

No.34/9/2011-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 17th February, 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in Comprehensive Solid Waste Management(SWM) and the 3Rs to be held in Japan from 14th June, 2011 to 30th 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 to be held in Japan from June, 2011 to October, 2011, core phase is from 14th June, 2011 to 30th July, 2011. 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 training programme is designed for Central or local governmental organizations and/or related public institutions responsible for solid waste management. It aims to improve the municipal solid waste and/or hazardous waste management plans in the respective countries. Participants are expected to expand their knowledge on SWM and 3Rs and also to Japan's system and technologies of municipal solid waste management and hazardous waste management through this programme.

3. The applicant should be a mid-career officials incharge of SWM planning in Central government/provincial governments or local bodies; having more than 2 years experience in the field concerned; have a university degree or the equivalent; be under 45 years of age; be proficient in written and spoken English; not be serving in the military and be in good health both physically and mentally to undergo the training. The organisaion which had deputed their officials to this course last year will be preferred.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from arrival in Japan to departure from 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 arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 15th February, 2011. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 15th April, 2011. Nominations received after the prescribed date will not be considered.



(Rakesh Mishra)
Desk Officer
Tel. No.23094575
Email-doeof@nic.in

1. The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
2. The Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
3. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
- ✓ 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



34/9

-1-

Japan International Cooperation Agency
(Government of Japan)

No 12/GT-CP/2011

15th February, 2011

Dear Mr. Rakesh Mishra

A Group Training Course in Comprehensive Solid Waste management and the 3Rs will be held in Japan from 14th June, 2011 to 30th 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 **21st April, 2011**:-

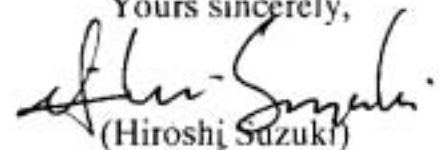
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Country Report

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

It is further informed that 12 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.


With regards,

Yours sincerely,


(Hiroshi Suzuki)

Senior Representative

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


15/02/2010
Mr Shiekh

PUD No-13-810/2011
11/07/2011
17/02/2011



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Group Training Program Comprehensive Solid Waste Management and the 3Rs

集団研修「廃棄物総合管理及び 3R」
JFY 2011

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

NO. J11-00605 / ID. 1180974

From June 2011 to October 2011

Phases in Japan: From June14, 2011 to July 30 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 Governments.

I. Concept

Background

In developing countries, inappropriate treatment of solid waste causes many issues such as hygiene problems, environmental pollutions etc. The quantity and quality of solid waste has been changed by concentration of population to urban area or variety of life style, and this makes the issues more serious. Countermeasures for solid waste management (SWM) are needed in those countries.

For what?

This program aims to improve the municipal solid waste and/or hazardous waste management plan in respective countries.

For whom?

This program is offered to be a mid-career official in charge of SWM planning in central governments, provincial governments or local bodies. And persons who belong to the organization same as training participants who participated this course last year are highly recommended.

How?

Participants are expected to

- analyze their country's current situation and issue(s) on SWM.
- expand the knowledge on Japan's system and technologies of municipal solid waste and hazardous waste management considering how participants can improve their SWM issue(s) by utilizing those knowledge.
- make Action Plan which can be practically implemented within one or two years upon returning to respective countries (**Please see Annex-2**).

II. Description

1. Title (J-No.): Comprehensive Solid Waste Management and 3Rs (J11-00605)

2. Period of program

Duration of whole program: June 2011 to October 2011

Core Phase in Japan: June 14 to July 30, 2011

Finalization Phase: July 2011 to October 2011

(in a participant's home country)

3. Target Regions or Countries

India, Pakistan, Papua New Guinea, Palau, Syria, Egypt, Serbia, Cambodia

4. Eligible / Target Organization

This program is designed for central governments, provincial governments or in local bodies in charge of planning for SWM. In particular, the organization which dispatched training participant to this course last year is highly recommended.

5. Total Number of Participants

12 participants

6. Language to be used in this program: English

7. Program Objective

Participants are expected to expand the knowledge on SWM and 3R so that they can improve the municipal solid waste and/or hazardous waste management plan in respective countries.

8. Overall Goal

Municipal solid waste and/or hazardous waste management plan is implemented in respective countries.

9. Expected Module Output and Contents:

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

There will, however, be minor changes in several subjects.

(1) Core Phase in Japan (June 14, 2011 to July 30, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>					
Expected Module Output	Subjects/Agendas			Methodology	
				Form	Hrs
1. To expand the knowledge on SWM system	1-1 Framework of SWM system in Japan such as legal, administration, planning, organizational structure and finance	History of overall waste management in Japan	Lecture	3	
		Waste management administration (municipal waste, industrial waste and recycling)	Lecture	3	
		Waste Management and Sound Material Recycling Society	Lecture	3	
		Organization and institution of waste management in Japan	Lecture	3	
		Waste management administration by municipal government	Lecture	3	
	1-2 SWM education for citizens	Promotion of citizen's participation	Lecture	3	
		Environmental education	Lecture	2	
		Consensus building and role playing	Lecture, Exercise	5	
	2. To enhance the knowledge on WM technologies	2-1 Night Soil Treatment	Night soil treatment	Lecture	3
Night soil treatment plant			Observation	2	
2-2 Collection/Treatment/Disposal		Selection of collection vehicle and O&M	Lecture	3	
		Outline of solid waste treatment alternatives		3	
		Design and construction of sanitary landfill	Lecture	3	
		Measures against environmental pollution of landfill	Lecture	3	
		History of incineration in Japan	Lecture	3	

	2-3 Reuse and recycling technologies in Japan	Recycling facility	Observation	12
	2-4 Hazardous waste management system in Japan	Outline of hazardous waste treatment alternatives	Lecture	3
		Medical waste disposal administration	Lecture	3
		Hospital	Observation	2
3. To formulate Action Plan	Current situation of waste management in respective countries	Country Report presentation	Presentation	6
		Group discussion	Exercise	6
	Action Plan	Work Shop on the problem identification	Exercise	3
		Preparation of Action Plan and presentation (Please see Annex-2)	Exercise /Presentation	12

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

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
Finalized Action Plan	To finalize Action Plan and report to JESC by October 30, 2011. JESC would be able to give technical advices for finalization.

10. Follow-up Cooperation by JICA:

In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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 operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section -2 below.
- (3) Applying organizations are also expected to 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 -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be a mid-career official in charge of SWM planning in central governments, provincial governments or local bodies. In particular the organization which dispatched training participant to this course last year is highly recommended.
- 2) Experience in the relevant field: have more than 2 years' experience
- 3) Educational Background: be university graduates or possess equivalent technical qualifications in this field
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must 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 documents before departure in order to minimize risks to their health. The documents include 1) letter of the participant's consent to bear economic and physical risks involved with pregnancy 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask national staff in JICA office for the details.

- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Age: be under fifty (45) years

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.

*Application Form should be typewritten in English.

(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) **Country Report:** to be submitted with the Application Form. Details of the Country Report are shown in Annex-1. The Country Report should be prepared based on the discussion among applicants' organization, not by the participant himself/herself alone. The Country Report would be used not only for selecting applicants, but also as for materials of country report presentation and as for key information to specify the problem which will be core issue when preparing an Action Plan explained in Annex-2.

*Country Report should be

-typewritten in English

-A4 size (21cm x 30cm)

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **April 21, 2011**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 13, 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, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Yokohama

(2) Contact: Mr. Naoto Furukawa (jicayic-training1-as1@jica.go.jp)

2. Implementing Partner:

(1) Name: Japan Environmental Sanitation Center (JESC)

(2) URL: <http://www.jesc.or.jp/en/index.html>

3. Travel to Japan:

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

(2) Travel Insurance: Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Yokohama International Center (JICA YOKOHAMA)

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

TEL: 81-45-663-3251 FAX: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

If there is no vacancy at JICA YOKOHAMA, 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.

VI. ANNEX:

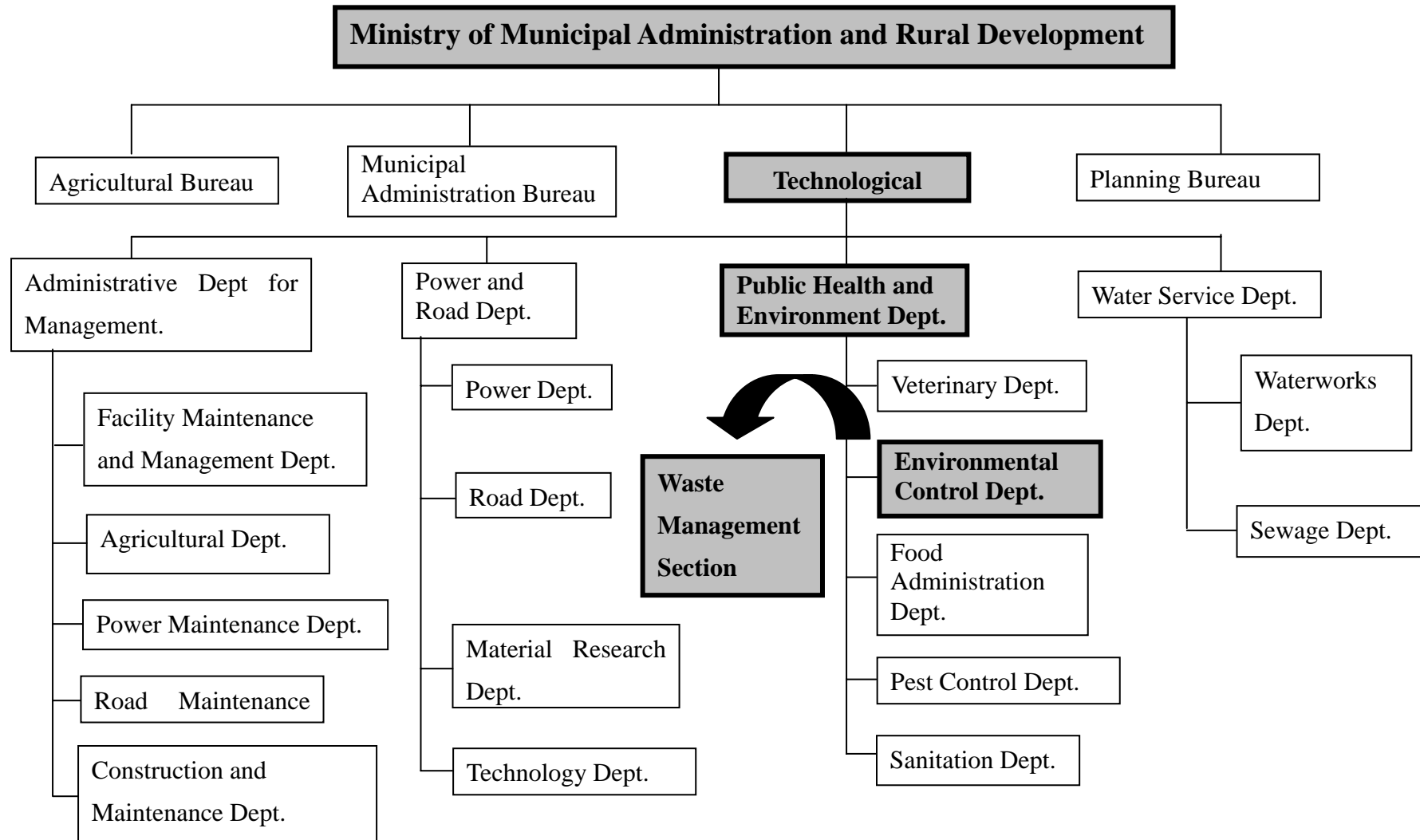
Annex-1

Country Report Part-I

Description of the Applicant's Work (Example)

1. Full name and nationality in parenthesis (Capitalize the family name)	○○○ ○○○ (Japan)		
2. Position • Technical or Administrative Work • Describe the section directly related to your work and the number of the staffers	Chief Manager of Waste Management Section • (technical Work) • Ministry of Municipal Administration and Rural Development (625) ---Technology Bureau (150) ---Environmental Service Dept. (30) ---Waste Management Section (<u>7</u>) <div style="text-align: right; margin-right: 50px;">↑ Number of Staffs</div>		
3. Please list and briefly describe the responsibilities of the section to which you belong	(Waste Management Section) • Planning and drafting of laws related to waste management • Planning and drafting of measures related to waste treatment and its total management • Guidance for municipal officials concerning proper treatment of waste • Management of information related to waste • Field survey of waste treatment businesses		
4. Describe your own job in detail	• Planning of solid waste treatment program • Survey of the actual situation of solid waste treatment • Training and instruction of municipal officials who are in charge of solid waste treatment • Planning of programs to promote environmental awareness		
5. Organization Chart	Prepare an attachment		
6. Work Experience (After graduating from college or graduate school)	From	to	Organization
	1990	1993	Public Health Center Environmental Monitoring Section ---Environmental Dept
1994	1997	Ministry of Education Environmental Education Projects Section ---Municipal Bureau	

Organization Chart (Example)



Country Report Part-II

Please describe the current situation, problems and countermeasures concerned with SWM in accordance with following items (**less than 5 pages, 12-point font, A4 size paper**)

Participants have 30 minutes per country for the presentation including Question and Answer session. Audio visual aids such as video, OHP, slides, and Power Point are available for the presentation.

1. Outline of the Country
Brief introduction on your country
topography, climate, area, national population, GDP/capita and capital and its population etc.
2. Waste Management Administration
 - (1) Regulations on waste management
 - (2) Administrative Organization / Roles of National and Local Governments, Supervising body- Ministry, Agency, Department, Division etc.
 - (3) Definition of waste and Classification of waste
3. Waste Management Situation in the district, city or country which you are in charge
 - (1) Waste Quantity and Characteristic
 - (2) Waste Management Fees/ Total Budget, Collecting Charge, Charging Method
 - (3) Waste Collection and Transportation/ Collection Coverage of the Planned Area, Collection Method (i.e. separation), Types of Collection Vehicles, Transfer Station, Direct Operation or Consignment with Private Sectors
 - (4) Intermediate Treatment of Waste/ Recycling, Incineration
 - (5) Final Disposal/ Number of Landfills, Type of landfill, and Structure
 - (6) Hazardous Waste/ Generation Source, Generation Quantity by Characteristic, Method of Hazardous Waste Disposal and Management
 - (7) Activities for Environmental Education, Public awareness, Nurturing the Staff
 - (8) Other topics to be mentioned
4. Supporting county or international organization and its Projects
5. Problems in your division, department, organization
 - (1) Responsible Duties of your Division, Department, Organization
 - (2) Major Problems your organization faced
 - (3) Theme which you want to highlight (pick up) in the Action Plan

Annex-2

Example of Action Plan

During the Seminar, participants are expected to make Action Plan, which can be practically implemented within one or two years upon returning to respective countries. Before coming to Japan, participants and their organizations are requested to make sufficient preparation such as analysis of current situation, clarification of issue(s) or theme(s) to be improved.

For making Action Plan, participants are requested to pick up one issue which mentioned in Country Report and to propose solutions to the issue. Action Plan should be specified how participants work to realize it. Please make use of any information and knowledge acquired in the lectures, observations and discussions throughout the seminar.

- 1) Steps to write and present an Action Plan :
 1. Action Plan Workshop
 2. Guidance on the Theme selection
 3. Preparation for Presentation
 4. Presentation
- 2) Construction of Action Plan :
 1. Theme
 2. Background Information of the Theme
 3. Improvement Target for the Theme
 4. Strategies in each aspect below to achieve the Target.
 - Activity
 - Human Resources
 - Organization
 - Schedule
 - Financial Resources
- 3) Draft Action Plan should be TYPED within 1 page in A4 paper, covering items 2)1, 2)2 and 2)3 above.
- 4) Action Plan should be covered all the items of 2) above and TYPED in 4 to 5 pages in A4 paper. You can prepare Power Point materials separately for presentation.

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 Yokohama International Center (JICA YOKOHAMA)

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

TEL: 81-45-663-3251 FAX: 81-45-663-3265

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B 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)

--

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

3. Country Name:

--

4. Name of Applying Organization:

--

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.

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		-						
---	---	--	---	--	--	--	--	--	--

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

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



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)

--

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 (_____)
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
-----------------------------	---

(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: _____
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------------

(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:	<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?

--

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: