

TRAINING CIRCULAR

Subject : A Colloquium on Urban Public Transport to be held in Japan from 25/01/2009 to 28/02/2009 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Colloquium on Urban Public Transport. The duration of the programme is from December 2008 to March 2009, the core phase from 25/01/2009 to 28/02/2009 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 is designed for Central/Local Governments in a city with a population of 500,000 or more, responsible for the formulation of urban public transport policies. Its objective is formulation of proposals to improve the strategies/administrative management of urban public transport against issues/problems in their respective organizations.

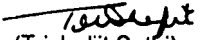
3. The candidate should have a university degree or equivalent with more than five years of professional experiences in urban transport planning and management in principle; be administrative officers in charge of planning and implementing urban transport policies in a competent ministry or in a local autonomy with a population of 500,000 or more (Engineers and researchers are excluded); be expected to find a position of responsibility in an above mentioned organization after returning home and ultimately become one of the executives, who decides policy in the field of urban public transport; be in principle forty five years of age or under; have a high level of English language ability in speaking and writing; be in good health, both physically and mentally to undergo the training and not be serving in the military.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 12th November 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 along with the country report.

7. The applications should reach this Department through proper channel not later than 1st December 2008. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

Copy to :-

1. Ministry of Road Transport and Highways, Transport Bhavan, New Delhi.
2. Ministry of Railway, Rail Bhavan, New Delhi.
3. Ministry of Urban Development, Nirman Bhavan, New 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



No. 77/GT-CP/2008

12th November, 2008

Dear Mr. R.K. Kharb,

A Colloquium on Urban Public Transport (Group Training Course) will be held in Japan from 25th January, 2009 to 28th 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 **5th December, 2008**.

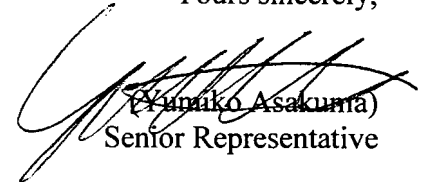
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

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

It is further informed that 12 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakura)
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

Colloquium on Urban Public Transport

都市公共交通コロキウム

JFY 2008

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

NO. J08-00951 / ID. 0880783

From December 2008 to March 2009

Core Phases in Japan: From January 25, 2009 to February 28, 2009

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Due to the population inflow to urban areas, introduction of public transport system has been studied or implemented in developing countries. On the other hand, utilization of automobiles has still been increasing and environmental problems have been growing steadily worse. The reason behind this situation is that systems or policies such as service provision by private sector, regulation policy concerning environmental impacts, intra-city comprehensive transportation policy in collaboration with diversified transportation modes, traffic education and traffic control system are not well-established. In recent years, there are some specific cases of practice, such as new introduction of orbit-type system and ITS, however, it is now necessary not only to construct infrastructure but to improve provision system of more efficient and effective public transport services.

In major cities of Japan, many urban public transport systems are being run on a self-paying basis, which is rare in the world and good precedents as well. Therefore, this training program will be implemented with the purpose to provide participants with opportunities to learn specific knowledge concerning urban public transport such as railway and bus transportation and contribute to the introduction of urban public transport and the solution of the urban transportation problems by administrative management in their respective countries.

For what?

This program aims to formulate proposals for improving the strategies/administrative management of urban public transport against issues/problems currently tackling in their respective organizations.

For whom?

This program is offered to central/local government officials in a city with a population of 500,000 or more, responsible for the policy making or administrative management of urban public transport.

How?

This program “Colloquium on Urban Public Transport” addresses institutional capacity strengthening for participating organizations to develop the appropriate strategies/counter measures against issues/problems currently tackling in their respective organizations, through three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. All activities are expected to take place in close consultation and discussions between the participants and their governments/organizations.

Especially in the core phase, this program will provide an overview of urban public transport policies and practices, systems and urban public transport modes in Japan. Besides, the participants have opportunities to discuss and make their respective proposals through exchange of views and experiences with Japanese experts in “Colloquium Sessions”. The program

combines thematic lectures, site visits and discussions for report writing.

NOTE: The urban public transport modes handled mainly in this training program are railway (rapid rail transit), bus, subway, and light rail transit (LRT). Besides, the program does not cover urban road planning and development.

II. Description

1. Title (J-No.): Colloquium on Urban Public Transport (J08-00951)

2. Period of program

Duration of whole program:	December 2008 to March 2009
Preliminary Phase: (in a participant's home country)	December 2008 to January 2009
Core Phase in Japan:	January 25, 2009 to February 28, 2009
Finalization Phase: (in a participant's home country)	February 2009 to March 2009

3. Target Countries:

Philippines, Mongolia, Bangladesh, India, Panama, Brazil, Chile, Guyana, Iran, Turkey, Egypt, Tanzania

4. Eligible / Target Organization

This program designed for central/local governments in a city with a population of 500,000 or more, responsible for the formulation of urban public transport policies.

5. Total Number of Participants:

14

6. Language to be used in this program:

English

7. Overall Goal

Improved policies of urban public transport will be formulated and proposed to related organizations.

8. Program Objective

Proposals for improving the strategies/administrative management of urban public transport are formulated against issues/problems currently tacking in their respective organizations.

9. Expected Output

To achieve the above Program Objective, expected outputs are as follows:

Preliminary Phase

- 1) To identify issues/problems preliminarily in a department responsible for the urban public transport policies,

Core Phase in Japan

- 2) To be able to explain the outline of urban transport policy, planning and its system, and role of related organizations in Japan,
- 3) To identify main issues regarding urban public transport under the current regulations/systems, and make proposals for improving the strategies/administrative management in their respective organizations, and

Finalization Phase

- 4) To examine and review the proposals in their respective organizations and discuss towards the realization and implementation.

10. Contents

This program consists of the following components. Especially, selected participants are required to formulate individual Reports* in three different phases.

The program provides a strategic overview of urban public transport policy, institution and practice, in light of urban growth and development in Japan, and an opportunity to discuss particular issues in colloquium sessions. The program thus combines topical lectures and site visits, with opportunity for participant discussion. Especially, selected participants are required to formulate individual Reports* in three different phases.

* For more details, please see section V.

Preliminary Phase in a participant's home country	
December 2008 to January 2009	
<i>Selected participants make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Inception Report	Formulation of Inception Report

Core Phase in Japan	
January 25, 2009 to February 28, 2009	
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>	
Modules	Subject
(1) Colloquium Sessions for newly plan making <ul style="list-style-type: none"> - Inception Report Presentation - Interim Report Preparation and Presentation 	<ul style="list-style-type: none"> - Share discuss urban public transport issues - Exchange of views and experience urban public transport issues with Japanese experts - Propose for improving strategy/administrative management of urban public transport by respective participants

(2) Overview of Urban Public Transport Policy in Japan	<ul style="list-style-type: none"> - Urban transport planning - Development of urban transport facilities - Outline of railway policy - Outline of road transport policy - Traffic control in cities - Anti-global warming measures for transport sector
(3) Various transportation systems in Tokyo metropolitan area	<ul style="list-style-type: none"> - Urban railway master plan in Tokyo - Railway services and its characteristics - Bus system - Light Rail Transit (LRT) - New transit system in Japan - Project management of commuter line
(4) Transportation Policy and its Characteristics (Site Observation)	<ul style="list-style-type: none"> - Comprehension of urban public transport and their characteristics in several cities - Outline of transport condition in Chubu district and Hiroshima city - Subway and bus system in Nagoya city of Chubu - Astram Line (New Transit System) and Tramcar in Hiroshima

NOTE: The above contents are subject to minor changes, if necessary

Finalization Phase in a participant's home country	
February 2009 to March 2009	
<p><i>Participants make a presentation of their Interim Reports to their organizations. Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability. This phase marks the end of the Program.</i></p>	
Modules	Activities
Final Report	Formulation and submission of Final Report

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and

effectively facilitate them toward solutions for the issues and problems.

- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

2. Nominee Qualifications

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) have university degree or equivalent, with more than five (5) years of professional experiences in urban transport planning and management in principle,
- (2) be administrative officers in charge of planning and implementing urban transport polices in a competent ministry or in a local autonomy with a population of 500,000 or more (Engineers and researchers are excluded),
- (3) be expected to find a position of responsibility in an above-mentioned organization after returning home and ultimately become one of the executives, who decides policy in the field of urban public transport,
- (4) be in principle forty (45) years of age or under,
- (5) have a high level of English language ability in speaking and writing,
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.)
- (6) be both physically and mentally fit for the program; pregnancy is regarded as a disqualifying condition because the course program includes many field trips, and
- (7) not be serving in the military.

3. Required Documents for Application

(1) Application Form

(2) Questionnaire (Annex 1)

Each nominee is required to prepare a Questionnaire in accordance with the format indicated in the Annex. The Questionnaire, which will be used for screening the nominees, should be submitted with the Application Form.

(3) Nominee's English Score Sheet

If nominees 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 Tokyo International Center in JAPAN, which organizes this program: December 5, 2008

Note: Please confirm the closing date set by the respective countries' JICA offices or

Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International 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 countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than December 12, 2008.**

5. Document to be submitted by selected participants:

Inception Report (Annex 2) -- to be submitted by January 16, 2009

Before coming to Japan, only selected participants are required to prepare Inception Report. The Report should be sent to JICA or the Japan International Cooperation Center (JICE) by January 16, 2009, preferably by e-mail to fujisawa.narihito@jice.org.

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
- (7) to participate the whole program including a preparatory phase prior to the program in Japan.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

2. Implementing Partner:

Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

TEL: 81-3-5253-8111 FAX: 81-3-5253-1591

(where “81” is the country code for Japan, and “3” is the local area code)

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 Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL:

<http://www.jica.go.jp/english/contact/pdf/tic.pdf>

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

(5) 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 countries’ JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Matters

1. Formulation of the Reports

Participants are required to formulate specific proposals in order to solve issues/problems regarding urban public transport tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

(1) The first step: Inception Report

Inception Reports should state overview of urban transportation and the current issues/problems which participants and their organizations are now facing in their countries.

Selected participants are required to prepare Inception Report (detailed information is provided in the ANNEX 2 "Inception Report Form"). The Inception Report should be sent to JICA or the Japan International Cooperation Center (JICE) by January 16, 2009, preferably by e-mail to fujisawa.narihito@jice.org.

Contents of Inception Report are as follows:

- a. About your organization, responsibilities
- b. Overview of urban public transport policy and its system/method including statistical data of urban area and existing transport (master) plan maps/drawings
- c. Problem/Issues to be addressed

At the beginning of this program in Japan, participants should present their Inception Reports within about 15 minutes. Participants are requested to prepare visual material such as MS Power Point or OHP for the presentation and bring it to Japan.

(2) The second step: Interim Report

Interim Report should be formulated at the end of Core Phase in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Interim Report includes specific and feasible proposals for improving the strategies/administrative management of urban public transport.

The Report is prepared through the training programs. Some consultation for drafting the report will be offered by Japanese advisors at the middle of the program in Japan.

(3) The third step: Final Report

After returning to home countries, participants are requested to present their proposals shown in the Interim Reports to their respective organizations and to get their assessment/review of the proposals.

The Final Report is made by adding the supplemental information on viability of proposal, which is reflected the result of this assessment/review by the organization, into the original proposal mentioned in the Interim Report.

The supplemental information is as follows:

- a. The result of assessment/review of participant's proposal by his/her organization
 - The way of participant's presentation (to whom, how and when)
 - Persons who assess or review the proposal
 - Opinions/comments
- b. The next step to realize the proposal in line with the organization's opinions

The participants' organizations are requested to submit the Final Report by the end of March 2009.

2. Country Data/Information, Map and Personal Computer

Since the participants will be required to make individual Reports and presentations during the program in Tokyo, it is requested that participants bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any

Please note that personal computers are available for the use of participants at JICA Tokyo, but the number is limited. It is advised that participants bring own computers from home countries.

VI. Annexes

1. Questionnaire
2. Inception Report Form

Questionnaire
Colloquium on Urban Public Transport (JFY 2008)

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach completed questionnaire as a preparatory report on the following information to the Application Form.

The completed Questionnaire will be used for screening the nominees.

Contents of Questionnaire:

1. Detailed professional carrier
 - 1) Urban Transport Policy () years
 - 2) Transportation Planning () years
 - 3) Transport Service(s) or Management(s)
 - a. Railway () years
 - b. Subway () years
 - c. Bus () years
 - d. Traffic Control () years
2. Urban public transport problems to be solved in your country/city
3. Brief description of policy and/or program (project) you are responsible for (e.g. goals and objective, main activities and outputs, work plan)
4. Improvement needs of policies related to urban public transport
5. How you and your organization are addressing the issues mentioned above

(Note)

- ✓ The answer should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 5 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).
- ✓ The above contents need to be discussed from the viewpoint of nominee’s and applying organization’s responsibilities.
- ✓ Please be specific as much as possible.

Inception Report

Colloquium on Urban Public Transport (JFY 2008)

Participants are required to prepare and submit the Inception Report, providing the information on subjects mentioned below, by January 16, 2009, preferably by e-mail to fujisawa.narihito@jice.org. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban public transport that you face in the work you are in charge of. This will be your objectives of the participation in this program and should lead to the Interim Report which proposes the solution of the issues.
- 2) All participants can share your issues and backgrounds each other through the presentation.

You are also requested to make a 15-minute presentation with visual material (e.g. MS Power Point) in the beginning of the Program.

Contents of Inception Report:

1. Your Name / Organization / Country
2. About your organization
 - (1) Roles and responsibilities of the organization
 - (2) Organization chart
 - (3) Your responsibilities
 - 1) Your post
 - 2) Outline of the job you are in charge of
3. Overview of urban public transport in your country/in the city you work for
 - (1) Introduction of characteristics of your country and city
 - (2) Network of urban transportation and its type (i.e. length of main road network, bus network, urban highway network and urban railway)
 - (3) Traffic volume and composition for each mode of transport for passenger and freight, number of motor vehicles
 - (4) Basic fares (minimum fares) of each public transportation mode in U.S. Dollars (e.g. bus, taxi, railway, subway)
 - (5) Transportation organizations (e.g. bus operation company)
4. Urban transport plans and measures
 - (1) Outline of the urban transportation master plan (e.g. forecast of future traffic growth and volume, road network plans, public transportation plans, TDM measures, etc.)
 - (2) Urban transportation projects funded by national agencies, international agencies and private sector
 - (3) Existing policy and on-going/planned program (projects) to alleviate the congestion
5. Problem/Issues to be addressed
 - (1) The issues and problems regarding urban public transport including issues you are currently tackling
 - (2) The causes and backgrounds of the issues and problems
 - (3) Your idea as measures against above-mentioned issues and problems

Format:

- (1) The Report

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 10 pages.
- (2) MS Power Point presentation

The presentation should focus on "Section 5. Problem/Issues to be addressed". You need to avoid the presentation on just the mere introduction of your country.

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:

Tokyo International Center,
Japan International Cooperation Agency
(JICA TOKYO)

Address : 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL : 81-3-3485-7051 FAX : 81-3-3485-7904

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)

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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)**

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

(_____)

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: