

No.12040/ 40/20 12-FTC(Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 09 - 5-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Special Needs Education for Asian Region to be held from July 2012 to December, 2012 (Core Phase in Japan from 26th August to 27th 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 to December, 2012 out of which the Core Phase would be held in Japan from 26th August to 27th September, 2012.

2. The programme aims to consider and formulate the draft Action Plan for improving the environment for Special Needs Education/Inclusive Education through understanding the outline and current practices of Japan's Special Needs Education and sharing the current situation and issues of respective countries' special needs education/inclusive education.

3. This programme is offered to mid-career officials at the department in charge of Special Needs Education or Inclusive Education at Ministry, or University/Teacher's College which has a curriculum for such education; having experience of more than ten (10) years in the relevant field; be a graduate of university; be under the age of 50 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. It 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 Country Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 11th 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.

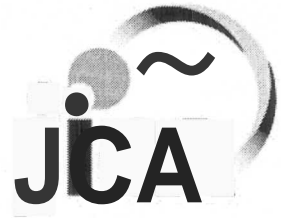
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(N.K.)~

Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of Human Resource Development, Shastri 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 enddsia application proforma on the Department's website.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

SPECIAL NEEDS EDUCATION FOR ASIAN REGION

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NO. J1 2040911ID,~284060

From July 2012 to December 20 12

Core Phases in Japan: From Aug. 26, 2012 to Sep. 27,2012

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.

1. *Conce~t*

Background

Education is every child's right and every effort should be made to meet this principle manifested in "Convention on the Rights of the Child", "Millennium Development Goals (MDG)" and "Education for all (EFA)". Each country has been taking active measures for achievement of EFA, while still some percentage of children including children with disabilities are left behind, which needs to get more attention for Universal Primary Education.

In Asian region, it is estimated that two thirds of 600 million people with disabilities live. UNESCAP (United Nations Economic and Social Commission for Asian and the Pacific) declared the period 1993 - 2002, extended to 2012, as the Asian and Pacific Decade of Disabled Persons, which focuses on the inclusion of people with disabilities in society. In the mid-point review of the first decade, it was indicated that early intervention and education was far behind in many countries, namely less than 10% of school age children have an access to education. It was also pointed out that a separate approach was still adopted in many countries while the Salamanca Declaration introduced the concept and approach of "Inclusion" and the environment such as policy, training of teacher, teacher supporting system, teaching materials development, needs to be further improved.

In Japan, Special Needs Education transformed from Special Education in view of internal and external trend of "Inclusion" or "normalization", intervenes in children's education from early stage of baby / infant and it boasts 99 % rate for school attendance. This is the fruits of efforts and collaboration of administrations, research institutes, universities, schools and communities to improve the quality of schools / teachers so that they can support maximizing children's capacity.

This training and dialogue program aims to share the Japanese experiences and knowledge with Asian countries and improve Special Needs Education/Inclusive Education among Asian region.

For what?

This program aims to consider and formulate the draft Action Plan for improving the environment for Special Needs Education / Inclusive Education through understanding the outline and current practices of Japan's Special Needs Education and sharing the current situation and issues of respective countries' special needs education/inclusive education.

For whom?

This program is offered to mid-career officials at the department in charge of Special Needs Education or Inclusive Education at Ministry, or University/Teacher's College which has a curriculum for such education.

How?

The participant shall have opportunities in Japan to study the outline, systems and practices of Japan's Special Needs Education, to share and discuss the current situation and issues of respective countries' special needs education/inclusive education. The participant will also be expected to consider and formulate the draft Action Plan describing what participant/participating organization will do to improve the environment for Special Needs Education / Inclusive Education putting the knowledge and ideas acquired in Japan, and to share the plan with colleagues after going back to home country.

1/ Description

1. **Title (J-No.): Special Needs Education for Asian Region (J1204091)**
2. **Period of program:** July to December 2012
 Preliminary Phase in home country: July to August 2012
 Core Phase in Japan: August 26 to September 27, 2012
 Finalization Phase in home country: September to December 2012
3. **Target Regions or Countries:** Asian Region (Afghanistan, India, Pakistan, Thailand, Vietnam)
4. **Eligible / Target Organization**
 This program is designed for department in charge of special needs education or inclusive education at Ministry/Institute, or University/Teacher's College which has a curriculum for such education.
5. **Total Number of Participants:** 6 participants
6. **Language to be used in this program:** English
7. **Program Objective**
 The draft Action Plan for improving the environment for Special Needs Education/Inclusive Education is considered and formulated.
8. **Overall Goal**
 The environment for promoting Special Needs Education/Inclusive Education is improved with the collaboration of Ministry of Education, research institutes, universities, schools and communities.
9. **Expected Module Output and Contents**
 This program consists of the following components.

(1) Preliminary Phase in home country (July to August 2012) <i>Participating organization is expected to prepare for the Program.</i>	
Expected Module Output	Activities
To submit Inception report.	To formulate and submit the Inception report on the current situation, issues and problems of Special Needs Education/Inclusive Education. Detailed information is provided in 111-5 and Annex-2.

(2) Core Phase in Japan (August 26 to September 27, 2012)		
Expected Module Output	Subjects/Agendas	Methodology
[Module Output 1] To analyze and share good practices and issues for promotion of Special Needs Education/Inclusive	-Basic concept of Problem Analysis -Analysis of current situation and issues of Special Needs Education/ Inclusive Education in each country -Presentation and Discussion of the result of the analysis	Lecture, Presentation, Discussion

Education.		
[Module Output 2] To understand JICA's cooperation for persons with disabilities and basic education, and the concept of "Inclusive".	- JICA's principles towards cooperation concerning supporting persons with disabilities and inclusive education. - Concept and philosophy of social participation of people with disabilities. - Concept and philosophy of inclusive education.	Lecture, Discussion
[Module Output 3] To understand the outline of Japan's Special Needs Education and to find applicable measures for promoting Special Needs Education /Inclusive Education.	- Japan's Special Needs Education, its process of development, law and legislation, administration and finance, teacher training. - Curriculum and class of Special Needs Education in Japan. - Basic knowledge on educational characteristics for Special Needs Education/Inclusive Education.	Lecture
[Module Output 4] To understand the practices of Japan's Special Needs Education and to find the applicable measures for promoting Special Needs Education/ Inclusive Education.	- Various practices of local governments/schools. - Observation of classes, individualized plans/curriculums, etc. - Collaboration among stakeholders. - utilizing available resources by the collaboration. - Networking with parents, community and society.	Lecture, Observation
[Module Output 5] To formulate the draft Action Plan for promoting Special Needs Education/ Inclusive Education.	- Discussion on promotion of Special Needs Education/Inclusive Education. - Formulation and Presentation of the draft Action Plan.	Lecture, Presentation, Discussion

(3)Finalization Phase in home country (September to December, 2012)
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
To submit Interim Report.	To report the draft Action Plan to participant's superior and colleagues revise the plan and submit it to JICA as Interim Report by December 21, 2012.

<Tentative Schedule of Core Phase>

1st week (Aug 26 - Aug 31)

- (1) Arrival in Japan.
- (2) Briefing for staying in Japan.
- (3) General orientation about Japan's society, history and culture.
- (4) Presentation of Country Report and Inception Report.

2nd week (Sep 3 - Sep 7)

- (1) Concept and philosophy of social participation of people with disabilities/

Inclusive Education.

- (2) Basic knowledge on Inclusive Education and Japan's Special Needs Education.
- (3) Japan's Special Needs Education, its process of development, law and legislation, administration and finance, teacher training.
- (4) Visit a teacher training university and an affiliated special needs school.
- (5) Visit a National Institute of Special Needs Education and Special Needs Education School.
- (6) Visit local government and elementary, secondary, high schools which have a special needs class.
- (7) Linkages with local resources such as parents, health related organizations, social welfare related organizations.

3rd week (Sep 10 - 14)

- (1) Policy and services for social participation of people with disabilities.
- (2) Visit an enterprise where peoples with disabilities are working.
- (3) Study trip to Kansai-area to observe the practices in inclusive education and interact with teachers

4th and 5th week (Sep 18 - 26)

- (1) Final Review of the program and formulation of the draft Action Plan
- (2) Presentation of the draft Action Plan.
- (3) Evaluation meeting and closing ceremony of the program.
- (4) Leave for home country.

10. 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.

~II.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) Current Duties: be a mid-career official at the department in charge of special needs education or inclusive education at Ministry/Institute, or University/Teacher's College which has a curriculum for such education,
- 2) Experience in the relevant field: have more than 10 years' experience in the relevant field,
- 3) Educational Background: be a graduate of university,
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible),
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan,

*Pregnancy: Pregnant participants are strictly requested to complete the required documents before departure in order to minimize risks to their health. The documents include 1) letter of the participant's consent to bear economic and physical risks involved with pregnancy 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staff in JICA office for the details.

*Disabilities: We accept applications from persons with disabilities. Please attach description of your specific needs during the training program if any.

- 6) Must not be serving any form of military service.
- 7) Age: be between the ages of thirty (30) and fifty (50) years

(2) Recommendable Qualifications

It is recommended to participate with a pair of the person responsible for formulating policy and the person responsible for implementing policy, i.e. a pair of official and teacher, a pair of official and researcher, etc.

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) Country Report: to be submitted with the application form. Fill in Annex -1 of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: June 25, 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:

Inception Report -- to be submitted by August 16, 2012

Before coming to Japan, only accepted participants are required to prepare an

Inception Report (detailed information is provided in Annex-2). The report should be sent to JICA preferably by e-mail: toyictt1@jica.go.jp

NOTE: Participant is requested to present and discuss on the Inception Report at the beginning of the Core Phase in Japan. In this regard, preparation of the report with Power Point data would be recommended.

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Yokohama

(2) Contact: YokoANDO (Ms.) e-mail [address:yictt1@jica.go.jp](mailto:yictt1@jica.go.jp)

2. 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:

JICA Yokohama International Center (JICA Yokohama)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: 81-45-663-3253 FAX: 81-45-663-3265

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

If there is no vacancy at JICA Yokohama, JICA will arrange alternative accommodations for the participants.

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. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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.

V. ANNEX:

Annex-1 *Country Report*

Participant is requested to prepare Country Report on the following issues and submit it with the Application Form. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

Country Name: _____ Person in charge: _____

Position: _____

1. Information on disabilities in your country
 - (1) Number of people with disabilities, by type of disability and by age
 - (2) Definition of disability
 - (3) Status of ratification the Convention on the Rights of Persons with Disabilities
 - (4) National policy on people with disabilities including education for children with disabilities
 - (5) Current situation on social participation of people with disabilities (Employment and so on)

2. Information on basic education in your country
 - (1) History of education for children with disabilities in the basic education policy
 - (2) Annual expenditure for basic education for children with disabilities such as subsidy for family, subsidy for school, increase of specialist
 - (3) Teacher education system on basic education for General Education, Special Needs Education/ Inclusive Education
 - Special Needs Education/ Inclusive Education in teacher education curriculum
 - Pre-Service and In-Service Training program on Special Needs Education/ Inclusive Education
 - (4) Number of national/state schools for disabilities (by type of disability, number of teachers and students)
 - (5) Number of resource centers/ research institutes for Special Needs Education/Inclusive Education
 - (6) Net/Gross enrollment rate, Drop-out rate and completion rate of children with disabilities
 - Number and rate of the children with disabilities who study in general school
 - Number and rate of the children with disabilities who study in special needs school
 - (7) Curriculum for inclusive education (please submit a copy if any)

Annex-2 *Inception Report*

Participant is requested to prepare Inception Report on the current situation, issues/problems and good practices with regard to the following keywords and submit it to JICA by August 10, 2012, preferably by e-mail toyictt1@jica.go.jp. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 5 pages.

1. Analysis of the reasons for the low enrollment rate, completion rate and the high rate of drop out of children with disabilities in terms of policy, system, social environment, school environment, teacher's quality, family situation.
2. Gap between policy and practices: Situation on implementation of Special Needs School/Inclusive Education at schools.
3. Issues on Networking among stakeholders: Ministries in charge of Education and Social welfare, Educational organizations such as National Research Institute for Special Needs Education/ Inclusive Education, University, Teacher's College, schools.
4. Issues on Capacity building of educational organizations.
5. Issues on Bridging between education and social participation.

For Your Reference

JICA and Capacity Development

The key concept underpinning IICA 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 IICA 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.

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



CORRESPONDENCE

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

JICA Yokohama International Center (JICA Yokohama)
Address: 2-3-1, Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan
TEL: +81-45-663-3253 FAX: +81-45-663-3265

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (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.

**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 divulcation, 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: