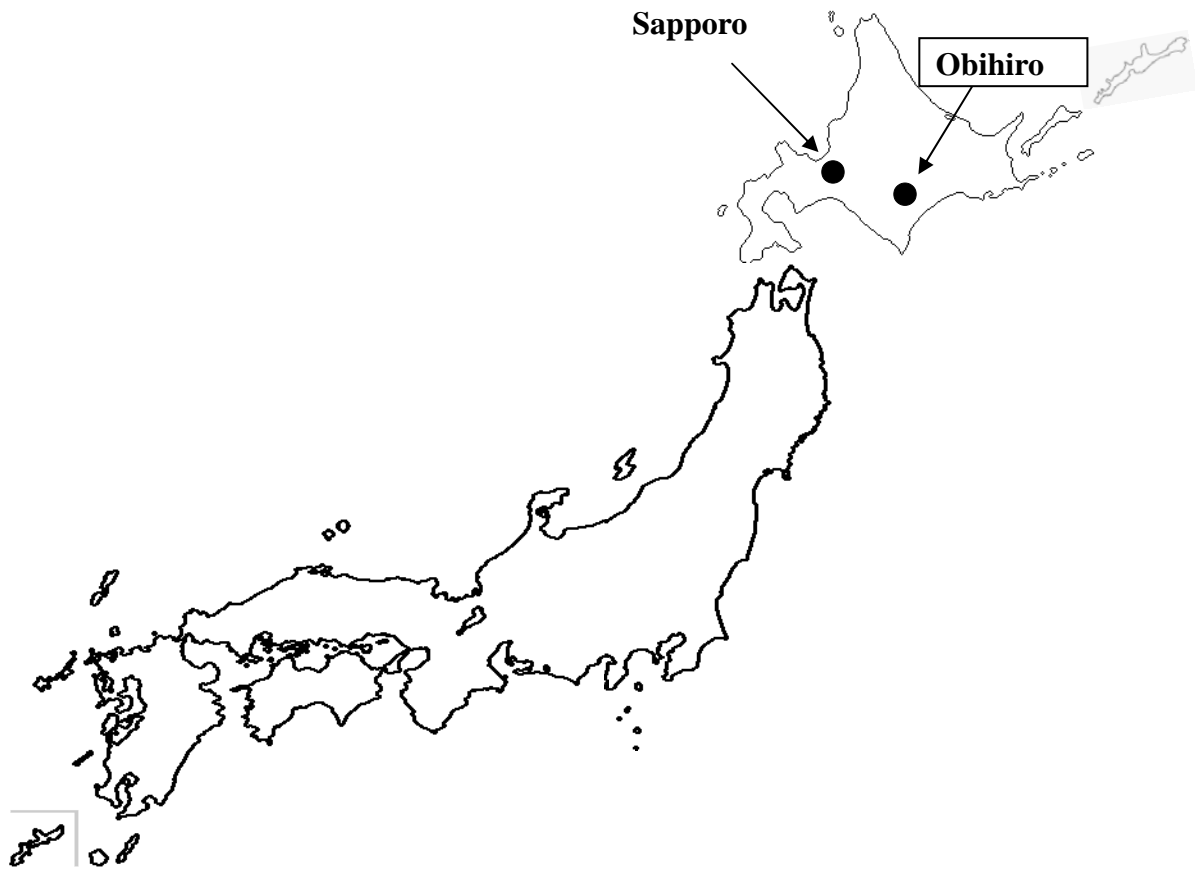
6. Study Trip

As a supplemental program, there is a study trip during your stay.

Destination: Sapporo

Duration: About 3 days

Visit: Hokkaido University, Fujitsu Sapporo System laboratory, Central Agricultural Experiment Station



VI. ANNEX:

Attachment-1

Inception Report

With the Application Form, applicants should submit an Inception Report on their current job.

This Report will be used for the screening of successful applicants as well as for the selection of the most suitable training subject for the participants. Applicants who do not attach their Inception Reports and Questionnaire to the Application Form will not be duly considered.

a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to instructors and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

- (1) Basic information of their countries about agricultural information processing and transmitting
- (2) Name of training program
- (3) Name of applicant
- (4) Name of organization
- (5) Organization chart (starting from the section at the lower level) in their countries, which is responsible for their positions
- (6) An introduction of work they have been in charge of for the last one year
- (7) Problems in the view of agricultural information processing and transmitting field in which they or their region are now engaged
- (8) Relationship with your database (see *VI. ANNEX: Attachment-3*) and those problems
- (9) Subject in which they are particularly interested in this program and the reasons

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 8-10 minutes.
- (2) It is advisable to bring pictures or other visual aids for the presentation.

Questionnaire**Preliminary survey on the PCs currently used in your workplace.**

Please answer the following items.

No.	Item
1.	Please select from the following options for the OS and the application software currently used.
1)	Select the OS used for the PCs from the following options. If it is not listed, fill in the name of the OS.
	Win 95 Win 98 Win ME Win XP Win 2000 Win VISTA Other _____
2)	Select the version of each application software
	◆ MS Excel
	95 98 2000 2002 2003 2007
	◆ MS Access
	95 98 2000 2002 2003 2007
	◆ MS PowerPoint
	95 98 2000 2002 2003 2007
	◆Homepage Address (If you have a Homepage of your organization)

Preliminary survey on the skills acquired for MS Excel and PowerPoint

Please answer Yes or No for the items below regarding your ability to perform the action.

No.	Item	Yes	No
1.	MS Excel		
	◆ Regarding data incorporation		
1)	Can import text data files (.txt, .csv) into MS Excel		
2)	Can import Access data files (.mdb) into MS Excel		
3)	Can understand and change cell format settings at the time of and after importing data		
	◆ Regarding tabulation		
1)	Can create a spreadsheet containing sums, averages, maximums and minimums		
2)	Can create a spreadsheet in which cells contain mathematical formulas		
3)	Can make use of conditional formatting		
4)	Can create a spreadsheet containing pivot tables		
	◆ Regarding drawing charts		
1)	Can create a statistical chart using area charts		
2)	Can create a chart with 2 y-axes (which displays items different in units on the right and left y-axes).		
	For example, as the first y-axis (left) shows ambient temperature and the second y-axis (right) rainfall amount, a broken line and a bar can be drawn in the same		

		chart, respectively.		
	3)	Can create a scatter chart and a trendline		
	4)	Can set the backgrounds of a chart and colors of its axes		
		◆ Regarding functions		
	1)	Can aggregate data using trigonometric functions (SIN(), COS(), TSN(), ACOS(), ATAN())		
	2)	Can aggregate data using logarithm functions (LOG(), LN(), EXP(), POWER(), PI())		
	3)	Can aggregate data using IF() functions		
	4)	Can tabulate data using the VLOOKUP() and HLOOKUP() functions		
	5)	Can create a statistical computation table using the STDEV() function		
	6)	Can analyze multiple regression using analysis tools		
		◆ Regarding VBA coding		
	1)	Can automate MS Excel operations by recording macros		
	2)	Can automate MS Excel operations by editing multiple VBA macros		
	3)	Can create user-defined functions		
	4)	Can automate MS Excel operations through VBA coding		
2.		MS PowerPoint		
	1)	Can capture screenshots and paste them		
	2)	Can make use of design templates		
	3)	Can have links to Access and MS Excel (hyperlinking)		
	4)	Can change color schemes and set/modify backgrounds		
	5)	Can configure animations		

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

Name of Applicant	Date	Signature of Applicant
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Individual Task

The following data are required to be prepared as **electronic data** and send by e-mail to (jicaobic@jica.go.jp) by **December 1**. And also required to print on paper and attach with application form. Those data should be related with the problem mentioned in Inception Report.

With regard to data, please provide the information below. (See the examples provided.)

(a) Theme (b) Details (c) Data to be used (to be brought)

If you have some question, please send a mail to above e-mail address.

(Assignment Example No. 1)

(a) Theme

Farm Household Income Analysis System

(b) Details

Develop software that simulates crop yields and farm household incomes based on variables such as Crop name, planted area and region.

(c) Data to be used

The data below are used in relation to 15 regions and 5 crops over the past decade.

1) Region name 2) Farm household population 3) Crop name 4) Planted area 5) Yield

(Assignment Example No. 2)

(a) Theme

Optimum Fertilization Design Proposal System

(b) Details

Find the optimum level of fertilization to maximize farm household income based on meteorological and soil conditions as well as data on the actual amounts of fertilizer to be applied. Also develop software that calculates the optimum amount of fertilizer by identifying components that are lacking based on the results of soil analysis.

(c) Data to be used

The data below are used in relation to 35 farm households over the past decade.

1) Meteorological data (temperature and precipitation) 2) Soil classification 3) Crop name 4) Planted area 5) Yield 6) Sales price 7) Amount of fertilizer 8) Fertilizer purchase prices

(Assignment Example No. 3)

(a) Theme

Appropriate Crop Placement Analysis System

(b) Details

Develop software that identifies crops expected to maximize profits based on meteorological and soil conditions.

(c) Data to be used

The data below are used in relation to 25 regions and 8 crops over the past decade.

1) Region name 2) Meteorological data (temperature and precipitation) 3) Soil classification 4) Crop name 5) Planted area 6) Yield

(Assignment Example No. 4)

(a) Theme

Irrigation Project Effectiveness Analysis System

(b) Details

Develop software that analyzes the effects of irrigation by comparing crop-growing areas and yields between districts where irrigation projects have been executed and those where they have not. The software must also automatically compute the number of years necessary to recoup the costs of irrigation projects.

(c) Data to be used

The data below are used in relation to 15 regions and 3 crops over the past decade.

- 1) Region name
- 2) Area of irrigation project
- 3) Project cost
- 4) Crop name
- 5) Planted area
- 6) Yield
- 7) Meteorological data (temperature and precipitation)

(Assignment Example No. 5)

(a) Theme

Meteorological Information Supply System

(b) Details

Develop software with which to build a meteorological database from data collected at multiple meteorological observation points and provide meteorological information such as daily, monthly and annual reports.

(c) Data to be used

The data below are used in relation to five locations over the past five years.

- 1) Name of observation point
- 2) Meteorological data (temperature, precipitation and hours of sunshine)

(Assignment Example No. 6)

(a) Theme

Production Scheduling System

(b) Details

Develop software that simulates cropping schedules in which cropping dates are staggered by region to ensure stable production throughout the year.

(c) Data to be used

The data below are used in relation to 20 regions over the past 8 years.

- 1) Region name
- 2) Cropping date
- 3) Harvesting date
- 4) Planted area
- 5) Yield
- 6) Meteorological data (temperature, precipitation and hours of sunshine)NOTE

Applicants should obtain and submit certification of your organization's supervisor with the individual task mentioned above.

【Example】 I, (name of the supervisor) certify that the individual task mentioned above is examined by (name of organization).

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, the Training and Dialogue 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 and 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 Obihiro International Center (JICA Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/english/

E-mail: jicaobic@jica.go.jp

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)
	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: