

F.No.12040/06/2022-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-110067

Dated: 06.05.2022

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on Lifestyle-Related Diseases Prevention to be held online from 18.08.2022 to 23.09.2022 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 Program on Lifestyle-Related Diseases Prevention to be held online from 18.08.2022 to 23.09.2022 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to contribute to better health and welfare of the people in developing countries by transferring the knowledge and skills related to LSRD control measures. Participants will acquire Japanese knowledge and application skills to take effective measures in area of responsibility.

3. The applying organizations are expected to nominate to central and local government officer currently engaged in public health service and responsible for LSRD control activities. The candidates for this course should have at least 5 years or more experience in the relevant field; be university graduates or; have competent command over spoken and written English; be proficient in MS-Excel and Power Point; must be in good health (both physically and mentally); between the ages of thirty (30) and fifty (50) years. More information may be seen in the general information brochure.

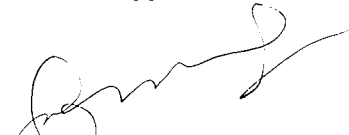
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online live streaming between around 19:00 and 22:00 in Japan Standard Time (JST).

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/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than 22.06.2022. 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.


(Jitesh Kumar Gupta)
Section Officer (FT & iGOT-I)
Tele no: 26165682

Copy to;

- a. Secretary, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-110001
- b. Secretary, Ministry of Defence, South Block, New Delhi.
- c. Secretary, Ministry of Railways, Rail Bhavan, New Delhi.
- d. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- e. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f. NIC with request to post the circular along with the JICA's circular on this Department's website.



【Online】 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

LIFESTYLE-RELATED DISEASES PREVENTION

課題別研修「生活習慣病予防対策」

JFY 2022

NO. 202107778-J001

Course Period : From August 18, 2022 to September 23, 2022

This program is ONLINE.

There is no component of on-site program in Japan.

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) 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.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"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."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Recently, as reported by World Health Organization (WHO) and other organizations, developing countries are increasingly facing spread of lifestyle-related diseases (LSRD, here after), otherwise known as non-communicable diseases (NCD), and they are expected to increase in the future. LSRD is a syndrome whose onset or progression is provoked by human lifestyles, such as less balanced daily diet, lack of exercise, stress, smoking and drinking habits. As LSRD leads to premature death and lowers quality of lives (QOL), effective LSRD prevention/control policies are urgently sought in developing countries.

Primary prevention (health promotion, behavior change and social support) and the secondary prevention (early detection and prompt treatment) are both important LSRD measures and coalition of prevention and medical care is indispensable. It is also important to formulate LSRD prevention/control policies based on the local contexts and to select most effective measures in accordance with the stage of LSRDs in the country.

Japan has a long-term experience of taking measures against major LSRDs and thus we believe that we can utilize such experiences to support solve those problems in developing countries, though there are some differences in types and causes of LSRDs.

For what?

This program aims to contribute to better health and welfare of the people in developing countries by transferring the knowledge and skills related to LSRD control measures. Participants will acquire Japanese knowledge and application skills to take effective measures in area of responsibility.

For whom?

The target of this program is the government officials who are responsible for the LSRD control policy in the countries that are currently facing or expected to have an increase of LSRD in the near future.

How?

Participants shall have opportunities to learn effective measures against LSRD, such as health check-up system, health education and physical exercise through lectures, practices and observations. In the end of the program, each participant will select suitable measures to control LSRD in one's country and formulate an action plan describing what one will do after going home. Participants will receive advice and comments from the course leader, lecturers and fellow participants in consultation and presentation sessions.

II. Description

1. Title(No.): Lifestyle-Related Diseases Prevention (202107778J001)

2. Course Period in Online Program

August 18 to September 23, 2022

3. Target Regions or Countries

Antigua and Barbuda, Iran, India, Uzbekistan, Cambodia, Gabon, Kenya, Sri Lanka, Tanzania, Dominican Republic, Nicaragua, Nepal, Bangladesh, Mauritius, Republic of Fiji

4. Time for Online Class

The following day's LIVE sessions will be live-streamed via Zoom for three hours. The time in each participating country is as follows.

LIVE Sessions day's: August 18 (Thu), August 19 (Fri), August 25 (Thu), August 26 (Fri), September 8 (Thu), September 9(Fri), September 22 (Thu), September 23 (Fri)

Japan Time: 19:00-22:00

Antigua and Barbuda: 06:00-09:00

Iran: 13:30-16:30

India: 15:30-18:30

Uzbekistan: 15:00-18:00

Cambodia: 17:00-20:00

Gabon: 11:00-14:00

Kenya: 13:00-16:00

Sri Lanka: 15:30-18:30

Tanzania: 13:00-16:00

Dominican Republic: 06:00-09:00

Nicaragua: 04:00-07:00

Nepal: 15:45-18:45

Bangladesh: 16:00-19:00

Mauritius: 14:00-17:00

Republic of Fiji: 22:00-25:00

(The LIVE session time may change when the participants have been decided.)

5. Eligible / Target Organization

This program is designed for offices/divisions/departments in charge of LSRD control in the health administration of central or local government.

6. Course Capacity (upper limit of Participants)

15 participants

7. Language to be used in this program

English

8. Course Objective

To be able to formulate Action Plan in consideration of current circumstances of each country, by acquiring the practical knowledge to promote Lifestyle-Related Diseases Prevention.

9. Overall Goal

LSRD prevention/ control measures become widely taken in developing countries.

10. Expected Module Outputs 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 <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Job report Preparation	

(2) Core Phase in Online Program <i>Participants dispatched by the organizations attend the Program implemented in online program.</i>		
Expected Module Output	Subjects/Agendas	Methodology
Module 1: To understand and analyze the current situation, support, local resource and problems of Lifestyle-Related Diseases (LSRD) in area of responsibility.	Job Report Presentation	<ul style="list-style-type: none"> - Watching Video teaching materials - Discussion
Module 2: To understand Japanese programs and measures on LSRD control.	<ul style="list-style-type: none"> - To learn about policies and systems of LSRD control in Japan and Aichi Prefecture. - To learn about LSRD control activities; such as exercise/meals guidance, enlightenment campaign, health promotion measure, resident consciousness survey, and advice at medical check-up and health care. - To learn about methods of human resource development, program preparation, project assessment and data analysis. 	<ul style="list-style-type: none"> - Watching lecture videos - Watching videos introducing activities, etc. - Exercise

<p>Module 3: To compile the direction of policies, programs and projects for LSRD control.</p>	<p>To organize the problems of LSRD, and to select the specific measures.</p>	<ul style="list-style-type: none"> - Watching lecture videos - Watching videos introducing activities, etc. - Exercise - Discussion
<p>Module 4: To formulate Action Plan on LSRD prevention.</p>	<ul style="list-style-type: none"> - Action Plan Guidance, - Action Plan Formulation and Presentation 	<ul style="list-style-type: none"> - Discussion - Presentation

<Structure of the program>

Program on Lifestyle-Related Diseases (LSRD) Prevention

The organizations which are currently engaged in Lifestyle-Related Diseases (LSRD) Prevention plans, and the plans are operated through knowledge and skills acquired from this program.

【Contents】

Course Orientation

Program objectives and curriculum are confirmed

Job Report Presentation

Each participant will make a presentation about current situations and problems of LSRD prevention and control measures in his/her country in order to promote better understanding of the lecturers and fellow participants in this program.

Current Activities for LSRD prevention in this program

Health condition of the Japanese people and LSRD prevention measures are introduced.

- Japanese healthcare, health insurance system and laws (Health Promotion Law, Health and Medical Service Act for the Aged, Industrial Safety and Health Act, etc.)
- National Health Promotion Plan (HEALTH JAPAN 21) and specific Health Checkup and Health Counseling Measures against LSRD in Aichi Prefecture and function of Aichi Health Plaza

LSRD Prevention Program

- Obesity
- Diabetes
- Metabolic syndrome (Dyslipidemia, Hypertension)

Health Promotion Activities for Different Age Groups

- School children
- Guidance for adults (workplace, community, etc.)
- Health promotion for the elderly

Practical Methods for Health Promotion

- Health level evaluation
- Exercises (Walking, Strength training, Water exercise, etc.)
- Nutritional guidance
- Guidance for rest and stress management
- Antismoking guidance

Improvement of Infrastructure for LSRD Prevention

- LSRD monitoring system, regional diagnosis
- Personnel training plan (Training for health promotion volunteers)
- Planning and management of health checkup and health education system

Formulation and Presentation of Action Plan

Participants will formulate Action Plan on LSRD prevention activities using the knowledge acquired in the program and make a presentation.

- Planning of health education program
- Personnel training plan
- Setting of short-term, medium-term and long-term goal
- Evaluation

【Methodology】

【Lecture】 Participants will have better understanding of Japan's LSRD prevention activities, health education program suitable for a target group or disease state, monitoring system, etc.

【Observation】 Participants will learn the actual implementation of prevention activities that can be applied to their respective countries and think of issues on planning, management and evaluation.

【Presentation】 Participants will make a presentation about LSRD prevention program and infrastructure improvement plan that are formulated using the knowledge and technique acquired in the program. They will be able to develop a more concrete and feasible program by receiving questions and suggestions from lecturers.

Implementation of Action Plan

- Start of LSRD prevention activities
- Revision to adjust the country's own situation
- Evaluation

Reference: Program schedule in previous year (2022)

Date			Programme	Lecturer
18-Aug	Thu	LIVE	(PR) Job Report Presentation	AHP
19-Aug	Fri	LIVE	(PR) Job Report Presentation	AHP
From 20-Aug to 24-Aug		ODM	(L) Health Counseling system in AHP	AHP (Video)
		ODM	(L) Points for creating an action plan	AHP (Video)
		ODM	(L) NCD Policies in Japan ①	AHP (Video)
		ODM	(L) NCD Policies in Japan ②	AHP (Video)
		ODM	(L) Program creation and development of health promotion class	AHP (Video)
		ODM	(L) Physical exercise for health promotion	AHP (Video)
		ODM	(L) Diet for health promotion	AHP (Video)
25-Aug	Thu	LIVE	Consultation for creating an action plan Q & A about various lectures	AHP
26-Aug	Fri	LIVE	Consultation for creating an action plan Q & A about various lectures	AHP
From 27-Aug to 7-Sep		ODM	(L) Health Promotion for School children	AHP (Video)
		ODM	(L) Health Promotion for worker	AHP (Video)
		ODM	(L) Health Promotion for the elderly	AHP (Video)
		ODM	(L) Teaching materials for health promotion	AHP (Video)
		ODM	(L) Human Resource Development for Health Promotion	AHP (Video)
8-Sep	Thu	LIVE	Consultation for creating an action plan Q & A about various lectures	AHP
9-Sep	Fri	LIVE	Consultation for creating an action plan Q & A about various lectures	AHP
From 10-Sep to 21-Sep		JICA-V AN	Consultation for creating an action plan	AHP
22-Sep	Thu	LIVE	(PR) Action Plan Presentation	AHP
23-Sep	Fri	LIVE	(PR) Action Plan Presentation/ Closing Ceremony	AHP

(LIVE) LIVE Session (ODM) On-demand training (L)Lecture (D)Discussion (PR)Presentation

III. Eligibility and Procedures

1. Expectations from 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) **Current Duties:** be an officer who is currently engaged in public health service, and responsible for the LSRD control activities in the central or local government.
- 2) **Experience in the relevant field:** have at least 5 years or more of experience in this field
- 3) **Educational Background:** be a graduate of university
- 4) **Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (The workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) **Computer skills:** to be proficient in Microsoft Excel and Power Point
- 6) **Health:** must be in good health, both physically and mentally, to participate in the 4-weeks program.

(2) Recommendable Qualifications

- ① **Age:** between the ages of thirty (30) and fifty (50) years
- ② **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.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan). Please submit a type-written application form.

(2) Photocopy of Passport or Official ID: You should submit it with the application form if you possess your passport. On application to this course, you may submit the photocopy of official ID instead of passport.

*The following information should be included in the photocopy: Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) 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)

(4) Inception Report: Each nominee is requested to prepare a report explaining the present situation of her/his own job in her/his home country (organization), as well as to introduce her/his job description and own interest. **This report should be typed in the attached form at ANNEX 1 and submitted with the Application Form.** The report will be a reference for selecting program participants.

Note: Accepted participants are required to make presentation material based on the report in order to share it at beginning of program.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Chubu Center in JAPAN by July 8, 2022.

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Chubu Center in Japan. Selection will be made by the JICA Chubu Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than July 22, 2022.**

5. Conditions for Attendance:

The participants of KCCP are required

- (1) to adhere to the program schedule
- (2) to attend all of the program activities
- (3) not to change the program topics
- (4) to follow the Term of Use for the Online KCCP (privacy and copyright policy)
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chubu

(2) **Contact:** Mr. OJIMA Atsushi (Email to: cbictp1@jica.go.jp AND Ojima.Atsushi2@jica.go.jp)

※Please insert “course number & the title” in the subject when emailing. For instance, “202107778J001 & Lifestyle-Related Diseases Prevention”

2. Implementing Partner:

Name: AICHI Health Plaza

URL: <http://www.ahv.pref.aichi.jp/www/genre/1000100000085/index.html>

3. Other arrangements

LIVE session of this program will be live-streamed via Zoom, participants will need a computer with a microphone and webcam, stable/high-speed internet connection. If you are not able to arrange internet access/devices necessary to participate in the online course, JICA will make arrangements for the participants. Please contact the JICA office in your country or JICA Chubu for more information.

4. About JICA Chubu Center

<Location>

- It is located at the center of Nagoya-city. The Nagoya main station, the regional hub of various transports, is 15 mins walk from JICA Chubu Center.

<Recommended Websites>

- JICA Chubu's website: www.jica.go.jp/chubu/english/office

- Virtual guide of JICA on YouTube: www.youtube.com/watch?v=tNelkQUmTRQ



VI. ANNEX:

ANNEX I Inception Report

Applicants are requested to prepare an Inception Report on the following issues and submit it to JICA office together with the application form. **The report should be typewritten in English on A4 size paper. (8 pages or less)**

【Contents】

* Please indicate the following on the cover page:

Name of Nominee: _____

Country: _____

Organization: _____

Department /Section: _____

Position: _____

E-mail address: _____

1. Fundamental indicator of health in your country -the trend of LSRD-

- (1) Population (classified by sex and age)
- (2) Life expectancy
- (3) Top 10 causes of death
- (4) Number of affected individual and prevalence of LSRD (including indicate of average level)
- (5) Number of medical facilities (ex. hospitals, clinics, health centers, etc.)

2. Current activities and problems for the LSRD prevention

(1) Dietary habits and nutritious condition

- 1) Total energy, protein, fat, carbohydrate, dietary fiber, frequencies of meals
- 2) Typical menu of the day from breakfast to dinner, recipe of typical dish
- 3) Negative factors of dietary habits, customs and environments
- 4) Activities and problems for the LSRD prevention
(contents, locations, target persons, responsible persons, and implementing persons of activities)

(2) Alcohol drinking and tobacco control

- 1) Rate of drinkers and smokers
- 2) Related law (legal age of drinking alcohol and smoking cigarettes, etc.)
- 3) Enforcement of separated smoking area
- 4) Negative factors of drinking and smoking habits
- 5) Prevention activities and problems
(contents, locations, target persons, responsible persons, and implementing persons of activities)

(3) Exercise

- 1) Current Condition and Problems
- 2) Activities and Problems (contents, locations, target persons, responsible persons, and implementing persons of activities)
- 3) Work style
- 4) Exercise Facilities

(4) Relaxation and stress management

3. Current condition and assignment of the infrastructure development

- (1) Health-Related Policies and Laws
- (2) Systems (health check and health education, medical care and medical insurance)
- (3) Human resources development (medical personnel and volunteers)
- (4) Partnership with related sectors
(ex. government, community, citizen, schools, private sectors, researchers, etc.)

4. The organization and duty of the applicant

(1) Organizational Level

- 1) Organization chart and number of staff members in each division
- 2) The work of your organization and the services and activities it provides
- 3) Any serious problems that impede improvement of the LSRD prevention services in your organization

(2) Personal Level

- 1) Your occupational background, training and work experience
- 2) Your specific duties in your organization
- 3) Ongoing activities that you are engaged in with regard to the LSRD
- 4) Difficulties in performing your duties/ activities
- 5) Please mark the subjects in which you are most interested in the program.

Please choose best 3 subjects.

- | | | | |
|--|--|--|---------------------------------|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Obesity | <input type="checkbox"/> Hypertension | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Tobacco control | <input type="checkbox"/> Alcohol drinking | <input type="checkbox"/> Exercise prescription | |
| <input type="checkbox"/> Nutrition | <input type="checkbox"/> Stress management | <input type="checkbox"/> Awareness promotion | |
| <input type="checkbox"/> Others (| | |) |

5. Purpose of your participation and your mission

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 and 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 Chubu Center (JICA Chubu)

Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

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.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**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: