

F.No.12040/05/2020-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067

Dated: 25.02.2020

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Ecotourism for Officials on Nature Conservation” to be held in Japan from 25.05.2020 to 02.07.2020 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline -13.03.2020**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Ecotourism for Officials on Nature Conservation” to be held in Japan from 25.05.2020 to 02.07.2020 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to strengthen the capacity of administrators in charge of promoting/developing nature conservation plans /projects including ecotourism in and around nature reserves.

3. The applying organizations are expected to nominate a national /local administrator involved in the promotion /development of conservation /project plans or persons who are nominated by administration agency with more than 3 years of experience in the relevant field; must be university graduate with engineering; have competent command over spoken and written English; must be in good health (both physically and mentally); be up to the age of 45 years. More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA’s prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **13.03.2020**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.

8. This issues with the approval of the competent authority.



(Manoj)Gupta)

Under Secretary to the Government of India

Tele no: 26165682

To

- a) Secretary, M/o Environment & Forest, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003.
- b) Secretary, Ministry of Jal Shakti (Department of Water Resources), Shram Shakti Bhawan, New Delhi.
- c) Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi - 110001.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

Ecotourism for Officials on Nature Conservation
課題別研修「自然環境行政官向けのエコツーリズム」
JFY 2020

NO. 201902156-J001 / ID. 201902156

Course Period in Japan : From May 25th to July 2nd, 2020

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

The United Nations designated the year 2002 as “the International Year of Ecotourism” to encourage more people to see tourism from the viewpoint of sustainable development. Ecotourism aims to help people experience and understand local natural environments and traditional culture, contributing to better conservation of these assets as well as community development.

The World Tourism Organization (WTO) defines sustainable tourism as tourism that conserves not only natural resources but also historical heritage and tangible/intangible resources including tradition and culture, as well as tourism in which visitors cherish precious sightseeing resources and contribute to their passage to the next generation. In many developing countries, tourism is an important industry that brings foreign currency, and is valued in terms of regional development advantages such as the creation of job opportunities in the relevant areas and regional economic revitalization. Equal emphasis on the development and conservation of tourism resources is a vital issue. At the same time, environmental conservation is a highly important and urgent issue in economic and social development.

For what?

This program aims to strengthen the capacity of administrators in charge of promoting/developing nature conservation plans/projects including ecotourism in and around nature reserves.

For whom?

This program primarily targets officials and staff at national/local government agencies who are dedicating themselves to implement and promote nature conservation policies/plans and activities by utilizing ideas of “ecotourism” in and around protected areas. There is also a chance for other persons working on nature conservation projects and activities, with recommendation by national/local governments.

How?

Participants shall have opportunity in Japan to:

- 1) visit national parks, Ramsar sites and historical places,
- 2) practice some field activities such as hiking, canoeing, and
- 3) have discussions with the program leader and lecturers to achieve program objective.

II. Description

1. **Title (J-No.):**
Ecotourism for Officials on Nature Conservation (201902156-J001)
2. **Course Period in JAPAN:**
May 25th to July 2nd, 2020
3. **Target Countries:**
Republic of the Philippines, Lao People's Democratic Republic, Socialist Republic of Viet Nam, India, Republic of Honduras, Gabonese Republic, Georgia
4. **Eligible / Target Organizations:**
National and local governmental organizations involved in the promotion/development of conservation/project plans for natural environments.
5. **Course Capacity (Upper limit of Participants):**
7 participants
6. **Language to be used in this program:**
English
7. **Course Objective:**
Participants in the training will learn mechanisms and techniques required for planning and implementation of sustainable ecotourism in regard to environmental, economic and social aspects.
8. **Overall Goal:**
Participants will gain an understanding of how to promote and develop conservation and project plans incorporating ecotourism in/around nature reserves.
9. **Expected Module Output and Contents:**
This program consists of the following components:

(1) Preliminary Phase in a participant's home country (before departure to Japan)
Participants make required preparation for the Program in the respective country. Submitting Inception Report to JICA Overseas Office or the Embassy of Japan by March 31, 2020.

Expected Module Output	Activities
Inception Report is Formulated.	Formulation and submission of Inception Report to the respective country's JICA Offices together (Please refer to Annex, Attachment-1) .

(2) Core Phase in Japan (May 25 to July 2, 2020)
Participants dispatched by the organizations attend the Program implemented in Japan.

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

Expected Module Output 1: The concept of ecotourism, an outline of the nature conservation area system including national parks in Japan, and methods of conservation and monitoring of natural resources as related to tourism can be explained.					
Topics	L	P	S	D	Details
Japan's policies on ecotourism	2			0.5	Learn about the Japanese Government's ecotourism promotion policies from related laws and regulations and promotional projects in Japan.
Management/operation of national parks in Japan	2			0.5	Learn about policies required for the conservation and use of the natural environment from examples highlighting the management/operation of national parks in Japan.
Local resource development for ecotourism	2				Learn about "treasure hunting", the method of finding natural cultural resources in the community, and designing phenology calendar featuring flora, fauna, events and lifestyle of the community and its application for community development and/or community-based tourism.
Overview of ecotourism	4				Learn about the principals and basics of ecotourism through examples from around the world.
Ecotourism in local community	2				Learn about the principals and basics of ecotourism under the Ramsar Convention through examples in the Kushiro Wetland.
Eco tours in national park		4			Learn about the methods of monitoring in natural parks/reserves and its significance from examples of wetland monitoring in the Kushiro Wetland as a Ramsar site.
Eco tours in Ramsar site		2			Learn about necessity of consideration and guidelines for eco tours in habitats where rare wild animals such as Red-crowned cranes live from the example of a canoe program in the Bekambeushi Wetland.
Ramsar site and ecotourism				1	Learn about the process and methods of executing and practicing the guidelines considering for environmental conservation, especially the habitats for rare wild animals including Red-crowned cranes.
Expected Module Output 2: Mechanisms for collaboration among related ministries, local governments, private companies and tour operators in planning and implementing ecotourism can be explained.					
Topics	L	P	S	D	Details
Ecotourism in partnership with local nature conservation	1			1	Learn about wetland conservation activities initiated by local residents from the example of trust efforts to conserve the Kiritappu Wetland, a registered Ramsar site.

Green tourism and ecotourism	1				Learn about the management and operation of the Tokachi Millennium Forest, the facility for promoting public awareness of forest conservation in the community from the point of ecotourism.
Expected Module Output 3: Needs and methods for environmental education can be explained					
Topics	L	P	S	D	Details
Green tourism and ecotourism (Segway tour)		1.5			Learn about how to plan eco tour programs to raise awareness of environmental and landscape conservation through a Segway tour in the Tokachi Millennium Forest.
Eco tour programs in national park (Lake Shikaribetsu)		4			Learn about how to plan eco tour programs to raise awareness of environmental and wildlife conservation through Air Trip (zip-line to experience animal behavior from how animals see) in the national park.
Nature conservation and ecotourism (Nakasatsunai Art Village)		3			Learn about how to plan eco tour programs to raise awareness of environmental and landscape conservation through a trail walk in Nakasatsunai Art Village.
Nature conservation and ecotourism (Rokka no Mori)		3			Learn about how to plan eco tour programs to raise awareness of environmental and landscape conservation through a trail walk in Rokka no Mori.
Eco tour programs in national park (Mt. Nupkaushinupri)		5			Learn about eco tour programs using the natural environment surrounding Lake Shikaribetsu (Mt. Higashi Nupkaushinupri) that considers wildlife conservation through a trekking tour.
Regional-based eco tour programs		5			Learn about how regional industries can be used in ecotourism from an environmentally friendly eco tour program using native Hokkaido horses.
Ecotourism development in local community		2			Learn about the development of programs that tourists can easily participate and the expected benefits of environmental education through the example of making wooden postcard from lumber remnants.
Ecotourism and facilities in national park		3			Learn about awareness raising activities, including environmental education programs and the method of an effective museum display at visitor centers.

Eco tours in cooperation with local community			1		Learn about the example of an environmental education facility, which is funded by private companies, developed by the government, and managed by the local private organization, and their cooperation with the local government through the Designated Administrator System (public-private partnership).
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Expected Module Output 4: Needs and methods for community-participatory (community-based) tourism can be explained.

Topics	L	P	S	D	Details
Historic site and eco tour program		1		1	Experience the rickshaw ride in Asakusa, Tokyo to learn about the preservation of traditional culture, how it is utilized for the purpose of tourism and their cooperation in regional development.
Community based ecotourism development	2				Learn about issues and lessons learned from ecotourism development in a national park in Vietnam (JICA-supported project).
Eco tour programs in national park (cooking experience)		3			Learn about eco tour program based on the concept of local production for local consumption.
Nature conservation and ecotourism (Lake Toro)		2			Learn about regional efforts including canoe tours as a side business by fishermen in the national park/Ramsar site, and independent efforts to conserve/manage the water environment to understand the relationship between regional industry-based eco tours operated by the local residents and environmental conservation.
Local industry and ecotourism		2		1	Experience eco tours and activities using what the local residents do on a daily basis as local resources, which lead to community development and community pride. Learn about the use of local produce in tourism and the importance of community cooperation.
Nature conservation and ecotourism (Kenbokka Island)		3.5		1	Learn about eco tour programs that utilize regional characteristics and industries with consideration of the natural environment from the example of a Kenbokka Island tour operated by local fishermen.
Community development and ecotourism		9		1	Learn about community revitalization by community based ecotourism from examples of ecotourism in the subtropical area such as mangrove and coral reef sites.

Expected Module Output 5: It becomes possible to consider conservation plans and project plans incorporating ecotourism by using findings obtained in 1) to 4) in an integrated manner.

Topics	L	P	S	D	Details
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Program introduction	2				Introduction of this Knowledge Co-Creation Program (Group and Region Focus)
9Inception Report presentation		2.5			Understand individual participants' work details, issues and expectations for this program.
Program review and briefing				10	Briefing to introduce every program prior to experiencing them, and review them to share the lessons and thoughts gained through the experiences.
Guidance of Final Report making		9			Receive advice from the course leader on the summarization of issues in participants' home countries and the feasibility of final report
Final Report presentation		2			Present what participants have learned and propose the plan each participants will implement in their country after this program.
Total	15	66	1	12.5	94.5

*The schedule is subject to change due to the coordination of curriculum.

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 utilize 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) 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 II -2 below.
- (5) Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) **Current duties:** National/ local administrators involved in the promotion/ development of conservation/ project plans or persons who is nominated by administration agency.
- 2) **Experience in the relevant fields:** More than three (3) years
- 3) **Be nominated by their governments**
- 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,
(*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/
***PBT: Paper-Based Testing)
- 5) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: Sufficient physical strength to engage in field activities.
- 2) It is preferable to be up to 45 years of age in principle.
- 3) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is available at **the JICA office (or Embassy of Japan)**.

(2) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) 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.

(4) Inception Report: to be submitted with the Application Form. Fill in Attachment-1 of this General Information, and submit it along with the Application Form. (Detailed information is provided in VI.ANNEX: Attachment 1) Inception Reports are requested to send to JICA Hokkaido Center Obihiro (JICA Obihiro) by e-mail to jicaobic@jica.go.jp as well. (The title should be "Ecotourism for Officials on Nature Conservation")

4. Procedures for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Hokkaido Center (Obihiro), Japan:

March 31, 2020

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 documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA Office (or Embassy of Japan) to the respective Governments by **not later than April 23, 2020.**

5. Conditions for Attendance:

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) 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.

(8) to observe the rules and regulations of the accommodation and not to change

the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

Name: JICA Hokkaido Center (Obihiro), (=JICA Hokkaido (Obihiro))

Contact:

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, 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:

Kushiro International Wetland Centre (KIWC)

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: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

● JICA Hokkaido Center (Obihiro) (JICA OBIHIRO)

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

TEL: +81-(0)155-35-2001 FAX: +81-(0)155-35-2213

● JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo, 151-0066, Japan

TEL: +81-(0)3-3485-7051 FAX: +81-(0)3-3485-7904

(where "81" is the country code for Japan, and "155" or "3" is the local area code)

If there is no vacancy at above JICA Obihiro and Tokyo, JICA will arrange alternative accommodations for the participants. Besides Obihiro and Tokyo, JICA will arrange accommodations at each training site too.

5. Expenses:

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

(1) Allowances for accommodation, meals, 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 "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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. Certification

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

2. Things to bring

It is **necessary** to bring:

- Laptop Computer

During the training program, participants would have opportunities to make some reports and PPT slides for the presentation the end of the training. We will not provide a computer.

- Daypack and trainers/running shoes

Participants would have opportunities to have field activities including mountain climbing from the beginning of the training. Therefore, participants are requested to bring Daypack and Running shoes from your country.

- Swimming suits

Participants are likely to get wet during the program in Okinawa. We advise you to wear it beneath your clothing.

It is **advisable** to bring:

Sunglasses, Cap, Sunscreen, Socks, Regular drugs such as headache and gastrointestinal medicine.

Followings are available to borrow during the training period.

Raincoat (poncho), Fleece, Windcheater (jacket and pants), Hat with anti-insect net, and Rubber boots.

3. School visit

For the purpose of the promotion of international cultural exchange, this training program includes a school visit, which all participants are requested to visit a local school and interact with students.

To introduce your country, it is advisable for participants to bring some items such as

- (1) musical instruments, popular music CDs, traditional costume
- (2) art crafts
- (3) photos (e.g. traditional dresses, foods, houses, animals, tourist spot)

4. 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.

5. Climate

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

Kushiro (Hokkaido)

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

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	-0.6	-0.4	2.7	7.7	12.0	15.2	18.6	21.2	19.7	14.8	8.7	2.5
	Low	-10.4	-9.9	-4.9	0.3	5.0	9.0	12.8	15.5	12.3	5.5	-0.8	-7.1
Prec.		43.2	22.6	58.2	75.8	111.9	107.7	127.7	130.8	155.6	94.6	64.0	50.8

Tokyo

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	9.6	10.4	13.6	19.0	22.9	25.5	29.2	30.8	26.9	21.5	16.3	11.9
	Low	0.9	1.7	4.4	9.4	14.0	18.0	21.8	23.0	19.7	14.2	8.3	3.5
Prec.		52.3	56.1	117.5	124.5	137.8	167.7	153.5	168.2	209.9	197.8	92.5	51.0

Nago (Okinawa Island)

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Temp.	High	19.3	19.5	21.3	23.9	26.5	29.2	31.8	31.6	30.5	27.8	24.4	21.0
	Low	13.5	13.5	15.5	17.9	20.8	24.6	26.5	26.2	24.8	22.3	18.8	15.1
Prec.		111.4	126.3	153.1	171.5	222.4	244.1	151.3	248.2	220.9	150.7	122.9	96.2

Source: Japan Meteorological Agency (from 1981 to 2010)

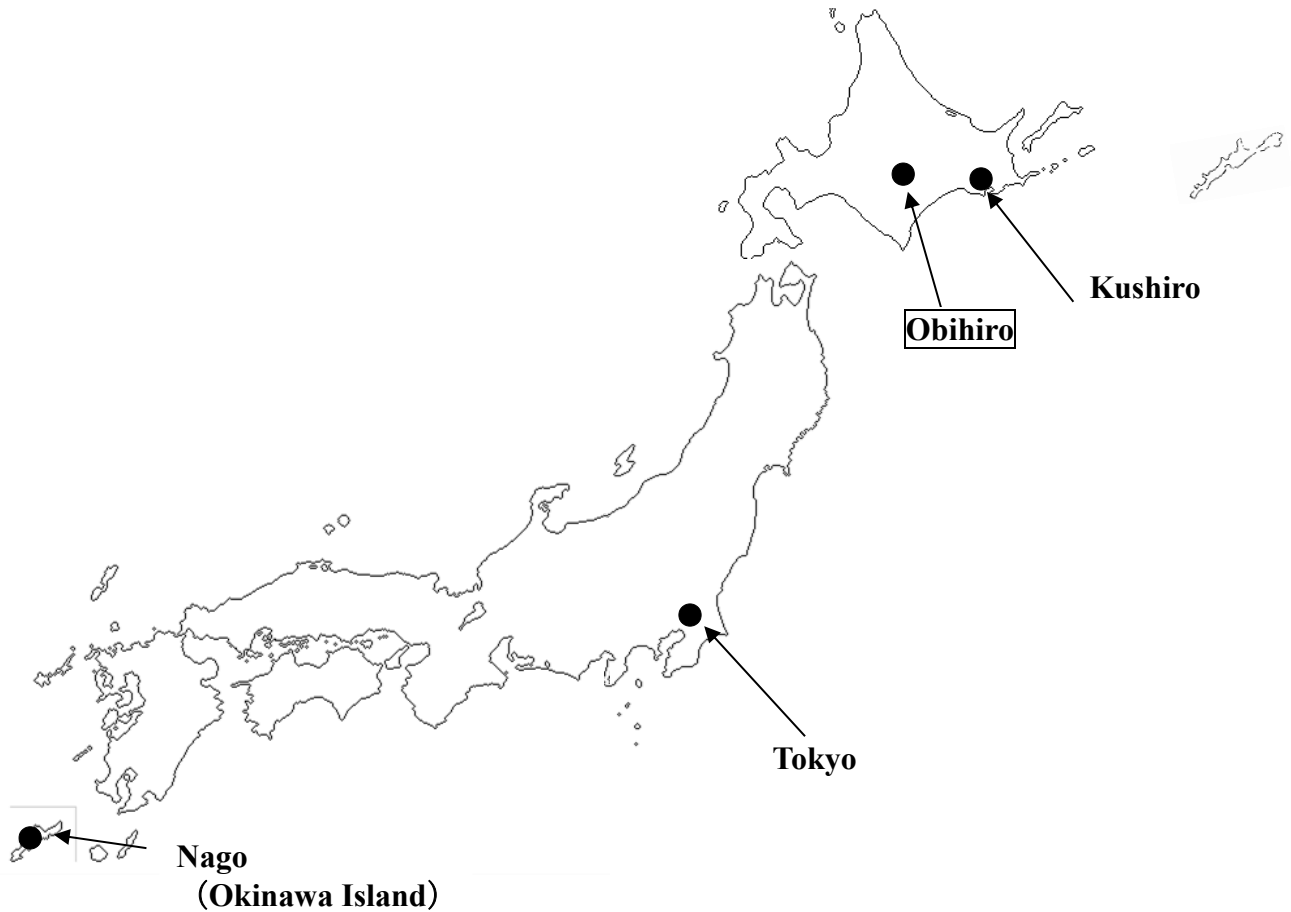
6. Field Trip

During the program, participants have opportunities to have field trips from the southern part to the northern part of Japan.

Most of the program is held at Kushiro City, but some parts of the program are held in Tokyo and Okinawa Islands. Therefore, it is necessary to bring a **small bag** to travel for about 1-2 weeks.

You also need to bring appropriate footwear for field trips such as a pair of **trainers/running shoes**.

Program Main Sites



Inception Report

Applicants are requested to prepare the Inception Report on the following issues, and submit it to the respective country's JICA Offices and JICA Obihiro by **March 31, 2020**, preferably by e-mail to jicaobic@jica.go.jp (The title should be "Eco-Tourism for Officials on Nature Conservation")

Purposes

- (1) To clarify issues and problems presently faced in your work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the training program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

Contents

I. Background information

1. Brief information on the country or the region you live and work in
Geographic status, population, climate and the relevant information.
2. Profile of organization
Introduction of organization you belong to. Describe the organization chart.

II. Issus of your work

1. Work you are in charge of
Describe specific project(s) to promote ecotourism that your organization is/was engaged in. (issue analysis)
2. Problems/issues your country faces in
Describe the problems/issues caused by tourism in your country/ province/area.
3. Future prospects
Describe your image/idea how to resolve the problem/issue you mentioned above.
4. Your current concepts of ecotourism
Describe your current concepts and ideas what ecotourism is.
*This might be changed through this course participation; however, we would appreciate if you could share your present thoughts about ecotourism.

Note:

- **DO NOT** write the Inception Report in **BLOCK CAPITALS (all caps)** as writing in capital letters can be difficult to read.
- Participants are requested to **make a presentation** using MS Power Point (around 8 slides) for 10 minutes on their inception reports at the beginning of the program.

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 and Dialogue 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 program, 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 Hokkaido Center (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

Website: www.jica.go.jp/english/

E-mail: jicaobic@jica.go.jp

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:

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

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or 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.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

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)

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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.



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)**

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

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3. Information about the Nominee(nos. 1-9 are all required)**1) Name of Nominee (as in the passport)****Family Name**

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First Name

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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

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

**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.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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.

(_____)
<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: