

No.12040/48/2012-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 13-6-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Maritime Search and Rescue, Marine Disaster Prevention and Marine Environment Protection for the officials for Maritime Safety Operational Level to be held from July 2012 to February 2013 (Core Phase in Japan from 02nd September to 25th 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 July 2012 to February, 2013 out of which the Core Phase would be held in Japan 2nd September to 25th October 2012 .

2. The programme aims to realize the implementation of actions by participants for improvement and/or solution of issues and problems about maritime search and rescue, marine disaster prevention and marine environment protection.
3. This programme is offered to administrative officials presently engaged in the field of maritime search and rescue and/or marine disaster prevention and/or marine environment protection. The candidate should have experience of more than five (5) years in the field of maritime search and rescue and/or marine disaster prevention; be a graduate of university or equivalent; be under the age of fifty (50) years; **not be serving in military**; be proficient in written and spoken English; be in good health to undergo the above training.
4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:
 - a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
 - b) Whether clear from vigilance angle?
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.

...2/-

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 duplicate) 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 25th 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. Wadhwa)

Under Secretary to the Government of India

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Copy to:

1. The Secretary, Ministry of Defence, South Block, New Delhi.
2. The Secretary, Ministry of Shipping, Transport Bhawan, New Delhi
3. All State Governments/Union Territories (with the request to circulate it amongst the related organizations)
4. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

MARITIME SEARCH AND RESCUE, MARINE DISASTER
PREVENTION AND MARINE ENVIRONMENT PROTECTION
COURSE FOR THE OFFICIALS FOR MARITIME SAFETY
OPERATIONAL LEVEL

**集団研修「海上保安実務者のための救難・環境防災コース」
JFY 2012**

<Type: Solution Program / 類型: 課題解決促進型>

NO. J1200831 / ID. 1280807

From July 2012 to Feb. 2013

Phases in Japan: From Sep. 2, 2012 to Oct. 25, 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

The present situation of maritime search and rescue, marine disaster prevention and marine environment protection in developing countries such as Southeast Asian countries seems to be not in adequate level. Therefore, in order to meet the necessity, “Maritime search and rescue operation and marine disaster prevention course” had been conducted from 1983 until 2002. And this course was renewed as “Maritime search and rescue and disaster prevention course for policy planners” from 2003 and had been conducted until 2007. Every year number of application of this course has been about 2 times more than the fixed number of participants. Participants have highly evaluated this course by mentioning that the contents of this course were very useful and beneficial. Furthermore, there are many requests from the developing countries for enhancement of this course.

In order to cope effectively and efficiently with maritime accidents and large scale oil spill accidents, it is necessary to work in close coordination and cooperation with related countries and to have sufficient skills and knowledge. If maritime accidents and large scale oil spill accidents occur in the sea areas of these countries, there is concern that it might cause extensive damages and serious influences not only to the environments but to the economy in these countries and its surrounding areas. Especially it is likely to endanger the smooth and safe navigation of vessels related with Japan in the sea areas of Southeast Asia including the straits of Malacca and Singapore.

For what?

This program aims to realize the implementation of actions by participants for improvement and/or solution of issues and problems about maritime search and rescue, marine disaster prevention and marine environment protection in participants' organizations.

For whom?

This program is offered to administrative officials presently engaged in the field of maritime search and rescue and/or marine disaster prevention and/or marine environment protection

How?

Participants shall have opportunities in Japan to acquire skills and knowledge regarding maritime search and rescue, marine disaster prevention and/or marine environment protection through lectures, practices and observations. Participants will also formulate an action plan describing what the participant will do after they go back to home country, putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): Maritime Search and Rescue, Marine Disaster Prevention and Marine Environment Protection Course for the Officials for Maritime Safety Operational Level (J1200831)

2. Period of program

Duration of whole program:	July 2012 to Feb 2013
Preliminary Phase: (in a participant's home country)	July 2012 to Sep. 1, 2012
Core Phase in Japan:	Sep. 2 to Oct. 25, 2012
Finalization Phase: (in a participant's home country)	November 2012 to Feb. 2013

3. Target Regions or Countries

Djibouti, Timor-Leste, India, Kiribati, Malaysia, Palau, Philippines, Tonga, Viet Nam

4. Eligible / Target Organization

This program is designed for organizations which have a duty of Maritime search and rescue (SAR) and/or maritime disaster prevention and/or marine environment protection

5. Total Number of Participants

10 participants

6. Language to be used in this program: English

7. Program Objective:

Based on the action plan prepared by participants, the fundamental direction for improvement and/or solution of issues and problems about maritime SAR, maritime disaster prevention and marine environment protection is identified in the organizations which have a duty of maritime SAR, marine disaster prevention and marine environment protection.

8. Overall Goal

The draft plan for improvement and/or solution of issues and problems about maritime SAR, maritime disaster prevention and marine environment protection is formulated in the organizations which have a duty of maritime SAR, marine disaster prevention and marine environment protection.

9. 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

(July to Sep 1. 2012)

Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
<p>Country report is Formulated</p> <p>Necessary materials and data are prepared</p>	<p>Formulation and submission of Country Report</p> <p>Submission of materials and data of your country and your organization as mentioned below.</p> <p>These materials are used to understand the situation of maritime SAR, marine disaster prevention and marine environment protection in respective country and its infrastructure development. These materials will be reflected in lectures. (If your country and your organization don't have these materials, you don't have to submit them.)</p> <p>Please prepare and bring them to Japan.</p> <p>Organizational Structure (Including Locations of offices, bases)</p> <p>SAR manual</p> <p>SAR statistics</p> <p>Oil spill combating manual</p> <p>HNS spill combating manual</p> <p>National Contingency Plan against oil-spill incident</p> <p>National Contingency Plan against HNS-spill incident</p> <p><u>Marine Pollution Statistics</u></p>

(2) Core Phase in Japan
 (Sep. 2, 2012 to October 25, 2012)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
1) To be able to clarify and understand the present situation, issues and problems of SAR, maritime disaster prevention, maritime environment protection system of participants' agency and department.	(1) To understand and analyze the present situations of SAR, disaster prevention and maritime environment protection system of agency and department and identify its issues and problems. (2) To make and present a country report on the above mentioned topics.	Presentation and Discussion
2) To be able to clarify and understand issues on international framework, knowledge and skills on maritime SAR.	(1) Lecture on knowledge about maritime SAR (2) Lecture, exercise and observation of related facilities on actual SAR methods (3) SAR Table-Top Drill	Lecture, Observation and Exercise
3) To be able to clarify and understand issues on international framework, knowledge and skills regarding marine disaster preventions and method of combating oil, noxious and hazardous substances.	(1) Lecture on basic knowledge about marine disaster prevention. (2) Lecture, exercise and observation of related facilities on properties of oil, harmful and hazardous substances, combating method, etc.. (3) Observation of disaster prevention drill by local government, etc.	Lecture, Observation and Exercise
4) To be able to clarify and understand issues on international framework, knowledge and skills on marine environment protection	(1) Lecture on basic knowledge about marine environment protection (2) Lecture, exercise and observation of related facilities on activities regarding law enforcement for marine environment protection	Lecture, Observation and Exercise
5) To be able to clarify and understand issues on services and system of coast guard	(1) Lecture and observation on organization and function of JCG. (2) Lecture on initial response system of JCG in case of marine disaster	Lecture Observation
6) To be able to formulate the action plan for solution of issues and problems on SAR, marine disaster prevention and marine environment protection system in participants' countries.	(1) Lecture and exercise on formulation of action plan for solution of issues and problems on SAR, marine disaster prevention and marine environment protection system. (2) Formulation and presentation of action plan for solution of issues and problems identified by each participant.	Exercise, Presentation, Discussion

**(3)Finalization Phase in a participant's home country
(November 2012 to Feb.2013)**

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
To implement an action plan	Application and implementation of the action plan back in the participant's country and submission of its progress report by Feb. 2013.

<Structure of the program>

1. Preliminary phase (activities in your agency or department):
 - <1> Preparation of the country report and submit it.
 - <2> Preparation of the "My target based on This Training Course" and submit it.
2. Core Phase (activities in Japan):
 - <1> Schedule(TENTATIVE)

2012 Draft Schedule for JICA Group Training Course "Maritime Search and Rescue, Marine Disaster Prevention and Marine Environment Protection" (TENTATIVE)									
Month	Date	Day of week	Week	Session 1 (10:00~12:00)	Session 2 (13:00~15:00)	Session 3 (15:30~17:30)	Training venue	Remarks	
	1	Sat							
	2	Sun		Arrival in Japan					
	3	Mon		JICA briefing	General orientation		JICA Yokohama		
	4	Tue		Opening ceremony and course briefing	Courtesy call to Japan Coast Guard HQs, briefing on activities of Japan Coast Guard, and GMDSS		JICA Yokohama/JCG		
	5	Wed	1		Presentation of country report		JICA Yokohama		
	6	Thu		PCM training (1)	Guidance on preparation of action plan		JICA Yokohama		
	7	Fri		PCM training (2)	Preparation of action plan (1)		JICA Yokohama		
	8	Sat							
	9	Sun							
	10	Mon		Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	JICA Yokohama	↑	
	11	Tue		Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	Lecture (Environment Protection & Disaster Prevention, Law Enforcement)	JICA Yokohama		
	12	Wed	2	Lecture	Lecture	Lecture	Coast Guard Research Center		
	13	Thu		Lecture	Lecture	Lecture	Coast Guard Research Center		
	14	Fri		PCM training (3)	Preparation of action plan (2)		JICA Yokohama	Environment and Disaster	
	15	Sat						↓	
	16	Sun							
	17	Mon			Travel (Tokyo → Okinawa)				
	18	Tue		Environment protection efforts	Aircraft-based practical training (monitoring)	Vessel-based practical training (monitoring and sampling)	Okinawa		
	19	Wed	3	Sampling and analysis of factory effluents	Investigation of tar balls and awareness raising activity	Environment class, JAMSTEC	Okinawa		
	20	Thu			Lecture		Okinawa		
	21	Fri			Travel (Okinawa → Tokyo)				
	22	Sat							
	23	Sun							
	24	Mon		Lecture(Search and Rescue I)	Lecture(Search and Rescue II)	Lecture(Search and Rescue III)	JICA Yokohama	↑	
	25	Tue		Lecture(Search and Rescue IV)	SAR-COM training (preparatory)	Preparation of action plan (3)	JICA Yokohama		
	26	Wed	4	Preparation of action plan (4)	Special Rescue Station	Haneda Air Station	JICA Yokohama/Haneda		SAR
	27	Thu		SAR-COM training (preparatory)	SAR-COM training	SAR-COM training	JCG Yokohama		↓
	28	Fri		SAR-COM training	SAR-COM training	SAR-COM training (discussion)	JCG Yokohama		
	29	Sat							
	30	Sun							
	1	Mon			Travel (Yokohama → Kure)			↑	
	2	Tue			Tour	Lecture (SAR calculator)	Japan Coast Guard Academy	-SAR -Environment and Disaster	
	3	Wed	5	Lecture (SAR calculator)	Lecture (SAR calculator)	Lecture (SAR calculator)	Japan Coast Guard Academy		
	4	Thu		Lecture (Theory of Rescue and Disaster Prevention)	Lecture (Theory of Rescue and Disaster Prevention)	Lecture (Theory of Rescue and Disaster Prevention)	Japan Coast Guard Academy		
	5	Fri			Travel (Kure → Yokohama)				↓
	6	Sat							
	7	Sun							
	8	Mon			National Holiday				
	9	Tue		Lecture(Japanese environment laws and regulations)	Lecture(Japanese environment laws and regulations)	Lecture(Japanese environment laws and regulations)	JICA Yokohama	↑	
	10	Wed	6	National Strike Team Station	Patrol vessel Hiryu		JCG Yokohama		
	11	Thu		Lecture(Hydrographic and Oceanographic)	Lecture(Hydrographic and Oceanographic)	Lecture(Hydrographic and Oceanographic)	JICA Yokohama		
	12	Fri		Tokyo MARTIS	Preparation of action plan (5)		JICA Yokohama		↓
	13	Sat							
	14	Sun						Environment and Disaster	
	15	Mon					Maritime Disaster Prevention Center	↑	
	16	Tue	7				Maritime Disaster Prevention Center		
	17	Wed		Maritime Disaster Prevention Center (drills and other training)			Maritime Disaster Prevention Center		
	18	Thu					Maritime Disaster Prevention Center		
	19	Fri					Maritime Disaster Prevention Center		
	20	Sat					Maritime Disaster Prevention Center	↓	
	21	Sun							
	22	Mon		Sorting and organizing ideas for action plan	Preparation of action plan		JICA Yokohama		
	23	Tue			Presentation of action plan		JICA Yokohama		
	24	Wed	8	Assessment session and closing ceremony	Preparation for departure		JICA Yokohama		
	25	Thu		Departure from Japan			JICA Yokohama		
	26	Fri							
	27	Sat							
	28	Sun							

<2> Structure of training course

● **Orientations**

● **County Report Presentation(20 min. /participant)**

● **Lectures**

- (1) Organization and function of JCG
- (2) Theory of SAR and Marine Disaster Prevention
- (3) Maritime search and rescue activities under the International Convention on Maritime Search and Rescue, 1979
- (4) Maritime search and rescue system in Japan
- (5) Method on rescue of capsized and a grounded ship
- (6) Global Maritime Distress and Safety Systems (GMDSS)
- (7) Prevention of marine pollution system
- (8) JCG's activities on Marine Disaster Prevention
- (9) JCG's activities on Marine environment protection
- (10) Outline of countermeasure against oil and HNS spill incident at sea
- (11) Current international framework against oil and HNS spill incident at sea
- (12) Case studies of marine disasters
- (13) Initial response system to maritime accidents

● **Practice**

- (1) Basic training for First Aid
- (2) Table top exercise of SAR and Maritime Disaster Prevention operation
- (3) Maritime Disaster Prevention Drill at the Maritime Disaster Prevention Center

● **Observation and study trip**

● **Action Plan Presentation**

- (1) Project Cycle Management Training for making Action Plan
- (2) Formulation, draft plan presentation and modification of Action Plan

● **Evaluation, Closing ceremony**

3. Final Phase (activities in home country)

- <1> Participants are expected to implement the Action Plan after the end of the phase in Japan.
- <2> Prepare and submit "3 Months Evaluation Sheet to Perform My Target" to JICA Yokohama on **Feb.8,2013**
- <3> Issue a Certificate of Completion of the Training Course

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties: be administrative officials presently engaged in the field of maritime search and rescue and/or marine disaster prevention and/or marine environment protection.

Officials in charge of planning are most appropriate for this course.

2) Experience in the relevant field: have more than five (5) years' experience in the field of maritime search and rescue and/or marine disaster prevention.

3) Educational Background: be a graduate of university or equivalent

4) Age: be under fifty (50) years

5) Language: have a competent command of spoken and written English.

Experiences have shown that many participants find themselves unable to make progress in their training because of inadequate knowledge of English. (This course includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

6) Must be in good health, both physically and mentally, to participate in the program in Japan. Pregnancy is regarded as a disqualifying condition for participation in this program, as the program includes the site visits and trips which may give risks to pregnant body.

7) Must not be serving any form of military service.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Country Report:** to be submitted with the application form. The detail information is provided in the ANNEX "Country Report".

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **July 6, 2012**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 27,2012.**

5. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries 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.
- (8)** to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Yokohama

(2) **Contact:** Sutherland.Maria @jica.go.jp

Cc: jicayic-training1-as2@jica.go.jp

2. Implementing Partner:

(1) **Name:** Japan Coast Guard (JCG)

The 3rd, 11th Regional Coast Guard Headquarters

Japan Coast Guard Academy

(2) **URL:** <http://www.kaiho.mlit.go.jp/>

(3) **Remark:** JCG was founded in 1948 and has been commissioned to save lives and properties and to maintain peace and order at sea, taking charge of maritime activities in SAR, law enforcement, maritime disaster prevention and marine environment protection, hydrographic surveys, aids to navigation services and etc.

The Regional Coast Guard Headquarters is charged by JCG with the responsibility for saving lives and properties and for maintenance of order and safety at sea, taking charge of maritime activities in SAR, law enforcement, maritime disaster prevention and marine environment protection, hydrographic surveys, aids to navigation services and etc.

The Japan Coast Guard Academy is an educational institution whose purpose is to train the personnel who will become the next generation of JCG staff officers.

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, Shinko, Naka-ku, Yokohama, 231-0001, Japan

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

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

If there is no vacancy at JICA YOKOHAMA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Yokohama at its URL, <http://www.jica.go.jp/yokohama/index.html>

Expenses:

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

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

5. Pre-departure Orientation:

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

V. Other Information

1. Participants who have successfully completed the training course will be awarded a certificate by JICA. However a certificate will not be awarded depending on the achievement level of module outputs.
2. Internet Access
There are computer rooms in JICA Yokohama. Besides each guest room has the internet access by LAN cable. It is advisable to bring a laptop computer in order to avoid congestions.

VI. ANNEX:

Maritime Search and Rescue, Marine Disaster Prevention and Marine Environment Protection Course for the Officials for Maritime Safety Operational Level (JFY 2012) *Country Report*

Applicants are requested to prepare a country report on the following issues and submit it together with the Nomination Form (FormA2A3). The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing with the format indicated below.

NOTE: For selected participants only;

- (1) Selected participants are requested to make a presentation on their country report. The use of audio-visual aids such as power-point is available.
- (2) Selected participants are requested to make a "My Target based on This Training Course (use of following attachment)" together with your affiliation.
- (3) Please submit the both data (1) and (2) on **20 Augst, 2012**, by e-mail to Sutherland.Maria @jica.go.jp
Cc: jicayic-training1-as2@jica.go.jp

Participants' Country Reports are used as training materials (especially useful in comparative studies).

1 Name of Participant

2 Name of Organization

3 Organizational Chart

(Preferably the order of the higher to lower offices shown in a blocked diagram with the participant post clearly marked.)

4 Contents

- (1) Description of services which your organization provides
- (2) Description of your job
- (3) The names and functions of national authorities related to your job
- (4) The system for marine disaster prevention activities in your country including the summary of National Contingency Plan for responding to oil pollution incidents if possible
- (5) The system for marine environment prevention activities in your country

- (6) Statistics of marine pollution
- (7) The facilities of Maritime SAR in your country
 - a. Unit available (number of vessel, helicopters etc.)
 - b. Some examples of accrual operation
- (8) Equipment for oil-spill and HNS which your organization has
- (9) Statistics of marine casualties
- (10) Major problems of your country and your department in the field of maritime search and rescue
- (11) Major problems of your country and your department in the field of marine disaster prevention (oil-spill and HNS)
- (12) Situation of maritime accidents and disaster in your country with a study note on some typical case(s)
- (13) Situation of marine disaster of oil-spill and HNS in your country with a study note on some case(s) which had a social impact
- (14) Description in detail how the related organizations cooperate and coordinate with each other in order to cope with the accident
- (15) Clear description of issues to be solved in your organization or your department by using the result of this training course.
- (16) The name of the countries, International organizations and regional frameworks cooperated with your country in the area of marine disaster prevention and marine environment protection

My Target based on This Training Course

Selected participants are requested to make a "My Target based on This Training Course (use of following attachment)" together with your affiliation. Please submit the data together with country report on **20 Augst, 2012**, by e-mail to Sutherland.Maria @jica.go.jp
Cc: jicayic-training1-as2@jica.go.jp

Applicant Name	Signature
Immediate Manager	Signature

Please set your target of 3 months after return to your organization, how to apply your experience of this training course.

1. Personal Target

Please describe your personal target based on the training course, such as further study or research, some improvement, etc.

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2. Organizational Target

Please describe your target on your organization, applying experience of the training course by your effort.

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3. Country Target

Please describe your target on your country applying experience of the training course, by your effort.

4. International Target

Please describe your target on international activity, applying experience of the training course, by your effort.

5. Collaboration Target

Please describe your target on collaboration or cooperation with alumni of the training course.

6. Other Target

Please describe your target on the others, applying experience of the training course by your effort, if any.

3 Months Evaluation Sheet to Perform My Target

NOTE: Selected participants are requested to make a '3 Months Evaluation Sheet to Perform My Target after the course program.

Please submit the data on **8 Feb, 2013**, by e-mail to

Sutherland.Maria @jica.go.jp

Cc: jicayic-training1-as2@jica.go.jp

When receiving your report we will send Certificate of Completion of the Training Course from JICA

Applicant Name	Signature
Immediate Manager	Signature

Please evaluate your results based on your target of last 3 months after return from the training course

1. Personal Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

2. Organizational Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

3. Country Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

4. International Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

5. Collaboration Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

6. Other Target

Please mark your evaluation on your results versus your target, and describe the situation.

5. Very successful 4. Almost performed 3. Still doing 2. Did very little 1. Did nothing

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or "x" to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

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

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

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

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

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION
1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

--

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: