

F.No.12040/04/2021-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: 12th August 2021

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Agricultural Extension Planning and Management” to be held online from 08.11.2021 to 09.12.2021 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 “Agricultural Extension Planning and Management” to be held online from 08.11.2021 to 09.12.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to equip participants with practical ideas and skills concerning improvement of agricultural extension planning, management and education of extension officers and field workers, and to foster local entrepreneurs by understanding the background, history, concept and theory behind extension service system in Japan.

3. The applying organizations are expected to nominate officers who are presently involved in managerial position for planning, management and administration of agricultural extension services or providing guidance and consultation for operation and management for an agricultural extension centre or operation and management of capacity development of extension workers and officers at a training agency/institute. The officers should have more than 5 years of professional experience in the relevant field. The applicant should be a graduate of university; have competent command over spoken and written English; must be in good health (both physically and mentally); be age not more than forty-five (45) 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:-

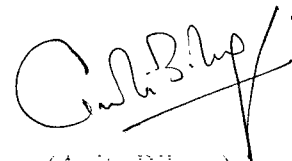
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online program for two to three hours a day including several online live sessions.

6. It is, therefore, 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 I/O 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 **13.09.2021**. 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 or kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Anita Bilung)

Under Secretary to the Government of India

Tele no: 261941 67

To

- a) Secretary, Department of Agriculture & Co-operation, Krishi Bhavan, New Delhi.
- b) Secretary, Department of Rural Development, Krishi Bhavan, New Delhi
- c) 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).
- d) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- e) 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

**AGRICULTURAL EXTENSION PLANNING AND MANAGEMENT
課題別研修「農業普及企画管理者」(遠隔研修)
JFY 2021**

Course No.: 202003103J001

Online Program Period: From November 8, 2021 to December 9, 2021

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

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

Agriculture is the main source of income and employment for many of developing countries. With a rapid increase in the world population, and pressing demand for food security, it is crucial that farmers adopt efficient production methods to meet such demand. Agriculture extension plays a vital role in this effort, by disseminating knowledge and skills to farmers for improving not only agricultural productivity but also profitability and sustainability of agricultural practices. In developing countries, however, agricultural extension services are not well organized. There are only a limited number of extension advisors, and they do not receive adequate trainings to obtain updated knowledge and skills to provide services to farmers.

In Japan, agricultural extension services are provided under the Cooperative Agricultural Extension Services, which delegates different sets of roles and responsibilities to national and prefectural governments. Private parties, namely agricultural cooperatives also provide extension services to member farmers. The technical knowledge of extension officers is effectively maintained and updated by continuous training programs. Extension activities are planned, managed and evaluated by extension advisors, which uplifts the knowledge level of farmers, and such activities are carefully selected and formulated to suit the needs of the agriculture and farmers of each respective area.

This program provides participants ideas for possible solutions for their problems by learning techniques for planning, management, and evaluation of agricultural extension services and activities, as well as the training system of extension officers in Japan. Participants are expected to bring these techniques back their organizations and their working areas to resolve the existing problems.

For what?

This program aims to equip participants with practical ideas and skills concerning improvement of agricultural extension planning, management and education of extension officers and field workers, and to foster local entrepreneurs by understanding the background, history, concept and theory behind extension service system in Japan.

For whom?

This program is designed for professionals involved in agricultural extension planning and management in national/local government or NGO working in the field of agricultural extension services.

How?

Participants will have an online program that includes series of lectures, case studies, and discussions. Participants shall have opportunities to identify approaches and strategies for improving effectiveness of agricultural extension program and reinforcing organizational capacity. Participants will prepare a Job Improvement Plan as a model for extension program planning, and are expected to formulate a formal plan to provide improved extension systems in respective countries.

II. Description

1. Title (Course No.)

Agricultural Extension Planning and Management (202003103J001)

2. Course Duration in Japan

November 8 to December 9, 2021

*Online sessions (web meeting) will be held from 17:00 to 20:00 (Japan Standard Time, UTC +9) on weekdays during the period.

3. Target Regions or Countries

Afghanistan, Azerbaijan, India, Laos, Liberia, Mongolia, Rwanda, South Sudan, and Tajikistan

4. Eligible / Target Organization

This program is designed for professionals involved in agricultural extension planning and management in National and local government or NGO working in the field of agricultural extension services.

5. Capacity (Upper Limit of Participants)

15 participants

6. Language

English

7. Objective

Participants acquire the capacity to propose plans for effective agricultural extension services based on planning, operation, management and evaluation, and suitable for the situation of farmers.

8. Overall Goal

Agricultural extension system will be enhanced with effective problem solving guidance and methodology, and beneficial and practical extension services will be provided through capacity development of core extension workers who can appropriately analyze problems and offer solutions.

9. Output and Contents

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

1) Preliminary Phase in a participant's home country: October 2021	
Outputs	Activities*
Participants analyze and identify problems in their responsible areas	Accepted participants and their organizations analyze current situations and issues regarding agricultural extension services in the working areas and formulate an Inception Report by <u>October 29, 2021</u> .

(2) Core Phase: November 8, 2021 to December 9, 2021		
Outputs	Subjects/Agendas*	Methodology
1. Participants understand outline and principles of extension service	<ul style="list-style-type: none"> · Agricultural extension system in participants' countries (Presentation of Inception Report) · Outline of agricultural extension services in Japan · The state of agricultural system in Japan · Operation and guidelines of cooperative agricultural extension services · Agriculture, farming households, and rural areas in Japan · Roles of the central/ prefectural government and extension centers for capacity development · Outline of agricultural policies in Japan · Agricultural cooperatives and their extension services 	<u>ONLINE</u> Lecture
2. Participants acquire methods of agricultural extension service planning, management and evaluation	<ul style="list-style-type: none"> · Contents and formulation of implementation policies for cooperative agricultural extension services · Types, formulation and contents of Cooperative Agricultural Extension Services · Implementing policies, management methods, and evaluation methods for Cooperative Agricultural Extension Services (annual activities of prefectural government at glance) · Evaluation methods for training programs 	<u>ONLINE</u> Lecture

<p>3. Participants acquire methods of agricultural extension activity planning and its ideas</p>	<ul style="list-style-type: none"> • Contents and methods of planning for extension advising plan • Types, formulation and contents of extension advising activities • Management methods and evaluation methods for extension advising activities (annual activities of extension centers at glance) • Essential viewpoints for agricultural extension planning and management • Contents and formulation of training for extension officers at different career levels 	<p><u>ONLINE</u> Lecture</p>
<p>4. Participants acquire methods of implementing market-oriented agriculture promotion</p>	<ul style="list-style-type: none"> • Concepts and methods of market-oriented agriculture • Methods to obtain the needs of processing companies. • Methods for promotion thorough sales at Farm Stand. 	<p><u>ONLINE</u> Lecture</p>
<p>Participants formulate Job Improvement Plan</p>	<ul style="list-style-type: none"> • Participants formulate Job Improvement Plan (JIP) based on analysis on the current agricultural extension services in their working areas, for resolving problems 	<p><u>ONLINE</u> Discussion Report writing Presentation</p>

Note: The subjects/agendas are subject to change.

For your Reference, please see VI. ANNEX I (Tentative Schedule).

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 prominent 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.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: involved in one or more of the following:
 - Planning, management and administration of agricultural extension services
 - Providing guidance and consultation for operation and management for an agricultural extension center
 - Operation and management of capacity development of extension workers and officers at a training agency/institute
- 2) Job Experience: with more than five (5) years of professional experience in the relevant field
- 3) Educational Background: University graduate or equivalent
- 4) Language: Proficient in spoken and written English.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program.

(2) Specific Qualifications for Online program participation

- 1) Have own available laptop computer (with microphone and camera).
- 2) Have access to stable internet connection (5Mbps speed).
- 3) Have basic skill on internet operation such as accessibility to Zoom, YouTube, etc.
- 4) Secure the date for attending all lectures of online program.
- 5) Have availability for participation regardless of the normal working hours. Online lectures/discussion (web meeting) will be held from 17:00 to 20:00 (tentative) at Japan time during the period.

If there are any concerns, JICA overseas offices will support for setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement, etc.) by answering Questionnaire. Please see VIII. ANNEX II. (Please be noted that JICA overseas offices may not able to offer sufficient support.)

(3) Recommended Qualifications

- 1) **It is advisable that the nominee is involved in projects of JICA**
- 2) Age: Not more than 45 years old.
- 3) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

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

(2) Photocopy of Passport: to be submitted with the application form.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

If you don't have the passport, other identifications can be acceptable (e.g., National Identification Card).

(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) Questionnaire: to be submitted with the application form. Fill in VIII. ANNEX II of this General Information.

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 materials must arrive at **JICA Center in Japan** by **September 28, 2021**.

(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 October 8, 2021.**

5. Additional Document to Be Submitted by Accepted Candidates

Inception Report -- to be submitted by October 29, 2021

Only accepted candidates are required to prepare an Inception Report. **Detailed instruction will be provided to accepted candidates.** The Inception Report should be submitted by e-mail to the respective country's JICA office (or the Embassy of Japan) by **October 29, 2021.**

6. Conditions for Participation

The participants of KCCP are required;

- (1)** To strictly adhere to the program schedule.
- (2)** Not to change the program topics.
- (3)** To refrain from engaging in any political activities, or any form of employment for profit or gain.
- (4)** To comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for the training. **Especially, participants are strictly prohibited to record online lectures or use contents providing during the program without permissions.** Participants may also sign a copyright agreement.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) Center: JICA Tsukuba

(2) Program Officer: Ms. Otome NEMOTO (tbicttp@jica.go.jp)

2. Implementing Partner

Non-Profit Organization Chiba Agricultural Management

Technical Support Network (CAMTes Net)

V. Other Information

HP & Facebook : You can check our services on our website and social media.

- **JICA Tsukuba website:**
<https://www.jica.go.jp/tsukuba/english/office/index.html>
- **JICA Tsukuba Facebook:**
<https://www.facebook.com/jicatsukuba>

You can find posts about on-going KCCPs and stories of ex-participants.



- **YouTube clip “Introduction of JICA Tsukuba”:**
<https://www.jica.go.jp/tsukuba/english/office/index.html>
- **City of Tsukuba website :**
<http://www.tsukubainfo.jp/>

END

VII. ANNEX I (Tentative Schedule)

Online Program Period: From November 8, 2021 to December 9, 2021

Date			Time*	Training Contents	Lecturer	Methodology
1	8-Nov	Mon	17:00~17:30	Course Orientation	Ms. Nemoto Mr. Abe	ONLINE Presentation Discussion
			17:30~20:00	Inception Report Presentation (1)	Dr. Caldwell Mr. Yamamoto Mr. Numata	
2	9-Nov	Tue	17:00~18:00	Inception Report Presentation (2)	Dr. Caldwell Mr. Yamamoto Mr. Numata	ONLINE Presentation Discussion
			18:00~20:00	Feedback from Advisors to Inception Report		
3	10-Nov	Wed	17:00~19:00	Agricultural Extension Principle ~Agricultural Extension in Japan seen from Global Perspective~	Dr. Caldwell	ONLINE Lecture Discussion
4	11-Nov	Thu	17:00~18:00	Outline of Agricultural and Rural Policy in Japan (LV* 1)	MAFF	OnDemand Lecture
			18:00~19:00	Outline of Agricultural Extension System in Japan (LV 2)		
5	12-Nov	Fri	17:00~18:00	Roles of Extension Workers & Mechanism to Support Producers (LV 3)	Mr. Ota	OnDemand Lecture
			18:00~19:00	Transition of Agriculture and Extension Activities in Japan (LV 4)	Mr. Umehara	
	13-Nov	Sat		Holiday		
	14-Nov	Sun		Holiday		
6	15-Nov	Mon	17:00~19:00	Individual Consultation for Formulating Job Improvement Plan(1)(2)	Dr. Caldwell Mr. Yamamoto	ONLINE Lecture Discussion
7	16-Nov	Tue	17:00~19:00			
8	17-Nov	Wed	17:00~18:00	Extension Activities of Local Government (Chiba Pref.) (LV 5)	Mr. Osuga	OnDemand Lecture
			18:00~19:00	Presentation of Extension Activities achievement (Chiba Pref.)(LV 6) Case I	Awa AOIED	OnDemand
9	18-Nov	Thu	17:00~18:00	Outline of Test & Research and Collaboration with Extension Activities (Chiba Pref.) (LV 7)	Mr. Suzuki	OnDemand Lecture
			18:00~19:00	Presentation of Test & Research Achievement (Chiba Pref.) (LV 8) Case II	Chiba AFRC	OnDemand
10	19-Nov	Fri	17:00~18:00	Smart Agriculture Demonstration and Extension Activities in Katori Dist. (Chiba Pref.) (LV 9)	Mr. Hotta	OnDemand Lecture
			18:00~19:00	Smart Agriculture Demonstration by Farming Organization, Kanzaki-Machi in Chiba Pref.) (LV 10) Case III	East-Kouzaki APCC	
	20-Nov	Sat		Holiday		
	21-Nov	Sun		Holiday		
11	22-Nov	Mon	17:00~19:00	Library Day (the OnDemand videos LV1 ~ 10 are viewable)		
	23-Nov	Tue		Holiday		
12	24-Nov	Wed	17:00~19:00	Individual Consultation for Formulating Job Improvement Plan (3)(4)	Dr. Caldwell Mr. Yamamoto	ONLINE Lecture Discussion
13	25-Nov	Thu	17:00~19:00			
14	26-Nov	Fri	17:00~18:00	Promotion of Local Agriculture and Sixth Industrialization (Livelihood Improvement Activities and Sixth Industrialization)(LV 11)	Ms. Ueno	OnDemand Lecture
			18:00~19:00	Promotion of Local Agriculture and Sixth Industrialization (Husband and wife partnership in agriculture) (LV 12) Case IV	Ms. Ueno Watanabe Farm	OnDemand
	27-Nov	Sat		Holiday		
	28-Nov	Sun		Holiday		

Date			Time*	Training Contents	Lecturer	Methodology
15	29-Nov	Mon	17:00~18:00	Management at Rice-paddy area (Support the local agriculture in partnership)(LV 13) Case V	Mr.Umehara Kirikae Farm	OnDemand Lecture
			18:00~19:00	Outline of Japan Agricultural Cooperatives (JA) and Extension Activities(LV 14)	JA Central Chiba	OnDemand
16	30-Nov	Tue	17:00~18:00	Extension Activities & Development of Cropping Areas in Local Governments (Ibaraki Pref.)(LV 15)	Mr. Awano	OnDemand Lecture
			18:00~19:00	How to Develop Cropping Areas (LV 16)	Mr. Numata	
17	1-Dec	Wed	17:00~18:00	Fostering the Development of Farmers (LV 17)	MAFF	OnDemand
			18:00~19:00	[JICA-Net Library] SHEP Approach "Promotion of Farming as a Business" Based on Motivation Theory (LV 18)	JICA	
18	2-Dec	Tue	17:00~19:00	Individual Consultation for Formulating Job Improvement Plan (5)(6)	Dr. Caldwell Mr. Yamamoto	ONLINE Lecture
19	3-Dec	Fri	17:00~19:00			Discussion
	4-Dec	Sat		Holiday		
	5-Dec	Sun		Holiday		
20	6-Dec	Mon	17:00~19:00	Smart Food Chain System (SFC)	JICA	ONLINE Lecture Discussion
21	7-Dec	Tue	17:00~19:00	Library Day (the OnDemand videos, LV 11~18 are viewable)		
22	8-Dec	Tue	17:00~20:00	Presentation of Job Improvement Plan (1)(2)	Dr. Caldwell Mr. Yamamoto Mr. Numata	ONLINE Presentation Discussion
23	9-Dec	Wed	17:00~19:00			
			19:00~20:00	Feedback from Advisors to Job Improvement Plan		

*Time: Japan Standard Time, UTC +9

*LV: Lecture Video

*Abbreviations

AOIED: Agricultural Office Improvement and Extension Division

MAFF: Ministry of Agriculture, Forestry and Fisheries

JAPDEPA : Japan Agricultural Development and Extension Personnel Association

APCC: Agricultural producers' cooperative corporation

AFRC: Agriculture and Forestry Research Center

VIII. ANNEX II (Questionnaire)

For all candidates

【Your IT Environment for Online Program】		
Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.		
No.	Questions	Yes or No
1	Do you have a following system to attend online program at your home or office?	
1-1	Desktop or laptop PC	Desktop or Laptop or None
1-2	Internet environment	Yes or No (OS version:)
1-3	Stable Internet connection (5Mbps speed)	Yes or No
1-4	PC with Microphone	Yes or No
1-5	PC with Camera	Yes or No
2	Have you ever attend online meeting?	Yes or No (When:) (Organizer:)
3	Have you ever used those online systems below?	
3-1	Zoom	Yes or No
3-2	Microsoft Teams	Yes or No
3-3	Google Drive	Yes or No
3-4	Google Form	Yes or No
3-5	You Tube	Yes or No
3-6	Facebook	Yes or No
3-7	Other	Describe it:
4	Which do you prefer, participating from your home, your office or the designated place that JICA provide such as hotels or conference rooms, during the online program?	Your home, your office, or the designated place that JICA provide
4	Please let us know if you have any concerns or questions for participating the program.	Describe:
5	Your contact email address and phone number during the online program	Email: Phone:

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 Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1119

Email: tbicctp@jica.go.jp

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)

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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)

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

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

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

1) Name of Nominee (as in the passport)

Family Name

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First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties



9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent 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: