

No.12040/44/2012-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 24th May,
2012

TRAINING CIRCULAR

Subject: Training Programme on Small and Medium Enterprises (SMEs) Development to be held in Kuala Lumpur, Malaysia from 3rd to 7th September, 2012.

The undersigned is directed to state that the Colombo Plan (CP) has invited applications for the above programme to be held in Kuala Lumpur, Malaysia from 3rd to 7th September, 2012. The programme is jointly organised by the Colombo Plan and Small and Medium Corporation, Malaysia (SME CORP. Malaysia). There are 15 slots available for the Colombo Plan Developing Member countries.

2 The programme aims to provide an understanding on the role of various government agencies in providing an understanding on the role of various government agencies in providing support programmes to strengthen the capacity and capability of SMEs focussing on access to financing, market development and market access.

3 The candidates should be Mid-career government and semi government officers having minimum of five (5) years work experience; completed a bachelor's degree or its equivalent, be under the age of 45 years at the beginning of training course; 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 course covers the return air ticket on economy class to Kuala Lumpur, accommodation, meals and Daily subsistence allowance for the duration of the course. All other

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2/-

expenses for shipping of books, course materials, excess baggage and other personal disbursements will be borne by the participants.

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

7. The applications should reach this Department through the Administrative Ministry/State Government not later than 2nd July, 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.

INKK

Under Secretary to the Government of India
Tele. No.011-26165682 E-mail ID
naresh.wadhwa@nic.in

Copy to:

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

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Training Programme on SMEs Development

3 - 7 SEPTEMBER 2012

KUALA LUMPUR

MALAYSIA

JOINTLY ORGANISED BY:

THE COLOMBO PLAN
AND
SMALL AND MEDIUM ENTERPRISE CORPORATION
MALAYSIA
(SME CORP . MALAYSIA)

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1. BACKGROUND

The Colombo Plan

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organisation providing development assistance under the "Planning for Prosperity" motto and the concept of self-help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 7 July 1951 as a cooperative venture for economic and social advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan - to 26 including non-Commonwealth and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC).

Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Fiji, India, Indonesia, Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, Sri-Lanka, Thailand, United States of America and Vietnam.

In December 1977, the Colombo Plan for Cooperative Economic Development in South and Southeast Asia was changed to The Colombo Plan for Co-operative Economic and Social Development in Asia and the Pacific, to reflect the expanded geographical composition of its enhanced membership and the scope of its activities.

The primary focus of all Colombo Plan activities is human resource development in the Asia-Pacific region.

Over the years, the programme content of the Colombo Plan has been adjusted in response to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.



Current Programmes

In 1995, Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The current programmes of the Colombo Plan are in the areas of Public Administration and Environment including post-graduate long-term scholarships, Private Sector Development and drug demand and supply reduction in member countries. In this regard, the Colombo Plan has established four programmes for capacity building, namely, Drug Advisory Programme, Programme for Public Administration and Environment, Long-term Scholarship Programme and Programme for Private Sector Development.

SME Corp. Malaysia

It all began on 2 May 1996, when a specialised agency was established to spur the development of small and medium enterprises (SMEs) in Malaysia by providing infrastructure facilities, financial assistance, advisory services, market access and other support programmes. Known as the Small and Medium Industries Development Corporation (SMIDEC) then, its aim was to develop capable and resilient Malaysian SMEs to be competitive in the global market.

The establishment of the National SME Development Council (NSDC) in 2004 presented yet another chapter in SME development in Malaysia. As the highest policy-making body, its role is to formulate strategies for SME development across all economic sectors, coordinate the tasks of related Ministries and Agencies, encourage partnership with the private sector, as well as ensure effective implementation of the overall SME development programmes in this country. Initiatives under NSDC include enhancing access to financing, financial restructuring and advisory services, information, training and marketing coordination, and a comprehensive SME database to monitor the progress of SMEs across all economic sectors.

In 2007, the NSDC decided to appoint a single dedicated agency to formulate overall policies and strategies for SMEs and to coordinate programmes across all related Ministries and Agencies. SMIDEC was tasked to assume the role and the transformation into Small and Medium Enterprise Corporation Malaysia (SME Corp. Malaysia) commenced on 2 October 2009. SME Corp. Malaysia is now the central point of reference for information and advisory services for all SMEs in Malaysia.

Vision

The premier organisation for the development of progressive SMEs to enhance wealth creation and social well-being of the nation

Mission

Promote the development of competitive, innovative and resilient SMEs through effective coordination and provision of business support

2. OBJECTIVES

The purpose of the course is to provide an understanding on the role of various Government agencies in providing support programmes to strengthen the capacity and capability of SMEs focusing on access to financing, market development and market access,

3. DURATION OF PROGRAMME

The course programme will be for five (5) days to commence on 3 September 2012 and end on 7 September 2012. It will be held at Kuala Lumpur, the capital city of Malaysia. The course schedule is attached as in Appendix I.

4. NUMBER OF PARTICIPANTS - A maximum of 15 participants from the Colombo Plan Developing Member countries-

5. COURSE DESCRIPTION

This is an interactive course which provides participants the opportunity to freely exchange ideas, knowledge and experiences through lectures, group discussions and country paper presentations. The curriculum of the training programme is detailed in Appendix I

The training programme involves the presentation of country papers from the participating countries. Each participant is required to prepare a Country Paper describing SME development programmes which include the promotion of development of competitive, innovative and resilient SMEs through effective coordination and provision of business support at his/her respective home country. Only one country paper is to be presented per country, but it can be presented by

one or both participants from the respective home country.

Upon completion of this exercise, participants should be able to:

- a) apply the experience and knowledge gathered during the course in their respective country; and
- b) outline their proposed plan of action to enhance SME development in their home country.

6. LANGUAGE OF INSTRUCTION

The course will be conducted fully in English. For sharing of Information to be effective during the training sessions, participants should be proficient in both written and spoken English.

7. ATTIRE

All participants are required to dress appropriately during the workshop and the study visit. For the opening ceremony, participants are requested to wear formal attire (preferably with suits for male participants). There will be a formal photography session.

8. SPONSORSHIP

Participants will be provided with the following:

- i. Economy class return air travel between the international airport nearest to the participant's home and Kuala Lumpur International Airport (KLIA). The ticket will be issued based on confirmation of acceptance.
- ii. Accommodation and meals will be provided.
- iii. Daily subsistence allowance for the duration of the course.

Participants must arrive and leave Malaysia on the date stipulated. The dates will be made known via air tickets sent to the participants.

All other expenses for shipping of books, course materials, excess baggage and other personal disbursements will be borne by the participant. Participants are advised to cover their own expenses for visa application. Participants are strongly advised to

bring adequate cash to meet other personal expenses.

9. REQUIREMENTS FOR ADMISSION

- Mid-care government, semi-government National Chamber of Commerce, SME Industry Associations, private sector and state enterprises Officers must be nominated by the Colombo Plan National Focal Point of their respective Governments;
- Minimum of five (5) years work experience.
- Completed a bachelor's degree or its equivalent;
- Meet English language requirement; and
- Age not exceeding 45 years.

10, APPLICATION PROCEDURE

Each developing member country is requested to nominate, through the Colombo Plan National Focal Point up to three (4) candidates, two principal and one reserves, by completing the Colombo Plan Application Form. The duly completed nomination forms (two sets) should be forwarded not later than **16 July 2012** to the Colombo Plan Secretariat at the following address: -----

The Secretary-General
Colombo Plan Secretariat
31 Wijerama Road,
Colombo 7, Sri Lanka

For more information contact:

Ms. Devika Karunaratne
Programme Officer- Programme for Private Sector Development Tel:
94 11 2684188 (Ext, 120)
Email: devika.karunaratne@colomboplan.org

The deadline for the nominations will be strictly "Observed."

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11. GENERAL CONDITIONS, REGULATIONS AND OBLIGATIONS OF AWARD

All applicants must abide by the following conditions throughout the programme:

- i. Participants shall conduct themselves at all times in a manner compatible with their responsibilities as a Colombo Plan participant and abide by the laws, rules and regulations of the land and institutions.
- ii. For lectures, participants are required to dress in long-sleeved shirts with ties, tailored pants and blazer or uniform and ladies should be appropriately dressed in office attire. For formal occasions - lounge suit or national costume is required.
- iii. Request for change of programme will not be entertained. Participants should fully participate in all activities related to the programme and observe the course schedule.
- iv. Participants are not allowed to leave Malaysia during the training.
- v. Participants are not allowed to participate in any political and/or commercial activity in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their training or serve on the staff of their Official Representatives in Malaysia.
- vi. Participants are NOT allowed to bring along their spouses or families for the duration of the course, Participants are required to return to their own countries upon completion of the course or at the end of the tenure of the training whichever is earlier.
- vii. The award may be terminated at any time due to unsatisfactory conduct, breach of the conditions of the award, failure to make satisfactory progress or as deemed necessary by the Malaysian training institution.
- viii. Participants who are found to be medically unfit during the course of the programme will be sent home to their country.
- ix. Participants would have to discontinue the course if found to commit illegal, immoral or undesirable activities.
- x. Participants must observe those rules and regulations at the place of accommodation and not to change accommodation designated by the training institution.



- xi. Participants are fully responsible towards all personal belongings throughout the course. Any losses due to negligence will **iii!!** be compensated by SME Corp. Malaysia or Government of Malaysia.
- xii. Participants must carry out such instructions and abide by conditions as may be stipulated by the Malaysian training institution with respect to the training .

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Appendix 1: Course Schedule

DATE	TIME	ACTIVITY / TOPIC	MINISTRY / AGENCY
3 September 2012 (Monday)	8.15 am	Registration of Participants	Secretariat
	9.00 am	Opening Ceremony	
	10.00 am	<i>Refreshments</i>	
	10.30 am	The Role of a Central Coordinating Agency	SME Corp. Malaysia
	12.30 pm	<i>Lunch</i>	
	2.00 pm	Promotion of Trade & Investment, Policy Frameworks and its Implementation Strategy	Ministry of International Trade & Industry (MITI)
	3.00 pm	Promotion of Investment in Malaysia	Malaysia Industrial Development Authority (MIDA)
	4.00 pm	<i>Tea Break</i>	
	4.15 pm	Market Access and Opportunities for SMEs	Malaysia External Trade Development Corporation (MATRADE)
	5.15 pm	Adjournment	
...	9.00 am	Consumer Financing and Commercial Financing	Bank Rakyat
4 September 2012 (Tuesday)	10.00 am	Access to Finance - Agricultural Sector	Agrobank
	11.00 am	<i>Tea Break</i>	
	11.15 am	Loan to Micro-Enterprises in Malaysia	T-kIJN '...',
	12.15 pm	Nurturing Potential Entrepreneurs through Micro Financing	A~anah
	1.00 pm	<i>Lunch</i>	
	2.00 pm	Micro-Financing - Retail, Manufacturing & Services	(AIM) Bank Simpanan Nasional

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DATE	TIME	ACTIVITY / TOPIC	MINISTRY / AGENCY
	3.00 pm	Developing Marketing Strategies for Malaysian Agricultural Products	Federal Agricultural Marketing Authority (FAMA)
	4.00 pm	<i>Tea Break</i>	
	4.15 pm	Development of Entrepreneurs	Perbadanan Usahawan Nasional Berhad (PUNB)
	5.15 pm	Adjournment	
	10.00 am	Depart to SIRIM Berhad	
5 September 2012 (Wednesday)	10.30 am	Arrival at SIRIM Berhad	
	12.30 pm	<i>Lunch</i>	
	2.00 pm	limkokwing University of Creative Technology (LUCT)	
	4.00 pm	Tour of Putrajaya	
	6.00 pm	Return to Hotel	
6 September 2012 (Thursday)	10.00 am	Depart for visit to SMEs	
	10.30 am	Visit SME (TBe)	
	12.30 pm	<i>Lunch</i>	
	2.30 pm	Visit to SMEs (TBC)	
	5.00 pm	Depart to Hotel	
7 September 2012 (Friday)	9.00 am	Country Paper Presentation - 1	
	9.20 am	Country/Paper Presentation - 2	
	9.40 am	Country-Paper-Presentation - 3	
	10.00 am	<i>Tea Break</i>	
	10.20 am	Country Paper Presentation - 4	

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DATE	TIME	ACTIVITY / TOPIC	MINISTRY / AGENCY
	10.40 am	Country Paper Presentation - 5	
	11.00 am	Country Paper Presentation - 6	
	11.20 am	Country Paper Presentation - 7	
	11.40 am	Country Paper Presentation - 8	
	12.00 pm	country Paper Presentation -:9	
	12.20 pm	Country Paper Presentation - 10	
	12.45 pm	Lunch	
	2.30 pm	Round Table Session	
	5.00 pm	Adjournment	
	8.00 pm	Closing Ceremony	

8 September
2012 (Saturday)

Participants depart for home country

Appendix 2 : General Information on Malaysia

Location

Malaysia is located just north of the equator and right in the heart of South East Asia. Its northern neighbours include Thailand, Myanmar, Laos, Cambodia and Vietnam, while its southern neighbours are Singapore, Indonesia and in the east the Philippines. Geographically, Peninsular Malaysia extends from the Thailand border to Singapore, while the east Malaysian states of Sabah and Sarawak are separated by the South China Sea on the north-west of Borneo Island .

..... - POfnilation -- -- . ,

The multi-racial population Of Malaysia currently stands at 27 million with the growth rate at about 2.3 per cent per annum. The Malaysian population is made up of three main races -

IVfa'lays, Chinese and Indians in the Peninsular Malaysia: In' .

"Sabah and Sarawak, there are various ethnic groups such as Iban.: Kadazan, Kenvah, Bidayuh and Murut. The population is young, with over 32 per cent below 14 years of age and about 68 per cent with the age of 15-64 years .

. Religion

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The World's major religions co-exist peacefully in Malaysia. Even though Islam is the official religion, freedom of worship is observed. The other major religions in the' country are Hinduism, Christianity, Sikhism, Buddhism and Taoism.

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Language

The national language is Bahasa Malaysia, though English is widely spoken throughout the country. The other races also speak their own languages and dialects>. .. ' :-'L

Government

GOVERNMENT

Malaysia practices parliamentary democracy with a constitutional monarch. The supreme head of the State is His Majesty The Yang Oi Pertuan Agong (King) who is elected for a term of five years by the Council of Rulers which comprises the nine hereditary rulers (Sultans) and four Yang Oi Pertuan Negeri from the thirteen states

in Malaysia. The Yang Di Pertuan Agong is elected from the nine hereditary rulers of the states. Parliament is bicameral and consists of a senate (*Dewan Negara*) and a House of Representatives (*Dewan Rakyat*). The Prime Minister heads the government and leads the Cabinet. All the thirteen states of Malaysia have their own Chief Minister (*Menteri Besar*).

Economy

Malaysia has progressed from a producer of raw materials and agricultural products into one of the most progressive and fastest growing countries in Asia. Malaysia is the world's leading producer of commodities such as rubber, palm oil, tropical hardwood, cocoa and pepper. It also produces significant quantities of petroleum and natural gas and manufactured goods.

Time

Malaysia is 8 hours ahead of GMT and 16 hours ahead of the U.S. Pacific Standard Time.

Currency

The unit of currency is the Malaysian Ringgit (RM). Currency notes are issued in denominations of RM1, RM5, RM10, RM50 and RM100. Coins are issued in 5 sen, 10 sen, 20 sen and 50 sen. Travelers' cheques can be exchanged for Malaysian Ringgit at any bank, hotel or authorized money changer. Major credit cards are accepted by most large establishments.

Entry requirement

Passport

Persons seeking entry into Malaysia must be in possession of a valid passport (and visa whenever applicable) or other internationally recognised travel documents endorsed for travel in Malaysia. Such passports or other travel documents must be valid for at least six months beyond the period of stay in Malaysia.

- **Fulfill Visa Requirement** - Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at Malaysian Representative Office before entering the country.
- **Completed the Arrival/Departure Card**
A visitor is required to complete the Arrival/Departure Card (Imm.26) upon arrival at the gazetted entry points. This card is obtainable at an entry point, the

Malaysian Representative office abroad or travel agencies. A visitor must present his / her passport together with the duly completed arrival/departure card to the immigration officer on duty and he / she must ensure that the passport or travel document is endorsed with the appropriate pass before leaving the immigration counter. If required, please show the invitation letter to attend this course to the immigration officer.

Clothes

Light, cool and casual should be appropriate. Some establishments require longsleeves shirt with tie or local batik shirt for the evening. For more formal occasions, suit and tie or national costume are best. "

Drugs / Littering

Illegal trafficking of illicit drugs carries a death penalty. Littering carries a fine of up to RM500.

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Please affix
photograph
(3cm X 4cm)

The Colombo Plan -Short Term Training Programme APPLICATION FORM

IMPORTANT: Please fill in **BLOCK CAPITALS**. Do not omit any particulars. Tick (vi) as appropriate.

1. Title of the Training Programme:		
2. Implementing Agency (s) / Cooperating Partner (s):		3. Date of Training (DD/MM/YY):
4. Full Name (as in passport): Underline family name .		5. Gender:
		Male <input type="checkbox"/> Female <input type="checkbox"/>
6. Date of Birth (DD/rv1M/YY):	7. Country of Birth:	8. Marital Status:
		Single <input type="checkbox"/> Married <input type="checkbox"/>
9. Passport Number: . . . ,	Place Issued;	Expiry Date:
10. Nationality:		11. Religion:

Mailing Address & Contact Number		
12. Name of Organization:	13a. Job Title/Position:	13b. Length of Service in current position:
13. Current Duties and Responsibilities:		
15. Applicant's Office Address:.		
16. Office Telephone No:	Telefax:	Official Email:
Country Code Area Number	Country Area Number	
17. Home Address:	Telephone No:	Mobile No:
	Country Code Area Code Number	
		Personal Email:
18. Person to be contacted in case of emergency – name, telephone and address:		

19. Have you ever participated in any Colombo Plan training programmes before: YES / NO	
If "Yes" please specify:	
Name of course	Name of Training Institute
	<u>Year</u>

20. Highest Academic/Professional Qualifications Year (Please specify when possible):				
School leaving certificate	Graduate (e.g. BA [Hons] Eng)/Subject/Year	Postgraduate (e.g. Masters/PhD)/ Subject/Year	Professional Qualification (Pis. specify)/ Subject/Year	Others (Pis. specify)

21. Language Proficiency: (Please attach relevant English proficiency certificate e.g. 'O' level, 'A' level, IELTS, TOEFL, University certificate)			
Excellent	Good	Fair	Basic

22. Employment Record (Previous jobs):		
Organization	Previous Job Title/Position	Length of Service in previous position

23. Reasons for applying for the course:

24. Physical Fitness: Good | Moderate | Poor

Please clarify any existing medical condition(s). (Applicants are expected to be medically fit. Females please do not be pregnant.)

I certify that I am medically fit to undertake a course.

DECLARATION

I certify that my statements, to the best of my knowledge, are correct.

If accepted for a training award, I undertake to:-

(a) Refrain from engaging in political activities, or any form of employment for profit or gain; and (b) Return to my home country promptly upon the completion of my course of study or training.

I fully understand that if I am granted a Colombo Plan award, it may be subsequently withdrawn if I fail to comply with the rules and regulations of the Colombo Plan and the host agency/government.

Signature of applicant: Date:

OFFICIAL ENDORSEMENT.

I hereby, certify that all information pertaining to the applicant is accurate.

COLOMBO PLAN SECRETARIAT

(Name) (Signature of responsible Government Official)

(Designation)

Address of Department/ Ministry:

Official Seal/Stamp:

Office Telephone number: _____

Office Fax number: _____

Email: _____

Date: _____

All application forms, should be submitted through the Colombo Plan National Focal Points in invited countries.

The Colombo Plan Secretariat
No. 31, Wijerama Mawatha
Colombo 7 - Sri Lanka P.O.Box:
596
Tel: (94) 2684188,2694192, 2694183-5
Fax: (94-11) 2684386
Website: www.colombo-plan.org

COLOMBO PLAN SECRETARIAT

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: