

No.12040/ 41/2012 -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 14 - 5-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Internationally Harmonized Plant Variety Protection System (PVPSystem) to be held in Japan from 19th August to 27th October, 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 in Japan from 19th August to 27th October, 2012.

2. The programme aims to provide the participants with the practical skills for implementing the PVP System in a wide range of countries in the world. Through the introduction of the PVP System, one country can ensure the plant breeders' right (PBR) by having established guidelines of the application, examination and registration of new plant varieties all of which are based on the internationally harmonized PVP System.

3. This programme is offered to Central Government, State Government or relevant public official who is in charge of PVP, PBR, and/or intellectual property rights on plants, with regard to its legislation, management of the application and registration procedure, formulation of test guidelines of plants, guidance of technical questionnaire writing and implementation of DUS tests of applied varieties for the right of plant breeders. Those who are to be assigned in the field of PVP in the near future, or those who are expected to start working in this field immediately after the program in Japan, are also eligible to apply. Technical officers, such as examiners and DUS investigators, are most preferable. Those who have knowledge and experience of plant research but are not involved in any implementation of the PVP system are excluded; having more than three (3) years experience in the relevant field; be a graduate of university, ideally with the background of agriculture-related subject; be under the age of 45 years; not be serving in military; 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 14th 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.



Under Secretary to the Government of India

Tele.No.011-26165682

E-mail-IDnaresh.wadhwa@nic.in

Copy to:

1. The Secretary, Department of Agricultural Research and Education, Krishi 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

Internationally Harmonized Plant Variety Protection System
(IHPV System)

JFY 2012

<Type: Solution Creation / II!W: !!a.~fJ!ifUrl>

NO. J12-00748/ID. 1280924

From August 19, 2012 to October 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.

I. Concept

Background

Plant Variety Protection (PVP) is a measure for promoting plant breeding by providing breeders with a legal framework for protecting their intellectual properties. It benefits both breeders and farmers of each country by contributing to the improvement of agricultural productivity and the quality of agricultural products.

With the prevalent global trends seen in population growth, market diversification and environmental fluctuation, the development of new plant varieties with unique characteristics in productivity, marketability and resistance to specific conditions is increasingly necessary in order to provide sustainable progress in agriculture at a global level as well as to contribute to food security in developing countries.

However, the actual situation of the PVP system in many of these countries has not been fully developed though the WTO¹ TRIPS¹ Agreement, which is the international trade agreement advises each country to protect the intellectual property rights of new plant varieties. Even the countries that have already established the PVP system have not been met with the guideline recommended by the convention of the International Union for the Protection of New Varieties of Plants (UPOV), the organization that compiles the data of new varieties from all over the world and provides technical guidance for the assessment of new varieties.

It is critically needed for those countries to establish and reinforce the PVP system harmonized with UPOV. Once the PVP System is developed, they could benefit from the introduction of quality varieties from foreign countries, which would result in the improvement of the agricultural production and the promotion of the local breeding of new plant varieties. This training course, therefore, seeks to have a comprehensive focus on the entire PVP system, ranging from the technical methods through global policies, while applying the international guidelines set by the UPOV.

Forwhat?

This program aims to provide the participants with the practical skills for implementing the PVP System in a wide range of countries in the world. Through the introduction of the PVP System, one country can ensure the plant breeders' right (PBR) by having established guidelines of the application, examination and registration of new plant varieties all of which are based on the internationally harmonized PVP System.

¹ TRIPS: trade-related aspects of intellectual property rights

It should be noted that the PVP System is different from the plant quarantine system, thus the training module does not include the subjects on border control of pest and disease. Rather, it is the program for better understanding about the need of the protection of new plant varieties according to the international guidelines of the intellectual property rights, as well as for obtaining the related practical technique.

For whom?

This program is offered to the national, local governmental and any public officers presently working or to be working in the field of PVP, such as examination, growing tests, test guideline designing, etc. Those who engage in the formulation of the PVP-related legal framework are not eliminated, but the applicants who directly engage in practical works are highly expected. Major part of this training course involves technical issues and practices.

How?

During the training course in Japan, participants shall have opportunities to learn technical methodologies to implement the PVP system through lectures, practices, and site visits to PVP system users in public and private sectors in Japan. Participant are expected to formulate action plans that describe how they will conduct their work based on their leanings in Japan and disseminate their knowledge about the PVP system to their colleagues.

11. Description

1. Title (J-No.): Internationally Harmonized Plant Variety Protection System (PVP System) (J1200748)

2. Period of program

Duration of whole program: August 19th to October 27th, 2012

3. Target countries

Indonesia, Malaysia, Philippines, Thailand, Vietnam, India, Cambodia, Myanmar

4. Eligible / Target organizations

This program is designed for national and local governmental organizations or any

public organizations including the PVP-related departments or divisions.

5. Total number of participants

7 participants

6. Language to be used in this program: English

7. Program objective:

To understand the concept of the internationally harmonized PVP system and the procedure of formulating test guidelines, and to propose Action Plan for improvement of the PVP system in each participant's country.

8. Overall goal

The development and the extension of new plant varieties, activation of agricultural and forestry industry and the promotion of rural development are achieved by implementing the internationally harmonized PVP System in participants' own countries.

9. Expected module outputs and contents:

- (1) Under the program objective, participants are expected to achieve the following outputs:
 - a) To understand the present condition of the PVP system in her/his own country.
 - b) To be able to explain an overview of the internationally harmonized PVP system.
 - c) To be able to explain about technique and methods of examination of new plant varieties (DUS Test).
 - d) To be able to explain how to develop test guidelines for the examination of new plant varieties
 - e) To propose an action plan for improving the implementation of PVP in her/his own country.

- (2) Prior to arrival in Japan, participants are required to prepare Inception Report, which discusses about the improvement of PVP implementation in their countries, and submit it to JICA Tsukuba (See 111.3). For the preparation of

Inception Report, participants are requested to consult their senior colleague of their organizations and/or PVP-related authorities in their own countries. Action plan, one of the expected program outputs, should also be approved by these supervisors when the participants are back to their countries.

This program consists of the following components:

(1) Preliminary Phase in participants' home countries	
(Prior to arrival in Japan on August 19 th , 2012)	
<i>Participating organizations make required preparation for the program in the respective countries.</i>	
Modules	Activities
Inception Report	Following the instruction in ANNEX, Participants should prepare the Inception Report. It should be submitted to JICA Tsukuba no later than August 10, 2012.

(2) Core Phase in Japan		
(From August 19 to October 27, 2012)		
<i>Participants dispatched by the organizations attend the program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
1) PVP System	(1) UPOV Convention and its Technical Guidelines, Impact Study, International Harmonization, UPOV Database, etc. (2) UPOV Distance Learning (internet self-learning module developed by UPOV)	Lectures, discussion and exercises
	(3) PVP System in Japan, procedure of application and registration, DUS tests, test guideline, enforcement of PBR ² , international cooperation on plant variety examination, and cooperation activities by the East Asia PVP Forum.	Lectures by NBIPD ³ , MAFF Japan

² PBR: Plant Breeders' Rights

³ New Business and Intellectual Property Division

2) DUS Test	(1) The overview of DUS Test by growth trials; how, when and where it is prepared, conducted and evaluated.	Lectures and practical instructions by NCSS ⁴ staff
	(2) Reference collection and the methodology of simple database creation	Lectures and practices
3) Test guideline	(1) Basic concept of test guideline	Lectures and observations
	(2) Practice of test guideline	Lectures and practices
4) PVP application in business	(1) Its advantages for seed companies and growers	Observations
	(2) Application for the rural development	Observations
5) Problem analysis and formulation of improvement plan for PVP implementation	(1) Project Cycle Management (PCM)	Lectures
	(2) Action Plan formulation	Practices

(3) Finalization Phase in participants' home countries

Participating organizations are expected to produce final outputs by making use of training results brought back by participants. This phase marks the end of the program.

Modules	Activities
Implementation of the Action Plan	Application and implementation of the Action Plan back in the participant's country.

<Structure of the program>

1. Preliminary Phase (activities in participants' home countries):
 - Preparation of the Inception Report.
2. Core Phase (activities in Japan):
 - Each session involves discussion among participants.

⁴ NCSS: National Center for Seeds and Seedlings

1st week: Introduction of the training and preparation for presentation of the Inception Report

- (1) Program orientation
- (2) Benchmark test
- (3) Introductory lectures
- (4) Preparation for presentation of the Inception Report

2nd & 3rd week: Inception report presentation and lectures of the PVP system in Japan

- (1) UPOV lectures
- (2) Inception report presentation at MAFF
- (3) Overview of agriculture in Japan and its policy on the intellectual property rights
- (4) Overview of PVP system in Japan and its present situation
- (5) Enforcement of PBR and activities of 'PVP G-men'
- (6) Examination of denomination of plant varieties
- (7) Management of applications for plant registration
- (8) Procedure of examination planning
- (9) DUS test in Japan
- (10) International cooperation of Japan; Introduction of East Asia PVP Forum, Cooperation with CPVO⁵ on examination, etc.
- (11) Project Cycle Management (PCM) workshop; conceptual understanding of PCM, designing of Project Design Matrix (PDM) for a draft of Action Plan, etc.

4th & 5th week: Overview of the DUS test by growing test at NCSS

- (1) DUS test planning
- (2) Preparation of test plots
- (3) Development of working manual
- (4) Photograph taking
- (5) Other activities of NCSS; seed tests, consultation and variety identification tests on infringement of PBR, activities of 'PVP G-men', etc.
- (6) Visit to NIAS⁶ Genebank, Japan; activities of genetic resource collection, genetic resource transfer procedure, etc.

⁵ CPVO: Community Plant Variety Office

⁶ NIAS: National Institute of Agrobiological Sciences

6th week: Lectures and practices on designing test guidelines.

- (1) Basic understanding about composition of test guidelines used in Japan.
- (2) Practice of test guideline comprehension.
- (3) Presentation of test guidelines designed by participants.

7th week: Practice of DUS Test on crops (ex. soybeans) at the NCSS Nishinohon Station.

- (1) Reference varieties selection.
- (2) Investigation and on-site data collection of crop varieties in test plots.
- (3) Study of "note" and "difference" of tested varieties.
- (4) Test report writing with photographs.
- (5) Visit to seedling companies.

8th & 9th week: Lectures and practices of DUS Test at NCSS.

- (1) DUS Test preparation of some plants (ex. chrysanthemum and tomatoes).
- (2) Reference varieties selection.
- (3) Observation and measurement of characteristics.
- (4) Photograph taking for test report attachment.
- (5) Concept of note setting.
- (6) Presentation of test report.
- (7) Evaluation of report on the judgment of DUS.
- (8) General Q & A about the NCSS.

10th week: Presentation of Action Plan, evaluation meeting, closing ceremony and awarding of certificate.

- (1) Finalization of Action Plan.
- (2) Presentation of Action Plan.
- (3) Evaluation test.
- (4) Evaluation meeting.
- (5) Closing ceremony.

※ Schedule and program are subject to change.

iii. Conditions and Procedures for Application

1. Expectations for Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize this program for those specific organizational purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate applying organizations to come up with concrete solutions for their issues, they 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 training participants 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 national governmental, local governmental, or relevant public official who is in charge of PVP, PBR, and/or intellectual property rights on plants, with regard to its legislation, management of the application and registration procedure, formulation of test guidelines of plants, guidance of technical questionnaire writing and implementation of DUS tests of applied varieties for the right of plant breeders. Those who are to be assigned in the field of PVP in the near future, or those who are expected to start working in this field immediately after the program in Japan, are also eligible to apply. Technical officers, such as examiners and DUS investigators, are most preferable. Those who have knowledge and experience of plant research but are not involved in any implementation of the PVP system are excluded.
- 2) Experience in the relevant fields: have more than three (3)-year experience.

- 3) Age: be between the ages of twenty-five (25) and forty-five (45).
- 4) Educational background: be a university graduate, ideally with the background of agriculture-related subjects.
- 5) Language: have a competent command of spoken and written English which is equivalent to TOEFL CST 250 or more. This training course includes active participation in discussions and Action Plan development, thus requires high competency of English.
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- 7) Must not be serving any form of military service.

3. Required documents for application

- (1) Application Form: Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) Inception Report: All applicants should prepare an Inception Report that describes present situation, current problems and urgent tasks to be addressed regarding PVP in her/his institution. It should be developed under consultation with applicants' senior colleague and/or persons of the PVP-concerned authorities. It should be typewritten in English (12-point font, A4 size paper) in accordance with the instruction (see ANNEX), and submitted together with the Application Form.
- (3) English score sheet (optional): Applicants are advised to submit a copy of official certificate of English language test, such as TOEFL, TOEIC and IELTS.

4. Procedure of application and selection:

- (1) Submission of the application documents:
Closing date of application to JICA Tsukuba, Japan: June 29, 2012.
Note: Applicants should submit the application documents to JICA office or Embassy of Japan in their own countries. Please confirm the closing date set by JICA office or Embassy of Japan in your country so your application would be successfully received by JICA Tsukuba, Japan by June 29, 2012.
- (2) Selection:
After receiving the applications through due administrative procedures in the respective government, the respective country's JICA office, or Embassy of

Japan, shall conduct screenings, and send the applications to the JICA Center in charge in Japan, which organizes the program. Selection shall be done by the JICA Tsukuba in consultation with the organizations concerned in Japan, namely Intellectual Property Division in Ministry of Agriculture, Forestry and Fisheries (MAFF) and NCSS, based on submitted documents according to qualifications. *Applicants from organizations with active intention to utilize the opportunity of this program are highly valued in the selection.*

(3) Notice of acceptance

Notification of screening results shall be made by the respective country's JICA office, or Embassy of Japan, to the respective government by **no later than July 13,2012.**

5. Conditions for attendance:

- (1) To follow the schedule of the program.
- (2) Not to change the program subjects or to 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 follow the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (7) To observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) To participate in the whole program including the preliminary phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance of their nominees, are expected to carry out the consultation with the nominees to comprehend the inception report.
- (9) Pregnant participants are strictly requested to submit the below documents before the departure in order to minimize their health risk.
 - ㊦ Letter of the participant's consent to bear economic and physical risks
 - ② Letter of consent from the participant's supervisor
 - Ⓡ Letter of consent from the embassy of the participant's country in Japan

@ Medical certificate

Further information is available at JICA office in each participant's country.

6. Abbreviations:

CPVO: Community Plant Variety Office

DUS: Distinctiveness, Uniformity and Stability

IPD: Intellectual Property Division

MAFF: Ministry of Agriculture, Forestry and Fisheries of Japan

NCSS: National Center for Seeds and Seedlings

NBIPD: New Business and Intellectual Property Division

NIAS: National Institute of Agrobiological Sciences

PBR: Plant Breeders' Rights

PCM: Project Cycle Management

PDM: Project Design Matrix

PVP: Plant Variety Protection

TRIPS: trade-related aspects of intellectual property rights

UPOV: International Union for the Protection of New Variety of Plants

WIPO: World Intellectual Property Organization

fV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tsukuba

2. Contact: Ms. YAJIMA, Midori (tbictp@jica.go.jp)

3. Implementing Partner:

(1) Name: New Business and Intellectual Property Division, Ministry of Agriculture, Forestry and Fisheries of Japan (MAFF)

(2) Contact: Ms. NAGANO, Akiko (akiko_nagano@nm.maff.go.jp)

4. Travel to Japan:

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

(2) Travel insurance: Term of Insurance: From arrival to Japan until departure from Japan. Traveling period outside Japan shall not be covered.

5. Accommodation in Japan:

JICA will arrange the following accommodation in Japan:

JICA Tsukuba International Center (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111

("81" is the country code of Japan, and "29" is the local area code)

Please refer to facility information of JICA Tsukuba at the URL below.

http://www.jica.go.jp/english/contact/ldomestic/pdf/tsukuba_facility.pdf

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

6. Expenses:

The following expenses will be paid 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 chronic illness, pregnancy, or dental treatment are not included.
- (4) Expenses for program implementation, including training 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.

7. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Embassy of Japan), to provide participants with details of travel to Japan, conditions of the workshop, and so on.

8. Others

As the training curriculum contains the UPOV distance learning, a personal study module via internet, participants are encouraged to bring their own laptop computer. Those who do not possess their own computer should contact Ms. YAJIMA, Midori, JICA Tsukuba International Center by email prior to departure to Japan.

V.ANNEX:

ANNEX: Instruction for the Preparation of Inception Report

ANNEX

Instruction for the Preparation of Inception Report

Group Training Course on the "Internationally Harmonized Plant Variety Protection System" JFY2012

The Inception Report is an introductory report which describes the current situation of each participant's organization/country regarding the topic of the training program, and will be developed into the Action Plan at the end of the program. Before compiling the Inception Report, it is recommended for training participants to consult their senior colleague or supervisors of their organizations and to have the report authorized by them. Topics of the Inception Report, which you will make presentation at the beginning of the training course, are the followings.

- 1) Regulations or laws related to intellectual property rights for new plant varieties such as Plant Variety Protection System in your country.
- 2) Whether your country is a UPOV member state or not. If no, state the current status of your country's government for preparing to join UPOV.
- 3) Your county's current system of application, examination and registration of new plant varieties, both at domestic level and from foreign countries.
- 4) Details of the administration procedure of the application, examination and registration of new plant varieties: number of personnel assigned for the acceptance of application, check items during the application, how to examine DUS, qualification of examiners, etc.
- 5) Current problems regarding the establishment and/or implementation of PVP and accession to UPOV, which have to be addressed within 2-3 years (comparatively in a short term).
- 6) Please categorize the problems stated above according to the groups below.
 - i) Problems to be solved by the capacity of your division/department.
 - ii) Problems to be solved with supports of other departments or institutions
 - iii) Problems to be solved with supports of other countries.

8) Please state briefly about the questions below.

- i) Whether there is any support for plant variety protection (DUS training, establishment of test guideline, etc.) from other countries except Japan. If there is, please state the name of the countries and donor agencies.
- ii) Whether your country is cooperating with foreign countries for the examination of plant varieties. If it is, please state the name of the countries, donor agencies, name of plants, etc.
- iii) Whether there are local breeds in your country which are eligible to be registered as a new variety. If there is any, please state the name of the plants.
- iv) Names of important plants of your country.
- v) Policy of your country's government about PVP system, especially if they find economic interest on developing the PVP system or not.

9) Please attach the photos of your office and staff (if possible).

Note: Please make your Inception Report by Microsoft Powerpoint format.

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of 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 inquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

Tsukuba International Center, JICA (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111

FAX: +81-29-838-1119

Email: tbictp@jica.go.jp

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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



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

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

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3. Country Name:

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4. Name of Applying Organization:

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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 divulgation, 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



Japan International Cooperation Agency

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:



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: