

**F.No.12040/21/2022-FTC/IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**[Training Division]**

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**Block-4, Old JNU Campus, New Delhi-67**

**Dated: 13.10.2022**

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Strengthening Human Resource for Improvement of Community Health” to be held online from 10<sup>th</sup> January to 20<sup>th</sup> February 2023 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 “Strengthening Human Resource for Improvement of Community Health” to be held **online** from 10<sup>th</sup> January to 20<sup>th</sup> February, 2023 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to strengthen policy development and planning capacity on human resources for health (HRH) for the improvement of community health. Participants will learn about policies and systems regarding HRH, and implementation system and coordination mechanism of community health in Japan.

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

- a) Current Duties: Persons in charge of planning and developing policies on Human Resource for Health (HRH) in National or Local government and/or educational organization for HRH (universities, technical institutions, etc.).
- b) Experience in the relevant field: have more than 5 years' experience in the field of community health.
- c) Language: have a competent command of spoken and written;
- d) Health: must be in good health, both physically and mentally, to participate in the program.
- e) Age: be under forty-five (45) years old.
- f) Gender consideration: JICA is promoting gender equality. Women are encouraged to apply for the program and 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 . This course is completely online and the participating organizations are expected to allow the participants to participate in this online training.

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 **09.11.2022**. 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 (iGOT & FT)**  
**Tele No: 26165682**

Copy to:

- a . Secretary, Department of Health and Family Welfare, Nirman Bhawan, C-wing, New Delhi.**
- b. Secretary, Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi.**
- c. Secretary, Department of Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi.**
- d. Ministry of Railways (i.e. Indian Railways Medical Services), Rail Bhawan, New Delhi.**
- e. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations (through the website of this Department)).**
- f. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -**

**110001.**

**g . NIC with request to post the circular along with the JICA's circular on this Department's website.**



# **【Online Training Course】 Knowledge Co-Creation Program (Group & Region Focus)**

**GENERAL INFORMATION ON  
Strengthening Human Resource for Improvement of  
Community Health**

**課題別研修「地域保健向上のための保健人材強化」  
JFY 2022**

**NO. 202107784J001**

**Course Period Time: From January 10th to February 20th, 2023**

This information pertains to one of the JICA Knowledge Co-Creation Program (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 (KCC) Program’ as a New Start**

In the Development Cooperation Charter which is 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**

In transitioning from the Millennium Development Goals (MDGs) to the Sustainable Developing Goals (SDGs) in 2015, Health and education are not only important for people but also indispensable to proceed with any kind of development activities. At the same time, Universal Health Coverage (UHC) is also to be considered for achieving improvement of health.

To achieve SDGs and accomplish UHC for all countries, it is crucial to reinforce a health system, which includes access to health services and human resource development. Especially how Japan provides community health is one of a good role model of those countries have remote areas.

Japanese Red Cross Kyushu International College of Nursing offers the online course consisted of many opportunities to train closely with the local lifestyle in and around Munakata City, where the college is located, such as getting to know the front line of local health services. Municipalities and health facilities, university, and local residential volunteers work together to support the health and welfare of local residents. In this sort of region, we aim to develop health service human recourses such as midwives and nurses, and provide a higher quality of regional health services.

## **For what?**

This training aims to strengthen policy development and planning capacity on human resources for health (HRH) for the improvement of community health. Participants will learn about policies and systems regarding HRH, and implementation system and coordination mechanism of community health in Japan.

## **For whom?**

This program is offered to a person who is engaged in Human Resource for Health (HRH) in national or local government and/or educational organization.

## **How?**

Participants shall have opportunities to learn policies and administration of health in Japan, education system and process, roles of various health stakeholders, including health center, hospital, and university online. Through the video lectures, participants will gain ideas and solution for improvement of community health, and formulate a plan for strengthening Human resource for Health in their countries.

## ***II. Description***

1. **Title (J-No.):** Strengthening Human Resource for Improvement of Community Health (202107784J001)
2. **Course Period (Online Program Period) :**  
From January 10th to February 20th, 2023
3. **Target Regions or Countries:** Bangladesh, Cambodia, India, Kenya, Lebanon, Namibia, Nepal, Nicaragua, Pakistan, Solomon
4. **Eligible / Target Organization:** Department of community health in central or local government, university and hospital
5. **Course Capacity (Upper limit of Participants):** 10 participants
6. **Language to be used in this program:** English
7. **Course Objective:**  
Participants will analyze challenges of community health workforce in their respective countries, deepen knowledge on implementation system of community health, coordination mechanism of community health workforce and education/training system of Human Resources for Health (HRH) in Japan, and formulate an activity plan to strengthen HRH for improvement of community health to utilize knowledge obtained in the training.
8. **Overall Goal**  
To implement a human resource development plan will lead to improvement of management capability and leadership qualities of health workforces, those who provide community health care services to the local people.
9. **Expected Module Output and Contents:**  
There are 27 subjects in total in this training, and it is necessary to take online lectures in about one month. Therefore, it is important to have a proper internet environment and sufficient time to take online lectures.  
This program consists of the following components. Details on each component are given below:

Modules	Subjects / Agendas	Methodology
1) To be able to clarify problems and issues regarding the policies and education system for community health workforce in participants' countries.	Job Report	Job Report Submission
2) To be able to explain policies and education system related to HRH in Japan.	<p><b>Health and Medical Care Service Systems in Japan</b> [Lecture] -Health and medical care system in Japan -Medical organizations in Japan -History of post-war healthcare in Japan ●Japanese Red Cross Kyushu International College of Nursing</p>	Online Video Lecture
	<p><b>Public Health and Community Health Care Service Policy in Japan</b> [Lecture] -Public and community health policy in Japan ●Prefectural Government ●Public Health Center</p>	
	<p><b>Maternal and Child Health Care Service Policy in Japan</b> [Lecture] -Maternal and child health care in Japan -History of women's health problems and Administrative problems ●Munakata City Hall</p>	
	<p><b>Human Resource Development</b> [Lecture] -Theory of human resource development -Theory of career development for professional personnel ●Japanese Red Cross Kyushu International College of Nursing</p>	
	<p><b>Nursing Education Systems in Japan</b> [Lecture] -Nurse's education system -Midwife's education system -Public Health Nurse's education system focused on challenge to establish continuous education system for enhancement of competency -Basic and post-basic/continuing education ●Japanese Nursing Association ●Japanese Red Cross Kyushu International College of Nursing</p>	

<p>3) To be able to explain authority and role of each actor (local government, health centers, hospitals, educational institutions, community, etc.) and the coordination mechanism between these actors in implementing community health in Japan.</p>	<p><b>Roles and Relationship of Health Facilities and Services in Japan</b>  [Lecture]  -Theory of Community Health Activities and Management  - Health Education  -Department of Health Promotion in Munakata  -Community Center in Munakata  Skill for Community Health Support Activities  -General Hospital  Network system for hospital and clinics in Munakata  -Emergency medical care and response (First Aid/BLS)  -Mental health and psychosocial support for COVID-19  -Quality and inventory management of pharmaceuticals and medical materials  ●Prefectural Government  ●Munakata City Hall  ●Japanese Red Cross Hospital  ●Munakata Medical Association Hospital</p>	<p>Online Video Lecture</p>
	<p><b>Clarification of Issues Related to Health Care Services in your country</b>  [Lecture, Discussion]  -Recap of Lectures</p>	<p>Online Video Lecture</p>
<p>4) To be able to improve the capacity of formulating feasible activity plan for improvement of community health, including training, proper deployment and retention of HRH</p>	<p><b>Work out</b>  -Guidance  -Activity Plan (Video Lecture)</p>	<p>Online Video Lecture  Activity Plan Submission</p>



Subjects (Online Video Lectures)
1. Opening Ceremony
2. Course Guidance
3. Medical policy and Human resources development in Japan
4. Roles and Activities of Prefectural Public Health Center in Community Health
5. Health Personnel Training at Fukuoka Nursing Association
6. History of Public Health and Medical Services in Japan after World War II
7. Health Care System and Institutions in Japan
8. Development and Security of Nursing Personnel
9. Community Health Policy (Long-term Care Insurance Systems of Japan)
10. Roles of Regional Medical Care Support Hospital
11. Community Health care system
12. Munakata Medical Association's Efforts in Home Medical Care Support
13. Role of Community Medical Support Hospitals in Local Cities
14. Community Health Activities
15. Activities in Community Center -Preventive Care Exercise Circle for Senior Citizens
16. Issues and Goals Found in the History of Perinatal Care of Japan · Midwifery Education in Japan
17. Public Services for Maternal and Child Health Care:3-Year-Old Medical Checkups Program
18. Emergency Medicine and First Aid in Japan
19. First Aid (How to use AED)
20. Mental health and psychosocial support for COVID-19
21. Quality and inventory management of pharmaceuticals and medical materials
22. How to Formulate Feasible Activity Plan
23. Online facility Tour at Japanese Red Cross Kyushu International College of Nursing and introducing Japanese culture
24. Build up activity plan
25. Confirming each participants' activity plans and exchanging comments
26. Rewriting each activity plan and Final Submission
27. Closing Ceremony

### ***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: Persons in charge of planning and developing policies on Human Resource for Health (HRH) in National or Local government and/or educational organization for HRH (universities, technical institutions, etc.).
- 2) Experience in the relevant field: have more than 5 years' experience in the field of community health.
- 3) Language: have a sufficient command of spoken and written English which is equal to TOEFL iBT 100 or more (This training course includes active discussion and Job Report/Action Plan Presentation, thus requires high competence of English ability.)
- 4) Health: must be in good health, both physically and mentally, to participate in the program..
- 5) Remote training implementation requirements
  - Stable network environment (If you have any concerns about the internet environment, please do not hesitate to ask JICA office in your country.)  
You need an internet environment where you can take online lectures for about 50 minutes per one lecture without any inconvenience.
  - More than 128 GB memory or disk capacity is recommended for your computer.
  - Computer soft Microsoft365 (Office365) is needed to use the applications.

##### **(2) Recommendable Qualifications**

- 1) Age: be under forty-five (45) years old
- 2) Experience: The person who has considerable experience as a medical service worker is prioritized.

- 3) Gender Equality and Women's Empowerment: <1>Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

### **3. Required Documents for Application**

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

**(2) Photocopy of passport or ID Card:** to be submitted with the application form.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Gender, Passport number and Expire 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) Job Report:** to be submitted with the application form.

This is necessary documents for screening of an applicant and an applicant is required to submit his/her Job Report with the Application form.

### **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 **November 24, 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**

Notification of results will be made by the JICA office (or the Embassy of

Japan) **not later than December 15, 2022.**

**5. Conditions for Participation:**

The participants of KCCP are required

- (1) to strictly observe the course schedule and concentrate each session,
- (2) to work assignments after each lecture and submit them

## ***IV. Administrative Arrangements***

### **1. Organizer:**

**(1) Name:** JICA KYUSHU Center (JICA KYUSHU)

**(2) Contact:** [kicctp@jica.go.jp](mailto:kicctp@jica.go.jp)

**(3) Program Officer:** Mr. HIRAI, Kento

**(4) URL :** (a) Introduction of JICA Kyushu

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

(b) Introduction of Knowledge Co-Creation Program

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

### **2. Implementing Partner:**

**(1) Name:** Japanese Red Cross Kyushu International College of Nursing

**(2) URL:** <http://www.jrckicn.ac.jp>

**(3) Remark:** Japanese Red Cross Kyushu International College of Nursing is the only college of nursing in Japan bearing "international" in its name. The college opened in April, 2001 based on the idea of humanity, one of the principles of the Red Cross Society.

The college aims at producing professionals who, through developing a sense of humanity and mastering nursing skills, will be capable of acting worldwide. The college is determined to build practicality and independency of students, which is essential for them to build in active roles such as medical care, health care and welfare, domestically and internationally.

Job opportunities in various fields will be open to our graduates, as well as our network with all of the nationwide Red Cross hospitals will be helpful for our students locate jobs. **In addition**, students can open the way into the Red Cross, government organizations, private sectors, or international organizations.

## V. Other Information

### (1) Job Report

As written in the previous page, each applicant is required to submit his/her own Job Report. Participants will confirm his/her Job Report at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors.

### (2) Activity Plan

Participants are required to make an Activity Plan at the end of the training to express idea and plan, which you carry out after you return, reflecting the knowledge and method you acquire from the training. **After submitting his/her Activity plan, participants as well as instructors will confirm his/her Activity Plan and give comments and advices one another. Then each participant will rewrite his/her Activity Plan and submit it finally.**

### (3) Certification

Participants who have successfully completed the course will be awarded a certificate by JICA. **Submitting his/her Activity plan is one of the inevitable conditions to complete the course.**

### (4) Rules for attending online lectures

In this online course, unexpected problems may occur, such as leaking information on lectures and participants to the outside. In order to prevent such troubles and not to infringe copyright or portrait rights, please do not give the online lecture ID and password and online learning URL to anyone.

Participants must understand the following data teaching materials handling and sign a pledge before starting distance training.

- \* Respect for copyright, protection,
- \* Sharing without permission on SNS,
- \* Unauthorized upload prohibition,
- \* Unauthorized modification,
- \* Prohibition of redistribution,
- \* Approval required for recording
- \* Prohibition of unauthorized citation

In this online course, unexpected problems may occur, such as leaking information on lectures and participants to the outside. In order to prevent such troubles and not to infringe copyright or portrait rights, please do not give the Online lecture ID and password and online learning URL to anyone.

### (5) Remarks

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

## **VI. ANNEX:**

### **Strengthening Human Resource for Improvement of Community Health (JFY 2022) *Job Report***

Name:  
Country:  
Organization and present post:  
E-mail:  
Fax:

*Remark 1:* The report should be **typewritten in English (12 point font, approximately spaced, A4 size paper)** and total pages of the report should be **limited to 3 pages including the organization chart.**

*Remark 2:* Please itemize your answer and make them specific.

#### **1. Health Administration and HRH Education System**

(1) Health Administration System

- 1) Brief description of system in your country
  
- 2) Main duties of your organization (Please attach a chart of your organization with the names of all the departments in it and mark your post in the chart.)
  
- 3) Problems facing in your task or community
  
- 4) Expectations you learned in Japan for solving the problems

(2) Human Resources for Health (HRH)

- 1) Brief description of HRH education system
  
- 2) Brief description of Continuing Professional Education (CPE)
  
- 3) Problems facing in your task or community
  
- 4) Expectations you learned in Japan for solving the problems

#### **2. Title of your activity plan**

Please indicate your tentative title of activity plan;  
e.g. "Educational Intervention of ----", etc.

## **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 from a process of adoption and adaptation, 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 enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Kyushu Center (JICA KYUSHU)**

**Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi,  
Fukuoka 805-8505, Japan**

**TEL: +81-93-671-6311 FAX: +81-93-671-0979**

## 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**

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#### **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**

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

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

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



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

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

Article 2. Details of use of works used for training

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



### Application Form for the JICA Training and Dialogue Program

## OFFICIAL APPLICATION

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

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

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

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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

-----  
**Confirmation by the organization in charge (if necessary)**

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

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



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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





**9) Contact Information**

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

**10) Others (if necessary)**

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

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

**2) Educational Record (Higher Education)(required)**

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

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

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

**5. Language Proficiency (required)**

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

<sup>1</sup> 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.

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

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

<sup>1</sup> 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 &amp; 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 &amp; 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: