

No. 12040/39/2012 -FTC(Trg.)

Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old IJU Campus
New Mehrauli Road, New Delhi-67
Dated 08 - 5-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Financial and Technological Support for small and Medium Enterprises Promotion(A) to be held from July 2012 to March, 2013 (Core Phase in Japan from 13th August to 15th September, 2012)

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held from July 2012 to March, 2013 out of which the Core Phase would be held in Japan from 13th August to 15th September, 2012.

2. The programme aims to enhance the participants' capacity of policy making on Small and Medium Enterprises (SMEs) promotion and to make and implement the (financial and technological support) plan for SMEs development by officials of Central Government, State Governments and public agency implementing SME promotion.

3. This programme is offered to officials working on Government or public agency implementing SME promotion; having experience of more than three (3) years for SMEs development; not be serving in the military; be under the age of 40 years; be proficient in written and spoken English; be in good health to undergo the above training.

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

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear 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 an international airport designated by JICA; 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 is not included).

6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.

7. The nomination details should be submitted in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Inception Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 1st June, 2012. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in), which is available in "What is New" under the Department of Personnel and Training.

(N.K.!)
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Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi.
2. All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
3. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Financial and Technological Support for Small and Medium
Enterprises Promotion (A)

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JFY2012

NO. J12-00925/ID. 1280995

<Type: Solution Creation / M!r:l:ila.~~ifl!!>

From July 2012 to March 2013

(Phase in Japan: August 13 to September 15, 2012)

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Development and promotion of SMEs is recognized as one of the vital approaches to accelerate economic growth and to help poverty reduction in developing countries. SMEs have played an important role in Japanese economy for a long time as well. In Japan, SMEs occupy more than 99 percent of all the private enterprises and create 60 to 95 percent (depending on the type of industry) of employment opportunities. SMEs have made a great contribution to economic growth in Japan.

"Financial and Technological¹ Support for Small and Medium Enterprises Promotion" is designed for those in charge of developing and promoting small and medium-sized enterprises (including micro-enterprises) to learn the concept and implementation of SMEs promotion in Japan and to strengthen the capacity to plan and implement policies to support SMEs in participants' countries. This course also intends participants to learn a multitude of policies to support SMEs in Japan by lectures and visits to Japanese SMEs and supporting organizations.

For what?

This course is designed to enhance the participants' capacity of policy making on SMEs promotion and to make and implement the (financial and technological support) plan for SMEs development by officials of government ministry, local government and public agency implementing SME promotion.

For whom?

This program is offered to officials working in government ministry, local government and public agency in charge of SMEs promotion in such area as financial and technical support, preferably for manufacturing sector.

- Policy makers and implementing officers can participate in this course
- Better to participate from same organization and department for three (3) years (2010-2012).

How?

This program will provide theory and practice of SMEs development policies and practical measures based on Japanese experience and lessons in cooperation with Japanese government, public organizations, SMEs and academic recourses.

Participants are expected to clarify their country's situation and business issues of SMEs development policies (financial and technological support), by comparing their situation with the cases of Japan and other participants' countries through the discussions.

¹ "technological" in this document mainly is about issues on management. It can be replaced by "technical".

1/ Description

Title (J-No.): Financial and Technological Support for Small and Medium Enterprises Promotion (A) (J12-00925)

1. Period of program

Duration of whole program:	July 2012 to March 2013
Preliminary Phase: (in a participant's home country)	July to August, 2012
Core Phase in Japan:	August 13 to September 15, 2012
Finalization Phase: (in a participant's home country)	September 2012 to March 2013

2. Target Regions or Countries

2 participants from Malaysia, Bangladesh, Pakistan, Sri Lanka,
1 participant from Thailand, Mongolia, India, El Salvador

3. Eligible / Target Organization

Fix the target organization for three years (2010-2012) preferably

Government ministry, local government and public implementing agency of SME promotion

4. Total Number of Participants

12 participants

5. Language to be used in this program: English (including English translated from Japanese through interpreters)

6. Program Objective:

[Goal for three(3) years]

The plan for SMEs development policy (financial and technological support) will be made and implemented by officials of government ministry, local government and public agency implementing SME promotion.

3 years framework

1st year: The plan for SMEs development policy especially for financial and technical support will be made

2nd year: The plan that was made in 1st year will be developed

3rd year: Final action plan will be made based on the plan that was developed in 2nd year

7. Overall Goal

In government ministry, local government and public agency implementing SME promotion, the capacity of making and implementing for financial and technological support for SME promotion will be improved.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (July to August, 2012) <i>Participating organizations make required preparation for the Program in the respective country..</i>	
Expected Module Output:	Activities
Participants will be able to explain current problem about SMEs and SME development policy by Inception Report and Pre-study Report.	<p>1) Inception Report (with Application Form) All applicants are required to fill in the annexed inception report and submit it with application form. *Inception report is used for supplemental source of information to select participants. *This report must be type written in English in less than 3 pages. (12-point font, double-spaced, A4 size paper)</p> <p>2) Pre-study Report (for successful applicants only) Applicants who are selected as participants are required to fill in and submit the annexed pre-study report. *It is aimed participants do some preparation study about situation of participant's country by making pre-study report *Pre-study and Inception reports will be used as discussion material in this course. *This report must be type written in English in less than 3 pages. (12-point font, double-spaced, A4 size paper) *You are required to contact with participants who joined the same seminar in 2010 or 2011 to obtain more information about the seminar.</p> <p>(reference information) *It is recommended to check the website below before departure. This website is of Japanese Small and Medium Enterprises Agency, which explains general picture of Japan's SME policies and their practical exercises. URL: http://www.chusho.meti.go.jp/smeenglish/index.html</p>

(2) Core Phase in Japan (August 13 to September 15, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/AQendas	Methodology
(1) Participants will be able to explain current situation and problems about SMEs and SME development policies	Inception Report and Pre-study report presentation	1)Presentation 2)Discussion
(2) Participants will be able to analyze the role of SME development policies especially for financial and technological support based on Japanese cases	(1) System of SME development policy (2) Structure of central and local government (3) SME support (4) Start-ups and venture support (5) Financial and technological support, etc.	1)Lectures 2)Field trip 3)Discussion
(3) Participants will be able to analyze the current situation and problems of SME promotion measures and the role of implementing organization based on Japanese cases	(1) Measures taken by implementing organization of central government (2) Measures taken by implementing organization of local government (3) Role of chamber of commerce and industry / Society of commerce and industry. (4) Discussion of financial support (5) Discussion of technological support (6) Local industries and supported SME, etc.	1)Lectures 2)Field trip 3)Discussion
(4) Participants will be able to make tentative action plan for SME development policies especially for financial and technological support	(1) Comparative discussion about each country's situation (2) Discussion among participants (3) Preparation and presentation of tentative action plan	Discussion

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

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

Expected Module Output	Activities
Participants will be able to consider concretely how to implement SMEs development policy especially for financial and technological support.	Application, implementation of the Action plan back in the participant's country. 1) Submission of tentative action plan which was made during the core phase in Japan to participant's organization and department, and get approval for implementation. 2) Submission of revised action plan and its progress-by, March 2013 to respective country's JICA office or Embassy of Japan in your country

9. Follow-up Cooperation by JICA:

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

Further Information: URL <http://www.jica.go.jp/english/schemes/foll.html>

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) This program is offered to officials working on Government or public agency implementing SME promotion
- 2) Have at least three (3) years' experience working for SMEs development,
- 3) Be nominated by their government in accordance with the procedures mentioned in "4. Procedure for Application and Selection" below
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This training program includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Must not be serving any form of military service.
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

***PREGNANCY :**

Pregnant participants are strictly requested to complete the required procedures and submit the necessary documents before departure in order to minimize the risk for their health. The procedures include;

- 1) letter of the participant' s consent to bear economic and physical risks

- 2) letter of consent from the participant's supervisor
- 3) letter of consent from your Embassy in Japan,
- 4) medical certificate.

Please ask National Staffs in respective JICA office for the details.

***IMPORTANT REMARK FOR PARTICIPANTS WITH CHRONIC DISEASES:**

Applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc.), renal dysfunction and immune insufficiency (systemic steroid administration, etc.), might not be accepted in principle for their security reasons. Please note that it would be extremely difficult to purchase appropriate medicines for this type of diseases and that medical care covered by JICA insurance (indicated in IV. Administrative Arrangements) does NOT cover the cost for any treatment for pre-existing chronic diseases.

In case the applicant and his/her organization recognize strong necessity for sending applicant with chronic disease, JICA might consider it as an exceptional case under the conditions as below:

- A) Submission of "the letter of consent" from applicant and his/her organization;
 - (i) that they will bear all responsibilities and expenses for any risks and problems arising from his/her participation in the program and
 - (ii) that the participant in question will bring all necessary medicines.
- B) Submission of "medical doctor's diagnosis and recommendation".

Please ask national staffs at JICA office for the details.

(2) Recommendable Qualifications

Applicants meeting the following conditions are preferred.

- 1) have experiences in financial and technological support
- 2) Age: to be under age of forty (40)

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of **English ability** (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Inception Report:** to be submitted with the application form. Fill in ANNEX this General Information, and submit it along with the Nomination Form.

4. Procedure for Application and Selection: (submission/selection dates for this course has been changed)

(1) Submitting the Application Documents:

Closing date for application to the JICA Kansai International Center in JAPAN:

June 15, 2012

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by not later than July 13, 2012.

5. Document(s) to be submitted by accepted participants:

Before coming to Japan, only accepted participants are required to prepare a Pre-study Report (detailed information is provided in the ANNEX.)

The Report should be sent to JICA Kansai International Center by July 31, 2012, preferably by e-mail toKonishi-Yoko.2@jica.go.jp.

6. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-5.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Kansai International Center (JICA Kansai)
- (2) Contact: Ms. Yoko Konishi (*Konishi- Yoko.2@jica.go.jp*) 1

2. Implementing Partner:

- (1) Name: Pacific Resource Exchange Center
- (2) Contact: International Department(*prexmail@prex-hrd.or.jp*)
- (3) URL: http://www.prex-hrd.or.jp/index_e.html
- (4) Remark: The Pacific Resource Exchange Center (visit PREX at http://www.prex-hrd.or.jp/index_e.html) was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at <http://www.pecc.org/>). Since its inception, PREX has been contributing to promote international exchanges through human-resource development projects and their related activities in developing countries.

3. Travel to Japan:

- (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) Travel Insurance: Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.
- (3) Accommodation in Japan:

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

JICAKansai

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

TEL: 81-78-261-0341 FAX: 81-78-261-0342

(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, <http://www.jica.go.jp/english/contact/ldomestic/>

4. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see p. 8-14 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants

before (or at the time of) the pre-departure orientation.

5. 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.

~ 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 sixteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days stays after your arrival.

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai Airport soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

5. Participants may face some difficulties of finding Halal food in Japan outside JICA facilities. It is recommended to bring enough Halal food if necessary.
6. The short trip out of main accommodation will be prepared in this course. Participants are recommended to bring small bag and walkable shoes.

VI. ANNEX:

1) Inception Report (with Application Form)

All applicants are required to fill in the annexed Inception Report and submit it with application form.

*Inception Report is used for supplemental source of information to select participants.

*This report must be type written in English in less than 3 pages. (12-point font, double-spaced, A4 size paper)

2) Pre-study Report (for final participants only)

Applicants who are selected as participants are required to fill in and submit the annexed pre-study report before coming to Japan.

*The pre-study report is aimed for participants to do some preparation study about situation of their country.

*Pre-study and Inception reports will be used as discussion material in this course.

*This report must be typewritten in English in less than 3 pages. (12-point font, double-spaced on A4 sized paper)

*You are required to contact with participants who joined the same seminar in 2010 or 2011 to obtain more information about the seminar.

*It is recommendable to check the website below before your departure. This website is about Japanese Small and Medium Enterprises Agency, which explains about general picture of Japan's SME policies and their practical exercises.

URL: <http://www.chusho.meti.go.jp/smeenglish/index.htm>

Pre-study report should be sent to JICA Kansai International Center by July 31,2012, preferably by e-mail to Yoko Konishi (Konishi-Yoko.2@jica.go.jp).

**Financial and Technological Support for SME Promotion (A)
Inception Report**

Country: _____

Name: _____

1. Answer following questions

(1) About Your duty

Q1	Your organization structure (If you have an organization chart, please attach it)
Q2	Number of employees in your division (or department) and your organization.
Q3	Are you (or have ever been) involved in financial support for SMEs? Yes No
Q4	If you are (or have ever been) involved in financial support for SMEs, write your duty. (Maximum three lines)
Q5	Write one financial support which you put importance in your duty. (Maximum three lines)
Q6	The highest priority financial support in your organization. (Maximum three lines)
Q7	Are you (or have ever been) involved in technological support for SMEs? Yes No
Q8	If you are (or have ever been) involved in technological support for SMEs, write your duty. (Maximum three lines) *Example of Technological supports : Vocational training, product development, quality examination, and so on
Q9	Write one technological support which you put importance in your duty. (Maximum three lines)
Q10	The highest priority technological support in your organization. (Maximum three lines)

(2) Financial and technological support for SME in your country

Q1	The name of financial institutions specialized for SMEs. (Top main three institutions. Example: national/local/industry SME Bank etc.) If your country doesn't have any financial institutions specialized for SMEs, please write the name of divisions (or departments) which support (or intermediate) financing issues of SMEs. • • •
Q2	Pick up one policy which has been recently conducted by public financial institutions. (Policy name:) (Outline of the policy:)
Q3	Pick up one successful policy done by public financial institutions. (Policy name:) (Outline of the policy:)
Q4	If your country has Credit Guarantee System, please write the name of the implementing organization.
Q5	The name of organizations which deal with technological support for SMEs. (Top main three institutions. Example: national/local/industry technological support institution for SME etc). If your country doesn't have any organizations specialized in technological support for SMEs, please write the name of divisions (or departments) which deal with technological support for SMEs. • • •
Q6	Pick up one policy which has been recently conducted by organizations for technological support. (Policy name:) (Outline of the policy:)
Q7	Pick up one successful policy done by organizations for technological support. (Policy name:) (Outline of the policy:)

2. Write your ideas about the following items. (Maximum one page of A4 size)
- (1) What is the impact of SMEs on your country's economy?
 - (2) The issues and benefits of SME policy which is currently conducted in your country
 - (3) What are the problems SMEs are facing currently in your country? What policies are needed in your view?.

Country : _____

Name: _____

1. Situation of SME and support system in your country

	Questions	Sample Answer
Q1	Three key industries in your country.	Manufacturing Industry (Automobile) Agriculture Industry (Rice cultivation) Manufacturing Industry (Electronics)
Q2	Pick up one strategic industry which your central or local government wants to develop.	Medical Industry
Q3	Definition of SME (Use US\$)	Manufacturing Industry : 1)Number of employee is 100 or less 2)Capital is 1.2million US\$ or less Retail Industry : 1)Number of employee is 50 or less 2)Capital is 0.6million US\$ or less
Q4	Are there any special laws (or SME basic law) which SME promotion policies are stipulated in?	Yes
Q5	Government organizations which set up national SME promotion policy	The Small and Medium Enterprise Agency
Q6	Major implementing organizations for SME support	1)Organization for Small & Medium Enterprises and 2)Regional Innovation, JAPAN (SMRJ) 3)Eachlocalgovernment
Q7	Major economic organizations which many SMEs belong to.	1)Chamber of Commerce and Industry 2)Society of Commerce and Industry
Q8	Three major ways when SMEs ask for loan	1)Public Financial Institution 2)Credit Association Relatives (Informal loan)
Q9	Kind of collaterals when financial institutions extend loans to SMEs. (In Japan, many financial institutions require land as collateral for loans)	Land, Buildings, Houses, Ships (Boats)
Q10	One case example which public institutions support R&D of SMEs	There is a support to promote technological advancement for SMEs related to automobile, information appliance, robot and fuel cell industries. If a project is approved, SMEs can get various supports from public institutions including low-interest loans from a public financial

		institution, advices on research activities.
QII	If your country has a support system for collaboration projects among industrial sector, academia and government, please write one representative example.	A support organization was established under the initiative of A prefecture. They provide information of R&D support schemes and utilizing research outcome to put in practice. Through this organization, collaboration projects between research institutions like universities and private companies can be realized.
Q12	Is there SME Management Consultant system?	Yes
Q13	Is there an incubation center?	Yes
Q14	Is there an industrial park (an area zoned and planned for the purpose of industrial development)?	Yes

2. Visit to SMEs

You are requested to visit SMEs (at least 3 companies) in your country and make research before attending this course. Any kind of industries/SMEs are accepted.

- * Company name
- * Type of business
- * Company size (capital, number of employees, sales amount, etc)
- * Any problem that company faces
- * Any support from government / expectation to government
- * Other information
- * Photos (company building/factory, product, etc)

3. Meeting with ex-participants of 2010 or 2011

- * Information you gained from ex-participants
- * Progress of ex-participants' action plan

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Kansai International Center (JICA KANSAI)

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

TEL: +81-78-261-0341 FAX: +81-78-261-0342

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

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.

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

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

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

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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 Citizens' Cooperation 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: