

No. 12040/43/2012-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  
18- 5- 2012

TRAINING CIRCULAR

Subject: 22<sup>nd</sup> Overseas Fellows Programme for young Government Officials from Asian Countries being held in Japan from late September 2012 to March 2013.

The undersigned is directed to state that the Institute of Developing Economies Advanced School (IDEAS), IDE-JETRO, Chiba Japan has invited applications for the above programme to be held from late September 2012 to March 2013 to be held in Japan.

2. The programme aims to enhance the absorption capacity of foreign aid in developing countries. The programme is designed for young officials who are in charge of socio-economic development policy planning and implementation governmental organizations in the developing countries. Successful fellows will be granted a postgraduate diploma from the School.

3. The applicants should be public officials working for the government or public institutions. Their work should be related to economic assistance or socio economic development; having more than 3 (three) working experience; be 35 years of age or younger as on 1<sup>st</sup> October, 2012; should hold a master's or higher degree or have equivalent experience regardless of field; be proficient in written and spoken English.

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 fellowship award provides a Round-trip economy class air ticket; a monthly stipend determined in accordance with IDE regulations; free tuition for course work; free textbooks and audio-visual equipment for study purposes; an individual locker, desk and computer with internet access and access to IDE/JETRO Library.

. ... 2/-

6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the IDEAS. The Ministry/State Governments/Union Territories may sponsor the names of only Government /Public Sector Undertaking functionaries.

7. The nomination details should be submitted in the IDEAS' prescribed proformas duly authenticated by the Department concerned along with the requisite enclosures.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 5<sup>th</sup> June, 2012. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in), which is available in "What is New" under the Department of Personnel and Training.

~

(N.K. Wa wa)

Under Secretary to the Government of India

Tele. No.011-26165682

[E-mail-IDnaresh.wadhwa@nic.in](mailto:IDnaresh.wadhwa@nic.in)

Copy to:

1. All Ministries/Departments of Government of India.
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 IDEAS, Circular and the enclosed application Proforma on the Department's website.

## \Application and Selection\

### Admission Requirements:

- (1) Applicants should be public officials working for the government or public institutions in developing countries. Their work should be related to economic assistance or socio-economic development,
- (2) Applicants should have more than three years working experience,
- (3) Applicants should be 35 years of age or younger as of October 1, 2012,
- (4) Applicants should hold a master's degree, or have equivalent experiences, regardless of field. Priority will be given to those applicants who have not been awarded any scholarship for a Master's degree in a foreign country,
- (5) Applicants should have sufficient English ability to participate in university-level work. A TOEFL score of at least PBT550(CBT213, iBT79) is highly recommended,
- (6) Applicants should be persons who can be recommended by their current governmental organization,
- (7) Applicants need to accept our Terms and Conditions if accepted by IDEAS. (Signed documents need to be submitted to IDEAS when a fellow accepts our invitation.)  
\*Fellows cannot accompany their family to Japan during the IDEAS program.

Note: IDEAS retains the right to select countries and organizations of the applicants.

### Training Period:

The program starts in late September, 2012 and continues until the middle of March, 2013. Successful fellows will be granted a postgraduate diploma from the School.

### Allowances & Services:

Fellows will be provided with:

- (1) A round trip economy-class air ticket,
- (2) A monthly stipend determined in accordance with IDE regulations,
- (3) Free tuition for course work,
- (4) Free textbooks and audio visual equipment for study purposes,
- (5) An individual locker, desk and computer with Internet access,
- (6) Access to the IDE/JETRO library.

### Accommodation Facilities:

Overseas fellows are required to stay at designated accommodation facilities, which are suitable for international guests. .

### How to Apply:

Applicants should submit the documents listed below to the IDEAS Administration Office *before June 15, 2012* through your office. IDEAS will inform you of the result *in the middle of July, 2012*.

**Application documents to be submitted: (1)**

Prescribed application form.

(2) An Essay written on the following topic. The essay should be around 500 words.

-Please introduce about yourself and write what you intend to learn at IDEAS and how you wish to utilize the knowledge for your career goals. \*

(3) A summary of the following article: Krugman (1997) "In Praise of Cheap Labor" should be around 200 words. \* <http://web.mit.edu/krugman/www/smokey.html>

(4) A recommendation letter written by current employer. (It should be in the sealed envelope. Please also refer to the attached document.)

(5) Evidence of competence in English (e.g. TOEFL or alternative test score record), if available. (Submission of such evidence can be of your merit in the selection process) (6)

Transcript and certificate of bachelor's and master's degree.

(7) Health record written in English issued by a medical institution.

(8) Two recent photographs of applicant (30mmX40mm) including one attached to your application form. (Should be taken within 6 months, Please write down your name at the back.)

(9) Photocopy of passport

\* Essays should be written in English and typed on A4 size paper. There is no fixed format.

\* It is considered as plagiarism to copy any sentences from the original text. Applicants would be disqualified from the selection process if the summary (3) includes any copied sentences.

**Submission:**

Applicants are advised to submit the application documents to IDEAS counterpart agencies in your country in hand or by post. (Applicants themselves don't have to submit them to Japan.) Such counterpart agencies in turn will gather together the documents and send them to Japan on applicants' behalf.

Applicants are also requested to submit by an e-mail the application documents, except the sealed letter of reference, in electric files (i.e., PDF files) to [goideas\(a\).ide.go.jp](mailto:goideas(a).ide.go.jp). This will help us to expedite the selection process. However, the electric submission is supplementary, and applicants are still required to submit the original copy of application documents in the way as above prescribed.

*More information about IDEAS;*

<http://www.ide.go.jp> (Please find "IDE Advanced School") *For further details about the program, please contact;*

IDE Advanced School (IDEAS), IDE-JETRO Attention: Tomoko Tsuyuki (Ms)

3-2-2 Wakaba, Mihama-ku, Chiba-shi,  
Chiba261-8545, Japan

Phone: +81-43-299-9562 Fax: +81-43-299-9728 E-mail: [goideas@ide.go.jp](mailto:goideas@ide.go.jp)

## Summary writing

**Read the following article Krugman (1997) and summarize it in approximately 200 words.**

Note: It is considered as plagiarism to copy any sentences from the original text. You are disqualified from the selection process if your summary includes any copied sentences.

Krugman, Paul (1997) "In Praise of Cheap Labor: Bad jobs at bad wages are better than no jobs at all." *Slate magazine*, March 21, 1997.

(<http://web.mit.edu/krugman/www/smokey.html> Retrieved on April 27, 2012)

For many years a huge Manila garbage dump known as Smokey Mountain was a favorite media symbol of Third World poverty. Several thousand men, women, and children lived on that dump--enduring the stench, the flies, and the toxic waste in order to make a living combing the garbage for scrap metal and other recyclables. And they lived there voluntarily, because the \$10 or so a squatter family could clear in a day was / better than the alternatives.

The squatters are gone now, forcibly removed by Philippine police last year as a cosmetic move in advance of a Pacific Rim summit. But I found myself thinking about Smokey Mountain recently, after reading my latest batch of hate mail.

The occasion was an op-ed piece I had written for the *New York Times*, in which I had pointed out that while wages and working conditions in the new export industries of the Third World are appalling, they are a big improvement over the "previous, less visible rural poverty." I guess I should have expected that this comment would generate letters along the lines of, "Well, if you lose your comfortable position as an American professor you can always find another job--as long as you are 12 years old and willing to work for 40 cents an hour."

Such moral outrage is common among the opponents of globalization--of the transfer of technology and capital from high-wage to low-wage countries and the resulting growth of labor-intensive Third World exports. These critics take it as a given that anyone with a good word for this process is naive or corrupt and, in either case, a de facto agent of global capital in its oppression of workers here and abroad.

But matters are not that simple, and the moral lines are not that clear. In fact, let me make a counter-accusation: The lofty moral tone of the Opponents of

globalization is possible only because they have chosen not to think their position through. While fat-cat capitalists might benefit from globalization, the biggest **beneficiaries are, yes, Third World workers.**

*After all, global poverty is not something recently invented for the benefit of multinational corporations.* Let's turn the clock back to the Third World as it was only two decades ago (and still is, in many countries). In those days, although the rapid economic growth of a handful of small Asian nations had started to attract attention, developing countries like Indonesia or Bangladesh were still mainly what they had always been: exporters of raw materials, importers of manufactures. Inefficient manufacturing sectors served their domestic markets, sheltered behind import quotas, but generated few jobs. Meanwhile, population pressure pushed desperate peasants into cultivating ever more marginal land or seeking a livelihood in any way possible--such as **homesteading on a mountain of garbage.**

**Given this lack of other opportunities, you could hire workers in Jakarta or Manila for a pittance.** But in the mid-'70s, cheap labor was not enough to allow a developing country to compete in world markets for manufactured goods. The entrenched advantages of advanced nations--their infrastructure and technical know-how, the vastly larger size of their markets and their proximity to suppliers of key components, their political stability and the subtle-but-crucial social adaptations that are necessary to operate a~ efficient economy--seemed to outweigh even a tenfold or **twentyfold disparity in wage rates.**

And then something changed. Some combination of factors that we still don't fully understand--lower tariff barriers, improved telecommunications, cheaper air transport--reduced the disadvantages of producing in developing countries. (Other things being the same, it is still better to produce in the First World--stories of companies that moved production to Mexico or East Asia, then moved back after experiencing the disadvantages of the Third World environment, are common.) In a substantial number of industries, low wages allowed developing countries to break into world markets. And so countries that had previously made a living selling jute or coffee **started producing shirts and sneakers instead.**

**Workers in those shirt and sneaker factories are, inevitably, paid very little and** expected to endure terrible working conditions. I say "inevitably" because their employers are not in business for their (or their workers') health; they pay as little as possible, and that minimum is determined by the other opportunities available to workers. And these are still extremely poor countries, where living on a garbage heap is **attractive compared with the alternatives.**

And yet, wherever the new export industries have grown, there, has been measurable improvement in the lives of ordinary people. Partly this is because a growing industry must offer a somewhat higher wage than workers could get elsewhere in order to get them to move. More importantly, however, the growth of manufacturing--and of the penumbra of other jobs that the new export sector creates--has a ripple effect throughout the economy. The pressure on the land becomes less intense, so rural wages rise; the pool of unemployed urban dwellers always anxious for work shrinks, so factories start to compete with each other for workers, and urban wages also begin to rise. Where the process has gone on long enough--say, in South Korea or Taiwan--average wages start to approach what an American teen-ager can earn. at McDonald's. And eventually people are no longer eager to live on garbage dumps. (Smokey Mountain persisted because the Philippines, until recently, did not share in the export-led growth of its neighbors. Jobs that pay better than scavenging are still few and far 'between.)

The benefits of export-led economic growth to the mass of people in the newly industrializing economies are not a matter of conjecture. A country like Indonesia is still so poor that progress can be measured in terms of how much the average person gets to eat; since 1970, per capita intake has risen from less than 2,1 00 to more than 2,800 calories a day. A shocking one-third of young children are still malnourished--but in 1975, the fraction was more than half. Similar improvements can be seen throughout the Pacific Rim, and even in places like Bangladesh. These improvements have not taken place because well-meaning people in the West have done anything to help--foreign aid, never large, has lately shrunk to virtually nothing. Nor is it the result of the benign policies of national governments, which are as callous and corrupt as ever. It is the indirect and unintended result of the actions of soulless multinationals and rapacious local entrepreneurs, whose only concern was to take advantage of the profit opportunities offered by cheap labor. It is not an edifying spectacle; but no matter how base the motives of those involved, the result has been to move hundreds of millions of people from abject roverty to something still awful but nonetheless significantly better. .

Why, then, the outrage of my correspondents? Why does the image of an Indonesian sewing sneakers for 60 cents an hour evoke so much more feeling than the image of another Indonesian earning the equivalent of 30 cents an hour trying to feed his family on a tiny plot of land--or of a Filipino scavenging on a garbage heap?

The main answer, I think, is a sort of fastidiousness. Unlike the starving subsistence farmer, the women and children in the sneaker factory are working at slave wages *Jar our benefit-esui* this makes us feel unclean, And so there are self-righteous

demands for international labor standards: We should not, the opponents of globalization insist, be willing to buy those sneakers and shirts unless the people who make them receive decent wages and work under decent conditions.

This sounds only fair—but is it? Let's think through the consequences.

First of all, even if we could assure the workers in Third World export industries of higher wages and better working conditions, this would do nothing for the peasants, day laborers, scavengers, and so on who make up the bulk of these countries' populations. At best, forcing developing countries to adhere to our labor standards would create a privileged labor aristocracy, leaving the poor majority no better off.

And it might not even do that. The advantages of established First World industries are still formidable. The only reason developing countries have been able to compete with those industries is their ability to offer employers cheap labor. Deny them that ability, and you might well deny them the prospect of continuing industrial growth, even reverse the growth that has been achieved. And since export-oriented growth, for all its injustice, has been a huge boon for the workers in those nations, anything that curtails that growth is very much against their interests. A policy of good jobs in principle, but no jobs in practice, might assuage our consciences, but it is no favor to its alleged beneficiaries.

You may say that the wretched of the earth should not be forced to serve as hewers of wood, drawers of water, and sewers of sneakers for the affluent. But what is the alternative? Should they be helped with foreign aid? Maybe—although the historical record of regions like southern Italy suggests that such aid has a tendency to promote perpetual dependence. Anyway, there isn't the slightest prospect of significant aid materializing. Should their own governments provide more social justice? Of course—but they won't, or at least not because we tell them to. And as long as you have no realistic alternative to industrialization based on low wages, to oppose it means that you are willing to deny desperately poor people the best chance they have of progress for the sake of what amounts to an aesthetic standard—that is, the fact that you don't like the idea of workers being paid a pittance to supply rich Westerners with fashion items.

In short, my correspondents are not entitled to their self-righteousness. They have not thought the matter through. And when the hopes of hundreds of millions are at stake, thinking things through is not just good intellectual practice. It is a moral duty.



f)

**INSTITUTE OF DEVELOPING ECONOMIES**  
**ADVANCED SCHOOL (IDEAS) JETRO**

3-2-2 WAKABA, MIHAMA-KU, CHIBA-SHI, CHIBA 261-8545 JAPAN  
 TEL +81-43-299-9562 FAX +81-43-299-9728  
 E-MAIL [goideas@ide.go.jp](mailto:goideas@ide.go.jp)

**Overseas' Fellows Training Program 2012/2013**  
**Application Form**

(Period of Training: September 26,2012 - March 15,2013)

**PERSONAL DETAILS**

<Please attach your passport photocopy>

NAME:

First	Middle	Last

\*Please write down your name as written on your passport.

\*Please write Chinese characters if applicable.

DATE OF BIRTH: Day \_\_ Month \_\_ Year \_\_ . \_\_

Age: \_ (as of October 1, 2012)

SEX: [  ] Male

[  ] Female

MARITAL STATUS: [  ] Single [  ] Married

NATIONALITY:

PLACE OF BIRTH (city/country):

**PASSPORT INFORMATION**

Passport Number:
Date of Issue: Day _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month</span> <span>Year</span> </div>
Date of Expiration: Day _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month</span> <span>Year</span> </div>
Place to apply for visa to stay in Japan (city/country) if accepted as a fellow:

Current position:

Current division:

Name of the office:

Office address:

TEL:

FAX:

(Please include country and area code)

E-MAIL:

Home address:

TEL:

FAX:

MOBILE (If any):

(Please include country and area code)

Name and title of the representative (the top) of your organization:

Number of employee:

Date of establishment:

**EMPLOYMENT HISTORY**

Employer	Position	Period	
		From Month\Year	To Month\Year

**ACADEMIC HISTORY**

\*College education and above only. Please attach transcript and certificate of bachelor's and master's degree. (photocopy is accepted)

Institution	Major Field	Degree/Diploma	Period	
			From Month/Year	To Month/Year

**PREVIOUS VISITS TO JAPAN / FAMILY IN JAPAN**

\*Please list all visits to Japan many write own number of visits for each purpose

Purpose	Sponsoring Organization (if any)	Period	
		From Day/Month/Year	To Day/Month/Year

\*Please list all family members in Japan if any

Relationship	Name	Date of Birth  (Day/Month/Year)	Nationality	Place of Employment/School	Status of Residence

**LANGUAGE SKILL**

Native Language: .
English Proficiency:  (Please attach evidence of English proficiency such as TOEFL or IELTS score.)
Other Language and Proficiency:

**OTHER INFORMATION**

Religion:

Diet Restrictions (in detail):

Smoker/ Nonsmoker:

**REFERENCES**

The applicant is required to submit a letter of recommendation from your current employer. Please provide name, position, organization and e-mail addresses of the referees ..

Name:

Position:

Organization:

E-mail:

**ESSAY**

You are requested to write an essay. The essay should be written on the following topic. It should be around 500 words in English and typed on A4 size paper (no fixed format).

1. Please write what you intend to learn at IDEAS and how you wish to utilize the knowledge for your career goals.

**SUMMARY WRITING**

You are requested to write a summary of the following article: Krugman (1997) "In Praise of Cheap Labor"  
<http://web.mit.edu/krugman/www/smokey.html>.

1. The summary should be around 200 words in English and typed on A4 size paper. There is no fixed format.
2. It is considered as plagiarism to 'copy any sentences from the original text. You are disqualified from the selection process if your summary includes any copied sentences.

\*\*\*\*\*

I declare that the statements made on this form are correct.

Signature

Date (Day/Month/Y ear)

## Letter of Reference

To whom it may concern:

Please print or type a letter of reference for the applicant (no fixed format) and return it to the applicant in a sealed envelope. The applicant will submit the application form together with the envelope.

Please include the following information in due order.

1. NAME OF APPLICANT

2. INFORMATION OF APPLICANT

(1) How long and in what capacity have you known the applicant? (2)

Duty assigned to the applicant at work

(3) Please evaluate the applicant's background experiences, accomplishments, and capacity for analytical thinking.

(4) In what ways do you expect the applicant will be able to contribute to the program? (5) Do you believe the applicant has sufficient English language skills to complete the postgraduate diploma course given in English?

(6) Please mention that the applicant will intend to engage in the duty after returning the country.

3. NAME OF REFEREE

4. POSITION AND ORGANIZATION

5. ADDRESS

6. SIGNATURE

7. DATE (Day/Month/Year)

Thank you very much for your cooperation.

Tatsufumi YAMAGATA  
Secretary- General  
IDE Advanced School  
IDE-JETRO



IDE ADVANCED SCHOOL

INSTITUTE OF DEVELOPING ECONOMIES-Japan External Trade Organization, JETRO  
3-2-2 Wakaba, Mihama-ku, Chiba, 261-8545 JAPAN TEL: +81-43-299-9562 FAX:  
+81-43-299-9728

## **TERMS AND CONDITIONS FOR IDEAS PROGRAM OVERSEAS FELLOWS**

### Article 1. Services to be Provided

The Institute of Developing Economies Advanced School (hereafter "IDEAS") shall provide the following services to persons invited to participate as overseas fellows (hereafter "Fellows") in the Overseas Fellows IDE Advanced School Program (hereafter "Program"):

- (1) Arrangement of one round-trip economy-class airline ticket from the nearest international air port in which the invitee resides to Narita, Japan.
- (2) Monthly stipend of ¥320,000, minus accommodation expense, for the duration of six months. (Fellows shall stay in designated accommodations, and the said accommodation expense shall be deducted from the monthly stipend for payment by IDEAS on behalf of the Fellows. All other expenses, including transportation, telephone, cellular and fax communication, meals, packing, etc., shall be paid directly by the Fellows from their monthly stipend.)
- (3) Tuition and other costs of course work, including textbooks and photocopying for study purposes.
- (4) Arrangement of field trips and related coordination, including interpretation and transportation, in connection with Program events.
- (5) An individual locker, desk and web-connected computer.
- (6) Access to the IDE/JETRO library.
- (7) Overseas travelers' personal accident insurance insuring.  
\*Medical expense due to accidental injuries, diseases, and unintentional damage to the third party will be covered by the insurance, but expenses related to previous illness will not be covered.

Article 2. Additional Activities

The Fellows are required to attend IDEAS classes and school activities, or perform other tasks in keeping with their position as Fellows.

Article 3. Invitation and Acceptance

- (1) Invitation to participate in the Program shall be made by a letter of invitation from IDEAS.
- (2) The invitee shall indicate their acceptance of the invitation by returning a signed copy of the Letter of Acceptance.

Article 4. Waiver of Liability

IDEAS assumes no responsibility or liability for any Injury, damage, additional expense, accidental delay or other irregularities suffered by the  
 - invitee or any third party other than those which may be caused by the willful or negligent acts or omissions on the part of IDEAS; and IDEAS shall not be responsible or liable for consequences of natural calamities, labor strikes, acts of God, war or other factors beyond IDEAS' reasonable control.

Article 5. General Obligations

Fellows shall not engage in the following:

- (1) Any act that damages the position or reputation of IDEAS.
- (2) Any act that defames the name of IDE or IDEAS.
- (3) Provision of secrets or other confidential information of IDEAS, or anyone related to IDEAS, to a third person.

Article 6. Cancellation of Participation

IDEAS may cancel a Fellow's participation in the Program at any time for reasons including:

- (1) A Fellow requests said cancellation for personal reasons.
- (2) A Fellow violates any provision of these Terms and Condition.
- (3) IDEAS judges that it would be difficult or inappropriate for the Fellow to continue participating in the Program for matters of personal health or other reasons, including cheating, deception or inappropriate behavior.

## Article 7. Additional Obligations

- (1) Fellows shall submit necessary documents when requested by IDEAS Secretariat for administrative reasons. (eg. their boarding pass stubs to IDEAS as soon as possible Upon arriving in Japan, and following **conclusion of the Program.**)
- (2) While staying in Japan during the Program, Fellows shall not bring **family members to Japan, as per IDEAS' regulations.**
- (3) Fellows shall not leave Japan or return home temporarily during the Program, except with the prior written acknowledgement to IDEAS and **request of leaving Japan on behalf of the dispatched organization boss in case of an emergency.**
- (4) Fellows shall inform IDEAS of any change of address or employment between the time of their acceptance of IDEAS' invitation to participate **in the Program and the conclusion of the Program.**



## 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)

J	0		-				
---	---	--	---	--	--	--	--

**3. Country Name:****4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**



**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

**1. Title:** (Please write down as shown in the General Information) **(required)**

--

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

J	0		-				
---	---	--	---	--	--	--	--

**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**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

**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)**

--

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

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

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

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



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

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

**5. Language Proficiency (required)**

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

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

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

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

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



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

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

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)**

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent 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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
-----------------------------	---

(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:
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
-----------

*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.*

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ( _____ )

**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

--

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: