

**TRAINING CIRCULAR**

Subject: An Area Focused Training Course in Promotion of Non-Formal Education for Asia to be held in Thailand from 10/02/2009 to 17/02/2009 and in Japan from 19/02/2009 to 15/03/2009.

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 an Area Focused Training Course in Promotion of Non-Formal Education for Asia to be held in Thailand from 10/02/2009 to 17/02/2009 and in Japan from 19/02/2009 to 15/03/2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.mca.in](http://persmin.mca.in)).

2. The Program is designed for Organizations and Universities/ Research Institutions in charge of Non-Formal Education (NFE). Its overall goal is to enhance the management capacity for promoting NFE with a view to contributing to Education for all (EFA).

3. The candidate should have been working in the field of NFE having practical job experience of minimum three years and particularly those who have been involved in such tasks as Policy making/ Program Planning and Design/ Project Management/Curriculum and other Resource Development/ Training of Personnel/ University and related Institution Research and Development; be a University/College graduate or have equivalent academic background; have sufficient command of English; be under 45 years of age; be in good health both physically and mentally to undergo the training and not be serving in the military; Qualified women are particularly encouraged to participate.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA, Thailand and Japan; travel insurance from arrival to departure in Thailand and 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 20th 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 proforma (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 31st 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](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

Copy to :-

1. Department of Secondary and Higher Education, Shastri Bhavan, New Delhi.
2. All State Governments/ Union Territories.

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

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. 78/AF-CP/2008

20<sup>th</sup> November, 2008

Dear Ms. Arun Prabha,

An Area Focused Training Course in Promotion of Non-Formal Education for Asia will be held in Japan from 10<sup>th</sup> February, 2009 to 15<sup>th</sup> March, 2009 (From 10<sup>th</sup> February to 17<sup>th</sup> February, 2009 in Thailand and from 19<sup>th</sup> February to 15<sup>th</sup> March, 2009 in Japan) under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 **10<sup>th</sup> December, 2008**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Country Report
- (3) The desired Issue Analysis Sheet

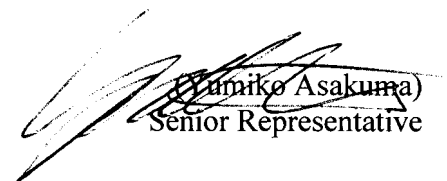
Further details are available in the General Information Booklet. It may be noted that the completed Country Report, and Issue Analysis Sheet are essential for screening of applications.

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,

*For Dept  
sd (Trg.)*

  
Tamiko Asakuma  
Senior Representative

Encl: As stated above.

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

Copy to:-

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

*1346/Amu/ETAG/08  
25/11*



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### Region Focused Training and Dialogue PROMOTION OF NON-FORMAL EDUCATION FOR ASIA

(地域別研修「アジア地域 ノンフォーマル教育拡充」)

**JFY 2008**

<Type: Solution Creation /課題解決促進型>

NO. J08-04080, Program No:0884237

Phase in Thailand: From February 10 to February 17, 2009

Phase in Japan : From February 19 to March 15, 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**

Through the global Education for All (EFA) Jomtien (1990) and Dakar (2000) Commitments, as well as under the United Nations Literacy Decade (UNLD) (2003-2012), many countries around the world have made substantial progress in education. However, there are an estimated 774 million illiterate people in the world today, and over 72 million children are still being denied access to education (EFA Global Monitoring Report 2008).

To tackle the enormous challenges of EFA, non-formal education (NFE) should also play an important role in coordination with formal schooling. JICA has been steadily expanding and strengthening its cooperation in the field of basic education. Although it is only in the last couple of years that JICA has started to initiate NFE projects, the agency in fact had been integrating NFE into its various cooperative projects and programs of other development sectors for promoting “human centered development”. To build upon past experiences and reaffirm its commitments, JICA has recently developed strategies for cooperation in the field of NFE.

In view of this background, the United Nations Educational, Scientific and Cultural Organization (UNESCO) Bangkok and JICA jointly hold an international symposium on the promotion of lifelong learning and Education for All through non-formal education on 13-14 October, 2004. Following the symposium, JICA decided to start this training course.

## **For what?**

This program aims to enhance the capacity of designing a national strategic plan for NFE promotion through sharing and learning NFE experiences among participants and being exposed to Thai and Japanese experiences in life-long learning and community development.

## **For whom?**

This program is offered to NFE personnel to enhance the capacity of designing a national strategic plan for NFE promotion through sharing and learning NFE experiences among participants and being exposed to Thai and Japanese experiences in life-long learning and community development

## **How?**

This program is implemented by the Asia-Pacific Programme of Education for All (APPEAL), Asia and Pacific Regional Bureau for Education, UNESCO (Bangkok) and the Center for the Study of International Cooperation in Education (CICE), Hiroshima University in Japan, known as the leading research institution for international cooperation in the field of educational development.

## **II. Description**

**1. Title (J-No.):**

**“Promotion of Non-formal Education for Asia” (J08-04080)**

**2. Period of program**

<b>Duration of whole program:</b>	<b>February 9 to March 15, 2009</b>
<b>Duration of the program in Thailand:</b>	<b>February 10 to February 17, 2009</b>
<b>Duration of the program in Japan:</b>	<b>February 19 to March 15, 2009</b>

**3. Target Regions or Countries:**

Bangladesh, Cambodia, India, Indonesia, Laos, Nepal, Pakistan, Philippines, Thailand and Vietnam (10 countries in Asia)

**4. Overall Goal:**

To enhance the management capacity for promoting NFE with a view to contributing to EFA.

**5. Program Objective:**

This program aims to enhance the capacity of designing and sharing action plans for promoting NFE with a view to contributing EFA.

**6 . Eligible / Target Organization :**

This program is designed for organizations and universities/research institutions in charge of NFE.

**7 . Total Number of Participants :**

12 participants (one or two participant(s) from each target country)

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

**9. Contents:**

In this program, participants are expected to achieve the following five outputs;

- (1) To review and share the current NFE policies and practices in his/her own country through presentation and discussion of country reports, referring to EFA Mid-decade Assessment and other documents;
- (2) To enhance the understanding of NFE in Thailand including the Community Learning Center (CLC), related policy and legislation and support mechanism;;
- (3) To enhance the understanding of educational development in Japan including life-long learning experiences including Kominkan;
- (4) To critically analyze and draw lessons from Thai and Japanese experiences of NFE for community development, and
- (5) On the basis of the above all four outputs, to prepare a draft country action plan for promoting NFE.

Title	Subject	Purpose and Contents	Duration (day)			
			Lecture	Discus- sion	Presen- tation	Obser- vation
Program in Thailand	Course Orientation	Participants and facilitating institutions share the schedule and the expected outcomes of the program in Thailand.	0.5			
	Overview of Educational Development	Participants learn the basic ideas of key concepts in educational development such as Education for Sustainable Development (ESD) and Lifelong Learning (LLL)	0.5			
	Issues and challenges of NFE in each country -1	Participants and facilitating institutions identify and share the issues and challenges of NFE in participating countries through group discussion and discussions. (In doing so due consideration will be given to Rights-based Approach (RBA))	1			
	Overview of NFE in Thailand	Participants enhance the understanding of the policy, organization and management of NFE in Thailand through lectures, discussions, and visits to Office of NFE, Ministry of Education	0.5	0.5		0.5
	NFE programs	Participants enhance the understanding of NFE programs including delivery mechanism, in particular CLCs, resource development, capacity building, network and linkages through lectures, discussions, and field visits to CLCs.	0.5	0.5		1.5
	Wrap-up Session	Participants discuss and share outputs of program in Thailand.		1		
<b>Sub Total</b>			<b>7 days</b>			
Program in Japan	Course Orientation	Participants and facilitating institutions share the schedule and the expected outcomes of the program in Japan as well as the procedures and actions in and after the course.	0.5			
	Issues and challenges of NFE in each country-2	Participants and facilitating institutions identify and share the issues and challenges of NFE in participating countries through report presentations and discussions.	3			
	Educational Development in Japan	Participants enhance the understanding of educational development in Japan including life-long learning experiences through lectures, discussions, and visits to educational facilities.	1			0.5
	NFE for community development	Participants enhance the understanding Japanese experiences on NFE for community development through lectures, discussions and field visits to Kominkan.		1	0	4
	Preparation for strategic plans	Each participant prepares action plan for presentation and discussion.		0.5	2	
	Wrap-up Session	Participants and facilitating institutions share the outputs of the course and discuss follow up activities.		3		
<b>Sub Total</b>			<b>15 days</b>			
<b>Total</b>			<b>22 days</b>			
Post-program	After the training in Thailand and Japan.	Participants share and discuss strategic plans with related organizations. They also report back result of the sharing and discussion follow-ups to JICA CIC in 3 months.				

\*The content is subject to partial alteration. L: Lecture O: Observation P: Practice

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

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

Participating organizations are expected to select nominees who meet the following qualifications.

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

- (1) Those nominated by their government in accordance with the proper application procedure;
- (2) Those who have been working in the field of NFE and particularly those who have been involved in such tasks as;
  - Policy making
  - Program planning and design
  - Project management
  - Curriculum and other resource development
  - Training of personnels
  - University and related institution research and development
- (3) Those who are university/college graduates or with equivalent academic backgrounds;
- (4) Those who have a sufficient command of English for understanding lectures, reading textbooks, discussions, presentations and preparing the country action plan;
- (5) Those in good health, both mentally and physically; and
- (6) Those who are not serving in the military.

## **(2) Recommendable Qualifications**

- 1) Age: principally, under forty- five (45);
- 2) Those who have practical job experiences of minimum three (3) years in the above field;
- 3) Qualified women are particularly encouraged to participate.

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

**(1) Application Form:** The Application Form is attached to this General Information.

**(2) Country Report and filled Issue Analysis Sheet for Selection:** Respective applicants are required to submit his/her own country report and Issue Analysis Sheet. These documents will be used both during selection process and the training period. The forms are attached to this General Information as ANNEX. Please fill them and submit them with the Application Form mentioned above.

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

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

Closing date for application to the JICA Center in JAPAN: **November 28, 2008**

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

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

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

### **(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 26, 2008.**



**5. Conditions for Attendance:**

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

## **IV. Administrative Arrangements**

### **1. Organizer:**

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

**(2) Contact:** Ms. Yoshiko MIURA (Miura. Yoshiko@jica.go.jp)

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

#### **(1) Name:**

**-United Nations Educational, Science and Cultural Organization (UNESCO)**  
Asia-Pacific Programme of Education for All (APPEAL),  
Asia and Pacific Regional Bureau for Education,

**-Hiroshima University**

Center for the Study of International Cooperation in Education (CICE)

#### **(2) URL:**

<http://www.unescobkk.org/>

<http://home.hiroshima-u.ac.jp/cice/cice-e.html>

### **3. Travel to Thailand and Japan:**

**(1) Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA, Thailand and Japan will be borne by JICA.

**(2) Travel Insurance:** Term of Insurance: From arrival to departure in Thailand and in Japan. \*the traveling time outside Thailand and Japan shall not be covered.

JICA HQs will be reimbursed an amount of the necessary medical treatment cause of sickness during your stay in Thailand, with the receipt and doctor certificate, when you arrive in Japan. JICA will not be held liable or responsible for accidents disability or loss of life not resulting from the participants' participation in the program.

### **4. Accommodation in Thailand and Japan:**

#### **<Thailand>**

JICA and implementing partners will arrange the following accommodations for the participants in Thailand and inform all the participants before the program starts.

#### **<Japan>**

JICA will arrange the following accommodations for the participants in Japan ;

JICA Chugoku International Center

\* A few observation trips out of Hiroshima are scheduled.

JICA Chugoku International Center (JICA CHUGOKU, CIC)

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima  
739-0046 Japan

TEL: 81-82-421-5800 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

If there is no vacancy at JICA CHUGOKU, JICA will arrange alternative accommodations for the participants.

## **5. Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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

## **6. Pre-departure Orientation:**

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

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

1. Materials we can accept are as follows;

3.5 inch disk / CD-ROM / overhead transparency / video tape (NTSC)/ DVD / photo slide / photograph / printed material

Materials we cannot accept are as follows;

VCD / video tape (PAL)/ ZIP / MO

MS Word, Excel, and Power Point support-for Windows XP Professional- is available at JICA Chugoku International Center. It would be appreciated if applicants could bring audio visual aids, such as video cassettes, photographs, photo slides and booklets of their countries, in addition to the school report, illustrating the situation of Science Education.

2. Related Information

If you have any existing cases or reports on NFE projects/activities, please bring them with you for your reference.

## **VI. ANNEX**

### **Country Report**

Please fill up the following items.

In the beginning of the course, each participant is expected to present his/her country report based on the information below.

<b>1. Name</b>	
<b>2. Position/ Organization</b>	
<b>3. Missions and work in your organization particularly for Non-formal Education (NFE) Promotion</b>	
<b>4. Duties you are in charge at your organization (in detail)</b>	
<b>5. Background of socio-economic situation in your country</b>	
<b>6. Statistical overview of Formal Education and NFE</b>	
*If you can bring any relevant documents which include the data, bring with this report.	
<b>7. Policies on NFE in your country</b>	
<b>8. Progress and challenges in achieving EFA goal 3 (life skills) and goal 4 (literacy) in your country</b>	

**9. Major Programs for Literacy, Continuing Education (CE) and NFE in your country**

Please provide information on main programs and/or activities on literacy, CE and NFE in your country in the table below:

Title	Objectives	Implementing Agencies	Component activities	Financing	Timeframe	International Cooperation if any

**Q: What do you expect toward this training program to contribute to participating organization?**

## ISSUE ANALYSIS SHEET

Identify issues concerning NFE Promotion and also describe backgrounds behind them.  
Please 1) identify and write down as many as possible, 2) also write down the backgrounds/causes from social and cultural, physical and economical and institutional points of view.

<b>(1) Policy</b>	
<b>(2) NFE Resource-Resource and Materials</b>	
<b>(3) Resource mobilization and Community Participation</b>	
<b>(4) Linkage and network</b>	



<b>(5) Access and Delivery</b>	
<b>(6) Monitoring and Evaluation</b>	
<b>(7) Documentation and Dissemination</b>	
<b>(8) Capacity Building and Sustainability</b>	
<b>(9) Others</b>	

## ***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 Chugoku International Center (JICA CHUGOKU)**  
**Address: 3-3-1 Kagamiyama, Higashi-hiroshima, Hiroshima, 739-0046 Japan**  
TEL: 81-82-421-5800 FAX: 81-82-420-8082

## 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.

( _____ )
<i>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.</i>

### 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: