

No.34/7/2011-EO(F)
Government of India
Ministry of Personnel, P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 18th February, 2011

TRAINING CIRCULAR

Subject : A Group Training Course in Conservation and Wise Use of Wetland in the Context of Implementing Ramsar Convention (Waterfowl Habitat) and Convention on Biological Diversity (CBD) to be held in Japan from 17th May, 2011 to 6th July, 2011 (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 the above programme. The duration of the programme is from April 2011 to October 2011, the core phase from 17th May, 2011 to 6th July, 2011 will be held in Japan, the remaining period will be held in the candidate's home country. The details of the programme and the application form may be drawn from this Ministry's website (persmin.nic.in).

2. The course aims to enable mid-level government officials or experts engaged in wetland and biodiversity conservation administration on a central or regional level to execute project plans concerning wise use with the participation of local residents in consideration of the conservation of wetland environments and biodiversity.

3. The candidate should be engaged in the conservation of wetland environments or biodiversity having more than 2 years' experience; be a university graduate or equivalent; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training; not be serving in the military; have sufficient physical strength to engage in the field activities and preferably to be under 48 years of age.

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 14th February 2010. The Ministries/Departments/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel **not later than 25th March 2011**. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)

Desk Officer

Tel.No.2309 4575

Email-doeof@nic.in

1. The Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, N.Delhi.
3. The Secretary, Ministry of Rural Development, Krishi Bhavan, N.Delhi.
4. The Secretary, M/o Earth Sciences, Mahasagar Bhavan, C.G.O. Complex, Lodhi Road, New Delhi.
4. All State Governments/Union Territories.
5. ✓ Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

No. 10/GT-CP/2011

14th February, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Conservation and Wise Use of Wetland in the Context of Implementing Ramsar Convention and CBD will be held in Japan from 17th May, 2011 to 6th July, 2011 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 **1st April, 2011**:-

- (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 5 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.


Your early action in the matter would be much appreciated.

With regards,

Yours sincerely,


(Hiroshi Suzuki)
Senior Representative

Encl: As stated above.
Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi


15/2/2011
Thro Shikha

DUJ No. 13786/2011
C-31/PC(F)/2011
17/2/2011



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION

Conservation and Wise Use of Wetland in the Context of Implementing
Ramsar Convention and CBD

集団研修「ラムサール条約・生物多様性条約に係わる湿地の保全と利用」
JFY 2011

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

NO. J11-00665 / ID. 1180865

From May 17, 2011 to July 6, 2011

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 the Governments of recipient country and Japan.

I. Concept

Background

The importance of wetlands has been reaffirmed in efforts to tackle a variety of issues concerning climate change mitigation (a recent top-priority issue facing the international community), such as water resource management and greenhouse gas emission control. In this regard, the conservation, management and wise use of wetland ecosystems on a global scale are growing in importance.

The Convention on Wetlands of International Importance Especially as Waterfowl Habitat (Ramsar Convention) and the Convention on Biological Diversity (CBD) uphold the promotion of conservation and wise/sustainable use of wetlands. It is also stated that in developing nations, in particular, where wetlands play a major role since they directly support people's lives, popularizing the concepts of *wise use* and *sustainable use* and putting them into practice is important in order to strike a balance between wetland conservation and the wise use of wetlands.

Japan – a nation that uses wetlands in the fields of agriculture and fisheries – is expected to make an active contribution to bring about systematic improvements in other nations by widely promoting information and techniques to enable the use of specific tools and the development of human resources.

Motivation

This program is designed to popularize ideals and policies for the conservation and wise use of wetlands based on the Ramsar Convention and the CBD.

Target Organizations

Central or local governments which have jurisdiction over wetland management or management of biological diversity

Methodology

Participants will have opportunities to have mainly lectures including field studies and discussions. Participants will also formulate an interim report including an action plan describing what the organization will do after the participants 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.): Conservation and Wise Use of Wetland in the Context of Implementing Ramsar Convention and CBD (J1100665)**

2. Period of Program

Duration of whole program: April to October, 2011
Preliminary Phase(in a participant's home country): April to May, 2011
Core Phase in Japan: May 17 to July 6, 2011
Finalization Phase of the first year of the Program: July to October, 2011

3. Target Countries/organizations

India, Mongolia(2 persons), Philippines(2 persons)

4. Eligible / Target Organizations

This program is designed for central or local governments in the field of administration of wetland conservation or conservation on biological diversity.

*For the countries which were participated in the first year, the participants be recommended from the same organizations as last year, in principle, so that participants can take over the issues of their organizations to tackle with.

Recommendable organizations:

India: Conservation and Survey Division, Ministry of Environment and Forests or Punjab State Council for Science and Technology

Mongolia: Ministry of Nature Environment and Tourism

Philippines: Protected Area and Wildlife Division, Department of Environment and Natural Resources, Region 12

5. Total Number of Participants

5 participants

6. Working Language: English

7. Program Objective:

The program aims to enable mid-level government officials or experts engaged in wetland and biodiversity conservation administration on a central or regional level to execute project plans concerning wise use with the participation of local residents in consideration of the conservation of wetland environments and biodiversity.

This objective is supposed to achieve with the whole program duration (three years).

8. Overall Goal

The overall goal is to enable sustainable development in the target countries through wetland conservation and wise use based on the ideals of the Ramsar Convention and the CBD as well as to implement wetland conservation and wise use policies toward supporting conservation of the global environment.

9. Expected Module Output and Contents:

Core phase in Japan is to introduce policies on conservation of wetland and biodiversity in Japan. Visiting relevant institutions/facilities for spreading enlightenment activity to the public relating to wetland and biodiversity, it is also introduced challenges of sustainable use and wise use of nature resources which focused on especially citizen's participation and activities for raising awareness. Participants will clarify issues to achieve their countries through case studies and discussions with lectures, and will formulate action plan which is for the solution of sustainable use of wetland and biodiversity based on related conventions.

This program consists of the following components:

(1) Preliminary Phase in a participant's home country
 (April to May, 2011)
Participating organizations make required preparation for the Program in the respective country. Submitting Inception Report to JICA Overseas Office by April 1, 2011.

Expected Module Output	Activities
Inception Report is formulated	Formulation and submission of Inception Report (Referring to the Annex 1)

(2) Core Phase in Japan
 (May 17 to July 6, 2011)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output 1: To be able to explain knowledge and information as well as policies for the execution on the Ramsar Convention and the CBD.

L: Lecture, P: Practical training, S: Site Visit, D: Discussion/ Unit: day

Topics	L	P	S	D	Details
Ideals and challenges of the Ramsar Convention	2			1	Understanding of the ideals and an outline of the Ramsar Convention and learn about the relevant current issues.
Climate change and biodiversity conservation	2			1	Understanding of the relationships between biodiversity conservation and climate change.
Challenges in biodiversity conservation	2			1	Understanding of the objectives, significance and current issues of biodiversity conservation.
Wetland conservation administration in Japan	2			1	Learning about the ideals and programs of wetland conservation administration in Japan.
Biodiversity conservation administration in Japan	2			1	Learning about the ideals and programs of biodiversity conservation administration in Japan.
Conservation of endangered/threatened species	2			1	Understanding of the significance of conserving endangered/threatened species for biodiversity conservation using examples of efforts to protect Okinawa rails (<i>Gallirallus Okinawa</i>), a species endemic to Okinawa.
Coral reef conservation administration	2			1	Understanding of coral reef conservation and international cooperation from examples of efforts to conserve and restore coral reefs at the Sekisei Lagoon.
Conservation of the Nagura Anparu Wetland (a Ramsar site)	2			1	Understanding of conservation at subtropical Ramsar sites from examples of efforts for conservation and restoration of the Nagura Anparu coral reef and promote public awareness.

Efforts to conserve biodiversity in community-based woods (satoyama)(including walking 2.5 hours)			4	1	Understanding of the significance of biodiversity conservation using community-based woods (satoyama) and public awareness promotion from examples in Chiba Prefecture's Inzai City.
Expected Module Output 2: To be able to analyze the situation in their own organizations in terms of policies and challenges concerning the conservation and wise use of biodiversity and wetlands registered under the Ramsar Convention.					
Topics	L	P	S	D	Lecture details
Wise use of biodiversity			3	1	Take an inspection tour to nature observation routes near Mt. Fuji, and will learn about the development of nature trails and other facilities at national parks as well as ways to use them.
Eco-tourism in consideration of the conservation of mangrove wetland forests (including walking 2 hrs)		3		1	Learning methods of using mangrove wetlands in consideration of the vulnerable environment and promoting public awareness from examples of eco-tourism in the Gesashi area of Okinawa Prefecture.
Regional efforts for wetland conservation	2			1	Activities concerning the conservation and wise use of Kushiro Wetland by local residents will be presented, and points of study will be explained for the practical training and inspection that will follow at Kushiro Wetland.
Facilities Use in national parks		2		1	The operation of environmental educational programs at the Lake Toro Eco Museum Center will be presented, and learning methods of establishing and operating environmental educational programs at the Kushiro Shitsugen National Park.
NPO efforts toward wetland conservation	1	1		1	A National Trust project by an NPO for Kiritappu Wetland will be presented, and learning about wetland conservation activities by local residents.
Wild bird sanctuary utilization			1	1	Learning methods of operating and managing facilities adjacent to Wildlife Protection Areas and of promoting public awareness from examples at the Shunkunitai Wild Bird Sanctuary.
Wise use of regional wetland environments (including horse riding 3 hours)		4		1	Learning methods for environmental education using tours involving the Dosanko (a horse native to Hokkaido) and efforts to reduce impacts on the wetland environment.

Control of alien species	2			1	Understanding of the threat affected by alien species to ecosystem and countermeasures method from examples of alien species, mongoose at Okinawa islands
Conservation of endangered/threatened species and control of alien species(livestock)	2			1	Understanding of a threat affected by livestock and pets to ecosystem and countermeasures method from examples of endangered/threatened species Tsushima leopard cat
Regional efforts to conserve indigenous species				1	Conversion from farming to tourism to conserve the Dosanko (a horse native to Hokkaido) will be presented, and trainees will gain an understanding of the conservation of diversity in livestock breeds.
Expected Module Output 3: To be able to draw up practical implementation plans by learning techniques to monitor and properly managing wetland environments and biodiversity.					
Methods of monitoring wetland conservation (including walking 2 hrs)		4		1	Methods of monitoring the ecological transformation of Kushiro Wetland using bioindicators such as Japanese alders will be presented.
Methods of monitoring Wildlife conservation					Introducing monitoring of waterfowl using live camera (Akkeshi Waterfowl center)
Wildlife conservation and management	2		1	1	Understanding of the conservation of endangered/threatened species and international cooperation from examples of efforts to conserve raptors in eastern Hokkaido.
Conservation of endangered/threatened wildlife species	1		1	1	Learning about the relationships between wildlife and local residents from examples of efforts to conserve seal (<i>Phoca vitulina</i>).
Conservation and management of endangered/threatened wild bird species			2	1	Understanding of the conservation of endangered/threatened species and their habitats from examples of efforts to conserve and manage Blakiston's fish owls in the Nemuro region.
Conservation and management of endangered/threatened fish species			2	1	Understanding of proper management of fishery resources from examples of efforts of subspecies endemic trout (<i>Salvelinus malma miyabei</i>).

Biodiversity conservation 1	3	1		1	Understanding of methods of conducting surveys, building databases and making information available to the public to enhance awareness of biodiversity conservation.
Biodiversity conservation 2				1	Learning methods of conducting surveys, building databases and making information available to the public to enhance awareness of biodiversity through activities at the Biodiversity Center of Japan.
Expected Module Output 4: To be able to draw up implementation plans in their own organizations by understanding the need for civic participation, communication, education and public awareness (CEPA) as well as environmental education.					
Promotion of public awareness for wetland conservation	1		2	1	The operation of the nature observation center in Yatsuhigata Tidal Flat (a Ramsar site located in an urban area) will be presented, and learning about the center's exhibition and public awareness programs as well as the conservation activities implemented in cooperation with public volunteers.
Promotion of public awareness in consideration of biodiversity in subtropical wetlands (including kayaking 3 hrs)		3		1	Understanding of the objectives of promoting public awareness in subtropical wetlands through a hands-on nature experience program in intertidal zones and coral reefs in the Gesashi area of Okinawa Prefecture.
Efforts to popularize wetland conservation through public participation 1 (including canoeing 1 hour)		2		1	Learning about efforts by local residents for wetland conservation and wise use from examples of endeavors by fishermen near Lake Toro in Kushiro Wetland to conserve springs and lakeside forests and operate canoe tours taking advantage of their watermanship.
Efforts to popularize wetland conservation through public participation 2		2		1	Wood Letter production at a visitor facility in Kushiro Wetland will be presented, and learning methods by which local residents can promote public awareness in the national park.
Environmental education for wetland conservation	1	1		1	Facility operation through NPO/regional government partnership at the Kiritappu Wetland Center and environmental educational programs using local industries will be presented.

Environmental education in the field		2		1	An environmental educational program concerning a spring area that recharges Kushiro Wetland will be presented, and trainees will learn methods of operating the program and perspectives for wetland conservation.
Conservation of Ramsar sites and promotion of public awareness (including walking 1.5 hrs)		2		1	Learning about wetland observation and monitoring using simple methods in a spring area (designated as a natural monument) that recharges Kushiro Wetland and their application to environmental education.
Efforts for wetland conservation in school education		1		1	Students at Shibechea High School will present their Kushiro Wetland nature restoration project that uses the water purification function of aquatic plants.
Expected Module Output 5: To be able to draw up project plans concerning the promotion of conservation and wise use of wetlands and biodiversity in their own countries.					
Review Session (Facilitation meeting)				1	Discussion what they have learned and identify knowledge that can be used to address challenges in their own countries among participants
Instructions on drawing up interim reports				3	Looking back on the overall training program and receiving help from course leaders to draw up interim reports focusing on analysis of the situations in their own organizations in terms of policies and challenges concerning the conservation and wise use of biodiversity and wetlands registered under the Ramsar Convention.
Total	27	28	14	36	

*The curriculum is subject to change by coordination of schedule.

(3) Finalization Phase in a participant's home country

(July to October, 2011)

Participating organizations produce outputs by making use of results brought back by participants. Submitting the activities' report to JICA Overseas Office by October 6, 2011 with Activities Report of the participants' organization attached annex 3.

Expected Module Output	Activities
To formulate *Activities Report	Application and implementation of the action plan (Interim Report) in the participant's country. Format of Activities Report will be distributed during the program.

* The Activities Report will be submitted by the participating organization, not by the individual participant.

<Whole Structure of the Three-year Program>

【Preparatory Phase】 Formulating Inception Report and submitting it to JICA Overseas Offices.

1. First-year program in Japan

Unit Objective 1:

To be able to explain the ideas, knowledge and information as well as policies to execute on the Ramsar Convention and the CBD.

Unit Objective 2:

To be able to analyze the situation in their own organizations in terms of policies and challenges concerning biodiversity and the conservation and wise use of wetlands registered under the Ramsar Convention.

Formulation of Interim Report

Submission: The Activities Reports from participating organizations

2. Second-year program in Japan

Unit Objective 3:

To be able to draw up practical implementation plans by learning techniques to monitor and properly managing wetland environments and biodiversity.

Formulation of Interim Report

Submission: The Activities Report from participating organizations

3. Third-year program in Japan

Unit Objective 4:

To be able to draw up implementation plans in their own organizations by understanding the need for civic participation, communication, education and public awareness (CEPA) as well as environmental education.

Unit Objective 5:

To be able to draw up project plans concerning the promotion of conservation and wise use of wetlands and biodiversity in their own countries.

Formulation of Interim Report

【Finalization Phase】 Formulating Final Report from the participating organization and its submission to the JICA Overseas Office.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating

organizations are expected to use the program for those specific purposes.

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current duties: Working-level official engaged in the conservation of wetland environments or biodiversity
- 2) Experience in the relevant field: have more than 2 years' experience
- 3) Educational background: a university graduates or equivalent,
- 4) Language: competent command of spoken and written English, which is equal to TOEFL iBT* 72 (CBT** 200/PBT*** 533) or more (The program is commanded by English, therefore participants are requested to have sufficient English ability).
*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/
***PBT: Paper-Based Testing,
- 5) Health: be in good health, both physically and mentally, to undergo the field training,
*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 1)a letter of the participant's consent to bear economic and physical risks 2)a letter of consent from the participant's supervisor 3)a letter of consent from your Embassy in Japan, 4)medical certificate. Please ask National Staff of JICA Office for the details.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: Sufficient physical strength to engage in field activities.
- 2) It is preferable to be under 48 years of age in principle.

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA Office or the Embassy of Japan.

(2) **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

Participants are required to submit Inception Report together with Application Form by **April 1, 2011**. Inception Reports are requested to send to JICA Obihiro, preferably by e-mail to jicaobic-kenshuu1@jica.go.jp

*The contents of report differs according to the country which was participated in the first year or not. Please pay attention on the information on Annex-1-3.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **April 1, 2011**

Note: Please confirm the closing date set by the respective country's JICA Office or Embassy of Japan in 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 program. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The participants from 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 April 15, 2011**.

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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) 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-9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

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

(2) **Contact:**

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note: *:country code for Japan, **:area code for Obihiro

(Email) jicaobic@jica.go.jp (Website) www.jica.go.jp/english/

2. Implementing Partner:

(1) Nature Conservation Bureau, Ministry of the Environment

• **Contact:**

(Address) Kasumigaseki 1-2-2, Chiyoda-ku, Tokyo, 100-8975, Japan

(Tel) 81(*)-3(**)-5521-8284 (Fax) 81(*)-3(**)-3581-7090

Note: *:country code for Japan, **:area code for Tokyo

(E-mail) wildlife@eng.go.jp (Website) www.env.go.jp/en/

• **Remark:** Ministry of the Environment (MoE) is a governmental organization responsible for planning and coordination of overall environment administration concerning pollution control, nature conservation and wildlife protection. The Nature Conservation Bureau is one of the bureaus in MoE, whose main functions are to survey on the natural environment of Japan, to establish and manage natural parks and conservation areas, to protect and manage wildlife, and take other appropriate measures for nature conservation including wildlife protection.

(2) Kushiro International Wetland Centre (KIWC)

• **Contact:**

(Address) 7-5, Kurogane-cho, Kushiro-city, Hokkaido, 080-8505, Japan

(Tel) 81-154(***)-31-4594 (Fax) 81-154(***)-23-4651

Note: ***:area code for Kushiro

(Email) kiwc@kiwc.net (Website) www.kiwc.net

•**Remark:** KIWC was established in January in 1995 in order to develop the recognition of the value of wetland and the concern on the conservation and wise-use of wetland, which was enhanced during the Ramsar Kushiro Conference. The main purpose of KIWC is to establish and operate itself as the center of activities of all the local governments in collaboration with international organizations including Wetlands International and the Ramsar Convention Bureau.

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 Tokyo:

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)

During the program JICA will arrange accommodations at each training site.

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. Participants who have successfully completed the training program will be awarded a certificate by JICA.

2. Medical history

In case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

3. Climate

The climate condition in Kushiro, Tokyo and Naha is given below. Participants are advised to prepare appropriate clothes.

Kushiro

Unit: Temperature(°C), Precipitation(mm)

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	1.6	3.9	8.8	17.8	20.0	23.4	25.4	29.2	27.6	18.8	14.7	11.8
	Low	-19.4	-16.7	-7.2	-5.7	-0.5	5.8	7.7	10.8	4.1	-2.1	-8.9	-12.1
Prec.		8	9	56	54	103	76	91	176	115	84	35	33

Tokyo

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	13.9	17.0	20.4	25.8	29.0	29.1	34.5	35.3	32.3	25.2	22.3	19.9
	Low	0.8	-0.1	2.8	6.5	9.2	13.4	18.6	19.6	15.4	11.5	5.5	1.8
Prec.		18	57	120	240	255	226	48	388	159	205	74	71

Naha(Okinawa Island)

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	25.9	24.7	25.9	28.3	30.7	32.9	33.8	33.6	32.7	31.4	30.8	24.9
	Low	12.9	10.7	10.7	15.0	16.9	23.6	24.8	24.6	23.5	18.7	14.4	13.4
Prec.		70	123	246	69	119	153	83	140	268	215	119	20

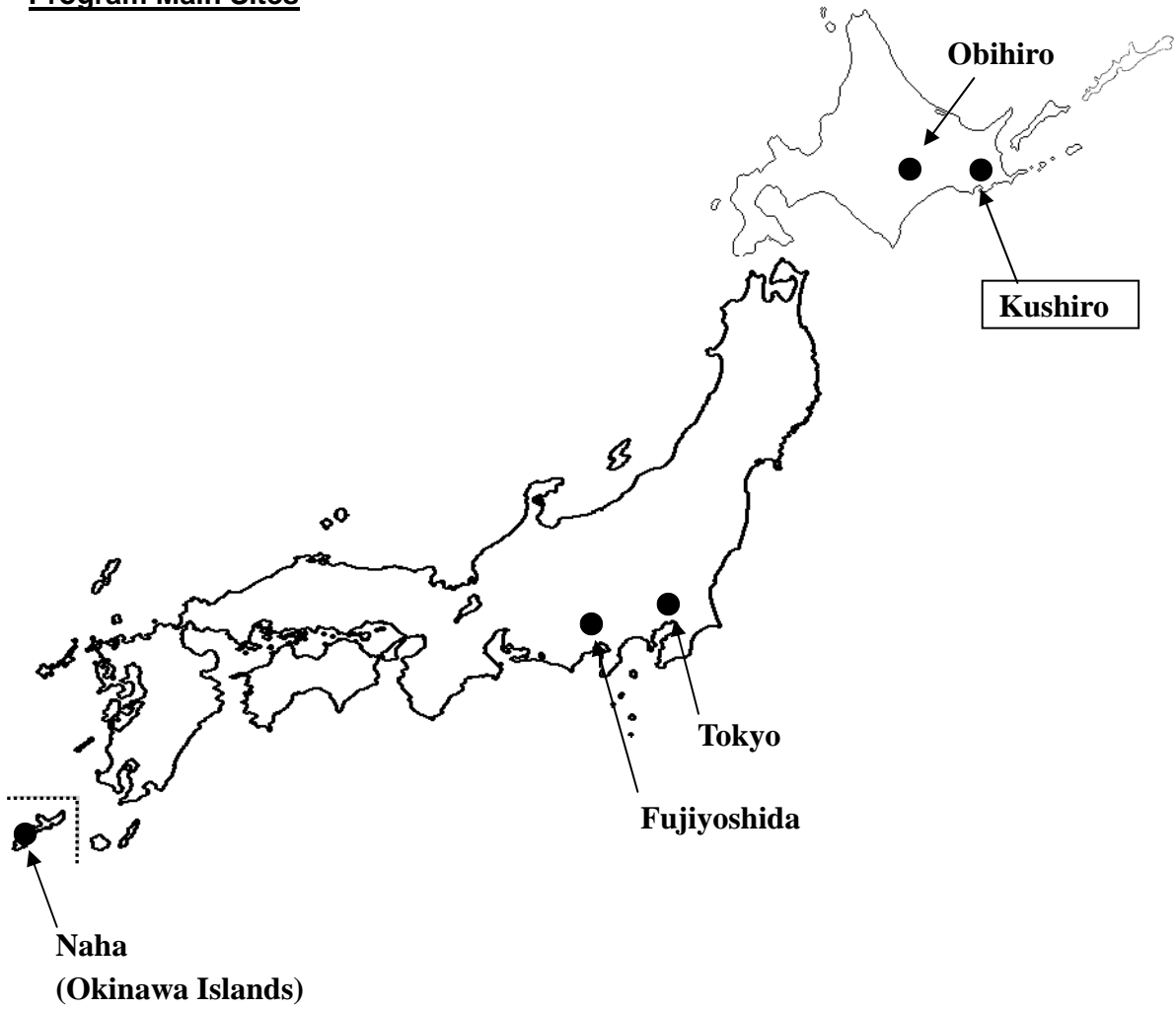
Source: Japan Meteorological Agency (2008)

4. Field Trip

During the program participants are going to have field trips from the southern part to the northern part of Japan.

Most of the program is held at Kushiro city, but the parts of the program are held in Tokyo and Okinawa Islands. It is convenient for you to bring some small bag to travel for about 1 week.

Program Main Sites



VI. ANNEX:

Annex 1

Conservation and Wise Use of Wetland in the Context of Implementing Ramsar Convention and CBD (JFY 2011)

Inception Report 1 :for the organization to participate in the program, for the first time

Applicants are requested to formulate an Inception Report. The contents are on the following issues and submit it to the JICA Obihiro with Application Form by **April 1, 2011**. The Report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 5 pages not including photos, maps, or any visual materials.

I. Background information

1. Brief Information on the Country
Geographic status, population, climate and the relevant information.
2. Organization Chart
Central government responsible for annual budget for nature conservation, particularly wetland and their biological diversity conservation.
3. Existing Law and Regulation concerning Nature Conservation, particularly Wetland and their Biological Diversity Conservation.
i.e. name, areas (ha), and wetland type
4. List of Important Wetlands

II. Issus of your Organization

1. Present Status of Nature Conservation, particularly Conservation of Wetland Ecosystems and their Biological Diversity.
 - 1-1 General Status
 - 1-2 **Specific Issue(s)**
Describe specific issue(s) on destruction of wetlands and/or threatened species that the organization is currently engaged in.(Issue Analysis)
 - 1-3 Solution for the issues mentioned in 1-2

1-4 Describe specific subjects in the curriculum and those reasons in order to solve the issues

2. International Cooperation for Conservation of Wetland Ecosystems and their Biological Diversity.

Describe outline of the ongoing and planned projects including period, name of counterpart(s) such as donor countries, agencies and international NGOs, budget, etc.

3. Major constraints and future prospects of Conservation of Wetland Ecosystems and their Biological Diversity

Note: Applicants are requested to make a presentation on their Inception Reports at the beginning of the program. It is advisable to use audio visual aids such as Microsoft PowerPoint or pictures presenting the Report.

Annex 2

Questionnaire only for Inception Report 1

1. The Ramsar Convention

(1) Is your country accede to the Ramsar Convention?

Yes •When did your country join the Ramsar Convention?

Year _____ Month _____ Day _____.

•The number of Ramsar sites

•The types of Ramsar sites (cf. Ramsar Convention's categories)

No •Is your country planning to be a contracting party to the Ramsar Convention?

Yes

No

2. The Convention on Biological Diversity

(1) Is your country contracting party to the Convention on Biological Diversity?

Yes •When did your country join the Convention on the Biological Diversity?

Year _____ Month _____ Day _____.

No •Is your country planning to be a contracting party to the Convention on Biological Diversity?

Yes

No

(2) Does your country have any institutions/facilities for the biological diversity conservation?

Yes •Please write the names of the institutions/facilities.

No •Is your country planning to establish institutions/facilities for the biological diversity conservation?

Yes

No

(3) Does your country have any projects/programs for the conservation of wetland ecosystems and their biological diversity?

Yes •Please write the names of the projects/programs.

No •Is your country planning to make any projects/programs?

Yes

No

3. Wetland Restoration and Rehabilitation

(1) If your organization has any projects/programs of wetland restoration and rehabilitation, please introduce them briefly.

(2) Does your country have any projects/activities which involve local people for conservation of wetlands or biodiversity?

Yes •Please write the guideline of the projects/activities.

No •Is your country planning to make any projects/activities?

Yes

No

4. Remote Sensing

(1) Does your organization use remote sensing methods for investigations?

Yes •How do you get the satellite images?

- How do you use the satellite images? (ex. For vegetation research/habitat research)
- No ●Please describe the reason. (ex. Your organization needs computers. Your organization needs appropriate Software/techniques/manpower for the remote sensing)
- Is your organization interested in using remote sensing methods?
Yes No

Annex 3

***Inception Report 2
:for the organization to participate in the program
as the second time***

Applicants are requested to formulate Inception Report and submit it to the JICA Obihiro with Application Form by **April 1, 2011**. The Report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 5 pages not including photos, maps, or any visual materials.

Please check out the Activities Report which was submitted by the ex-participants last year. We recommend discussing with ex-participants directly and figuring out the points

The contents:

The role and issues of the organization in order to execute "Action Plan" which was formulated by the ex-participant of your organization.

If you need the Activities Report, please contact JICA respective overseas' offices or JICA Obihiro by e-mail so that we can send the report to you.

Note: Applicants are requested to make a presentation on their Inception Reports at the beginning of the program. It is advisable to use audio visual aids such as Microsoft PowerPoint or pictures presenting the Report.

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 Obihiro International Center (JICA OBIHIRO)

**Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470,
Japan**

TEL: +81-155-35-1210 FAX: +81-155-35-1250

E-mail: jicaobic@jica.go.jp Website: www.jica.go.jp/obihiro/

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 including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination 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 including Medical History and Examination

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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: http://www.jica.go.jp/*****, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

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

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.

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

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

*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 and not to claim any cost or damage due to the said 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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

<input type="checkbox"/> _____)
<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:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: