

F.No.12040/12/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67
Dated: 24.06.2022

CIRCULAR

Subject: Knowledge Co-Creation Program on “Strengthening of Community Health System for Infectious Control” to be held in Japan from 3rd October to 11th November 2022 (online) and from 23rd January to 3rd February 2023 (in Japan) under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Strengthening of Community Health System for Infectious Control” to be held in two phases (i) online from 3rd October to 11th November 2022 and in Japan from 23rd January to 3rd February 2023 under the Technical Cooperation Programme of the Government of Japan.

2. The program aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

3. The applying organizations are expected to nominate officers who are in nursing position or its supervisor in-charge of planning, implementing, evaluating and managing of infectious diseases control in public health with more than 7 years of experience in the relevant field. The officer should be university graduate or equivalent; be licensed in clinical nursing and/or public health professional; have competent command over spoken and written English; be in good health (both physically and mentally) and be between the ages of 35 and 49 years. More details of the program may be seen in the brochure.

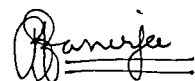
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared 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 international airports designated by JICA and Japan; 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 are not included).

6. It is requested that the nomination of suitable candidates may please be forwarded (in two copies) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than 19.07.2022. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Govt. of India

Tele No: 26194167

Copy to:

1. Secretary, Department of Health and Family Welfare, Nirman Bhawan, C-wing, New Delhi.
2. Secretary, Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi.
3. Secretary, Department of Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi.
4. Secretary, Ministry of Railways (Indian Railways Medical Services), Rail Bhawan, New Delhi.
5. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations (through the website of this Department)).
6. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
7. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Strengthening of Community Health System for
Infectious Diseases Control (A)**

**課題別研修「地域保健システム強化による感染症対策 (A)」
JFY 2022**

Course No. 202107774J001

Online Program Period: From October 3 to November 11, 2022

Course Period in Japan: From January 23 to February 3, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

Sustainable Development Goals (SDGs) were adopted by the United Nations in September 2015. Built on the Millennium Development Goals (MDGs), which ended in 2015, the SDGs are specific targets to be reached by 2030. Three of the eight goals in MDGs, 'reduction of child mortality', 'improvement of maternal health,' and 'combating HIV/AIDS, malaria and other diseases' were not achieved despite global efforts. These goals were extended as part of the SDGs. In all, the SDGs include thirteen health associated targets. Goal 3 is to "Ensure healthy lives and promote well-being for all at all ages." To achieve the targets, global efforts are required in both developing countries and developed countries.

Many developing countries still face difficulties providing infectious diseases control services in all regions. There are many reasons for this, including lack of human resources, budget, equipment, and facilities. Regional disparity in infrastructure, patient transportation, and inadequate health administration are particular problems that need to be addressed. Improving health systems in developing countries is essential to achieving global health goals. Using case studies from Okinawa and Japan, this program is designed to assist those responsible for nursing management to propose improvement plans that will impact infectious diseases control.

Okinawa Prefecture, which is the southernmost regional government in Japan, is made up of around 160 islands, many quite remote. This regional government has long focused on addressing infectious diseases issues. Much of this emphasis stems from post-World War II reconstruction when Okinawans suffered in extremely poor health conditions with inadequate medical staff and facilities. By implementing initiatives to improve its health systems, Okinawa succeeded in achieving Universal Health Coverage.

This program aims to leverage the success of the experience in Okinawa Prefecture and provide the knowledge, skill, and structure for participants to solve infectious diseases control issues through public health activities in their home countries.

In Japanese fiscal year 2022, this program is conducted as a hybrid program consisting of "online phase" using on-demand video materials and live sessions, and "face-to-face phase" in Okinawa, Japan.

For what?

This program, based on the success in Okinawa Prefecture, aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

For whom?

This program is designed for those who in a nursing position or its supervising position to be responsible for planning, implementation, evaluation and management of infectious diseases control in public health sections of central or local governments which address to improve public health.

How?

Participants shall have opportunities:

- 1) to analyze the obstacles on infectious diseases control in their countries in comparison with those of Okinawa and Japan, and
- 2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local government located southernmost in Japan, on its health administration especially just after the WW II.

II. Description

1. Title (Course No.)

Strengthening of Community Health System for Infectious Diseases Control (A) (202107774J001)

2. Course Duration

Online program: October 3 to November 11, 2022

Program in Japan: January 23 to February 3, 2023

(In the context of the COVID-19 pandemic, please note that there is still a possibility the course will be changed.)

3. Target Regions or Countries

India, Indonesia, Micronesia, Mongolia, Nepal, Papua New Guinea, Samoa, Sri Lanka, and Viet Nam

4. Eligible / Target Organization

This program is designed for planning, implementing and managing department/section of central or local governments in infectious diseases control.

5. Capacity (Upper Limit of Participants)

10 participants

6. Language

English

7. Objective(s)

New action for infectious diseases control will be introduced by health officials of central or local governments with utilization of acquired knowledge through this program.

8. Overall Goal

Appropriate care for infectious diseases and prevention service will be provided to citizens by efficient functioning of health administration of both national and local levels in respective countries.

9. Output and Contents

This course consists of the following components. Details on each component are given below. The contents may be subject to modify.

1. Preliminary Phase <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Output	Activities	
Job Report	(1) Analysis on the current issues on infectious diseases control in working organization or in applicant's work responsibility (2) <u>Be sure to use the attached format</u> when making Job Report (3) Be sure to have the personnel in higher rank check before submission	
2. Core Phase <i>Participants attend online program (through On-demand video sessions and Online live discussion) and Face-to-Face program in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To sort and report the issues to be addressed on infectious diseases control in participant's country in order to share them with the program partners	(1) Sorting the issues on infectious diseases control in participant's county (2) Making short and concise presentation	Online live discussion
2. To understand the public health administration in Japan and Okinawa (from post-World War II to present), medical care system, cooperation between medically related organizations, based on the measures of infectious diseases control	(1) Overview of public health administration in Japan (2) Overview of public health, medical and welfare administration in Okinawa (3) Overview of public health and medical care activities in remote islands of Okinawa and mainland Japan (4) Infectious diseases control care services in medical facilities	On-demand or face-to-face sessions for lectures, field visit, and and exercise

<p>3. To acquire the specific idea about the application possibility of infectious diseases control measures through learning the history of public health activities in Japan and Okinawa, practice (methods and techniques), health system, human resources development</p>	<p>(1) Overview of public health nurse personnel stationing system in communities (2) Overview of nursing administrations and human resources development in Okinawa (3) Theory and practice of public health nursing activities (4) Japanese experiences and global trends in controlling Malaria, TB and HIV/AIDS (5) Public health activities in the days “with COVID-19”</p>	<p>On-demand or face-to-face sessions for lectures, field visit, and and exercise</p>
<p>4. To make feasible action plan to improve infectious diseases control in home country (The program in Japan will focuses on Output 4.)</p>	<p>(1) Review the contents of the program (2) Making and presentation of “Action Plan”</p>	<p>-On-demand or face-to-face sessions for lectures, field visit, and and exercise -Presentation on face-to-face session</p>
<p>3. Utilizing Phase <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>		
<p>Expected Output</p>	<p>Activities</p>	
<p>To share the learning from the online program in Japan with colleagues at work</p>	<p>• Presenting the outline of this program in a report meeting such as a workshop for the beneficiaries including co-workers, and discussion how the learning from the program can be applied to the home country</p>	

※The detailed program schedule is provided with the acceptance notice to the program.

※The participants will join “Program in Japan” after completing the online program. Upon arrival in Japan, participants will be quarantined for a certain period of time before starting the program in Okinawa, Japan.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant outstanding organizations in Japan. These special features enable the course 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 participants to come up with the plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants 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 by carrying out the activities of the Utilizing Phase described in section II-9.
- (5) Participating organizations are requested to allow the participants to participate in this online program for two to three hours a day and attend online live sessions (4-5 times) during the program period without disturbing by daily work.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be in a nursing position or its supervisor in charge of planning, implementing, evaluating and managing of infectious diseases control in public health at the central or local governments which address to improve public health
- 2) Experience in the Relevant Field: have at least 7 years' working experience in the field of public health
- 3) Educational Background: be a graduate of university or equivalent and licensed in clinical nursing and/or public health professional
- 4) Language Proficiency: have a competent command of spoken and written English to make an oral presentation and write a report
- 5) Availability: be able to participate in both "online" and "in-Japan" programs
- 6) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube (streaming), Google Classroom (or other learning management system such as Cornerstone), and Zoom. Also with a web camera for the online live sessions. Connection from a smartphone or tablet is inappropriate for this program.

- 7) Time management: Have permission to participate in this online program for two to three hours a day, including several live sessions
- 8) Health: must be in good health to participate in the program. Regarding the program in Japan, to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Expectations for the Participants: Those who have relation with JICA health projects will be preferable.
- 2) Age: between the ages of thirty-five (35) and forty-nine (49) years when the online program starts
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.
- 4) Other balance: In case there are two or more nominees, please nominate both regional and national level.

3. Required Documents for Application

(1) Application Form: The Form must include the Written Pledge. The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, please submit the photocopy of your official ID, and you need to submit the photocopy of your passport as soon as you obtain it.

※The photocopy of your official ID should show the clear description of Name, Date of Birth, Nationality, and Sex.

(3) English Score Sheet: to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) Result of Chest X-ray: Before travelling to Japan, participants are required to be submitted the results of a chest X-ray taken within the past year.

(5) Report and Questionnaire: to be made with the given format by the applicant him/herself and submitted together with the application form. Please refer to VI. ANNEX in this document for the detail.

***Remarks: The Application Form and Report and Questionnaire (ANNEX) must be computer-printed, NOT handwritten.**

There are some cases which applicants are rejected since the application form is not readable.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan by August 3, 2022**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 2, 2022.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to

- provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
 - (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
 - (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
 - (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
 - (11)** to observe the rules and regulations at the place of the participants' accommodation, and
 - (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Okinawa Center (JICA Okinawa)

(2) **Program Officer:** Ms. NAKAMA Naoko (E-mail: oicctp@jica.go.jp)

2. Implementing Partner

(1) **Name:** TA Networking Corp.

(2) **URL :** <http://www.ta-n.com/eng/index.html>

(3) **Remark:** The technical advice will be provided by University of the Ryukyus.

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Okinawa Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(Where “81” is the country code for Japan, and “98” is the area code)

If there is no vacancy at JICA Okinawa, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

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

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Knowledge Co-Creation Program and Life in Japan

<https://www.youtube.com/watch?v=SLurfKugrEw>

Introduction of JICA Okinawa Center

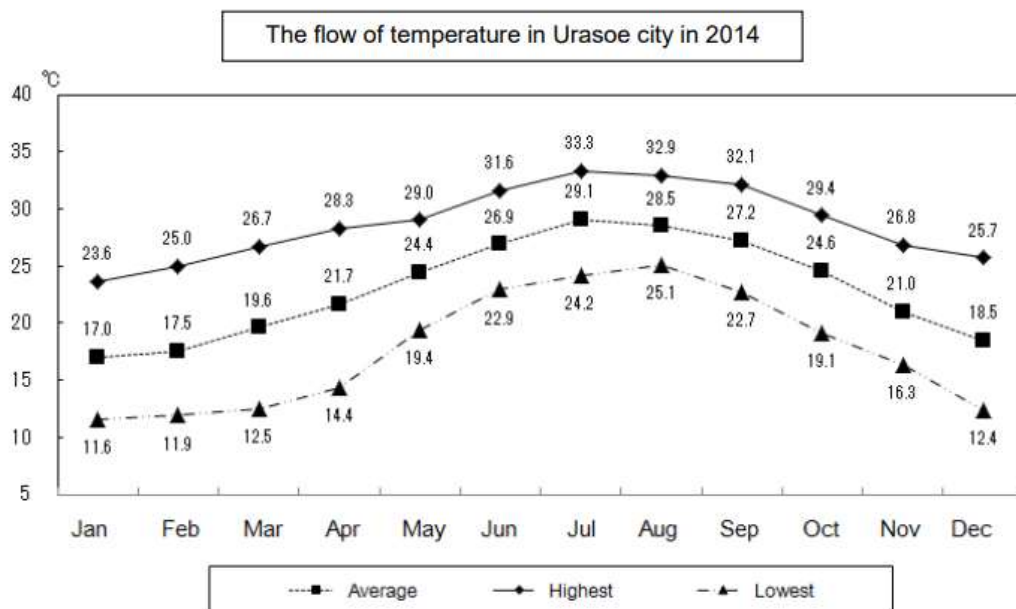
<https://www.jica.go.jp/okinawa/english/office/index.html>

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in 4 below.)

The following graph is the flow of temperature in Urasoe city where JICA Okinawa Center is located (Data source: homepage of Urasoe City).



2. Main facilities in JICA Okinawa

JICA Okinawa is equipped with a variety of facilities for program and welfare activities such as seminar rooms, library, study room with computers, accommodation rooms

(details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At the dining hall, aka OIC Shokudo, "HALAL" meals for the Muslim and vegetarian meals are available.

The Internet connection available (either by cable or Wi-Fi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

JICA Okinawa accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

The accommodation building has tea lounge, smoking room and laundry room on each floor. And also washing machines and irons are available for free. Towels and toiletries are provided upon check-in.

Please note that cooking in the accommodation is strictly prohibited.

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when the participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during the hours of most of the program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join.

(3) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

(4) Recommended items to bring

A) A travel bag separate from your suitcase for short trip is recommended as an item to bring because the program includes 3-5 days short trips to remote areas in Okinawa and mainland Japan.

B) Any handicrafts and folk crafts items which could be used to exhibit your culture are welcomed. JICA Okinawa has display corner to introduce world culture to the local visitors.

5. Environmental conservation activities in JICA Okinawa

JICA emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA Okinawa is located):

http://www.city.urasoe.lg.jp/index_english.html

Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture:

<https://www.pref.okinawa.jp/site/chijiko/kohokoryu/foreign/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

(3) HP of Okinawa Convention & Visitors Bureau:

<https://www.visitokinawa.jp/>

(4) The YouTube channel of JICA Okinawa:

<https://www.youtube.com/user/jicaokinawa>

(5) The Facebook page of JICA Okinawa:

<https://www.facebook.com/jicaokinawaaic/>

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



Contact Information for Inquiries

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

JICA Okinawa Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

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 ~~☐~~ to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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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)**

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for 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

[Empty text box for Outline of 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 divulgence, 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 CitizensCooperation 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: