

TRAINING CIRCULAR

Subject : A Group Training Course in Global Seismological Observation to be held in Japan from 06/01/2010 to 06/03/2010(Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Global Seismological Observation. The Total Duration of the Course is from December 2009 to March 2010, out of which the Core Phase from 06/01/2010 to 06/03/2010 will be held in Japan. The rest of the period will take place in the participant's home country in the form of Preliminary Phase. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Program is designed for a governmental organization which is expected to play important role in a global monitoring network on nuclear tests. The course aims to strengthen the monitoring system of nuclear tests for contributing to the promotion for taking effect of Comprehensive Nuclear Test Ban Treaty (CTBT) in each country.
3. The candidate should be University graduates or the equivalent, with professional experience of more than three years in the field of seismology; be well versed in basic mathematics such as differentiation and integration; have good knowledge of computer; be under forty five 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 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 22nd 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 20th 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


(Trishaljit Sethi)
Director

- 1.The Secretary, Department of Atomic Energy, Anushakti Bhavan, Chatrapatahi Shivaji Marg, Mumbai-1
- 2.The Secretary, Department of Earth Sciences, Mahasagar Bhavan, k Block No. 12, CGO Complex, Lodhi Road, New Delhi.
- 3.All State Governments/Union Territories.
4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No. 93/GT-CP/2009

22nd October, 2009

Dear Mr. Kharb,

A Group Training Course in Global Seismological Observation will be held in Japan from 6th January, 2010 to 6th March, 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 **24th November, 2009**:-

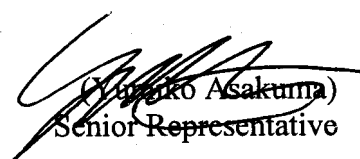
- (1) The Application Form together with the medical history questionnaire,
- (2) The desired Inception Report

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

It is further informed that 11 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.

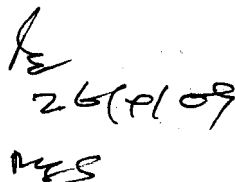
With regards,

Yours sincerely,


(Yuzuko 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


26/10/09
MS



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION
ON
GLOBAL SEISMOLOGICAL OBSERVATION
集団研修「グローバル地震観測」
JFY 2009**

<Type: Leaders Training / 類型:中核人材育成型>

No. J09-00959 / ID. 0980887

From December, 2009 to March, 2010

Phrases in Japan: January 6, 2010 to March 6, 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 September 1996, after difficult and exhaustive discussions/negotiations over a period of two and a half years, the Comprehensive Nuclear-Test-Ban Treaty (CTBT) was adopted with the support of an overwhelming majority of the international community. In order to secure the Treaty's verification regime, a global network of monitoring stations, comprised of seismological monitoring stations, is to be established to monitor nuclear tests.

CTBT stipulates IMS (International Monitoring System) in order to verify the compliance of the treaty. Four kinds of monitoring and observation stations are to be set at 321 spots all over the world, and the data obtained at those stations are sent to the International Data Center in Vienna to be processed.

Towards the early entry into force of the treaty, the Government of Japan made a decision to start an international cooperation in 2004 with the group training course in "Global Seismological Observation," which deals with seismological observation and its application for nuclear test monitoring technology ("Global Seismological Observation" and "Global Seismological Observation II" were held during 1995-1998 and 1999-2003, respectively).

This course is designed to introduce up-to-date technologies and knowledge in the field of global seismological observation to participants who are expected to play important roles in a global monitoring network for nuclear tests.

For what?

This program aims to acquire knowledge and advanced techniques of global seismological observation and is able to play important roles in the monitoring system for nuclear tests.

For whom?

This program is offered to the administrative officers who are expected to play important roles in a global monitoring network on nuclear tests.

How?

Participants shall have opportunities in Japan to acquire knowledge and advanced techniques of global seismological observation and is able to play important roles in the monitoring system for nuclear tests.

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.):

Global Seismological Observation (J09-00959)

2. Period of program:

Duration of whole program	December, 2009 to March, 2010
(1) Preliminary Phase: (in a participant's home country)	December, 2009 to January, 2010
(2) Core Phase in Japan:	January 6, 2010 to March 6, 2010

3. Target Region or Country:

Indonesia, China, Tonga, Papua New Guinea, Malaysia, India, Pakistan, Argentine, Costa Rica, Paraguay, Egypt

4. Eligible / Target Organization:

This program is designed for a governmental organization which is expected to play important roles in a global monitoring network on nuclear tests.

5. Total Number of Participants:

Eleven (11) participants from Indonesia, China, Tonga, Papua New Guinea, Malaysia, India, Pakistan, Argentine, Costa Rica, Paraguay, and Egypt in total are expected to participate in this training program.

6. Language to be used in this program:

English

7. Program Objective:

The program objective is to be acquired knowledge and advanced techniques of global seismological observation for playing important roles in the monitoring system of nuclear tests under the CTBT.

8. Overall Goal:

The overall goal is to strengthen the monitoring system of nuclear tests for contributing to the promotion for taking effect of Comprehensive Nuclear Test Ban Treaty (CTBT) in each country.

9. Outputs:

Participants are expected to achieve the following outputs;

(1) To acquire knowledge of the CTBT regime and the role of seismology in the

International Monitoring System (IMS)

- (2) To understand global seismological observation technologies for monitoring nuclear tests and earthquakes
- (3) To acquire data analytical techniques to discriminate nuclear tests from natural earthquakes
- (4) To Make an Action Plan (Project Proposal) which they should do in their country after a homecoming.

10. Expected Module Contents:

This program consists of the following components.

Details on each component are given below;

(1) Preliminary Phase in a participant's home country; (December, 2009 to January, 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Outputs	Activities
To make an Inception Report.	Formulation and submission of Inception Report.

(2) Core Phase in Japan; (January 6, 2010 to March 6, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>				
Output	Subject	Lecture/Exercise	Contents	Type
To acquire knowledge of the CTBT regime and the role of seismology in the International Monitoring System (IMS)	CTBT & IMS	Introduction of CTBT Regime concerning seismology	1. Review of verification of nuclear tests and seismology. 2. Explanation of present status and future plan of CTBT concerning seismology	Lecture
		Characteristics and Progress Status of the International Monitoring System of the CTBTO	Four different technologies form the basis used by the International Monitoring System (IMS) to verify compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT). The characteristics and status of implementation of each of the networks -Seismic, Hydroacoustic, Infrasound and Radionuclide- with emphasis on the primary and auxiliary seismic networks will be presented.	Lecture
To understand global seismological observation technologies for monitoring nuclear tests and earthquakes	Seismological Observation	Seismometer I & II	Basic theory of electro-magnetic seismometer and specific explanation for some broad band seismograph.	Lecture and Practice
		Seismic Network	Data acquisition and telemetry systems are overviewed.	Lecture
		Design of Seismic Network I & II	General guidelines for designing seismic network are given on the first day. Participants will then make a plan to upgrade the	Lecture and Presentation

			seismic network of your country during the training course to make a presentation on the last day.	
		Noise survey and site selection I & II	Practice in measurement of ground tremor will be given with short-period sensors and a broadband sensor.	Lecture and Practice
	National Data Center	Auto Data Request Manager	The auxiliary stations under IMS network should send seismograms by e-mail upon request from IDC. To realize this data transmission automatically, it is required to install Auto Data Request Manager (AutoDRM) at stations or National Data Center. In this lecture, we will review the Swiss 8AutoDRM system, which has been widely used around the world since GSETT-3. The lecture includes the installation and maintenance of this AutoDRM system.	Lecture
		National Data Center (NDC)	System and operation in National Data Center (NDC) will be introduced.	Lecture
To acquire data analytical techniques to discriminate nuclear tests from natural earthquakes	Data Processing	Retrieval of Digital Seismic Data and Disposal of Format	Practice of data retrieval and plotting seismograms will be given. Then basic theory and practice of data processing used frequently in the field of global seismology will be given. You will practice using broad and short-period seismograms of nuclear explosions and earthquakes.	Lecture and Practice
		Spectral Analysis		
		Digital Filter		
	Data Analysis	Introduction to UNIX	The essentials and basic commands of UNIX will be explained.	Lecture and Practice
		Installation of LINUX and SAC	1. Installation of Linux 2. Installation of SAC (Seismic Analysis Code)	Lecture and Practice
		Analysis of Teleseismic waves	1. Explanation of principles underlying the interpretation of seismograms 2. Reading practice	Lecture and Practice
		Hypocenter Location	A method for determining a hypocenter of a teleseismic event will be explained as well as that of a local one. Practice of the hypocenter determination will be given using PC.	Lecture and Practice
		Source Mechanism	The purpose of this lecture is to provide with necessary basic knowledge for determination of focal mechanism by seismic wave analysis. It includes a manual P-wave first motion method and moment tensor inversion.	Lecture and Practice
		Seismic Array Data Analysis	1. Objectives and history of seismic arrays 2. Signal and noise in space and time 3. Arrival time analysis	Lecture

			<ul style="list-style-type: none"> 4. Beamforming in time domain 5. Frequency-wavenumber power spectrum 6. Resolution 7. Spatial sampling 8. Design of an array station 	
		Observation and Practice of Seismic Array	<ul style="list-style-type: none"> 1. Introduction of Matsushiro Seismological Observatory 2. Visit to a satellite station of MSAS (Matsushiro Seismic Array System) 3. Practice: Analysis of seismograms obtained by MSAS 	Lecture and Practice
		Analysis using GEOTOOL	Practice of analyzing IDC waveforms using GEOTOOL software.	Lecture and Practice
		Seismicity and Tectonics	The characteristics and tectonic background of the seismicity in the world are introduced and practice on analyzing seismicity is given by using personal computer.	Lecture and Practice
	The nuclear test identifying method	Discrimination by mb-Ms	General introduction on magnitudes, practice of determination of mb and Ms, and discrimination by mb-Ms	Lecture and Practice
		Discrimination by short-period seismograms	Explanation of short period discriminants, practice of discrimination by short period discriminants	Lecture and Practice
		General discrimination technique	Practice of the screening procedure along the stream line by using all knowledge in this lecture course.	Practice
To Make an Action Plan (Project Proposal) which they should do in their country after a homecoming.	Action Plan	Making Action Plan	Making Action Plan	-
		Presentation	Making the Presentation of the Action Plan	-

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.

2. Nominee Qualifications:

Applicants should:

- be nominated by their governments.
- be university graduates or the equivalent, with professional experience of more than three (3) years in the field of seismology.
- be well versed in basic mathematics such as differentiation and integration.
- have good knowledge of computer.
- be under forty-five (45) years of age.
- have a competent command of spoken and written English which is equal to TOEFL CBT 173 or more (This training program includes active participation in discussions and development of the action plan, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- be in good health, both physically and mentally, to participate in the Program in Japan.
(* Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of permission from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.)
- not be serving any form of military service.

3. Required Documents for Application:

Following items should be submitted to JICA Office (or the Embassy of Japan) by **November 24, 2009**.

(*NOTE: Applications without these items will be out of the selection process.)

(1) Application Form: One (1) original and three (3) copies

Regarding the Format of Application Form, please make contact with the respective

countries' JICA office.

(2) Nominee's English Score Sheet:

To be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) Inception Report:

Each applicant should prepare a report on the present situation of the following subject in their own countries in accordance with ANNEX I . This Inception Report should be typewritten and submitted to JICA Office (or the Embassy of Japan) together with the application form.

Title: Seismic Observation in your country

Sections to be included:

(1) Introduction, (2) Seismicity, (3) Organization, (4) Observational Network and Instruments (5) Data analyses performed in your organization, (6) Relation between your country and the International Monitoring System (IMS), (7) Future Plans

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **November 24, 2009.**

Note: Please confirm the closing date set by the respective countries' 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 countries' 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 countries' JICA office (or Embassy of Japan) to the respective Government by **no later than December 7, 2009.**

5. Documents to be submitted by accepted participants:

Before coming to Japan, only accepted participants are required to prepare the following materials;

(1) Presentation material on Inception Report:

Participants will be requested to make a presentation (about 20 minutes) and discuss on their Inception Report in group discussion session at the beginning of the training program.

6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-10 and section III-5.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tsukuba

2. Implementing Partner:

(1) Name:

International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)

(2) Address: 1 Tachihara, Tsukuba-Shi, Ibaraki-ken, 305-0802 Japan

(3) TEL: +81-29-879-0679, FAX: +81-29-864-6777

(4) E-mail: iisee@kenken.go.jp

(5) URL: <http://www.kenken.go.jp/english/index.html>

(6) Remark:

IISEE is an organization that trains participants from earthquake-prone developing countries on Seismology and Earthquake Engineering. In 1962, the BRI established the IISEE as an institute exclusive for training in the field of seismology and earthquake engineering.

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.

4. Accommodation in Japan:

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

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1790

(where “81” is the country code for Japan, and “29” is the local area code)

If there is no vacancy at JICA TSUKUBA, 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. Computer:

The participants are recommended to bring own laptop/notebook computers and conversion adapter to prepare the Action Plan, presentation slides and to communicate by e-mail. The electrical current in Japan is 100 volts, 50 cycles, and the plug shape is A type.

2. Data for global seismological observation in your country:

The participants are recommended to bring the relevant data concerning global seismological observation of your country in your laptop/notebook computers for preparing the Action Plan, presentation slides.

END

ANNEX-I: Instruction for the Preparation of Inception Report

ANNEX-II: (For your information) Tentative Schedule of the program in Japan (JFY2009)

VI. ANNEX- I:

Instructions for the Preparation on Inception Report

JICA Group Training Course on Global Seismological Observation

The Inception Report should be typewritten including items listed below.

(1) Name of Applicant

(2) Name of Organization to which Applicant belongs

(*1)-(2) are to be written on cover sheet as following sample shows.)

(3) Title and Author's Name

(4) Summary

The summary should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not consist of more than 200 words.

(5) Introduction

(6) Affiliation of the Author

Affiliation should appear as a footnote on the first page as following sample shows.

(7) Topic

* You might add **Acknowledge** and **Appendix** after the topic if necessary.

(8) References

References should have numbers in brackets in the order of their citation.

(9) Attached Document

Applicants are requested to submit attached documents including 3 items,

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis, and a list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant.
- Program for CTBT (Comprehensive Nuclear-Test-Ban Treaty) in your country

(10) Download

The template file that may make your editing task easier from

<http://iisee.kenken.go.jp/?p=public>

Note;

1. The manuscript must be carefully prepared and should be submitted with the application form. The total pages of the Inception Report should not exceed 15 pages including tables and figures.
2. **Page Format:** Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single spaced, Times New-Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.
3. **Organization of the papers:** Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. Last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.
4. **HEADINGS:** Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above mentioned rules for indentation. **Sub-subheadings:** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.
5. **EQUATIONS AND SYMBOLS:** Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).
6. **FIGURES, TABLES AND PHOTOS:** Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo will be printed in Black and White. Captions shall be written directly beneath figures and photos and above

tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.

7. **UNIT:** Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 2MPa (19.6 kg/cm²).
8. **CONCLUSIONS:** Write a **CONCLUSIONS** section at the end of your paper, followed by **ACKNOWLEDGEMENT**, **APPENDICES** and **REFERENCES**.
9. **ACKNOWLEDGMENT:** Acknowledgment should follow **CONCLUSIONS**.
10. **APPENDIX:** Appendix should be placed between Acknowledgment and References, if any.
11. **REFERENCE:** All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like (Gibson 1995a). Write the reference list as;

Gutenberg, B., and Richter, C. F., 1954, Seismicity of the Earth and Associated Phenomena, 2nd ed. Princeton Univ. Press, Princeton, NJ.

Richter, C. F., 1935, an instrument earthquake magnitude scale, *Bull.Seis. Soc.Am.*25, 1-32.
12. **Date of acceptance:** This will be assigned after accepted for publication and added to the end of manuscript by Editorial Board. They should be written in parentheses in 9pt in boldface types.

<Sample for Inception Report>

【Sample for the cover sheet】

<p>THE GROUP TRAINING COURSE IN GLOBAL SEISMOLOGICAL OBSERVATION</p> <p>2009 (COURSE ID: J-09-00959)</p> <p>INCEPTION REPORT ON</p> <p>1. Name of Participant 2. Name of Organization</p>

【Sample for the first page】

<p>TITLE OF THE INCEPTION REPORT</p> <p>by AUTHOR*</p> <p>ABSTRACT</p> <hr/> <hr/> <p>INTRODUCTION</p> <hr/> <hr/> <p>* The Author's organization and occupation are to be written here.</p>

VI. ANNEX- II:

(For your information) Tentative Schedule of the program in Japan (JFY2009) Global Seismological Observation Course

<January & February>

Jan. 6- Feb. 7, 2010

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
1/4	1/5	1/6	1/7	1/8	1/9	1/10
		Arrive in Japan	Opening Ceremony 10:00-10:30 ----- Orientation by JICA 11:00-16:00	10:00-11:00 Orientation by ISEE 11:10-12:00 Overview of the Curriculum ----- 13:00-15:00 Introduction of CTBT Regime Concerning Seismology in Japan ----- Guidance of Computer		
1/11	1/12	1/13	1/14	1/15	1/16	1/17
National Holiday	Instrumentation and Observation (1/9) (Seismometer I)	Instrumentation and Observation (2/9) (Seismometer II)	Instrumentation and Observation (3/9) (Seismic Network)	Presentation of Inception Report		
1/18	1/19	1/20	1/21	1/22	1/23	1/24
Characteristics and Progress Status of the International Monitoring System of the CTBTO (PTS's Lecturer)	Instrumentation and Observation (6/9) (Design of Seismic Network I)	Installation of LINUX	Introduction to UNIX	Instrumentation and Observation (4/9) (Noise Survey I)		
1/25	1/26	1/27	1/28	1/29	1/30	1/31
Instrumentation and Observation (5/9) (Noise Survey II)	Instrumentation and Observation (7/9) (Auto DRM)	Observation of JMA ----- Instrumentation and Observation (8/9) (NDC)	Analysis of Teleseismic Waves	Data Processing (1/3) (Retrieval of Digital Seismic Data and Disposal of Format)		
2/1	2/2	2/3	2/4	2/5	2/6	2/7
Data Processing (2/3) (Spectral Analysis)	Data Processing (3/3) (Digital Filter)	Field Trip to Hiroshima (Atomic bomb Dome, Hiroshima Peace Memorial Museum) ←	Nojima Fault (Stay in Kobe)	Disaster Prevention Research Institute, Kyoto University (Stay in Kyoto)		

<February & March>

Feb. 8 - Mar. 6, 2010

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
2/8	2/9	2/10	2/11	2/12	2/13	2/14
Instrumentation and Observation (9/9) (Design of Seismic Network II)	Observation and Practice of Seismic Array	Hypocenter Location (1/3)	National Holiday	Hypocenter Location (2/3)		
2/15	2/16	2/17	2/18	2/19	2/20	2/21
Observation and Practice of Seismic Array (at Matsushiro Seismological Observatory) ← (Mikami) (Stay in Nagano)	Observation and Practice of Seismic Array (at Matsushiro Seismological Observatory) → (Mikami) Return to Tsukuba	Hypocenter Location (3/3) Preparation for "Geotool"	Source Mechanism (1/3)	Seismicity and Tectonics		
2/22	2/23	2/24	2/25	2/26	2/27	2/28
Discrimination by mb-Ms	Discrimination by Short-Period Seismograms	Geotool	Source Mechanism (2/3)	Source Mechanism (3/3)		
3/1	3/2	3/3	3/4	3/5	3/6	3/7
General Discrimination Technique (1/3)	General Discrimination Technique (2/3)	General Discrimination Technique (3/3)	Presentation of Action Plan	11:00-11:30 General Meeting 11:30-13:00 Closing Ceremony (at JICA)	Leave Japan	

Lecture Hour : 9:30 -12:00, 13:00 -15:30

Exception Mar. 1, 2, 3 9:30-12:00, 13:00-16:00

*This schedule and curriculum are subject to change.

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 Tsukuba International Center (JICA TSUKUBA)
Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111 FAX: +81-29-838-1790

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

J	0		-						
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

(_____)

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

Date:	Signature:
	Print Name: