

No.34/77/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G.& Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 8<sup>th</sup> October 2009

**TRAINING CIRCULAR**

Subject : A Seminar on Public Personnel Administration for middle Level Officials to be held in Japan from 25/01/2010 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 Public Personnel Administration for middle Level Officials to be held in Japan from 25/01/2010 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 offered to middle-ranking officials of the central personnel administration agencies which are responsible for overall national government's personnel administration. The course aims to improve the personnel administration system in each participating countries.
3. The candidate should be central government official at the middle level involved in policy formulation and implementation in the central personnel administration agency (responsible for the personnel management of government officers); has more than three years of occupational experience being in charge of personnel management in the government offices; be university graduate or equivalent; be between thirty and forty years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military services.
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 5<sup>th</sup> October 2009. The Ministries 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 1<sup>st</sup> December 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 Secretaries, All Ministries/ Departments, Government of India.
- ✓ 2. 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



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**SEMINAR ON PUBLIC PERSONNEL ADMINISTRATION  
FOR MIDDLE LEVEL OFFICIALS**

集團研修「人事行政セミナー」

***JFY 2009***

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

NO. J09-00938 / ID. 0980867

From Dec. 2009 to Feb. 2010

Phases in Japan : From Jan. 25, 2010 to Feb. 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**

In many capital-strapped developing countries, the government plays an active role in socioeconomic development. While efficient government administration and management is indispensable in the developing countries, securing and enhancing quality and effective government workforce is a challenge of utmost importance.

This program is intended to enhance participants' operational capability in the field of government personnel administration by providing a forum to learn about and discuss personnel administration issues in Japan and participating countries.

## **For what?**

This program aims to improve the personnel administration system in each participating countries.

## **For whom?**

This program is offered to middle-ranking officials of the central personnel administration agencies which are responsible for overall national government's personnel administration.

## **How?**

Participants will have opportunities in Japan to learn about Japan's personnel administration system, to discuss the challenges and countermeasures for the participating countries, and to make an improvement plan for the personnel administration systems of their home countries.

## II. Description

1. Title : Seminar on Public Personnel Administration for Middle Level Officials (J0900938)

2. Period of program

Duration of whole program: December 2009 to February 2010  
Preliminary Phase: December 23, 2009 to January 24, 2010  
(in a participant's home country)  
Core Phase in Japan: January 25, 2010 to February 13, 2010

3. Target Regions or Countries:

Bangladesh, Brazil, India, Laos, Mongolia, Mozambique, Pakistan, Sri Lanka, Tanzania, Timor-Leste and Vietnam

4. Overall Goal:

In each participating country, personnel administration system will be improved and appropriate human resources of public employees will be allocated and their capacity will be improved in the field of personnel affaires.

5. Program Objective:

Improvement plan of personnel administration system will be drafted by each participant during the program in Japan and that draft plan will be finalized by the department the participant belongs to.

6. Eligible / Target Organization :

This program is designed for central personnel administration agencies.

7. Total Number of Participants :

10 participants

8. Language to be used in this project: English

9. Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> December 23, 2009 to January 24, 2010 <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country Report	Formulation and submission of Country Report

**(2) Core Phase in Japan**

January 25, 2010 to February 13, 2010

*Participants dispatched by the organizations attend the Program implemented in Japan.*

Modules	Subjects/Agendas	Methodology
To understand the outline of administration system in Japan and its structure, the overview of national public employees system, personnel administration in Japan as well as various systems of personnel administration in civil services and their operation.	Lectures: "The current situation and issues concerning personnel administration" "Organizational culture in Japan and Human resource management" "Administrative organizations" "Human resource development" and "Personnel evaluation system", etc	Lectures
To identify relevance and challenges of administration system and human resource development system of participant's country through comparative study of the current situation and challenges of all participating countries as well as Japan.	Formulation of report (preliminary activity) and the presentation. Participants are expected to describe characteristics and issues of personnel administration of their countries in the country report and make a presentation after arrival in Japan. Lectures and Research: To recognize anew the issues and problems in personnel administration of one's country through comparison with Japan and other participating countries and case study.	Formulation of report Lectures and Research
To formulate draft improvement plan for the fair and efficient personnel administration system which is best suited to the current situation of each country in order to solve the challenges identified by participants.	Formulation of report and discussion: To formulate draft plan for improvement of personnel administration of participating countries. Discussion about contents of the plan with other participants and receive advice from an expert in order to formulate more feasible improvement plan.	Formulation of report and discussion

**(3)Finalization Phase in a participant's home country**  
*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Modules	Activities
Discussion and finalization of draft improvement plan: Formulation of a more feasible improvement plan by discussing the content of the plan with other participants and seeking advice from experts.	Finalization and submission of the improvement plan related to the personnel administration system. (Discussion on the draft plan for improvement in the department and revision of the plan) (by not later than April 16, 2010)

**<Structure of the program>**

1. Preliminary phase (activities in your home country): Preparation of the Country Report Presentation.

2. Core Phase (activities in Japan):  
 See “**ANNEX 1.** (Contents of the Core Phase in Japan 2009).”

Topic outline (subject to minor changes)

1st week (Jan.26 – 29)

- (1) Briefing
- (2) Program Orientation
- (3) Lecture “Current State and Challenges of Japanese Public Personnel Administration
- (4) Country Report Presentation
- (5) Lecture “Organizational Culture and Human Resource Management in Japan”
- (6) Lecture “Management of Administrative Organization and Fixed number of Personnel”

2nd week (Feb.1 – 5)

- (1) Lecture “The role of National Personnel Authority”
- (2) Lecture “Recruitment System”
- (3) Lecture “Training and Human Resource Development”
- (4) Lecture “Remuneration System”
- (5) Lecture “Personnel Evaluation System”
- (6) Lecture “Service Discipline”
- (7) Site Visit

3rd week (Feb.8 – 12)

- (1) Lecture “Ethics”
- (2) Lecture “Equity and Investigation”
- (3) Preparation of draft improvement plan
- (4) Concluding Discussion
- (5) Evaluation Meeting and Farewell Party

Note: The above contents may be subject to minor changes.

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

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

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (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 p.4.

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

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

(1) The Present Position, Assignment:

An applicant should be a central government official (not be a local/provincial government official) at the level of Deputy Division Director involved in policy formulation and implementation in the central personnel administration agency (responsible for the personnel management of government officers) in principle.

(2) The Occupational Background:

An applicant should have a university graduate or its equivalent degree in addition to occupational experience of more than 3 years in charge of personnel management in the governmental offices.

(3) Age:

An applicant should be between thirty (30) and forty (40) years of age in principle.

(4) Language:

An applicant should be proficient in spoken and written English.

(5) Health:

An applicant should be in good health, both physically and mentally, to participate in the Core phase in Japan,

※Pregnancy : There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases.

Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being.

And applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and

immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations.

Please ask national staffs in JICA office for the details.

- (6) An applicant should not be serving in any form of military services

### 3. Required Documents for Application

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

**(2) Country Report :** Two (2) copies of the report, typewritten in double space on A4 size paper (21 cm by 30 cm) up to 20 pages excluding attached tables, figures and charts, should be submitted together with the Application Form. It is desirable that the report is supported by statistics and figures. The Country Reports will be used for the selection of candidates and also as training materials especially for comparative studies and group discussion. The candidate is required to prepare for the presentation of the Country Report before coming to Japan. See “**ANNEX 2.** (Form of Country Report).”

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **December 4, 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 JICA Tokyo International Center (JICA TOKYO), 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 22, 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,
- (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. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in p.3-4

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Ms. Akiko TAKASAWA (takasawa-akiko@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** International Affairs Division, National Personnel Authority

(2) **Contact:** Ms. IWATA Nobuko (iwatanobuko@jinji.go.jp)

(3) **URL:** <http://ssl.jinji.go.jp/en/index.html>

(4) **Remark:** The NPA is a specialized, neutral, third-party organization for public employee management, established under the Cabinet to ensure neutrality and fairness of public employee management and carry out compensatory functions for the denial of labor rights. The NPA is a central personnel administration organization responsible for recruitment examinations, remuneration, working hours and leave systems, training, discipline and disciplinary actions, filing of objections, maintaining the ethics, etc. of national public employees.

### 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

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

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/domestic/pdf/welcome.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

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***

For preparation of the presentation and report writing, it is recommendable that you may bring a lap-top computer with an e-data memory devise such as a floppy-disquiet, a flash-memory, etc.

## VI. ANNEX:1

### Contents of the Core Phase in Japan 2009

Date		Program (Subject/Lecturer)
Jan. 25	Mon	Arrival in Japan
Jan. 26	Tue	JICA Briefing
		JICA & National Personnel Authority (NPA) Program Orientation
		Meeting with Travel Agent for Arranging Return Flight
Jan. 27	Wed	<b>Courtesy Call on Director General, NPA</b>
		<b>Exchange meeting</b>
		<b>Current State and Challenges of Japanese Public Personnel Administration</b>
Jan. 28	Thu	<b>Presentation &amp; Discussion of Country Report by Each Participant</b>
Jan. 29	Fri	<b>Organizational Culture and Human Resource Management in Japan</b>
		<b>Management of Administrative Organization and Fixed number of Personnel</b>
Jan. 30	Sat	Free
Feb. 31	Sun	Free
Feb. 1	Mon	<b>The role of National Personnel Authority</b>
		<b>Recruitment System</b>
Feb. 2	Tue	<b>Training and Human Resource Development</b>
		<b>Remuneration System</b>
Feb. 3	Wed	<b>Personnel Evaluation System</b>
		<b>Service Discipline</b>
Feb. 4	Thu	<b>tour of inspection</b>
Feb. 5	Fri	<b>tour of inspection</b>
Feb. 6	Sat	Free
Feb. 7	Sun	Free
Feb. 8	Mon	<b>Ethics</b>
		<b>Equity and Investigation</b>
Feb. 9	Tue	<b>Presentation of Action Plan (Draft) by Each Participant</b>
Feb. 10	Wed	<b>Discussion on Action Plan</b>
Jan. 11	Thu	Free
Feb. 12	Fri	<b>Evaluation Meeting</b>
		<b>Closing Ceremony</b>
		<b>Joint Farewell Party</b>
Feb. 13	Sat	Departure from Japan

## **VI. ANNEX:2**

### **Seminar on Public Personnel Administration for Middle Level Officials(JFY 2009)**

#### *Country Report*

Every applicant is required to prepare a Country Report providing information on the following subjects as described in III-3-(2). The report should be typewritten in double space on A4 size paper (21 cm × 30 cm) and submitted together with the Application Form. The following information should be presented with it.

1. Name of the Course:  
Seminar on Public Personnel Administration for Middle Level Officials
2. Name of Participant
3. Name of Country
4. Title of the Report:  
The Current State of Civil Service Systems, Major Problems and Possible Countermeasures of the Government in the Participants' Country

Please write the report by following structure and subjects below.

Part 1: Outline of the Central Personnel Administration Agency(organization, roles / functions, relationship with other government agencies)

Part 2: Current State, Major Problems and Possible Countermeasures of the Civil Service System in the Participant's Country

- Fundamental Data on Public Employees (Government Organization and the Number of Public Employees)
- Job/Staff Classification and Employment System (Occupational Group, Recruitment, Promotion, Transfer, Retirement, Appointment Authority, etc.)
- Training and Development System (Training Institutes, Training Courses and Target Trainees)
- Performance Evaluation System
- Disciplinary Affairs and Ethics (Obligations and Ethical Conduct)
- Remuneration System (Grading Systems, Basic Pay, Allowances and Fringe Benefits, and How the Salary System and Its Levels are Designed)

Part 3: Conclusion and Future Plans

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



**CORRESPONDENCE**

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA 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**

## 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:

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**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.**



**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: