

F.No.12040/10/2022-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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Block-4, Old JNU Campus, New Delhi-110067  
Dated: 23 .05.2022

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on "Occupational Safety and Health-from Policy Development to Implementation Measures" to be held online from 13.09.2022 to 25.10.2022 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 on "Occupational Safety and Health-from Policy Development to Implementation Measures" to be held **online** from 13.09.2022 to 25.10.2022 under the Technical Cooperation Program of the Government of Japan.

2 . This program aims to equip the participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for Occupational Safety and Health (OSH) by learning Japanese cases.

3. The applying organizations are expected to nominate those officers who are currently engaged in planning and administration in occupational safety and health with more than 3 years of occupational experience in the relevant field. The applicant should be an university graduate 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; recommendable age of the candidate is up to 50 years. More details of the programme may be seen from the general information brochure.

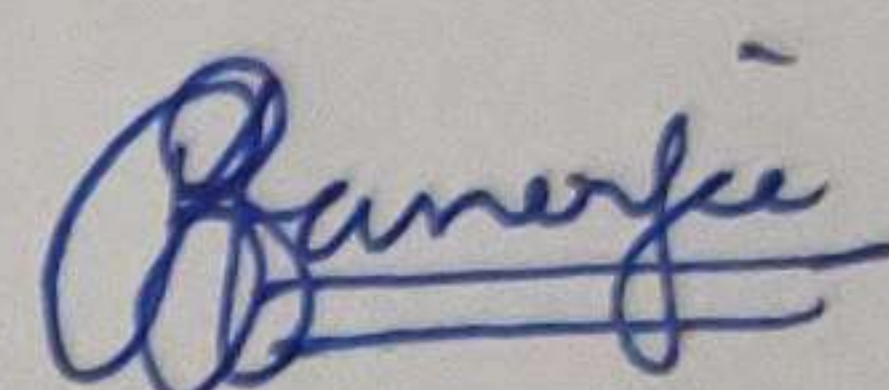
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- 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 **20.06.2022**. 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 Labour & Employment, Shram Shakti Bhawan, New Delhi.
- b. Secretary, Department of Health & Family Welfare, Nirman Bhawan, C-wing, New Delhi.
- c. Secretary, Department for Promotion of Industry and Internal Trade, Udyog Bhawan, New Delhi.
- d. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- e. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f. NIC with request to post the circular along with the JICA's circular on this Department's website.



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

General information on

Occupational Safety and Health  
- From Policy Development to Implementation Measures-

課題別研修「労働安全衛生－制度構築から具体的対策まで－」  
JFY 2022

Course No.: 202107761J001

Online Program (Orientation):	<u>September 1, 2022</u>
Online Program (Lecture/Discussion/Presentation):	<u>September 13 to October 25, 2022</u>
Online Program (Follow-up Learning/Presentation):	<u>December 20, 2022</u>
Time for Online Program (Live stream):	<u>Between 14:30 and 18:30 (Japan time)</u>

“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**

The rapid progress of industrialization in developing countries has been leading to economic development whereas negative aspects such as industrial accidents have been emerging. According to International Labor Organization (ILO), the number of victims of industrial/occupational accidents and diseases has exceeded two millions, annually in the world. Therefore, it is urgently required to formulate and implement appropriate policies of Occupational Safety and Health (OSH) in many countries.

When we examine changes in frequency rate (Internationally applicable expression mode for accident occurrence rate resolved by ILO, namely the number of accident per one million cumulative working hours) of industrial/occupational accidents in Japan, it was over 20 in mid 1950s. However, the rate has drastically dropped to 1.7-1.8 in recent years, which accounts for less than 1/10 of that of mid 1950s. This drastic change was realized by Five Year Industrial Accident Prevention Plan which started in 1958, execution of Law for Industrial Accident Prevention Organizations which was put in force in 1964, establishment of industrial accident prevention organizations based on the law, and improvement of the systems by administration such as enforcement of industrial safety and health related law in 1972 as well as improvement and enhancement of countermeasures for industrial accident prevention.

It is no exaggeration to say that the current situation of OSH in Japan has attained the highest level in the world.

Under the above-mentioned circumstances, JICA together with the Japan Industrial Safety and Health Association (JISHA), have organized the program on 'Improvement of Policy on Occupational Safety and Health' to introduce Japanese experience in this field containing autonomous efforts made by Japanese companies as well as the establishment and enforcement of laws and regulations.

The main purpose of this program is to introduce the history and policy of OSH in Japan to developing countries, especially to those where industrialization has been progressing and to contribute to the improvement of policies of OSH of target countries.

## **For what?**

This program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for OSH by learning Japanese cases.

## **For whom?**

This program is offered to the governmental/related organizations in charge of planning and administration of OSH policy.

## **How?**

1. To acquire better understanding on the issues of OSH measures in their own countries.
2. To understand policies and organizations of OSH in Japan.
3. To understand the measures for OSH introduced in the private companies in Japan.
4. To understand the validity of Occupational Safety and Health Management System (OSHMS) of Japan.
5. To examine the content bringing back to their own duties with the overview of the above-mentioned 1 to 4.※The program will be provided both On-demand and Online.

## II. Description

### 1. Title (Course No.)

**Occupational Safety and Health - From Policy Development to Implementation Measures- (202107761J001)**

### 2. Online Program Period

September 13, 2022 to December 20, 2022

The online program (Live stream) is structured as following;

Online connection test / Orientation : September 1, 2022

Opening remarks/Presentation : September 13, 2022

Lecture/Discussion/Presentation : September 14 to October 25, 2022

Follow-up Learning/Presentation : December 20, 2022

Time for Online program (Live stream): Between 14:30 and 18:30 (Japan time)

### 3. Target Regions or Countries

Cambodia, Fiji, India, Indonesia, Jordan, Kenya, Laos

### 4. Eligible / Target Organization

Governmental / related organization in charge of planning and administration of Occupational Safety and Health (OSH) policy

### 5. Capacity (Upper Limit of Participants)

12 participants

### 6. Language

English

### 7. Objective(s)

To share the acquired knowledge and skills among the target organization for the improvement of Occupational Safety and Health (OSH) of the participating countries.

### 8. Overall Goal

Standards of Occupational Safety and Health (OSH) in the target countries will be improved.

### 9. Output and Contents

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

<b>(1) Preliminary Phase (Mid-August to September 13, 2022)</b>		
<i>Participants prepare for the program in the respective country.</i>		
Modules	Activities	Methodology
(1) Understanding on the issues of OSH measures in their own countries.	<b><u>On or before August 26, 2022</u></b> (Deadline of Submission) Formulation and submission of Country Report (Situation Analysis Report).	Report/ Presentation/ Discussion / Learning Materials
(2) Understanding policies and organizations of OSH in Japan.	<b><u>September 13, 2022(Online session)</u></b> Orientation, Guidance, Presentation of Country Report (Situation Analysis Report)	
(3) Understanding the validity of Occupational Safety and Health Management System (OSHMS) of Japan.	<b><u>Mid-August to September 13, 2022</u></b> Read and watch the learning materials distributed by JICA before the core phase.	

<b>(2) Core Phase (September 14 to October 25, 2022)</b> <i>Participants attend the program in the respective country.</i>		
Modules	Subjects	Methodology
(1) Understanding policies and organizations of OSH in Japan.	<ul style="list-style-type: none"> <li>• OSH Law/Labor Inspection System in Japan</li> <li>• The Roles of Ministry of Health, Labour and Welfare (MHLW)</li> <li>• Role of Labor Safety and Health Organization: National Institute of Occupational Safety and Health</li> <li>• Role of Labor Standards Inspection Office</li> <li>• Outline of OSH Measures in Japan</li> </ul>	Lecture/ Discussions
(2) Understanding the measures for OSH introduced in the private companies in Japan.	<ul style="list-style-type: none"> <li>• Support of improvement for SME's OSH environment</li> <li>• Zero-Accident Movement and Hazard Identification Training (KY)</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Total Health Promotion Plan (THP)</li> </ul>	Lecture/ Exercise/ Discussions
(3) Understanding the validity of Occupational Safety and Health Management System (OSHMS) of Japan.	<ul style="list-style-type: none"> <li>• OSHMS &amp; Risk Assessment</li> <li>• Risk Assessment</li> </ul>	Lecture/ Exercise/ Discussions
(4) Examine the ideas and methods attained in the Modules 1-4 to improve OSH in respective countries.	<ul style="list-style-type: none"> <li>• Discussion for the improvement of OSH in the respective country.</li> <li>• Formulation, and presentation of the Action Plan</li> </ul>	Report/ Presentation/ Discussion

<b>(3) Follow-up Learning Phase (December 20, 2022)</b> <i>Participants examine the ideas and methods in the respective country.</i>		
Modules	Activities	Methodology
Examine the ideas and methods attained in the Modules 1-4 to improve OSH in respective countries	Formulation and submission of Follow-up Learning Report. Deadline of Submission will be announced.	Report/ Presentation/ Discussion

## 10. Place and Time to attend

Please refer to the tentative schedule (ANNEX II).

### (1) Place

The place to take the program (On Demand/Online) should be determined by the internet environment. Please inform JICA which place you would like to take part in the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA Office.

### (2) Time for Online program (live stream)

The online program will be live-streamed on the following period.

Online connection/ Orientation : September 1, 2022  
 Opening remarks/Presentation : September 13, 2022  
 Lecture/Discussion/Presentation : September 14 to October 25, 2022  
 Follow-up Learning/Presentation : December 20, 2022

Time for Online program is between 14:30 and 18:30 (Japan time).

The time in each participating country is as follows.

<Asia>

<b>India</b>	<b>11:00 – 15:00</b>
<b>Indonesia</b>	<b>12:30 – 16:30</b>
<b>Cambodia</b>	<b>12:30 – 16:30</b>
<b>Laos</b>	<b>12:30 – 16:30</b>

<Oceania>

<b>Fiji</b>	<b>17:30 – 21:30</b>
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<Middle East>

<b>Jordan</b>	<b>8:30 – 12:30</b>
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<Africa>

<b>Kenya</b>	<b>8:30 – 12:30</b>
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## 11. Circumstance for Internet Connection

The program is conducted through a platform “Zoom Webinar and/or Meeting”. It’s necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least).

Please refer to this URL for how to measure internet speed.

<https://www.speedtest.net/>

Mobile phones are not recommended due to screen size and functions. Every participant need to make presentations with his/her own device.

**[Note]** If you are not able to arrange internet connection or necessary devices, please consult with JICA office in your country.

## 12. Attendance requirement

Participation in the all online programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

## 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:** Governmental officials /staff of related organization (division head or section chief) engaged in planning and administration in occupational safety and health. Officials who are expected to be leading position are encouraged to apply. (This program is not for high-ranking officials).
- 2) **Experience in the Relevant Field:** have more than three (3) years of occupational experience in the field of occupational safety and health, and be expected to be continuously engaged in this field after completion of this program.
- 3) **Academic Background:** be university or college graduates, or have an equivalent academic background.
- 4) **Language Proficiency:** have a competent command of spoken and written English to participate in the discussion. (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) **Health:** have means to manage the health, both physically and mentally, to participate in the Program.
- 6) **Internet Connection:** have to meet the condition of II. Description (11. Circumstance for Internet Connection) on page 5.
- 7) **Attendance:** have to attend all the online program.

#### (2) Recommended Qualifications

- 1) Age: should be under fifty (50), in principle.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

### 3. Required Documents for Application

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

\* 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: to be submitted with the application form, if you possess your passport. If not, you are requested to submit a photocopy of an alternative official identification.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number, Expiry date.

#### (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. Detailed information is provided in the ANNEX III "Questionnaire".

#### 4. Procedures for Application and Selection

##### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan by July 6, 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

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than August 5, 2022**

#### 5. Additional Document(s) to Be Submitted by Accepted Candidates

##### Country Report:

**Only selected applicants** are required to submit a Country Report to JICA Tokyo by e-mail (to: [ticthdop@jica.go.jp](mailto:ticthdop@jica.go.jp)) **by August 26, 2022.**

(Detailed information is provided with "Notice of Acceptance".)

#### 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) in principle, a completion certificate will be given to participants who have achieved certain results by participating in all programs.

(4) to respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) Center: JICA Tokyo Center (JICA TOKYO)

(2) Program Officer: Ms. Sumi MIYAMOTO ([ticthdop@jica.go.jp](mailto:ticthdop@jica.go.jp))

### 2. Implementing Partner

(1) Name: Japan Industrial Safety and Health Association (JISHA)

(2) URL: <http://www.jisha.or.jp/english/index.html>

### 3. Cooperating Ministry

Ministry of Health, Labour and Welfare (MHLW)

### 4. Expenses

The following expenses will be provided by JICA

(1) Expenses for program implementation, including materials.

(2) Necessary expense for the participation. For the details, please kindly ask at JICA office.

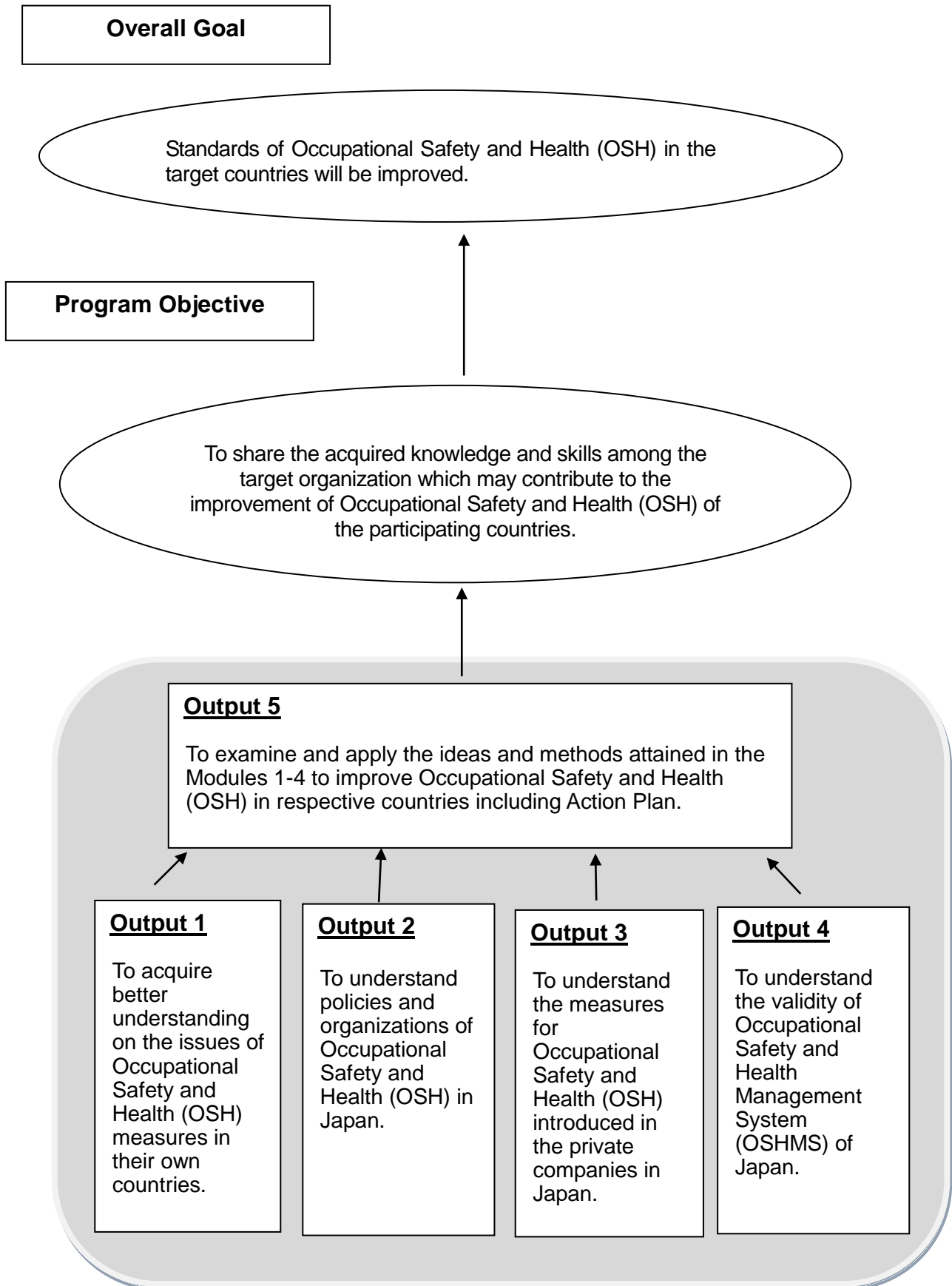
### 5. Others

(1) 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.

(2) YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

# Annex I: CONCEPT CHART



## ANNEX II: Schedule (Tentative)

### ★Presentations by participants

Date	Time (JST)	Contents
Mid-Aug. ~ Sep.12 (Mon)		【Preliminary Phase】 Read and watch the learning materials distributed by JICA before the core phase.
Sep.1 (Thu)	15:00 ~ 16:00	【Preparation】Online connection test and program orientation by JICA and JISHA.
Sep.13 (Tue)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 15:40	【Orientation】Program Guidance, Opening remarks etc. by JICA and JISHA
	15:40 ~ 17:40	★ 【Presentation】Country Report <u>Presentation by Participants &amp; Discussion</u>
	17:40 ~ 18:10	【Wrap-up】Wrap-up session
Sep.14 (Wed)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 15:15	【Challenge】Quiz on Japanese culture & OSH
	15:15 ~ 16:15	【Lecture】Overview of OSH in Japan(Part1)
	16:25 ~ 17:25	【Lecture】Overview of OSH in Japan(Part2)
	17:25 ~ 17:55	【Wrap-up】Wrap-up session
Sep.15 (Thu)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 16:00	【Workshop】Making Work More Human
	16:00 ~ 17:00	【Discussion】Examples of Anti-infection Countermeasures in Each Country
	17:00 ~ 17:30	【Wrap-up】Wrap-up session
Sep.20 (Tue)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 15:15	【Challenge】Quiz on Japanese culture & OSH
	15:15 ~ 17:15	【Lecture】Promotion of Mental and Physical Health
	17:15 ~ 17:45	【Wrap-up】Wrap-up session
Sep.21 (Wed)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 16:00	【Lecture/Workshop】OSH at SMEs, Small and Medium-sized Enterprises
	16:00 ~ 17:00	【Online Conference】Presentation by a Former Participants & Discussion
	17:00 ~ 17:30	【Wrap-up】Wrap-up session
Sep.22 (Thu)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 16:30	【Case Study】OSH activities at manufacturing industry in Japan including discussion
	16:30 ~ 17:00	【Discussion】Buzz Talk for making Action Plan
	17:00 ~ 17:30	【Wrap-up】Wrap-up session
Sep.27 (Tue)	14:30 ~ 15:00	【Preparation】Preparation for the online connection
	15:00 ~ 15:15	【Challenge】Quiz on Japanese culture & OSH
	15:15 ~ 17:15	【Lecture/Workshop】Zero-Accident Campaign & KYT(Part1)
	17:15 ~ 17:45	【Wrap-up】Wrap-up session

Sep.28 (Wed)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 17:00		【Lecture/Workshop】 Zero-Accident Campaign & KYT(Part2)
	17:00 ~ 17:30		【Wrap-up】Wrap-up session
Oct.3 (Mon)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 15:15		【Challenge】Quiz on Japanese culture & OSH
	15:15 ~ 17:15		【Lecture/Workshop】Occupational Safety and Health Management System(OSHMS) and Risk Assessment(RA) (Part1)
	17:15 ~ 17:45		【Wrap-up】Wrap-up session
Oct.4 (Tue)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 17:00		【Lecture/Workshop】Occupational Safety and Health Management System(OSHMS) and Risk Assessment(RA) (Part2)
	17:00 ~ 17:30		【Wrap-up】Wrap-up session
Oct.11 (Tue)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 16:30		【Online Lecture】ILO Technical Cooperation Activities in Occupational Safety and Health
	16:30 ~ 17:00		【Wrap-up】Wrap-up session
Oct.12 (Wed)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 17:00		【Lecture/Workshop】Personal Protective Equipment(PPE)
	17:00 ~ 17:30		【Wrap-up】Wrap-up session
Oct.18 (Tue)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 18:00	★	【Presentation】 Pre-Action Plan <u>Presentation by Participants &amp; Advice by experts</u>
	18:00 ~ 18:30		【Wrap-up】Wrap-up session
Oct.25 (Tue)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 18:00	★	【Presentation】Action Plan <u>Presentation by Participants &amp; Discussion</u>
	18:00 ~ 18:30		【Wrap-up】Wrap-up session
Dec.20 (Tue) or Dec.21 (Wed)	14:30 ~ 15:00		【Preparation】Preparation for the online connection
	15:00 ~ 18:00	★	【Presentation】 Follow-up learning, <u>Presentation by Participants &amp; Discussion</u>
	18:00 ~ 18:30		【Wrap-up】Wrap-up session

JISHA: Japan Industrial Safety & Health Association

**For all candidates: to be submitted together with the Application**

## **ANNEX III: Questionnaire** (Internet learning environment)

Name:

Country:

Please answer the following question. If you need any assistance for preparation of the learning environment, please consult with JICA office.

### **1. Learning Place** (From where are you going to attend this online program?)

( ) Home

( ) Workplace

( ) Other place ( )

### **2. Device & Network** (Please describe your device and network.)

(1) Device: [ex\) Personal Computer, Tablet, etc.](#)

( )

(2) Operating System: [ex\) Windows10, MacOS X, MacOS 10.9.X, etc.](#)

( )

(3) Browser: [ex\) Internet Explorer11+, Edge12+, Chrome 30+, etc.](#)

( )

(4) Network: [ex\) Wi-Fi, WiredLAN, etc.](#)

( )

### **3 .Application** (Please let us know about the application.)

(1) You can download and sign in to “Zoom” application. ( [Yes/No](#) )

Download from <https://zoom.us/download>

(2) You can view “YouTube” videos. ( [Yes/No](#) )

Sample: [JICA-Net Library]100 years since "Safety before Everything"

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

### **4. Other information**

If you have any specific online environment, please describe them in detail.

## **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 join the program,

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 Tokyo Center (JICA TOKYO)**

**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**

**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**

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

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

### **1. Parts of Application Form to be completed**

#### **1) Which part of the form should be submitted?**

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

##### **>Application for Group and Region Focused Training Program**

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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



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

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

Article 2. Details of use of works used for training

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



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.**

**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)**

J	0	-							
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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**

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

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

**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**

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**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: