

F.No.12040/19/2019-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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

Dated: 16.10.2019

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Strategy for Resilient Societies to Natural Disasters” to be held in Japan from 06.01.2020 to 22.02.2020 under the Technical Cooperation Program of the Government of Japan (Submission Deadline-31.10.2019).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Strategy for Resilient Societies to Natural Disasters” to be held in Japan from 06.01.2020 to 22.02.2020 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to promote making resilient society by sharing experiences and good practices in Japan and participating countries. The program also seeks to contribute to achievement of the Global Targets of the Sendai Framework by providing insights/methods for practical implementation of local DRR (Disaster Risk Reduction) strategies/plans.

3. The applying organizations are expected to nominate officers currently engaged in DRR and (will be) involved in the formulation/implementation of disaster risk reduction plans for natural disasters at local or central government level with more than 3 years of the occupational experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally). 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).

...2/-

(2)

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 **31.10.2019**. 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](mailto:bapalahema.id@jica.go.jp) or [ShekarD.ID@jica.go.jp](mailto: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 subject to the approval of the competent authority.



(Manoj Gupta)

Under Secretary to the Government of India

Tele no: 26165682

To

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, New Delhi.
- c) Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
- d) Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, New Delhi.
- e) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001.
- f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- g) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- h) 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

on

Strategy for Resilient Societies to Natural Disasters

課題別研修「災害に強いまちづくり戦略」

JFY2019

NO. 201984485J002 / ID. 201984485

Course Period in Japan: From January 6, 2020 to February 22, 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 Governments.

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

In the Development Cooperation Charter which was released from the Japanese Cabinet in 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 number of natural disaster of the world is increasing, and the disaster remain a major drawback to sustainable development. Looking at the characteristics of past disasters in Japan and the world, it is said that the disaster with the highest frequency of occurrence is flood damage and the disaster with the most damage is an earthquake.

In Kobe, Japan, the Great Hanshin flood occurred in July 1938 causing 925 lost lives as exceptionally heavy torrential raining caused landslides. On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities resulting in losses of more than 6,000 lives and property damage of over 10 trillion yen (US\$ 100 billion). The lessons learnt from the past disasters and the future strategies for disaster reduction were encapsulated in the Hyogo Framework for Action 2005 – 2015 (HFA) which was announced at the United Nations World Conference on Disaster Reduction (UNWCDR) held in Kobe in January 2005. The HFA strongly calls for pro-active measures for disaster risk reduction (DRR) and the holistic and comprehensive approaches to integrate efforts of all the stakeholders involved in DRR. On March 11, 2011, the Great East Japan Earthquake followed by Tsunami caused unprecedented level of damages to Japan, and DRR is considered as of prime importance more than ever before.

HFA was followed by “Progress and challenges in disaster risk reduction: a contribution towards the development of policy indicators for the post-2015 framework for disaster risk reduction” in 2014, which called for a new paradigm such as land use planning, eco-system management, socio-economic impact assessments, involvement of other stakeholders, and climate change related policies.–Besides, “The Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted as post-HFA at the UN 3<sup>rd</sup> World Conference on Disaster Risk Reduction in Sendai, Japan, 2015, which is to promote activities on disaster risk reduction worldwide. According to the Sendai Framework for DRR, there are 4 Priorities for Action.

1. Understanding disaster risk;
2. Strengthening disaster risk governance to manage disaster risk;
3. Investing in disaster risk reduction for resilience;
4. Enhancing disaster preparedness for effective response, and to “Build Back Better” in recovery, rehabilitation and reconstruction.

Besides these Priorities for Action, there are 7 global targets. Among the 7 global targets, Target (e), “Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020”, is recognized as an important keystone to achieve the other targets, which are expected to achieve by 2030.

While global efforts are currently in place to meet Target (e) in close future, steady implementation of what are written in the national and local DRR plans in each country is also a crucial element.

In Japan, both national and local governments such as Kobe city had been making an effort to strengthen society to be resilient against natural disaster by implementing, verifying and revising our DRR strategies/plans. This program seeks to contribute to achievement of the Global Targets of the Sendai Framework by providing insights/methods for practical implementation of local DRR strategies/plans in order to make resilient society against natural disasters.



The Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted at the United Nations in September 2015. The most relevant Goal and Target in resilient society to disaster are the followings;

Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable.

Target 11.b: By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with **the Sendai Framework for Disaster Risk Reduction 2015-2030**, holistic disaster risk management at all levels.

Therefore, having resilient societies to natural disaster is crucial for achieving sustainable development.

**Disaster Risk Reduction (DRR) is essential for building resilient society and attaining sustainable development in disaster-prone countries.**

### **For what?**

This program is designed to promote making resilient society by sharing experiences and good practices in Japan and participating countries. The program also seeks to contribute to achievement of the Global Targets of the Sendai Framework by providing insights/methods for practical implementation of local DRR strategies/plans.

### **For whom?**

This program is designed for officials who are engaged in DRR in the countries suffered from the high frequency of natural disasters.

### **How?**

This program consists of lectures, on-site visits, and discussions to provide participants with knowledge of establishing strategy for Disaster Resilient Societies. Aside from Japanese experiences on disaster “response”, “recovery and reconstruction”

and “preparedness” in disaster management cycle, this program emphasizes on the importance of mitigation and its Japanese experiences, since mitigation is the most important for reducing the risk of disaster.

Also participants are expected to formulate and present a feasible Action Plan to implement current DRR strategies/plans effectively and to verify/revise them as necessary.

#### <Disaster Risk Reduction Management Cycle>



(Reference)

- **Disaster Management in Japan (Cabinet Office, Government of Japan)**  
[http://www.bousai.go.jp/1info/pdf/saigaipamphlet\\_je.pdf#search='cabinet+office+disaster+management'](http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf#search='cabinet+office+disaster+management')
- **Toward Mainstreaming Disaster Risk Reduction (JICA)**  
[https://www.preventionweb.net/files/42614\\_towardmainstreamingdisasterriskredu.pdf](https://www.preventionweb.net/files/42614_towardmainstreamingdisasterriskredu.pdf)
- **Lessons from the Great Hanshin-Awaji Earthquake**  
[https://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02\\_jica\\_en.pdf](https://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf)
- **The Great Hanshin flood of 1938 digital archive(Japanese)**  
<https://www.kkr.mlit.go.jp/rokko/S13/index.php>

## ***II. Description***

- 1. Title (J-No.):**  
Strategy for Resilient Societies to Natural Disasters (201984485J002)
- 2. Course Period in JAPAN:**  
From January 6, 2020 to February 22, 2020
- 3. Target Regions or Countries**  
India, Egypt, Cuba, Serbia, Saint Christopher and Nevis, Brazil, Bosnia and Herzegovina
- 4. Eligible / Target Organization:**  
Local or national government which is involved with making safe and resilient cities for natural disasters
- 5. Course Capacity (Upper limit of Participants):**7 participants
- 6. Language to be used in this program:** English
- 7. Program Objective:**  
To formulate a feasible Action Plan conducive to disaster resilient societies under the responsibility of participating organization (or participants.).
- 8. Overall Goal**  
To develop the strategy for disaster resilient societies in the participating countries.

## 9. Expected Module Output and Contents:

This program consists of the following components which are based on a disaster risk reduction management cycle. (Please refer to P 4)

Details on each component are given below. (Note: subject to change)

<b>(1) Preliminary Phase in a participant's home country</b> (November to December 2019) Participants are required to make preparation for this program in the respective countries.	
Expected Module Output	Activities
To prepare for the core phase in Japan	<ul style="list-style-type: none"> <li>- <u>Applicants</u> are required to prepare a <b>Job Report and submit it with Application Form</b>. Please refer to <b>ANNEX-1-1</b> for the format of <b>Job Report</b>.</li> <li>- <u>Accepted participants</u> are required to prepare a presentation material of Job Report in the core phase in Japan. Please refer to <b>ANNEX-1-2</b>.</li> </ul>

<b>(2) Core Phase in Japan (From January 6 to February 22, 2020)</b> Participants will attend the program implemented in Japan.		
Expected Module Output	Subjects/Agendas	Methodology
<b>[ Module 1 ]</b> <b>(Mitigation Phase)</b> <b>To understand the importance of multiple disaster prevention measures</b>	<ul style="list-style-type: none"> <li>• Flood countermeasure(River Improvement Works)</li> <li>• Countermeasure project against erosion control (SABO) in urban area</li> <li>• Land use regulation</li> <li>• Seismic resistance</li> <li>• Study trip</li> <li>• Reflection of Mitigation phase and study trip (Discussion for 'Knowledge Co-creation')</li> </ul>	Lecture, observation visit, workshop, event, and discussion
<b>[ Module 2 ]</b> <b>(Recovery &amp; Reconstruction Phase)</b> <b>To understand the components and process of recovery from the disaster</b>	<ul style="list-style-type: none"> <li>• Recovery plan of Kobe city</li> <li>• City planning: Land readjustment, urban redevelopment</li> <li>• Post earthquake community development from resident's perspective / consultant's perspective</li> <li>• Mental Health Care(PTSD)</li> <li>• Reflection of Recovery and Reconstruction phase (Discussion for 'Knowledge Co-creation')</li> </ul>	Lecture, observation visit, workshop, event, and discussion



<p><b>[ Module 3 ]</b> <b>(Relief/Response Phase)</b></p> <p><b>To understand the methods and tools to promote the mutual help by community</b></p>	<ul style="list-style-type: none"> <li>• How a local government offers emergency disaster information</li> <li>• Crisis management system and initial emergency response of Kobe city</li> <li>• Hazard map and evacuation plan</li> <li>• Support for people requiring assistance during a disaster (gender, elderly, etc.)</li> <li>• Support activities from overseas countries: International cooperation, support activities by NGOs</li> </ul> <p>Reflection of Relief and Response phase (Discussion for 'Knowledge Co-creation')</p>	<p>Lecture, observation visit, workshop, event, and discussion</p>
<p><b>[ Module 4 ]</b> <b>(Preparedness Phase)</b></p> <p><b>To understand the importance of raising awareness of disaster reduction through disaster reduction education</b></p>	<ul style="list-style-type: none"> <li>• Voluntary disaster reduction organization (BOKOMI:) by Kobe City</li> <li>• Preventative measures against tsunami -Drill for people requiring assistance during a disaster in BOKOMI-</li> <li>• Human resource development and disaster reduction education in school</li> <li>• Disaster reduction education event -Kaeru (Frog) Caravan Event-</li> <li>• Town walk and Hazard map (Safety map)</li> <li>• Early warning system</li> <li>• Reflection of Preparedness phase (Discussion for 'Knowledge Co-creation')</li> </ul>	<p>Lecture, observation visit, workshop, event, and discussion</p>
<p><b>[ Module 5 ]</b> <b>( Action Plan )</b></p> <p><b>To formulate an Action Plan with strategy for resilient society to natural disasters</b></p>	<ul style="list-style-type: none"> <li>- Course Orientation</li> <li>- Job Report Presentation</li> <li>- Workshop to learn how to formulate an action plan</li> <li>- Presentation skill</li> <li>- Action Plan Presentation</li> </ul> <p>(Note: Please refer to <b>ANNEX-2</b> for preparation for an action plan)</p>	<p>Lecture, presentation , workshop, and discussion</p>

<p><b>(3) Finalization Phase in a participant's home country</b> Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the program.</p>	
<p>Expected Module Output</p>	<p>Activities</p>
<p>To implement the Action Plan.</p>	<p>Dissemination, finalization and implementation of the action plan in the participant's country.</p>

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

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

- (1) This program is designed for organizations that intend to address specific issues or problems identified regarding making strategies for resilient societies to natural disasters in their operation. Participating organizations are expected to utilize this 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 support the participants to prepare their presentation on the Job Report, which is described in this General Information.

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

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

##### **Essential Qualifications:**

- 1) Current duties: be officials currently engaged in DRR and (will be) involved in the formulation/implementation of disaster risk reduction plans for natural disasters at local or central government level.
- 2) Experience in the relevant field: have work experience of more than 3 years in the field mentioned above.
- 3) Educational background: university graduate or equivalent.
- 4) Language: **have a competent command of spoken and written English. Especially, this program includes several intensive workshops and discussions in English.** (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. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

#### **3. Required Documents for Application:**

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

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or

alternatives.

- (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 Expiry date.

- (3) Nominee's English Score Sheet (Photocopy):** to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

- (4) Job Report:** Each candidate is required to submit a Job Report together with Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified. (Please refer to P14 **ANNEX1-1** )

#### **4. Procedure for Application and Selection :**

##### **(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by November 15, 2019.**

##### **(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.

Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

**(3) Notice of Acceptance:**

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than **November 29, 2019**.

**5. Document(s) to be prepared by accepted participants before coming to Japan:**

**(1) Presentation on the Job Report: please see Annex1-2 “Presentation of Job Report”**

Date of the presentation: the 1<sup>st</sup> ~ 2<sup>nd</sup> week of this program

Style of the presentation: Power Point presentation

(10-15 slides with the photos that explain your activities)

-Participants are required to bring the national or local plan/strategy for DRR in your country and the development master plan\* of a city where you choose as a pilot city. (Please refer to **ANNEX-1-2, page 17**)

\*The Development Master Plan ; The basic plan/philosophy of the city development for the future

Participants are recommended to bring some useful data such as video, documents, etc.

**6. 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 program expenditure depending on the severity of said violation, and
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Ms. Ayaka UDA

(Uda.Ayaka.2@jica.go.jp and jicaksic-unit@jica.go.jp)

### 2. Implementing Partner:

- Kobe International Center for Cooperation and Communication (KIC)

[http://www.kicc.jp/index\\_en.html](http://www.kicc.jp/index_en.html) (English)

### 3. Course Leader:

(1) **Name:** Mr. Yuichi Honjo

Research Professor - University of Hyogo

(2) **Remark:** Mr. Honjo played a key role for formulating and implementing the recovery plan of Kobe City (10-year plan), after the Great Hanshin Awaji Earthquake. He travels around the world to share Kobe's lessons and his know-how which he wishes to serve as a reference for recovery from natural disaster in each country with people concerned. After the Great East Japan Earthquake, he took part in the formulation of Sendai City's recovery plan as an adviser.

### 4. 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.

### 5. Accommodation in Japan:

JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0383, 81-78-261-0341 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL,

<https://www.jica.go.jp/kansai/english/office/index.html>

## **6. Expenses:**

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

- (1) Allowances for 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 preexisting illness, pregnancy, and dental treatment are not included), and
- (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.

## **7. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country’s JICA office (Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

## ***V. Other Information***

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. Short trips are arranged during the program. It would be convenient if you bring a small bag and comfortable shoes.
7. This program will be carried out in winter season and contains some outdoor observation/practice program(s). Therefore, participants are recommended to bring a heavy jacket and other preparations against cold weather. Average temperature between January and March in Kobe is below ten degrees Celsius.

# VI. Annex

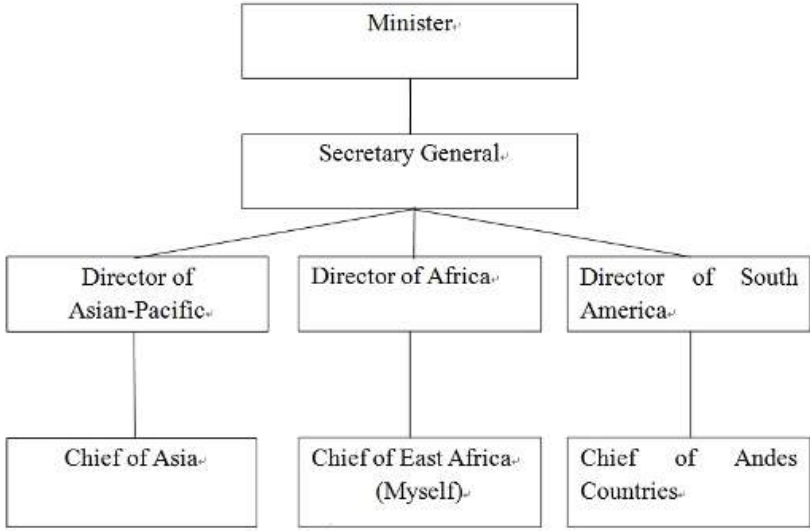
## ANNEX-1-1 FORMAT OF JOB REPORT (for screening)

### Strategy for Resilient Societies to Natural Disasters(JFY 2019) Job Report

#### Preparation of Job Report

Each participant is required to submit a Job Report together with Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

#### 1 Basic Information of nominee

(1)	Your name (Country)	
(2)	Organization	
(3)	Department, division, section and/or unit.	
(4)	Your current functional title and duties (Please describe your occupation and professional responsibilities in 2019)	
(5)	<p>Please attach an organogram of your organization and that of the whole disaster management system in your country (if available) and/or list of related organizations &lt; <b>Sample</b> &gt;</p>  <pre> graph TD     Minister[Minister] --&gt; SG[Secretary General]     SG --&gt; APAC[Director of Asian-Pacific]     SG --&gt; Africa[Director of Africa]     SG --&gt; SA[Director of South America]     APAC --&gt; Asia[Chief of Asia]     Africa --&gt; EA[Chief of East Africa (Myself)]     SA --&gt; Andes[Chief of Andes Countries]             </pre>	



## 2 Information regarding the Development Master Plan\* in your country

Summary of the Development Master Plan\* of the natural disaster prone area/city in your country. **\*The Development Master Plan : The basic plan/philosophy of the city development for the future**

## 3 Information regarding DRR situation in your country

(1) Information on types of disasters and damages caused by natural disasters

(2) Current national/local DRR plans/strategies and related laws and regulations (Please attach the DRR plans/strategies, and important related laws and regulations in digital and printed format, if available in English.)

(3) General information on implementation of DRR at each phase : Relief / Response, Recovery, Mitigation, Preparedness

(4) Roles of your organization (and your role), respective ministries, agencies, local governments and other organizations involved in DRR (Please attach organograms of your organization and the whole DRR system that shows roles of respective departments/organizations.)

(5) 1) Total national budget

2) Budget allocation for DRR per each DRR management cycle (Relief / Response, Recovery, Mitigation, Preparedness):

- The amount of national budget allocated to DRR (expressed both as ratio(percentage) in total national budget as well as in total amount-in USD(\$))

(6) International cooperation in the area of DRR by UN organizations, other aid agencies, civil society and private sector. (both on-going and in the past)

(7) Challenges and desired improvements in your organization and those of the whole DRR system

(8) Your personal expectation to this course. / Your organization's expectation to this program

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## **ANNEX-1-2 PRESENTATION OF JOB REPORT**

After selection, accepted participants are requested to make presentation of Job Report. Presentation session will be held at the beginning of the program in Japan. Please prepare and submit it after arrival in Japan.

### 1. Format:

- (1) Please modify your Job Report to a presentation file, using Microsoft PowerPoint®.
- (2) Please include the explanation of the national or local plan/strategy for DRR in your country and the development master plan\* of a city where you choose as a pilot city. Please include:
  - 1) Table of contents of the national/local plan/strategy for DRR
  - 2) An item/items you want to focus in the plan/strategy
  - 3) Development master plan\* of a city where you choose as a pilot city. (Please explain the outline of development master plan within 1-2 slides )
- (3) Please include pictures and maps for better understanding.
- (4) One presentation per participant.
- (5) Number of slides: about 10~15 slides.

### 2. Language: English

### 3. Presentation time: Approximately 15-20 minutes, including Q&A.

### 4. Presentation Date and Place:

To be informed at the beginning of the program in Japan

**\*The Development Master Plan : The basic plan/philosophy of the city development for the future**

### Others:

- Please bring your Job Report presentation in electronic file. (PC, USB, etc.)
- Please bring material(s) as a sample of DRR activities in your country (If any) in order to share them with other participants and Japanese attendees.

## **ANNEX-2** Action Plan

In this program, participants are expected to formulate and present a feasible Action Plan that contribute to DRR in line with the national/local DRR plan/strategies and development master plan\*.

### **What is Action Plan?**

During the program, each participant is required to prepare his/her Action Plan(AP). He/she is expected to make a presentation of Action Plan at the end of the program in Japan and in his/her organization after returning to respective countries.

The purpose of its preparation is to identify a specific risk and a concrete measure for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Moreover, the Action Plan is expected to be in line with the national/local DRR plan/strategies and development master plan\* in order to achieve “resilient society to disaster”. Therefore, Action Plan should be concrete and practical. Please try to make your Action Plan by using the existing human and financial resources in your organization in a most efficient and effective way as much as possible.

### **【Contents of Action Plan】**

<1>

- a. Title
- b. “Resilient” Society” for your country
  - Outline of the national/local DRR plan/strategies
  - Relation between the national/local DRR plan/strategies and development master plan\*
  - Point/points you focused in this Action Plan
- c. Problems and causes
- d. Objectives (Goals)
- e. Description of target area
- f. Responsible bodies
- g. Stakeholders
- h. Activities (Short term/Long term) / measures
- i. Budget
- j. Implementation schedule(activities)
- k. Others

<2>

- a. Any awareness/findings that you gained in this program

**Note:** Participants will have more detailed guidance during the program in Japan.

\*The Development Master Plan : The basic plan/philosophy of the city development for the future

**ANNEX-3**(Reference) The following is the schedule of **previous program**. The schedule in 2019 is subject to change. Place of study trip in 2019 will be changed.

Date	Time	Type	Subject	Venue
Jan.7 (Mon)	~		Arrival in Japan	
Jan.8 (Tue)	9:30 ~ 11:00		Briefing	JICA Kansai SR33&34 (3F)
	11:15 ~ 12:15		Program Orientation	JICA Kansai SR33&34 (3F)
	13:30 ~ 16:00	L	Course Orientation	JICA Kansai SR33&34 (3F)
	18:00 ~ 19:30	L	Japanese Language ①	JICA Kansai SR33&34 (3F)
Jan.9 (Wed)	9:30 ~ 12:00	L	Disaster Risk Reduction Administration in Japan	JICA Kansai SR32 (3F)
	13:30 ~ 15:30	L	Disaster Risk Reduction Education in Kobe City	JICA Kansai SR32 (3F)
	18:00 ~ 19:30	L	Japanese Language ②	JICA Kansai SR33&34 (3F)
Jan.10 (Thu)	9:50 ~ 12:30	O	<Common Program> Disaster Reduction and Human Renovation	Disaster Reduction and Human Renovation Institution
	14:00 ~ 16:30	L	<Common Program> Global DRR Trend, JICA's Efforts for DRR	JICA Kansai SR33&34 (3F)
	18:00 ~ 19:30	L	Japanese Language ③	JICA Kansai SR33&34 (3F)
Jan.11 (Fri)	9:30 ~ 11:50	P	Job Report Presentation	JICA Kansai SR33&34 (3F)
	12:50 ~ 16:30	P	Job Report Presentation	JICA Kansai SR33&34 (3F)
Jan.12 (Sat)	9:00 ~ 10:30	L	Rekishi Kaido Program	JICA Kansai SR33&34 (3F)
	13:15 ~ 17:15	O	Nara: Horyuji Temple, Todaiji Temple, Nara Park	Nara
Jan.13 (Sun)	~	N	No Official Program	
	~	N	No Official Program	
Jan.14 (Mon)	~	N	No Official Program	
	~	N	No Official Program	
Jan.15 (Tue)	9:30 ~ 12:30	L	Kobe City Recovery Plan	JICA Kansai SR33&34 (3F)
	13:30 ~ 16:30	L	Action Plan Workshop	JICA Kansai SR33&34 (3F)
Jan.16 (Wed)	9:30 ~ 12:30	L	Evacuation Center(Welfare Evacuation Center and etc.) / Temporary Housing(Emergency Rented Housing and Emergency Construction Housing)	JICA Kansai SR33&34 (3F)
	13:30 ~ 16:30	L	Support for People Who Need Assistance in Disasters	JICA Kansai SR33&34 (3F)
Jan.17 (Thu)	11:00 ~ 12:30	O	Participation in 2019 Hyogo Memorial Walk and the 1.17 Great Hanshin-Awaji Earthquake Memorial Ceremony	Oji Park HAT Kobe
	14:00 ~ 16:00	O	Higashi Yuenchi(East Community Park) and Kobe City Center	Higashi Yuenchi
Jan.18 (Fri)	9:30 ~ 11:30	L	Pre-explanation on Kaeru(Frog) Caravan Event (Disaster Mitigation Education Event) (Joint implementation with other courses)	JICA Kansai Briefing Room 2F
	14:30 ~ 17:00	L	Presentation of Activities by Post Graduate Students of Disaster Nursing Program, University of Hyogo, and Exchange of Ideas	University of Hyogo(Akashi)

Jan.19 (Sat)		~		N	No Official Program	
		~		N	No Official Program	
Jan.20 (Sun)		~		N	No Official Program	
		~		N	No Official Program	
Jan.21 (Mon)	9:30	~	12:30	L	Psychology for Disaster Management: How to raise awareness/Cases of Disaster Mitigation Education in Japan	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	L	Gender in Disaster Reduction and Recovery	JICA Kansai SR33&34 (3F)
Jan.22 (Tue)	9:30	~	12:30	L	Community Development Aimed at Recovery from the Great Hanshin Awaji Earthquake	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	L	Crisis Management System and Initial Emergency Response of Kobe City	JICA Kansai SR33&34 (3F)
Jan.23 (Wed)	9:30	~	12:30	L	Disaster Public Relations : How Local Government Offers Disaster Information	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	L	Mental Health Care (PTSD)	JICA Kansai SR33 &34 (3F)
Jan.24 (Thu)	9:30	~	12:30	L	Flood Damage and Countermeasures (Learn from Latest Example of Joso City and Sanjo City)	JICA Kansai SR33&34 (3F)
	14:00	~	15:30	L	Post Earthquake Community Development of Nodakita Area from Residents' Perspective	Nodakita Furusato Net
	15:30	~	16:00	L	Post Earthquake Community Development of Noachite Area from Consultant's Perspective	
	16:00	~	17:00	O	Post Earthquake Community Development of Nodakita Area	
Jan.25 (Fri)	9:45	~	12:00	L	Reflection and Group Discussion ①	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	P	Guidance for Developing Action Plan ①	JICA Kansai SR33&34 (3F)
Jan.26 (Sat)		~		N	No Official Program	
		~		N	No Official Program	
Jan.27 (Sun)		~		N	No Official Program	
	11:30	~	17:00	P	Participating Kaeru(Frog) Caravan Event (Disaster Mitigation Education Event by Plus Arts)	JICA Kansai Gymnasium and etc.
Jan.28 (Mon)	9:30	~	12:30	L	Countermeasure ageist Floods	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	L	Resilient Societies to Natural Disasters	JICA Kansai SR33&34 (3F)
Jan.29 (Tue)	9:30	~	12:30	L	Kobe City's Efforts on Earthquake Resistant Housing	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	L	Emergency Response by Fire Bureau (Rescue・Save・Transport・Emergency Fire Response Team)	JICA Kansai SR33&34 (3F)

Jan.30 (Wed)	9:15	~	10:45	P	Workshop on Community Development	JICA Kansai SR33&34 (3F)
	11:00	~	12:00	P	Workshop on Community Development	JICA Kansai SR33&34 (3F)
	13:30	~	16:30	P/O	Workshop on Community Development	JICA Kansai SR33&34 (3F) JR Rokkomichi Area
Jan.31 (Thu)	10:00	~	12:00	L	Kobe City Disaster Management Plan and Resilience Building Plan	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	L	Characteristics of the Great East Japan Earthquake(including Video Viewing)	JICA Kansai SR33&34 (3F)
Feb. 1 (Fri)	9:45	~	12:00	L	Reflection and Group Discussion ②	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	P	Guidance for Developing Action Plan②	JICA Kansai SR33&34 (3F)
Feb.2 (Sat)		~		N	No Official Program	
		~		N	No Official Program	
Feb.3 (Sun)		~		N	No Official Program	
		~		N	No Official Program	
Feb.4 (Mon)	9:00	~	13:00		Move (Kobe →Osaka Airport→Sendai Airport)	
	14:30	~	16:30		Move (Sendai Airport→Ishinomaki City)	
					Staying in Ishinomaki City	Ishinomaki City
Feb.5 (Tue)	8:30	~	9:00		Move (Ishinomaki City → Minamisanriku Town)	
	9:00	~	11:30	O	Minamisanriku Town Guided and Talked by Local Guide	Minamisanriku Town Miyagi Prefecture
	14:00	~	16:00	O	Zuiganji Temple Visit	Zuiganji Temple
					Staying in Matsushima City	
Feb.6 (Wed)	9:00	~	9:30	L	Follow Comments(on the bus)	
	9:30	~	11:30	L	Post -Disaster Town Reconstruction of Higashimatsushima City / New Town Development for Group Relocation for Disaster Mitigation	Higashimatsushima City Yamoto Hall
	13:00	~		L	Community Development of Group Relocation "Aoi Area"	Aoi Area West Community Hall
	16:00	~	18:30		Move (Sendai→Omiya )	

Feb.7 (Thu)	9:00	~	9:30		Follow Comments on the bus Move (Hotel→Joso City)	
	9:30	~	12:30	L	Overview of Kanto and Tohoku Heavy Rain in September 2015 and Lessons Learned & Countermeasures	Joso City Hall
	14:00	~	16:30	L/O	Kinugawa Emergency Restoration Project	Shimodate River Office Kinu River Bank
	16:30	~	18:30		Move (Joso City→JICA Tokyo)	
Feb.8 (Fri)	11:00	~	11:30	L	Follow Comments on the bus Move (JICA Tokyo→Odaiba)	
	11:30	~	13:00	O	The Tokyo Rinkai Disaster Prevention Park	The Tokyo Rinkai Disaster Prevention Park
		~			Move (The Tokyo Rinkai Disaster Prevention Park→ Tokyo)	
	13:30	~	14:30	O	Tokyo Tower	
	14:30	~	15:15	O	Open Space in front of Imperial Palace, Prime Minister's Official Residence, Diet Building, Ministry of Land Infrastructure Transport and Tourism, Ministry of Foreign Affairs and etc., (Observation from Bus)	
	15:50	~	19:00		Move (Tokyo station→JICA Kansai)	
Feb.9 (Sat)		~		N	No Official Program	
		~		N	No Official Program	
Feb.10 (Sun)		~		N	No Official Program	
		~		N	No Official Program	
Feb.11 (Mon)	9:00	~	12:00	P	Nagatashouyama BOKOMI Drill	
		~		N	No Official Program	
Feb.12 (Tue)	9:30	~	12:00	L	Outline of Kobe City Disaster Safe Welfare Communities(BOKOMI)	JICA Kansai SR33&34 (3F)
	13:30	~	15:20	L	Human Resource Development and Disaster Mitigation Education at High School(Efforts of Maiko High School)	Hyogo Prefectural Maiko High School
Feb.13 (Wed)	9:00	~	12:00	P	Walking around Aotani Area (Town Watching)	JICA Kansai SR33&34 (3F) Aotani Area
	13:30	~	16:30	P	Developing Hazard Map (Safety Map)	JICA Kansai SR33&34 (3F)
Feb.14 (Thu)	9:30	~	9:40	L	Outline of the Osaka Regional Headquarters (Osaka RHQ) of JMA	Osaka Regional Headquarters, JMA
	9:40	~	10:20	L	Earthquake Information & Tsunami Warning Service at Regional Center	
	10:20	~	11:00	L	Activities on Prevention/Mitigation of Damages by Weather Disasters in JMA	
	11:05	~	11:30	O	Osaka Regional Headquarters (Forecast Division)	
	11:30	~	11:55	O	Osaka Regional Headquarters (Seismology and Volcanology Davison)	
	13:30	~	14:50	L	Project Outline of Rokko Sabo Office	Rokko Sabo Office
	14:50	~	16:30	O	Countermeasure Projects against Erosion Control(Sabo) in Urban Areas	Uzugamori Greenbelt Area & Yakigahara Sabo Dam



Feb.15 (Fri)	9:45	~	12:00	L	Reflection and Group Discussion ③	JICA Kansai SR36 (3F)
	13:30	~	16:00	P	Guidance for Developing Action Plan ③	JICA Kansai SR36 (3F)
Feb.16 (Sat)		~		N	No Official Program	
		~		N	No Official Program	
Feb.17 (Sun)		~		N	No Official Program	
		~		N	No Official Program	
Feb.18 (Mon)	9:30	~	12:30	L	Waterworks System and Measures against Earthquake	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	P	Guidance for Developing Action Plan ④	JICA Kansai SR33&34 (3F)
Feb.19 (Tue)	8:30	~	10:00		Move (Kobe →Minami town Tokushima Pref)	
	10:00	~	10:30	L	Follow Comments(on the bus)	Bus
				L	Efforts of 3 Voluntary Disaster Risk Reduction Organizations in Yuki Bay District	Yuki Elementary School
	10:30	~	12:30	L	Pre-disaster Town Development Initiatives for Post-disaster Recovery in the Yuki Bay district of Minami Town, Tokushima Prefecture	Yuki Elementary School
	12:30	~	13:00	O	Observation of Yuki Bay District	Yuki Bay District
	14:00	~	15:30	O	Observation of Yuki Bay District	Yuki Bay District
	15:30	~	17:30		Move (Minami Town Tokushima Pref → Kobe)	
Feb.20 (Wed)	9:30	~	12:00	P	Guidance for Developing Action Plan ⑤	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	P	Guidance for Developing Action Plan ⑤	JICA Kansai SR33&34 (3F)
Feb.21 (Thu)	9:30	~	12:00	P	Action Plan Presentation	JICA Kansai SR33&34 (3F)
	13:30	~	16:00	P	Action Plan Presentation	JICA Kansai SR33&34 (3F)
Feb.22 (Fri)	10:00	~	10:50		Evaluation Meeting	JICA Kansai SR33&34 (3F)
	11:00	~	11:30		Closing Ceremony	JICA Kansai Briefing Room (2F)
Feb.23 (Sat)		~			Departure	

Activity Type

L- Lecture, O- Observation, P-Practice/Presentation, N- No Official 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, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan.

Further, address correspondence to:

**JICA Kansai Center (JICA Kansai)**

**Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan**

**TEL: +81-78-261-0383, +81-78-261-0341 FAX: +81-78-261-0465**

## 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**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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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)

J	0		-					
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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.**



**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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



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

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

**5. Language Proficiency (required)**

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

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

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

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

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



**6. Expectation on the applied training and dialogue program**

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

**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 &amp; 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 &amp; 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: