

F.No.12040/14/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

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

Dated: 11.07.2022

CIRCULAR

Subject: Subject: Knowledge Co-Creation Program on “Project Management in Infrastructure Development for Civil Engineers” to be held online from 5-28 October 2022 and 7th November to 1st December 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 “Project Management in Infrastructure Development for Civil Engineers” to be held online in two phases, from 5-28 October 2022 and from 7th November to 1st December 2022 under the Technical Cooperation Program of the Government of Japan

2. The aim of this program is to provide the introduction of project management skills on supervision, inspection, evaluation and accountability so that the participants can create strategies or ideas to promote their projects more effectively.

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

- i) Current Duties: be a Civil Engineer or a Researcher in a central or local government office (except ones in charge of building and housing works), and, be a Senior Officer or a Prospective Senior Officer in the office which deals with policy planning of project management and the implementation of projects themselves.
- ii) Experience in the relevant field: have at least two (2) years’ experience in the execution of heavy infrastructure works (roads, rivers, ports, dams, etc.)
- iii) Educational Background: be a graduate of university or equivalent in the field of civil engineering.
- iv) Age: around forty (40) years old (This program provides basic project management.).
- v) Language: be proficient in spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- vi) Health: must be in good health, both physically and mentally, to participate in the program and more details of the program may be seen in the brochure.

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

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

5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online training.

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **04.08.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Govt. of India

Tele No: 26194167

Copy to:

1. Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
2. Secretary, Ministry of Railways, Rail Bhawan, New Delhi.
3. Secretary, Ministry of Road Transport and Highways, Transport Bhawan, New Delhi
4. Secretary, Ministry of Rural Development, Krishi Bhawan, New Delhi
5. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations (through the website of this Department)).
6. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
7. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

PROJECT MANAGEMENT
IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS
課題別研修「社会基盤整備における事業管理」
JFY 2022
NO. 202107873-J001

Online Program Period:
October 5th - 28th 2022 and, November 7th - December 1st , 2022

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

'JICA Knowledge Co-Creation Program (KCCP)'

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Many infrastructure developments in developing countries are implemented together with ODA donor countries. In recent years, it is considered that the procedure for public works have become more complicated due to the intermingling of the ODA projects and their own systems.

There are cases that standard on specifications, supervision/ inspection system and construction management are not properly prepared, and some of these countries are facing complex issues such as quality control, schedule and safety management in construction works.

Therefore, it is necessary for current and future executive officers who are in charge of project management on infrastructure development in the central / local governments or government-affiliated organizations, to be able to improve issues systematically in order to apply to the needs or to a certain standard.

For what?

Participants are expected to learn management skills on planning and evaluation of public works to be able to set up the strategies or ideas for promoting their projects effectively.

For whom?

This program is designed for current and future executive officials in charge of public works management at the central / local governments, or relevant public organizations in the target countries.

How?

This program consists of common subjects for all participants. It covers broad management skills on planning and evaluation. Each participant is requested to review the conditions and problems in their organization described in their Job Report at the beginning of the program. By the end of the program, they shall prepare a brief Action Plan utilizing the knowledge and technology learned through this program. (Due to prevent the COVID-19 pandemic, this program is going to be held as the online.)

II. Description

1. Title (J-No.):

Project Management in Infrastructure Development for Civil Engineers
(202107873-J001)

2. Program Period

1st Part: from October 5th to 28th, 2022

2nd Part: from November 7th to December 1st, 2022

※For the completion of the program, all participants are requested to attend both 1st and 2nd part of the Program.

3. Target Regions or Countries

Brazil, Burundi, Cambodia, Egypt, Fiji, Nepal, India, Solomon, Somalia, Peru, Vietnam

4. Eligible / Target Organization

This program is designed for the central / local government or government affiliated organizations in charge of public works.

5. Program Capacity (Upper limit of Participants):

Eleven (11) participants (At least One (1) participant from each country)

6. Language to be used in this program:

English

7. Program Objective:

The aim of this program is to provide the introduction of project management skills on supervision, inspection, evaluation and accountability so that the participants can create strategies or ideas to promote their projects more effectively.

8. Overall Goal:

Executive officers and/or their future candidates who belong to the central / local government or governmental affiliated organizations draw up effective social systems and policies for project managements on infrastructure development.

9. Expected Module Output and Contents:

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

(1) Preliminary Program (September 2022)	
Participants make required preparation for the Program.	
Expected Output	Activities
Job Report	<p>Make a Job Report, describing the participant’s present situation and issues in project management, which they are engaged in.</p> <p>The details are in 5. of III, and VI. Annex.</p>

(2) Online Program		
1st part; from October 5th to 28th , 2022		
2nd Part; from November 7th to December 1st , 2022		
Participants dispatched by their organizations attend the Program through Internet environment. This program is mainly consisting of lectures (Video or Online)		
Expected Module Output	Subjects/Agendas	Methodology
1) To learn the infrastructure development of Japan and study various aspects of project management in public works including project evaluation, information-technology application, wastes-recycling, role of civil engineer etc.	The details are as below.	Video or Online Lecture
2) To learn about contract system and quality control of construction works in Japan, including the type of contracts and their characteristics, supervision, inspection, and standard specifications.	The details are as below.	Video or Online Lecture
3) To learn about the process to obtain the support and agreement of citizens through accountability in infrastructure development.	The details are as below.	Video or Online Lecture

4) To learn introduction of site management including quality control, schedule control, safety control.	The details are as below.	Video or Online Lecture
5) To draw up a brief action plan.	The details are as below.	Online

<Tentative schedule of the Online program>

1st Part; 5th - 28th October 2022

1 st Week	5 th Oct.-	<ul style="list-style-type: none"> ▪ Briefing ▪ Program orientation ▪ Online Job Report presentation
2 nd - 4 th Week	10 th Oct.-	<ul style="list-style-type: none"> ▪ On-demand Video Lectures and Online Lectures & E-mail or Online base Question and Answer Session
4 th Week	24 th Oct.-	<ul style="list-style-type: none"> ▪ On-demand Video Lectures and Online Lectures & E-mail or Online base Question and Answer Session

2nd Part; 7th November – 1st December 2022

1 st Week	7 th November.	<ul style="list-style-type: none"> ▪ Briefing ▪ On-demand Video Lectures and Online Lectures & E-mail or Online base Question and Answer Session ▪ Starting to prepare the Action Plan
2 nd -3 rd Week	14 th November.	<ul style="list-style-type: none"> ▪ On-demand Video Lectures and Online Lectures & E-mail or Online base Question and Answer Session ▪ Preparation of the Action Plan
3 rd Week	28 th November.	<ul style="list-style-type: none"> ▪ Action Plan Preparation(Output 5) ▪ Online Action Plan Discussion(Output 5)

※IMPORTANT Notice

This program consists of TWO Part, and all participants are REQUIRED to attend BOTH parts of the program.

<Tentative list of lectures>

(1) Project Management: (Module Output 1)

- Construction Industry in Japan
- MLIT* & Infrastructure Development
- Project Evaluation System by MLIT
- Productivity Improvement on Construction Work by CIM
- Intensive Use of Site Management Information
- Construction Recycling
- Land Acquisition in Public Works
- Land Expropriation System
- Change in Social Roles of Civil Engineers & Ethics
- Activities of JSCE (Code of Ethics and CPD)

* MLIT : Ministry of Land Infrastructure, Transport and Tourism

(2) Contracting System and Quality Control (Module Output 2):

- Outline of Bidding and Contracting System in Public Works
- International Standard in Construction Industry
- Bidding and Contracting Method in International Market
- Methodology of Project Planning & Evaluation
- Technical Cooperation & Grant Aid by JICA
- Loan Assistance Program by JICA
- Practical Project Supervision
- Quality Control of Respective Construction Technology

(3) Accountability: (Module Output 3):

- Idea & Method of Social Consensus

(4) Site Management: (Module Output 4):

- Construction Planning
- Quality Control

(5) Action Plan (Module Output 5):

- Create a brief Action plan
- Discussion on proposed Action plan

Note:

The topic of the Action plan will be shared and explained at the beginning of the program. The action plan will be shared among other participants through the presentation session at the end of the program.

An online discussion program will be set up during the program.

III. Conditions and Procedures for Application

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 operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be a Civil Engineer or a Researcher in a central or local government office (except ones in charge of building and housing works), and, be a Senior Officer or a Prospective Senior Officer in the office which deals with policy planning of project management and the implementation of projects themselves.
- 2) Experience in the relevant field: have at least two (2) years' experience in the execution of heavy infrastructure works (roads, rivers, ports, dams, etc.)
- 3) Educational Background: be a graduate of university or equivalent in the field of civil engineering.
- 4) Age: around forty (40) years old (This program provides basic project management.).
- 5) Language: be proficient in spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 6) Health: must be in good health, both physically and mentally, to participate in the program

(2) Recommendable Qualifications

- 1) Computer skills: enough skills to make their own reports and presentations (by using applications such as Microsoft Word, Excel and Power Point) and the ability to use web-based tools (such as Zoom, Google applications) are desirable.
(There is no qualification of Internet environment and hardware for

taking this program. JICA will provide necessary support to participants, if necessary.)

- 2) Gender Consideration: JICA is promoting Gender equality. All genders are encouraged to apply to this program.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at **the JICA office (or the Embassy of Japan)**. *The application form SHOULD BE TYPE-WRITTEN in ENGLISH.

(2) Photocopy of passport or ID:

Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number (or ID number) and Expiry date.

(3) Others:

If the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach a copy to the application form.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications to the JICA Yokohama International Center in JAPAN:

August 19th, 2022

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of each country to meet the final date in Japan.

(2) Selection:

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

information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 31st, 2022.**

5. Document(s) to be submitted by accepted candidates:

Job Report: to be submitted by **September 20th, 2022:**

Before beginning of this program, only accepted candidates are required to prepare a Job Report (detailed information is provided in the ANNEX "Job Report"). The Job Report should be sent to JICA by September 20th, 2022 preferably by e-mail to yictt1@jica.go.jp with the subject "PROJECT MANAGEMENT IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS (202003186-J001) Job Report"

6. Conditions for Attendance:

- (1)** To strictly adhere to the program schedule.
- (2)** NOT to change the program topics.
- (3)** NOT to record or share the online contents without permission.

IV. Administrative Arrangements

1. Organizer:

JICA Yokohama Centre

Contact: Ms. Motoko KATAYAMA (Katayama.Motoko@jica.go.jp ,
yictt1@jica.go.jp)

2. Implementing Partner:

(1) Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

MLIT implements comprehensive national land administration that aims to foster a healthy and rich-in-culture living environment, and the balanced development of land by the appropriate utilization of land, thus to contribute to the establishment of comfortable local communities.
(<http://www.mlit.go.jp/english/>)

(2) Infrastructure Development Institute (IDI)

Since its establishment in 1956, Infrastructure Development Institute (IDI) has carried out activities and been engaged in projects to contribute to international understanding in the construction field, to promote economic and technological cooperation in developing regions, and to developing, operating and maintaining infrastructure for sustainable development of international society and the betterment of peoples' daily lives. IDI works in the following areas as a non-profit organization, which has a close relation with the Ministry of Land, Infrastructure, Transport and Tourism (MLIT).

- a. International Cooperation
- b. International Exchanges of Construction technology and Information
- c. Supporting Internationalization
- d. Project Identification and Formulation

Since 1969, IDI has been accepting more than 400 overseas participants from about 50 countries through various programs conducted by JICA.
(<http://www.idi.or.jp/en/>)

3. Place of Attendance and Internet connection

This program is conducted online. Therefore, the network connection is of extreme importance. Please contact the respective country's JICA office and decide the place for attending this program. Also, please take into account the Internet environment and available hardware. JICA will provide necessary

support regarding the Internet connection and hardware to all participants, if necessary.

4. Expenses:

Depending on the situation in the participant's country, the following expenses may be provided to the participants by JICA: Daily Allowances, Accommodation fees, or Transportation fees, etc.

V. Other Information

1. On-demand and Online Tools expected to use in the program:

(1) Zoom:

Main Use:

An application developed to hold online seminars (Webinars) and meetings using a computer or smartphone.

Preparation:

Zoom can be used with camera, speaker, and microphone built into PC and smartphone. However, it is preferable to use a headset because the built-in microphone easily picks up noise and environmental sounds and causes howling.

Download and install the free Zoom application from the website.

Information:

Check the following website which provides videos about how to use Zoom.

<https://support.zoom.us/hc/en-us>

(2) Google Applications (G Suite)

Main Use: For achieving the progress of this program, as well as sharing documents and tasks.

Preparation:

Please Install Google Chrome in the PC which will be used through this program.

(3) YouTube

Main Use: For participating the on-demand Video lectures on the WEB.

2. Response to the time difference during the online program:

Some Webinars or discussions will be conducted live during the program for having bilateral communications between lecturers and participants, under conditions as below;

(1) Time:

All participants will be connected online simultaneously in different time zones. There are possibilities that these online program will be set at early morning (around 6 or 7 AM) or in the evening (around 7 or 8 PM) in some time zones.

(2) Schedule

The fixed schedule will be shared to the accepted candidates with the Notice of Acceptance.

VI. ANNEX:

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare **a Job Report** providing information on the following subjects which they are currently engaged in. The report should be typewritten in English **on PowerPoint with format that shared from JICA** including the contents below. The format will be shared with the Notice of Acceptance.

1. Your full name and the name you go by in short. The name of your country, your present organization and your position in it.
2. Your simple business career after the graduation of the university until present.
3. Your present organization:
 - (1) The name, e-mail address, postal address, phone number and facsimile number of your office.
 - (2) The objectives of the organization, your position in it and your daily work, etc.
4. Problems in project management around you:
 - (1) If there are any problematic cases of project management which have stopped progressing or are taking inordinate lengths of time to complete, please provide your opinions on causes and countermeasures.
 - (2) Please describe in outline the most impressive past and present infrastructure projects in which your proposals or efforts was successfully conducted, if any.
5. Present project management conditions in your country:
 - (1) What are the commonly used bidding and contracting systems or methods?
 - (2) Do you have any project evaluation systems or methods?
 - (3) What is the most serious problem in the field of site management (schedule control, quality control, safety control, etc.) and why?
 - (4) You should include something related with project management in your country which is proud of, and it should be shared among participants.

<NOTE>

- Each participant SHOULD prepare their own Job Report, based on their present situation.

- The content of the Job Report SHOULD NOT be only general information on each country.
- Be particular to the experiences and opinions of each participant.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that

cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Yokohama International Center (JICA YOKOHAMA)
Address: 2-3-1 Shinko, Naka-ku, Yokohama 231-0001, Japan
TEL: +81-45-663-3253 FAX: +81-45-663-3265



Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION
1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: