

**No.12040/10/2023-FTC/IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**[Training Division]**

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**Block-4, Old JNU Campus**  
**New Mehrauli Road, New Delhi-110067**  
**Dated: 07 .06.2023**

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Ecosystem-based Solutions for Disaster Risk Reduction (Eco-DRR)” to be held from 26.09.2023 to 06.10.2023 online and from 15.10.2023 to 28.10.2023 in Japan 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 “Ecosystem-based Solutions for Disaster Risk Reduction (Eco-DRR)” to be held from 26.09.2023 to 06.10.2023 **online** and from 15.10.2023 to 28.10.2023 **in Japan** under the Technical Cooperation Program of the Government of Japan.

2. This program aims to reduce natural disasters, conserve and strengthen natural ecosystems in each developing country through understanding practical examples of Eco-DRR including disaster prevention functions possessed by forests (cultivation of the water resources, sediment disaster prevention, climate mitigation, etc.).

3. The applying organizations are expected to nominate a member of central/local government or public organization or the equivalent thereof engaged in the relevant field for more than 5 years. The applicant should be university graduates or; have competent command over spoken and written English; Age: be between the ages of twenty-eight (28) and forty-five (45) years; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

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

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether 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. The course covers the cost of round-trip air tickets between the international airport designated by JICA and Japan, Accommodation facilities and allowances.

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **10.07.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT:



**(Deshraj Yadav)**

**Under Secretary to the Govt. of India**

**Tele no: 26194167**

**Copy to: (Through DoPT's website and email)**

- a. Secretary, Ministry of Environment, Forests & Climate Change, Govt. of India, New Delhi.
- b. Secretary, Ministry of Home Affairs, Govt. of India, New Delhi.
- c. Secretary, Ministry of Housing and Urban Affairs, Govt. of India, New Delhi.
- d. Secretary, Deptt. of Drinking Water and Sanitation, Govt. of India, New Delhi.
- e. Secretary, Ministry of Agriculture and Farmers Welfare, Govt. of India, New Delhi.
- f. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- g. Senior Representative, JICA India Office, New Delhi.
- h. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Ecosystem-based Solutions for Disaster Risk Reduction (Eco-DRR)



Course Number: **202208441J001**


Course Period: **September 26, 2023- October 28, 2023**

Online Program Period: September 26 - October 6, 2023

Face-to-Face Program Period: October 15 - October 28, 2023

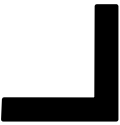


NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.  
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



# How do we reduce the disaster risk by utilizing the “Ecosystem”?

Gain insight to an essence of Ecosystem-based Disaster Risk Reduction (Eco-DRR), and establish the DRR systems utilizing the functions of natures such as forests.







# Outline

This program aims to reduce natural disasters, conserve and strengthen natural ecosystems in each developing country through understanding practical examples of Eco-DRR including disaster prevention functions possessed by forests (cultivation of the water resources, sediment disaster prevention, climate mitigation, etc.).

All sessions are carried out in English.

The period of the program is from September 26, 2023 to October 28, 2023.

Course Capacity: 12 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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# For What?

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## Background

Natural disasters have been increasing in frequency and severity in recent years. All actors involved in Disaster Risk Reduction (DRR) need to understand the importance of proactive/comprehensive risk reduction/preparedness initiatives besides post disaster efforts. Eco-DRR is also one of the measures, which requires a comprehensive, integrated and continuous evolution from disaster management perspectives. The Government of Japan has proactively disseminated this Eco-DRR that performs disaster management by utilizing ecosystems such as forests against natural disasters, attracting worldwide attention in recent years. In addition, Eco-DRR approach is recommended in most of the international environmental convention assembly.

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## Objectives

It is expected to understand Eco-DRR containing the roles and functions of forests in natural disaster management and acquire necessary capabilities for establishing and strengthening DRR systems utilizing the functions of forest.

# To Whom?

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## Job Areas and Organizations

Those who are working in departments engaged in forest DRR in central / local governments or public organizations or equivalent ones to them with more than five years of work experience in related fields.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Targeted Countries

Albania, Bosnia and Herzegovina, Ecuador, India, Indonesia, Jamaica, Kosovo, Malawi, Mauritius, Montenegro and Serbia

Participants who have successfully completed the program will be awarded a certificate by JICA.



# When?

## Online Program Period



From September 26, 2023  
to October 6, 2023

All participants will watch on-demand videos  
and answer for easy tests about videos .

# Where?

This course is carried out online first,  
and secondly at JICA Tsukuba Center.

## <Online Program>

We will not have the Zoom sessions.  
So you can watch on-demand videos  
even if you have sudden conference  
during the online program period.

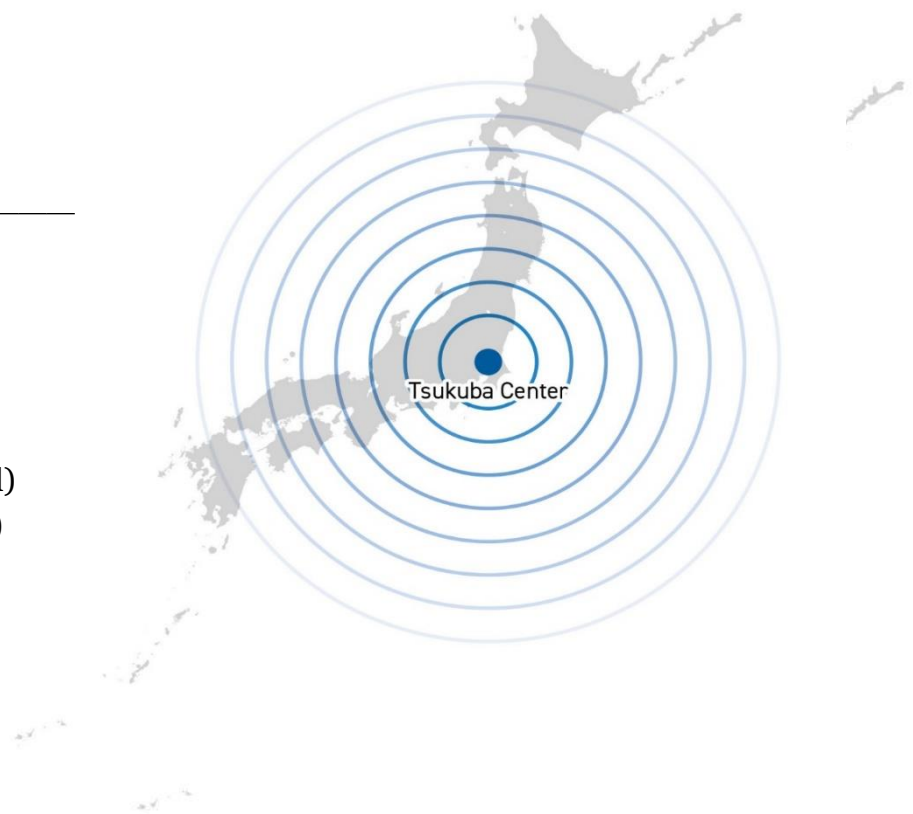
## <Face to face program in JAPAN>

Please see the Tentative schedule.

## Face-to-Face Program Period



From October 15, 2023(arrival)  
to October 28, 2023(departure)



# How?

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## How to Learn

- Online/on-demand Lectures
- Online Interactive Q&A Session
- Field Visits
- Discussions
- Presentations



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## Language

English

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## Commitment to the SDGs



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## Program Structure

Sep26-Oct6 Online program period

Oct7-Oct14 No program

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Oct15	Arrival in JAPAN
Oct16-17	Inception report presentation, lectures discussions
Oct18-20	Field visit I
Oct23-25	Field visit II
Oct26	Feedback
Oct27	Action plan presentation
Oct28	Departure from JAPAN

## Output and Contents

Expected Output	Subjects/Agendas	Methodology
1. Understand the roles and functions of ecosystem such as forests in natural disasters and rehabilitation (soil conservation, forest fire prevention, coastal protection).	<ul style="list-style-type: none"> <li>- Functions of natural ecosystems, including DRR</li> <li>- DRR functions of forests and their roles in rehabilitation through timber supply</li> <li>- Summary of forest damage and the Great East Japan Earthquake</li> </ul>	Lecture Field visit
2. Acknowledge the global trends in mainstreaming and enhancing Eco-DRR.	<ul style="list-style-type: none"> <li>- Trends of Eco-DRR in the world</li> <li>- Mainstreaming DRR and enhancement of Eco-DRR in it</li> <li>- Strengthening Eco-DRR</li> <li>- Supporting Eco-DRR by JICA</li> </ul>	Lecture Field visit
3. Learn theories and techniques to enhance the function of Eco-DRR in order to consider techniques that would be applicable in participants' countries.	<ul style="list-style-type: none"> <li>- Effect of coastal protection forests against the Great East Japan Earthquake</li> <li>- Hillslope forest conservation</li> <li>- Restoration of the forest fire site</li> </ul>	Lecture Exercise Field visit
4. Consider and clarify issues and countermeasures for implementing Eco-DRR in targeted areas in their countries through discussions and case studies from the government and NGO.	<ul style="list-style-type: none"> <li>- Importance of collaboration with local communities in disaster risk assessment, land-use planning and forest conservation</li> <li>- Importance of policy making based on scientific knowledge</li> <li>- Introduction of substantial cases of DRR functions through video program (Sites of forest conservation works, community-based ecosystem rehabilitation, etc.)</li> <li>- Forest conservation Project of government</li> </ul>	Lecture Exercise Field visit
5. Prepare Action Plan to solve the issues in your country.	<ul style="list-style-type: none"> <li>- Preparation and presentation of Action Plan</li> </ul>	Lecture Exercise

# Eligibility and Procedures

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## 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.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: A member of central/local government or public organization or the equivalent thereof engaged in forest DRR.
- 2) Experience in the Relevant Field: have more than 5(five) years' experience in the relevant field. \*Please clearly describe your work experience(s) in the application form.
- 3) Educational Background: be a graduate of university or have an equivalent academic background.
- 4) Language :be proficient in spoken and written English.
- 5) PC skill: should have PC skill to use MS Word and Power Point for elaborating documents.

### (2) Specific Qualifications for Online program participation

- 1) Have own available laptop computer (with microphone and camera)

- 2) Have access to stable internet connection (5Mbps speed)
- 3) Have basic skill on internet operation such as accessibility to Google.
- 4) Have availability for participation regardless of the normal working hours or outside of your working hours. It will be requested to watch on-demand videos every day in principle during the period.

If there are any concerns, JICA overseas offices will support for setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement, etc.) by answering Questionnaire. Please see ANNEX-1. (Please be noted that JICA overseas offices may not able to offer sufficient support.)

### **(3) Recommended Qualifications**

- 1) Age: be between the ages of twenty-eight (28) and forty-five (45) years.
- 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) It is advisable that the nominee has some relation with technical cooperation of JICA or ODA.

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

- (1) **Application Form: The Application Form is available at the JICA overseas office (or the Embassy of Japan)**
- (2) **Photocopy of Passport:** You should submit it with the application form.  
\*The following information should be included in the photocopy:  
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date. If you don't have the passport, other identifications can be acceptable (e.g., National Identification Card).
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Questionnaire:** to be submitted with the application form. Fill in Annex-1 of this General Information.

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## **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 26, 2023)

## (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 28, 2023.

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

Inception Report -- to be submitted by September 18, 2023

Accepted candidates are required to prepare an Inception Report (Please read Annex-2 " Inception Report" for detailed information.) before the start of the program. The Inception Report should be sent to JICA by September 18, 2023, preferably by e-mail to [tbicttp@jica.go.jp](mailto:tbicttp@jica.go.jp)

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## 6. Conditions for Participation

The participants of KCCP are required



- (1) To strictly observe the course schedule,
- (2) Not to change the program topics,
- (3) To comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for the training. Especially, participants are strictly prohibited to record online lectures or use contents providing during the program without permissions. Participants may also sign a copyright agreement.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tsukuba Center (JICA TSUKUBA)
  - (2) Program Officer : Mr. YAMABE Tomohiro (tbictp@jica.go.jp)
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## 2. Implementing Partner

- (1) Name: Japan Forest Technology Association (JAFTA)
  - (2) URL: <http://www.jafta.or.jp/index-e.html>
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## 3. JICA Tsukuba Information:

JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

\*You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.

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## 4. Reference



**Website: JICA**

English

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



**Website: Brochure for JICA Tsukuba Center**

English

<https://www.jica.go.jp/tsukuba/english/office/others/brochure.htm>

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# Annex-1:

## Questionnaire for all candidates

【Your IT Environment for Online Program】		
Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.		
No.	Questions	Yes or No
1	Do you have a following system to attend online program at your home or office?	
1-1	Desktop or laptop PC	Desktop or Laptop or None
1-2	Internet environment	Yes or No (OS version:           )
1-3	Stable Internet connection (5Mbps speed)	Yes or No
2	Have you ever used those online systems below?	
2-1	Google Drive	Yes or No
2-2	Google Form	Yes or No
2-3	You Tube	Yes or No
2-4	Facebook	Yes or No
2-5	Other	Describe it:
3	Please let us know if you have any concerns or questions for participating the program.	Describe:
4	Your contact email address and phone number during the online program	

# Annex-2:

## Guidance for making Inception Report

### 1. Submission of Inception Report (Deadline: **September 18, 2023**)

Only accepted participants to this course are going to make 7-minutes presentation of Inception Report for sharing the situation and issue of each country at the beginning of the Face-to-face program. Please prepare your presentation materials in accordance with the following guidance and submit it by e-mail to JICA Tsukuba (tbictp@jica.go.jp).

### 2. Contents of Inception Report Presentation

- (1) Basic Information / Cover Page (Country, Organization, Name) **(1 Slide)**
- (2) **Main Topic: Current situation and issue of promoting Eco-DRR ( Maximum 10 Slides in total)**
  - 1) Forest management and forestry in your country
  - 2) Natural disasters (i.e. flood, torrent and forest fire) in your country
  - 3) Disaster risk reduction/management activities, especially, Ecosystem-based disaster risk reduction (Eco-DRR), in your country
  - 4) How your government and local communities, including your organization, are tackling with the abovementioned natural disasters
  - 5) Potential and needs of Eco-DRR activities in your country  
Note: If the participant has a specific site to adopt your idea, showing the site specific information would be recommendable.
  - 6) Expectation to this Eco-DRR course

### 3. Recommendation to use Microsoft Power Point

It is recommended to prepare the presentation materials with Microsoft Power Point. The materials, including photographs, maps and graphics, is useful to help participants understanding



# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

## Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



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.



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

### **JICA Tsukuba Center (JICA Tsukuba)**

Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan

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

("81" is the country code for Japan, and "29" is the local area code)

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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

### **4. Copyright policy**

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

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

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



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

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

Article 2. Details of use of works used for training

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



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

## OFFICIAL APPLICATION

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

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

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

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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





**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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



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

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

**5. Language Proficiency (required)**

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

<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: