

F.No.12040/11/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067

Dated: 01.06.2022

TRAINING CIRCULAR

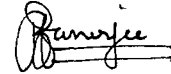
Subject: Knowledge Co-Creation Program on “Remote Sensing of Forest Resources” to be held online from 11.07.2022 to 08.09.2022 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Remote Sensing of Forest Resources” to be held online from 11.07.2022 to 08.09.2022 under the Technical Cooperation Program of the Government of Japan.

2. The program is offered to administrative officials or researchers engaged in forestry management.
3. The applying organizations are expected to nominate those officers who are currently engaged in forestry management or REDD (Reducing Emissions from Deforestation and forest Degradation) which, in some countries, are covered in the field of wildlife management, nature conservation and climate change mitigation, with more than 3 years of occupational experience in the relevant field. The applicant should be a graduate of university or equivalent; have competent command over spoken and written English; must be good health (both physically and mentally); must not be part of any type of military service. More information of the programme may be obtained from 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 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 **16.06.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program(General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Govt. of India

Tele No: 26194167

To

- a. Secretary, Ministry of Environment Forest And Climate Change, Jor bagh, Lodhi Colony, New Delhi 110003.
- b. 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).
- c. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- d. 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

REMOTE SENSING OF FOREST RESOURCES

課題別研修「森林リモートセンシング」

JFY 2022

Course No. 202107963-J001

Online Program Period : From July 11th, 2022 to September 8th, 2022

(※) 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

Stopping deforestation and forest degradation may play a significant role in climate change mitigation. CO₂ emissions from deforestation and forest degradation in developing countries might amount for about 20% of the total emission of the world. Thus, it is a key challenge not only for developing countries but also for the whole world to address reducing emissions from deforestation and forest degradation in developing countries (REDD+), which could slow increase in atmospheric CO₂ concentrations.

However, there are not sufficient systems or personnel for forest monitoring in many developing countries so that they can investigate the forest resources, which is basic information for REDD+. This constitutes a matter of immediate concern for the international community.

Remote sensing provides extensive information of forest resources in an efficient and effective manner. This program will provide basic theory and skills of remote sensing of forest resources to improve forest management in developing countries, which also support the REDD+ related activities for the participants and is expected to contribute to the climate change mitigation.

For what?

Participants are expected to acquire the skills and knowledge for using remote sensing of forest resources in their own countries based on international discussions on REDD+.

For whom?

This program is offered to administrative officials or researchers engaged in forestry management.

How?

Participants shall have opportunities through online program to enhance the participants' knowledge and skills of remote sensing of forest resource management in order to understand REDD+ as a significant role in climate change mitigation. Participants are expected to have presentation on the best of the knowledge and ideas acquired and discussed through the course.

II. Description

1. Title (Course-No.): Remote Sensing of Forest Resources (202107963-J001)

2. Course Period: July 11th, 2022 to September 8th, 2022

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.

3. Target Countries: Brazil, India, Laos, Kosovo, Moldova and Thailand

4. Eligible / Target Organization:

Administrative officials or researchers engaged in remote sensing of forest resources, forestry management and climate change mitigation.

5. Course Capacity (Upper limit of Participants): 6 persons

6. Language to be used in this program: English

7. Course Objective:

Participants are expected to acquire the basic skills and knowledge for using remote sensing with the aim of understanding forest resources in their own countries based on international discussion of REDD+.

Overall Goal:

Each participant's belonging organizations take actions based on the action plans, in order to build the system for monitoring of forest resources using remote sensing in the countries concerned.

8. Expected Module Output and Contents

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

Expected Modules Output	Activities
To overview the present situation and issues of forestry management in participants' respective countries	Preparation and submission of Inception Report

Online Course(July 11th, 2022 to September 8th, 2022)		
<i>Participants dispatched by the organizations attend the Program implemented through Online.</i>		
Expected Modules Output	Contents	Activities

1. To acquire the current knowledge about the climate change including REDD+ and remote sensing, GIS applications	• Introduction of REDD+	Lecture
2. To learn about the basic theory and skills of remote sensing	• Basic theory of remote sensing • Basic knowledge of remote sensing data characteristics (Optical, Radar, and LiDAR)	Lecture and practice
3. To acquire the knowledge and technique for the practical use of remote sensing of forest resources	• Data acquisition(Satellite imagery) • Preprocessing overview, • vegetation indices • Classification and change detection of land cover <u>*QGIS and GEE will be used for the module. In the course, we are going to enhance the module.</u>	Lecture and Practice
4. To acquire the knowledge and technique for the practical use of GIS/GPS of forest resources	• Basic of special analysis. • Field data collection (Open Data Kit) <u>*QGIS will be used for the module.</u>	Lecture and Practice
5. To formulate the practical Action Plan for solving their own issues	• Presentation how to utilize what you learned.	Preparation for the presentation

NOTE: (1)

Each participant must submit Inception Report before the program. Participants are requested to make Inception Report Presentation at the beginning of the training course, in order to share the respective countries information in the field of forestry management and using remote sensing technologies. Participants must prepare for Inception Report presentation before the program. Inception Report must be written in English and fifteen (15) minutes will be allocated to each participant for the presentation. Presentation by using Microsoft Power Point is highly recommended.

(3)Finalization Phase in a participant's home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Modules	Activities
Implementation of the Action Plan	Application and implementation of the Action Plan back in respective home country

NOTE: (2)

“Action Plan” of this course is the guide to solve your issues for development of Remote Sensing of Forest Resources.

Each participant must submit the Action Plan (presentation) at the end of the course.

Contents to be included at least:

- What you learned in the KCCP course.
- How to apply acquired technique your work.
- Ex. having an educative program, making one’s work more efficient, creating base maps etc.

Followings must be well considered in Action Plan:

- The plan must be feasible.
- Obtained knowledge through the program must be fully utilized.
- Clarify the role of yourself in the plan

<Structure of the program>

The online program will be held 3days per week. The lecture of one day will be for one hour half(Less than 2 hours). Then you try to do some homework related to lectures. You can access to a web-based platform for the KCCP course 24/7 and leave questions and comments to the lecture. The lectures answer your questions.

One of the unique points of the course is the consultation and practice time during the course. You can try your work related to the KCCP course with the help of lectures. If you want to learn more than the contents of the course, you can discuss it during the consultation and practice time.

<Hardware requirements>

The course includes hands on training. So, please prepare your computer.

Minimum requirements:

OS: Windows 7 or Windows10 (preferable)

CPU: at least 2.2 GHz multicore CPU

RAM: 4Gb, but 8Gb or more preferable

Storage: 100Gb or more, (SSD preferable)

Graphic cards: Onboard but dedicate is preferable.

Display (Optional): if you can prepare a second screen, it is easy to see the lecture with GIS or remote sensing work.

Android phone for ODK (Open data kit)

Tentative schedule of the program in 2022

Lectures will be held by Zoom or Google Meets. You can see the videos for your review of the lectures.

2022 Tentative schedule and contents of Forest remote sensing online course						
■ The schedule and contents may be modified.						
Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
2022/7/11	2022/7/12	2022/7/13	2022/7/14	2022/7/15	2022/7/16	2022/7/17
Connection test	Connection test	Orientation and Self introduction	Watch videos and share questions RS01. Remote sensing basics	Basics of Remote sensing		
2022/7/18	2022/7/19	2022/7/20	2022/7/21	2022/7/22	2022/7/23	2022/7/24
Watch videos and share questions RS02. Remote sensing data	Remote sensing data		Watch videos and share questions RS03. Preprocessing (for understanding of concept)	Preprocessing		
2022/7/25	2022/7/26	2022/7/27	2022/7/28	2022/7/29	2022/7/30	2022/7/31
Watch videos and share questions RS04. Classification workflow RS05. Classification based on indices	Classification based on indices		Watch videos and share questions RS06. Supervised classification	Supervised classification		
2022/8/1	2022/8/2	2022/8/3	2022/8/4	2022/8/5	2022/8/6	2022/8/7
Watch videos and share questions RS07. Advanced supervised classification	Advanced supervised classification		Watch videos and share questions RS08. Change detection part 1 RS09. Change detection part 2	change detection		
2022/8/8	2022/8/9	2022/8/10	2022/8/11	2022/8/12	2022/8/13	2022/8/14
Watch videos and share questions RS11. Accuracy assessment part 1 RS12. Accuracy assessment part 2	Accuracy assessment	Optional program : Experience traditional Japanese culture! (By JICA Hokkaido)	Watch videos and share questions GIS01. Basics of GIS	Basics of GIS		
2022/8/15	2022/8/16	2022/8/17	2022/8/18	2022/8/19	2022/8/20	2022/8/21
Watch videos and share questions GEE01. Introduction (GEE:Google Earth Engine) GEE02. Programming (GEE) GEE03. Basics (GEE)	GEE Overview and programming		Watch videos and share questions GEE06. Cloud free image (GEE) GEE07. Clip and export (GEE) GEE08. Advanced export (if you wish to watch)	Generating cloud-free images (GEE)		
2022/8/22	2022/8/23	2022/8/24	2022/8/25	2022/8/26	2022/8/27	2022/8/28
Watch videos and share questions GEE04. Supervised classification (GEE)	Image classification		Watch videos and share questions GEE05. Change detection (GEE)	change detection		
2022/8/29	2022/8/30	2022/8/31	2022/9/1	2022/9/2	2022/9/3	2022/9/4
Consultation and individual practice	Biomass estimation		Consultation and individual practice	Biomass estimation		
Watch videos and share questions GIS02. Analysis: Biomass estimation based on plot study			Watch videos and share questions GIS03. Analysis: Biomass estimation with mapping approach			
2022/9/5	2022/9/6	2022/9/7	2022/9/8	2022/9/9	2022/9/10	2022/9/11
Consultation and individual practice	Consultation and individual practice	Consultation and individual practice	Evaluation meeting and 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: preferably to be an administrative official or researcher currently to be engaged in forestry management or REDD+. In some countries, forestry management or REDD+ are covered in the field of wildlife management, nature conservation and climate change mitigation. This course will accept the participant from such area. This course offers lots of online practice. Participants must be using GIS/Remote Sensing software in their current duties.
- 2) Experience in the relevant field: should have more than 3 years of practical experience or research in forestry management or REDD+.
- 3) Educational Background: should be a university graduate or have an equivalent qualification.
- 4) Language: have good command of spoken and written English which is equivalent to TOEFL CBT 200 or more, (This program includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible).
- 5) IT Literacy: must be needed. Nominees must know how to use Windows or Windows Office.

(2) Recommended Qualifications

Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and

women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA overseas office.**

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

(2) Photocopy of passport(Or ID): to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Inception Report: to be submitted with the application form. Fill in the form (ANNEX) of this General Information, and submit it along with the Application Form.

(4) 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. 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.**

(All required material must arrive at **JICA Center in Japan** by June 27th, 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 not later than 4th July 2022.

5. Conditions for Attendance:

- (1) to enable you to deepen your understanding on the course, you are recommended to familiarize with the background of Hokkaido development by the video, using the link: <https://www.youtube.com/watch?v=ZTw5Dtcu8o4>
- (2) to strictly adhere to the program schedule.
- (3) not to change the program topics.
- (4) not to record online lessons or use contents providing during the program without JICA's permission since all the copy right belong to JICA. Arrangement will be made for streaming the program in case of network problem.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Hokkaido (Sapporo)
- (2) Contact : Shigeyoshi.Rintaro@jica.go.jp / Huang-Midori@jica.go.jp

2. Implementing Partner:

- (1) Name: Rakuno Gakuen University
- (2) URL: <http://en.rakuno.ac.jp>

V. ANNEX:

202107963-J001
Remote Sensing of Forest Resources
(JFY 2022)

Inception Report

Each Participant is requested to prepare the Inception Report on the following issues and submit it to JICA Hokkaido along with the application form by 27th June 2021. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

This Report shall be used for selection of participants.

NOTE: Participants are requested to give a 15 minutes presentation and discuss about the situation of forestry management in respective country at beginning of the program by country. It is recommended to use Microsoft Power Point for the presentation.

6. On-going efforts to specifically cope with the problems mentioned in 5. above (If any)
7. The applicant's role in development and application of remote sensing in the country
8. What is your personal challenge that you want to solve through this training program?
9. The applicant's experiences about remote sensing and GIS software specifically

	QGIS	ArcGIS	ERDAS IMAGINE	Ecognition	ENVI	Google Earth Engine	GPS	Others
Version:								
Experience: (How often are you using this in your current duties?)								
Purpose: (What do you use this for?)								
Satellite data: (Describe specific data which you have analyzed)								

10. The applicant's knowledge and interest about remote sensing, GIS and GPS

Items	Detail	Example	Please scale your knowledge by 1 ~ 4 1: I don't know it 2: I know it a little 3: I know it 4: I know it very well	Please check <input type="checkbox"/> the boxes which you are interested. <i>*You could check more than one</i>
*Example	○○○○	○○○○	1	<input type="checkbox"/>
	○○○○	○○○○	3	
Measuring	Aerial photos using a drone			
	Collecting field data using mobile device	GPS, smartphone, tablet etc.		
Storing	Downloading satellite imagery and GIS data.			
	Create GIS data	Georeferencing paper maps and tracing them		
	Drone data processing	Ortho rectified mosaic photo and making 3D model		
	Pre/post processing optical satellite images	clipping /mosaicking / reprojecting/ layer stacking satellite imagery		
Calibration (calculating Reflectance value, atmospheric/topographic correction)				

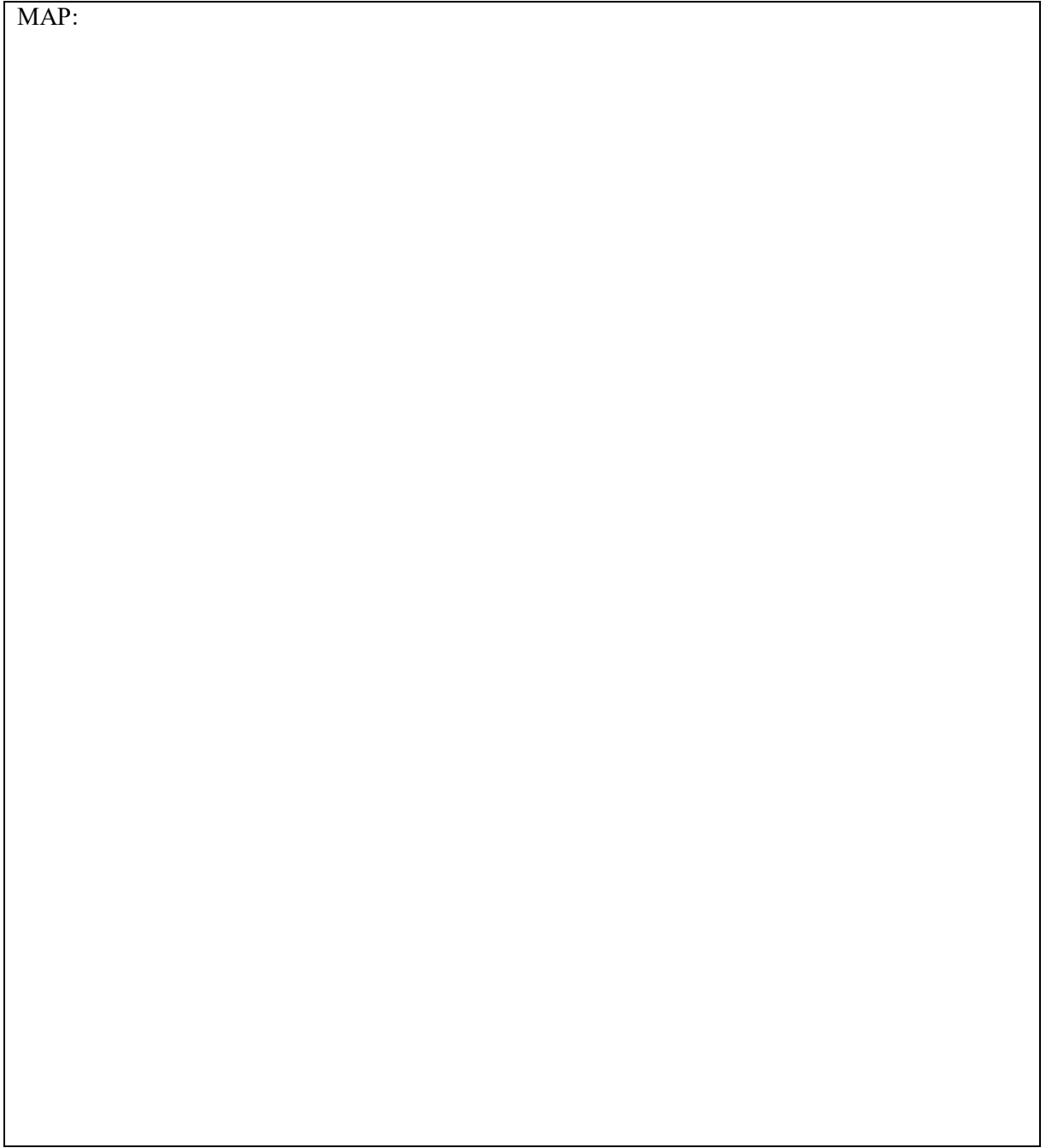
	Pre/post processing microwave satellite images	Calibration (calculating db value (sigma, beta, gamma naught))		
Analyzing	Calculating index	NDVI, NDSI, NDWI		
	Classification (Unsupervised, Supervised classification)	Pixel based classification		
		Object based classification		
	Change detection			
	Spatial data analysis with GIS	Carbon stock mapping		
Mapping with statistical models				
Programming based remote sensing or GIS	Google Earth Engine			
	Other programming language	R, Python, etc.		

11. Knowledge or skills which the applicant intends to acquire from this KCCP program. (example: knowledge of technical issues about REDD+, skills of using remote sensing software for change detection of land use in your site)
12. In the applicant's country, what kind of effort/action for REDD+ can be made? (example: law, policy, finance and aid)
13. Plans/projects, which you are likely to be involved in your country after completing the KCCP, if any.
14. Describe the target area, which you want to deal with in your action plan in concrete terms. *Please attach the Map below

Area Name:

Longitude and Latitude:

MAP:



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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office.

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido, Sapporo)
Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,
Hokkaido, 003-0026, Japan
TEL: +81-11-866-8393 / FAX: +81-11-866-8382

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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

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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**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: