

No. 12040/34/2012 -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 14.10.2012

TRAINING CIRCULAR

Subject: A Group Training Course on National and Regional Development Policy to be held from August 2012 to January 2013 (Core Phase in Japan from 4th September to 20th 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 from August 2012 to January 2013 out of which the Core Phase would be held in Japan from 4th September to 20th October, 2012.

2. The programme aims to develop the ability of government officers engaged in planning or implementation of national/regional development projects/policies.

3. The candidate should be currently engaged in the planning or implementation of national or regional development project or policies; having occupational experience of more than two years in the relevant field; be a graduate of university or equivalent academic background; be under the age of 46 years; not be serving in the 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 Country Report.

8. 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.

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(N. i. (A.))

Under Secretary to the Government of India

Copy to:

2, Ministries/Departments of Government of India.

y (the related organizations)

3. With the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.

(50) + (36) etc

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ISSUED



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

National and Regional Development Policy

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JFY2012

<Type: Solution Creation/ 51!: ila.~{lifUI>

NO. J12-00650/ID. 1280980

Duration ofwhoJe program~ From August 2012 to January 2013

Core Phase in Japan: From Sep. 4, 2012 to Oct. 20, 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

Making necessary public policy for national/regional development and its implementation are the role of the national/local government. However, in developing countries, they face such problems as over-concentration of population and industries in major cities like the capitol, and the disparity of living standard between those cities and rural areas.

For the promotion of well-balanced national land development and improvement of living standard, it is indispensable to formulate the plan and policy which include the national policy on the distribution of industries and infrastructure as well as environmental consideration for its implementation, with the consent of various organizations concerned. The plan should reflect the actual situation of each country and also indicate systematically the time schedule for the accomplishment of the national land policy.

With regard to the national and regional development policy in Japan, the 1st integrated national development plan was adopted by the cabinet in 1962. In July 2009, the new national land plan was determined by the cabinet in order to face the current of the times and problems in terms of national land policy. During these 50 years, Japan has struggled to overcome nationwide poverty after the war and to achieve rapid economic growth and well-balanced national land development based on the national and regional development policy. This experience would be surely useful for the developing countries.

Through the introduction of these experiences in Japan, with the aim of improving the ability of human resources in planning and implementing national / regional development policy, the predecessor group training course "National Development" has been established in 1980. Since then, for nearly 20 years, lots of knowledge and skills related to national/regional development policy has been transferred to the participants in this training program. In the year 2000 the contents of the program were reviewed, and as a result of the review, some practices such as regional development case study were added in order to meet the needs of developing countries.

For what?

This program is designed to give participating government officers lectures on practical ways of planning and management capacity, so that they can plan national and regional development policies or schemes useful for regional development of their countries in an appropriate manner according to a particular social situation.

For whom?

This program is offered to government officials currently engaged in planning or implementation of national/regional development projects / policies.

How?

Participants shall have opportunities in Japan to get in touch with the policies, strategies and systems as well as best practices in the field of national and regional development planning and projects, and to know the effective management systems of local and regional development.

Participants will also formulate an action plan describing how the national and regional development systems of home countries can be improved, putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

U*De*s*cri*~*ti*o*n*

1. Title (J-No.): National and Regional Development Policy (J12-00650)

2. Period of program

Duration of program:

Duration of whole program: August 2012 to January 2013

Preliminary Phase: August 2012
(in a participant's home country)

Core Phase in Japan:

SepA, 2012 to Oct. 20, 2012

Finalization Phase:

October 2012 to January 2013

(in a participant's home country)

3. Target Regions or Countries:

Iraq, Timor-Leste, India, Vietnam, Jordan, Serbia, Cote d'ivoire

4. Eligible / Target Organization :

This program is designed for central or regional government organizations responsible for planning or implementation of national or regional development projects or policies.

5. Total Number of Participants:

10 participants

6. Language to be used in this project: English

7. Program Objective:

To develop the ability of government officials engaged in planning or implementation of national/regional development projects/policies

8. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (August 2012) <i>Participants make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is prepared	Preparation and submission of Country Report

(2)Core Phase in Japan (SepA,2012 to Oct., 20, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan..</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) To acquire the knowledge of planning, policy formulation and implementation of national land development and regional development projects in Japan	(1) Policy / Institution	Lecture and Observation
	(2) Individual Policy	Lecture and Observation
	(3) Case studies	Lecture and Observation
	(4) Study Visits	Observation
2) To obtain the practical knowledge for the planning and implementation of national/regional development policies	(1) Practical study on existing problems	Practice and Discussion
	(2)Study the possibility of Application	Lecture, Observation, Discussion
3)To make the study report which includes action plan for improvement in each country.	(1) Country Report Presentation and discussion	Practice and Discussion
	(2) Study Report Preparation, Presentation, and discussion	

(3)Finalization Phase in the participant's home country (October 21,2012 to January 20, 2013) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
To implement the interim report (action plan)	Application and implementation of the action plan (interim report) back in the participant's country.
To submit the final report	Submission of the final report by January 31,2012 based on the follow-up questionnaire to be provided during the Program.

<Structure of the program>

Program (activities in Japan):

Topic outline (subject to minor changes)

1. Lecture: Policy & Institution
 - National Planning Systems in Japan Its Process
 - Formation Sustainable Regional Development Strategy
 - Development of Japanese Economy and the Role of Government Policies
 - New National Land Sustainability Plan
 - National Transportation Plan
 - Policy Evaluation and Community Governance
 - Urban Development in Japan
 - Globalization and Regional Development
 - Development Plan for the National Capital Region
 - Regeneration of Provincial Cities in Japan

2. Lecture: Individual Policy
 - Local Public Finance in Japan
 - Promotion of Regional Economic and Industrial Cluster Policy in Japan
 - Environmental Policy in Japan
 - Disaster Management
 - Rehabilitation and Reconstruction after the East Japan Earthquake
 - Overview of Tourism Policy in Japan
 - Agricultural Policy in Japan
 - Development and Application of Geographic Information System
 - Project Finance and Project Management

3. Case Studies
 - One-village ,One Product Movement (Gita Prefecture)

4. Study Visits
 - Kyoto City(Preservation of Old Capitol City, Innovation Policy)
 - Osaka City(Industrial Policy, Community Development)
 - Yokohama City (Urban Development)
 - Sendai City (Rehabilitation from the Earthquake)

5. Presentation / Discussion
 - Country Report
 - Study Report

III. Condition and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) If there are qualified candidates who are counterparts of, or related to, Japanese ODA projects, such candidates are deemed to have the priority for nomination.
- (4) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (5) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -8.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be currently engaged in the planning or implementation of national or regional development projects or policies
- 2) Experience in the relevant field: have more than 2 years of occupational experience in this field
- 3) Educational Background: be a graduate of university or equivalent academic background
- 4) Language: have a sufficient command of spoken and written English, (attachment of a certificate and/or a score sheet of English tests, if taken, or taking on interview test at the JICA office is desirable)
- 5) There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases.

Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being.

And applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their

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organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations.

/Please ask national staffs in JICA office for the details.

(6) Must not be serving any form of military service

(2) Recommendable Qualifications

- 1) Age: be under forty-six (46) years old
- 2) Computer skill: having some computer skill (such as word, excel and power point) is desirable

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) **Country Report:** to be submitted with the application form. Please follow VI ANNEX, Country Report format.

(3) Others

If the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Yokohama International Center in JAPAN: **July 17, 2012**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by not later than **August 7, 2012.**

5. Conditions for Attendance:

(1) to observe the schedule of the program,

- (2) not to change the program subjects or extend the period of stay in Japan,
- 1 (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA

1V. Administrative Arrangements

1. Organizer:
 - (1) Name: JICA Yokohama
 - (2) Contact: jicayic-training1-as2@jica.go.jp
2. Implementing Partner:
 - (1) Name: Ministry of Land, Infrastructure and Transport (MLIT) with the cooperation of National Land Planning Association
 - (2) URL: <http://www.mlit.go.jp/english/>

Remark: MLIT implements comprehensive national land administration that aims to foster a healthy and rich-in-culture living environment, and the balanced development of land by the appropriate utilization of land, thus to contribute to the establishment of comfortable local communities.

National Land Planning Association

They are Public Service Corporation, which aims at researching and studying about various national land plans and regional plans, cooperating to make the master plans about national and regional development, usage of land, or reservation, as well as about scale and deployment of public facilities.

When they manage these plans, they intend to promote them as effectual and smoothly as possible.
3. Travel to Japan:
 - (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
 - (2) Travel Insurance: Term of Insurance: From arrival to departure in Japan. *the traveling time outside Japan shall not be covered.
4. Accommodation in Japan:

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

JICA Yokohama International Center (JICA YOKOHAMA)
Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken
231-0001, Japan
TEL: 81-45-663-3251 FAX: 81-45-663-3265
(where "81" is the country code for Japan, and "45" is the local area code)

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

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

~ Other Information

1. Participants will make a country report presentation shortly after their arrival in Japan. Due to the time restriction, participants are strongly requested to highlight the major problems and their countermeasures in the presentation. It is encouraged to prepare the Country Report presentation in Power-point presentation format.
2. Based on the country report and utilizing the fruits of the training program, participants will prepare a study report and make presentation on it at the end of the training program. The study report made by the participant is considered as an output of the training program.
3. Relating to the above 1 and 2, participants are requested to bring to Japan reference materials such as data and statistics related to the national development of their own countries, which will help country report presentation and study report preparation.
4. Participants who have successfully completed the program will be awarded a certificate by JICA.
5. The purposes of the International Cooperation Program of JICA are not only to share Japanese knowledge, experience and ideas with participating countries, but also to promote mutual understanding between participating countries and Japan. The Japanese government recognizes the importance of citizen participation in its International Cooperation Program and places emphasis on this aspect of the

Program. With this objective, JICA collaborates with schools and local governments as well as various kinds of community-based organizations to expose community members to the rich heritages of foreign countries and cultures represented by participants, as a precious first step to promote international exchange and cooperation.

During the stay in Japan, participants might be requested to join such exchange programs. Their active participation and cooperation is highly appreciated.

VI. ANNEX:

National and Regional Development Policy (JFY2012)

Country Report

Applicants are requested to write on a country report on national and regional development and its policy on respective country. The report should follow the following table of contents and be typewritten in English on A4 size paper.

1. Name of Applicant
2. Name of Country
3. Name of Organization/Department/Title
4. Organization Chart (A national organization and the organization that the applicant belongs to)
5. Outline of the Country
 - 1) Geographical perspective
 - 2) Socio-economic perspective: including changes of population, urbanization, GDP/GRDP, industrial structure, racial component and geographical disparity in the past 20 - 30 years)
 - 3) National and regional infrastructure setting
6. Government organization and decentralization
 - 1) Structure of different levels of governments
 - 2) Recent trends of decentralization
7. Institutional framework and current issues in national and regional development
 - 1) Regulatory framework of national and regional development plans
 - 2) Institutional framework of national and regional development plans; particularly focusing on intergovernmental coordination among national, regional and local governments as well as collaboration and partnership among government sector, the private sector and civil sector.
 - 3) Current Issues in national and regional economic development policies (innovation policy, Foreign Direct Investment policy, industrial cluster policy, local economic development in rural areas, urban revitalization, etc.)
 - 4) Other specific Issues of national and regional development
Please point out and describe current specific issues on national and regional development in your countries such as: IT and regional development, sustainable development, community empowerment and development, poverty alleviation, private and public partnership, etc.

<Note>

Participants will make a country report presentation shortly after their arrival in Japan. It is recommendable to use audiovisual materials such as videos and pictures for the attractive presentation. Overhead projectors, video recorders (VHS), and MS

Power Point are available for the presentation. Due to the time restriction, participants are strongly requested to highlight the major problems and their countermeasures in the presentation.

In addition to Country' Report presentation, the discussion meeting with MLIT officers would be held during the course. Its topic is picked up from the common issues based on Chap. 7 of your reports.

Based on the country' report and utilizing the fruits of the training program, participants will prepare a study report and make presentation on it at the end of the training program. The study report made by the participant is considered as an output of the training program.

For presentation of a country' report and study report, participants are requested to bring to Japan reference materials such as data and statistics related to the national development of their own countries, which will help country' report presentation and study report preparation.

For Your Reference

JICA and Capacity Development

The key concept underpinning nCA 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 nCA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Yokohama International Center (JICA YOKOHAMA)

Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi,

Kanagawa-ken 231-0001, Japan

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

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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.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program**OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulcation, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: