

No.34/75/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G.& Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 23<sup>rd</sup> September 2009

**TRAINING CIRCULAR**

Subject : A Seminar on Aviation Security to be held in Japan from 12/01/2010 to 13/02/2010.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Seminar on Aviation Security to be held in Japan from 12/01/2010 to 13/02/2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program is designed for the administrative officers in charge of the aviation security and management of airport. The course aims to provide international basic knowledge of ICAO related aviation security measures and regulations.

3. The candidate should be university graduates or the equivalent with an academic background in civil aviation; have more than 5 years of occupational experience in the field of aviation security; be proficient at written and spoken English; be above 30 years and under 45 years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 17<sup>th</sup> September 2009. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel **not later than 6<sup>th</sup> November 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhavan, 'B' Block, Safdarjung Airport, New Delhi.

2. All State Governments/ Union Territories.

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

2-3. 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 85/GT-CP/2009

17<sup>th</sup> September, 2009

Dear Mr. R.K. Kharb

A Seminar on Aviation Security will be held in Japan from 12<sup>th</sup> January, 2010 to 13<sup>th</sup> February, 2010, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **12<sup>th</sup> November, 2009**:-

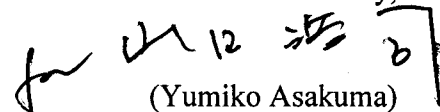
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

It is further informed that 14 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
(Yumiko Asakuma)  
Senior Representative

Encl: As stated above.

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi

DVA No. 75-410/2009  
C-759/EO(F)109  
22/9/09

22/9  
1085



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
SEMINAR ON  
AVIATION SECURITY**

**集団研修「航空保安セミナー」**

***JFY 2009***

**<Type: International Dialogue Programs / 類型:国際対話型>**

**NO. J09-00873**

**From January 12 to February 13, 2010**

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

# ***I. Concept***

## **Background**

International community has continued efforts on safeguarding civil aviation against acts of unlawful interference. However, the hijacking of a civil airplane by the terrorist, hostage and homicide related to hijacking incidents have happened frequently for these several years. In international conferences such as ICAO, international community has made resolutions to cooperate and to intensify the preventive measures against acts of unlawful interference to the civil aviation. Although Strengthening security system is the most important to prevent the acts of unlawful interference to the civil aviation, many developing countries do not have enough knowledge and experience to introduce and implement aviation security measures. Considering such present situations, promotion of the international cooperation to strengthen training for aviation security is strongly requested in ICAO resolutions in July 1985, which decided the reinforcement of preventive measures against the acts of unlawful interference to the civil aviation.

Responding to such international situations, Japan has held "Airport Management Security Seminar" as a part of the technical cooperation, since 1986 for the person in charge of the aviation security measures in the developing country to improve knowledge and experience. And, taking into consideration the current state that it is the urgent issue for the world to safeguard civil aviation against the acts of unlawful interference, the seminar had put emphasis on aviation security measures and its name also had been changed to the current name, "Aviation Security Seminar" in 1998.

## **For what?**

This program aims to provide international basic knowledge of ICAO related aviation security measures and regulations.

## **For whom?**

This program is offered to person in charge of security measures in their countries.

## **How?**

Participants shall have opportunities to acquire practical knowledge of regulations and system concerning aviation security measures. And visit to the concerned facilities and observe the aviation security equipment. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## ***II. Description***

**1. Title (J-No.0900873):** Seminar on Aviation Security

**2. Period of program**

**Duration of whole program:** January 12 to February 13, 2010

**3. Target Regions or Countries:**

Bosnia-Herzegovina, Brazil, Indonesia, Columbia, Democratic Republic of the Congo, India, Mongolia, Myanmar, Papua New Guinea, Philippines and Uzbekistan

**4. Eligible / Target Organization**

This program is designed mainly for the administrative officers in charge of the aviation security and management of airport

**5. Total Number of Participants :** 14 participants (including Mongolia)

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

**7. Program Objective:**

At the end of the program, the participants are expected to achieve the following;

- (1) to acquire the basic and latest knowledge of internationally standardized aviation security measures and regulations such as ICAO annex 17,
- (2) to understand public administration system on aviation in Japan, especially, related aviation security measures and regulations,
- (3) to deepen basic knowledge of equipments and facilities for aviation security in Japanese airports and put it to practical use in order to comply with each country,
- (4) and to consider the role of aviation security measures.

**8. Overall Goal:**

To be familiar with aviation security system and to develop or review respective country's aviation security system

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

This program consists of the following components. Details on each component are given as next page:

### Contents of the course

Expected Module Output	Subjects/Agendas	Methodology
1. To deepen understanding of the importance of international aviation security by studying the Japanese systems and experiences	(1)Structure and Present situation of civil aviation in Japan and international aviation security law	Lecture
	(2)Outline of airport management	Lecture
	(3)Security system at the airport, focusing on the security in the restricted area	Lecture and Observation
	(4)Outline of preventive measures against acts of unlawful interference in Japan, including National Civil Aviation Security Program	Lecture
	(5)Outline of National Civil Aviation Security Quality Control Program	Lecture
	(6)Outline of security measure for Air Cargo	Observation
2. To acquire basic knowledge of aviation security and security control systems practiced in Japan as a reference	(1)Countermeasures in the event of Hijacking	Lecture
	(2) Basic knowledge of explosives	Lecture and Experiment
	(3) Implementation of security screening at the airport	Lecture
	(4)Preventive measures against acts of unlawful interference of international/domestic flights by airline company	Lecture
	(5)Training methods and subjects for security personnel, including screeners	Lecture
	(6)Preventive measures against acts of unlawful interference at Narita International Airport	Lecture
	(7)Current conditions of security system and security screening at Narita International Airport and other airports	Lecture and Observation
3. To deepen basic knowledge of security equipment	(1)New technologies of screening equipment and advanced screening system	Lecture and Observation
4. To identify aviation security problems in each participant's country, and seek the effective measures for them	(1)Discussion of the current problems of aviation security in the participants' countries and analysis of the effective measures for them	Presentation and Discussion
	(2)Presentation of action plan and discussion of the knowledge and techniques obtained in this course through comparing each country with Japan.	Presentation, Discussion and Interview

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

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

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section -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) be nominated by their government in accordance with the procedures mentioned in -4 below,
- (2) be university graduates or the equivalents with an academic background in civil aviation,
- (3) have more than five (5) years of occupational experience in the field of aviation security,
- (4) have a sufficient command of spoken and written English,
- (5) be above thirty (30) years of age and under forty (45) years of age,
- (6) not be serving in the military, and
- (7) be in good health, both physically and mentally, to undergo the seminar.  
Pregnancy is regarded as a disqualifying condition for participation in the seminar.

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

#### **(1) Application Form :**

The Application Form is available at the respective country's JICA office or the Embassy of Japan.

#### **(2) Country Report:**

Applicant is to submit the country report together with the Application Form. The country report is used for screening applicants, as training materials, and as a basis for group discussions. The format of the country report is in ANNEX.

### **4. Procedure for Application and Selection :**

#### **(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: **November 12, 2009**

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

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

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

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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than December 11, 2009.**

### **5. Conditions for Attendance:**

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

**(1) Name:** Yokohama International Center (JICA Yokohama)

**(2) Contact:**

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: 81-45-663-3251

Fax: 81-45-663-3265

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

**(1)Name:**

-Aviation Safety and Security Promotion Division, Administration  
Department, Civil Aviation Bureau, Ministry of Land, Infrastructure,  
Transport and Tourism (MLIT)

-Airport Security Business Center (ASBC)

**(2)Contact:**

-MLIT

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

Tel: 81-3-5253-8111

-ASBC

Address: 1-6-5, Haneda-airport, Ohta-ku, Tokyo 144-0041, Japan

Tel: 81-3-3747-0511

**(3) Remark**

ASBC is a foundation which is designated in Japan's National Civil Aviation Security Programme as "Concerned Institution" for providing education and training for Aviation Security Personnel.

### **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:

Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

If there is no vacancy at JICA Yokohama, JICA will arrange alternative

**Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
  - (2) Expenses for study tours (basically in the form of train tickets.
  - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
  - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

**5. Pre-departure Orientation:**

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

## ***V. Other Information***

Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

# VI. ANNEX:

## ANNEX 1

### Questionnaire

Name of Applicant:

Country:

1. What is your specialty in your security field? Please tick off with ( ✓ )

- |  |   |   |
|--|---|---|
| 1) Administration(Regulator)             | ( | ) |
| 2) Management(Operator)                  | ( | ) |
| 3) Training (Planning, Instructor, etc.) | ( | ) |
| 4) Operation                             | ( | ) |

2. How long have you been engaged in the security field of civil aviation?

Year(s) \_\_\_\_\_ month(s) \_\_\_\_\_

3. What is your present position? Please tick off with ( ✓ )

- |                |   |   |
|----------------|---|---|
| 1) Manager     | ( | ) |
| 2) Supervisor  | ( | ) |
| 3) Inspector   | ( | ) |
| 4) Others( * ) | ( | ) |

\* please write your present position

## ANNEX 2

### *Country Report*

Name of Applicant:

Country:

Name of Organization:

Please provide the information on the following subjects on a separate sheet(s) in accordance with the prescriptions described in . *Conditions and Procedures for Applications and Problem about Aviation Security Measures in Your Country.*

- 1) Brief summary of the condition of the airport. Please describe this topic shortly.
  - a) Outline of the airport in which you are currently engaged, including the name of the airport, location, facilities, management conditions, as well as the number of annual landings, passengers and the volume of cargo handling for the past 5 years.
  - b) Outline of the individual domestic and international airports in your country, including names of the airports, location, and the number of annual landings, passengers and the volume of cargo handling.
- 2) Current situation of aviation security in your country. Please specify the following items and express your opinions to improve what you think to be deficiencies.

(Main topic of this report)

  - Civil aviation security organizations, their systems and program such as National Civil Aviation Security Program, Training Program, Quality Control Program and other legislation for aviation security
  - Methods and system of the security screening for passengers, checked baggage and cargo
  - Measures related to the access control into the restricted area in the airport.
  - Other subjects related to the civil aviation security
- 3) Organization chart: please attach an organization chart to which you belong
- 4) Major problems about Aviation Security Measures in your country and your ideas on the solution for the problems.

<Country Report Presentation>

Each participant is requested to make a presentation of his/her country report respectively in twenty minutes during the country report presentation session.

<Action Plan Presentation>

In the end of this course, each participant is requested to give a presentation of his/her action plan and have a discussion with other participants.

## ***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 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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3253 FAX: 81-45-663-3265**



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

**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**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

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

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

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

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
	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: