

No.12040/13/2023-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-110067
Dated: 07.06.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Hospital Management" scheduled to be held from 06.11.2023 to 17.11.2023 online and from 20.11.2023 to 14.12.2023 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 "Hospital Management" to be held from 06.11.2023 to 17.11.2023 online and from 20.11.2023 to 14.12.2023 in Japan under the Technical Cooperation Program of the Government of Japan.

2 . This program is designed for the manager of a regional core hospital for its efficient and effective management, using administrative methods.

3. The applying organizations are expected to nominate officers currently engaged in hospital management and financing for at least 5 years experience in the relevant field. The applicant has competent command over spoken and written English; be between the ages of thirty (30) and forty (40) 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; travel insurance from the time of arrival in Japan to departure from Japan; allowances

for (accommodation, meals, living expenses, outfit and shipping and stopover); expenses for JICA study tours and Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy or dental treatment are not included).

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 **18.07.2023**. 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 Health & Family Welfare, Govt. of India, New Delhi.**
- b. **Secretary, Ministry of Railways, Govt. of India, New Delhi.**
- c. **Secretary, Ministry of Ayush, Govt. of India, New Delhi.**
- d. **Secretary, Deptt. of Health Research, Govt. of India, New Delhi.**
- e. **Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.**
- f. **Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, KG Marg, New Delhi - 110001.**
- g. **NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.**



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Hospital Management (B) (Online & In Japan)
課題別研修「病院経営（B）」(遠隔+本邦研修)
JFY 2023

Course No.: 202210137J001

Online Program Period: From November 6, 2023 to November 17, 2023

Course Period in Japan: From November 20, 2023 to December 14, 2023

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

Providing sufficient medical services to people in developing countries is a significant challenge for the development of these countries. Japan has supported these people by providing them with opportunities to receive medical services through grant assistance for the establishment of medical facilities and medical equipment supply. In many countries, however, hospital managers have not acquired sufficient knowledge and experience to effectively use managerial resources (staff, supplies, finances). As a result, the medical equipment and facilities provided by Japan are not used in the most effective way. These problems are leading to deterioration in medical services for the people.

In order to tackle these issues, JICA will provide training for personnel to acquire knowledge in hospital management.

For what?

This program is designed for the manager of a regional core hospital for its efficient and effective management, using administrative methods.

For whom?

This program is offered to human resources who are currently engaged in hospital management and financing.

How?

This remote training is a combination of on-demand classes with live ones. Lectures and presentations in regard to hospital management will be provided on-demand. For the concerned subjects, participants are kindly requested to submit assignments. On live classes, participants will take part in a workshop of a problem-solving method in order for them to analyze and tackle with the issues/problems they are currently facing. With this knowledge, they will formulate an action plan, which describes the activities to perform after the completion of the training.

II. Description

- 1. Title (Course No.)**
Hospital Management (B) (202210137J001)
- 2. Online Program Period**
November 6 to November 17, 2023
- 3. Course Period in Japan**
November 20 to December 14, 2023
- 4. Target Regions or Countries**
Bangladesh, Cote d'Ivoire, India, Madagascar, Mali, Morocco, Mozambique, Nepal, North Macedonia, and Tunisia
- 5. Eligible / Target Organization**
Hospitals that take a proactive stance on improving the management structure/process.
- 6. Capacity (Upper Limit of Participants)**
10 participants
- 7. Language**
English
- 8. Objective(s)**
An efficient and effective plan for hospital management is formulated to improve the participants' respective regional core hospitals.

In order to achieve this program objective, participants are expected to achieve the followings:

(1) To be able to explain the concept and practical know-how of hospital management
(2) To be able to collect and arrange pertinent information for decision making
(3) To be able to design efficient and effective plan for hospital management

Also, participants are expected to formulate an Action Plan that describes specific activities that the participants will undertake in order to put their knowledge into practice after completing the course. When they complete the course, they are expected to submit/present their Action Plan to their host organizations.
- 9. Overall Goal**
At the participants' respective regional core hospitals, an efficient and effective plan for hospital management is introduced.

10. Output and Contents

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

Expected Output	Subjects/Agendas	Methodology
<p>1) To be able to explain the concept and practical know-how of hospital management</p>	<p>On-demand online lectures:</p> <ul style="list-style-type: none"> - Japan's healthcare service and the characteristics of its healthcare insurance system - Emergency medical services & disaster prevention measures at St. Mary's Hospital - Human resources development (Nursing Dept. as example) - Pharmacy management system - Intake of emergency patients - Material logistics - Hospital waste management 	<p>On-demand online lectures and lectures in Japan</p>
	<p>Lectures in Japan:</p> <ul style="list-style-type: none"> - Outline of St. Mary's Hospital - Infection control at St. Mary's Hospital - Emergency medical services/ patient transportation system - Hospital tour 	
<p>2) To be able to collect and arrange pertinent information for decision making</p>	<p>On-demand online lectures:</p> <ul style="list-style-type: none"> - Hospital managerial accounting - Patients- and family-focused care (examples of improving outpatient clinic operations) - Introduction of 5S activities to St. Mary's Hospital (from the perspective of medical safety) - Japan's medical spending problems - Improving operations 	<p>On-demand online lectures and lectures in Japan</p>

	<p>Lectures in Japan:</p> <ul style="list-style-type: none"> - Hospital managerial accounting - Hospital operational improvement: introduction to 5S-TQM - Medical equipment management for better quality healthcare services - Leadership - BPR efforts at St. Mary's Hospital (Process to acquire ISO accreditation) - Concept of a clinical 5S program 	
3) To be able to design efficient and effective plan for hospital management	On-demand online lectures: None	Lectures and workshop in Japan
	<p>Lectures in Japan:</p> <ul style="list-style-type: none"> - Job Report Presentation - Tips for effective presentation - Introduction of PCM/ grasping problems and making solutions through logical thinking/ support for action plan creation - Action plan presentation 	

<Structure of the Course>

Topic outline (subject to minor changes)

1. Preliminary phase (activities in your home country)
Preparation of Job Report
2. Core Phase (Online activities)
Refer to above and reference schedule as page 6. (Tentative schedule)
3. Core Phase (Activities in Japan)
Refer to above and reference schedule as page 6. (Tentative schedule)
4. Formulation of Action Plan
Participants are required to develop an Action Plan (AP) based on the knowledge and skills acquired during the course. The AP should be practical and applicable to one's own professional activity/career from the viewpoint of hospital management.

Tentative Course Schedule

Online program period		
Date	Activity	Location
Nov. 6	Course Orientation	Online (Live)*
Nov. 7 – Nov. 17	On-Demand Video Lectures	Online (on-Demand)

Course period in Japan		
Activity	Location	Activity
Nov. 20	Arrival in Japan	JICA Kyushu
Nov. 21-22	Briefing/Orientation/Japanese Lessons	JICA Kyushu
Nov. 23	Program Orientation	JICA Kyushu
Nov. 24-27	JR ¹⁾ Presentation/Lectures	JICA Kyushu
Nov. 28 - Dec. 1	Lectures/Observation	St. Mary's Hospital
Dec. 4-11	PCM ²⁾ Workshop/AP ³⁾ Preparation	JICA Kyushu
Dec. 12	AP Presentation	JICA Kyushu
Dec. 13	Evaluation Meeting/Closing Ceremony	JICA Kyushu
Dec. 14	Departure from Japan	

- 1) Job Report
 2) Project Cycle Management
 3) Action Plan

(Note)

Excursions may be arranged on some weekends.

*Timeframe of online course orientation on November 6

Cote D'Ivoire Mali North Macedonia	Morocco Tunisia	Mozambique	Madagascar	India	Nepal	Bangladesh	Japan
08:00 -10:00	09:00 -11:00	10:00 -12:00	11:00 -13:00	13:30 -15:30	13:45 -15:45	14:00 -16:00	17:00 -19:00

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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) 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: be currently engaged in hospital management and financing.
- 2) Experience in the Relevant Field: have at least 5 years of work experience in the field.
- 3) Language Proficiency: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop 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).
- 4) Participation:
 - = Should be able to participate, giving full attention, in both scheduled live session (3-5 pm Japan Standard Time) and program in Japan.
- 5) IT Proficiency:
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Basic computer skills such as, using a Microsoft Office (WORD/EXCEL/POWERPOINT) or an equivalent.
- 6) Online Training Participation Environment
 - To be able to establish a stable and secure connection to the internet (if you have any concerns over internet access, please do not hesitate to ask about it to the JICA office in your country.).

- To be able to prepare a PC/Tablet, a webcam, a microphone, and earphones.
- 7) Health:
- Must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
 - Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommended Qualifications

- 1) Age: between the ages of thirty (30) and forty (40) years.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or 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)**

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

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and 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) Job Report: to be submitted with the application form. Fill in Annex VI. of this General Information.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive **at JICA Kyushu Center in Japan by August 6, 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 September 6, 2023.**

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

Soft (data) and hard copy of Job Report should be submitted.

6. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending

on the severity of such violation, should the participants violate the laws and ordinances,

(10) not to drive a car or motorbike, regardless of an international driving license possessed,

(11) to observe the rules and regulations at the place of the participants' accommodation,

(12) to refund allowances or other benefits paid by JICA in the case of a change in schedule,

(13) to understand the proper data handling as shown below and sign a pledge before the course starts:

- ✓ Copyright infringement
- ✓ Data posting on SNS without permission.
- ✓ Unauthorized upload
- ✓ Unauthorized modification
- ✓ Unauthorized redistribution
- ✓ Recording without approval
- ✓ Unauthorized citation

and,

(14) to prepare necessary equipment (computer/tablet, webcam, microphone, and earphones) as well as global internet access to take part in the online program.

7. Requirements for Course Completion Conditions for Participation

(1) Must participate both online program and program in Japan-

(2) Must view all video lectures, complete the study report, and submit it by the deadline.

(3) Must create an action plan with all the necessary items and submit it by the deadline.

(4) Must present the job report and action plan in the presentation sessions.

Failure to meet all of the above requirements could result in non-issuance of the completion certificate.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kyushu Center (JICA Kyushu)
- (2) **Program Officer:** Mr. TAKAHASHI Eiichiro (kictp@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/kyushu/english/office/index.html>

2. Implementing Partner

- (1) **Name:** St. Mary's Hospital
- (2) **URL:** <https://www.st-mary-med.or.jp/>
- (3) **Remark:** The mission of St. Mary's Hospital is to provide medical care, rooted in the local community. St. Mary's Hospital has been carrying out health and medical activities based on the "spirit of Catholic love" since its establishment in 1953. They have always been aiming at providing medical care rooted in the local community, mainly with the Emergency Medical Center. They have been making efforts in order to meet the exact medical needs of the local community. With the advice and assistance from everyone concerned, St. Mary's Hospital now has 41 clinical departments and 1,097 beds, in total. They would like to establish "comprehensiveness and the continuity of health, medical care and welfare" in collaboration with people in the local community and doctors in the future. They also believe that it is the mission of St. Mary's Hospital to promote international cooperation in medical and health care same as our local community.

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

- 1. JICA Kyushu Center (JICA Kyushu)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505
Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979
(where "81" is the country code for Japan, and "93" is the local area code)
Please refer to facility guide of JICA Kyushu at its URL,
<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000fgiksk-att/kyushu01.pdf>
Kitakyushu sightseeing: <https://www.gururich-kitaq.com/en/>

2. Hotel in Kurume City (to be decided)
 Kurume City: <https://www.city.kurume.fukuoka.jp.e.ax.hp.transer.com/index.html>
 Kurume Sightseeing: <https://welcome-kurume.com/en/>

- If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodation(s) for the participants.
- Please note that it is difficult to obtain halal in Kurume City.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

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

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4

Part II: Introduction of JICA Centers in Japan	
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JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
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V. Other Information

1. Reports and presentation

(1) Job Report

As written in the previous page, each applicant is required to submit his/her own Job Report. Participants are kindly requested to give a presentation of his/her Job Report, using PowerPoint, up to 10 minutes in the first week of the training in order to share knowledge and background with other participants as well as instructors.

(2) Action Plan Report

Participants are required to write an Action Plan by the end of the training to express your idea and plan, which you will carry out after completing the course, reflecting the knowledge and method you acquire from the training. Each participant will have 10 - 15 minutes for presentation. The report would be sent to the respective country's JICA office.

(3) Laptop PC

Participants are strongly recommended to bring their own laptops and USB flash memory with them. They will be useful to take notes, modify reports, and prepare for presentations. If one does not bring their own PC, then she/he can check out from JICA KYUSHU library, but please be reminded that only English OS is available. AC plug adapter is necessary to use electric devices in Japan.

2. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities. Participants may have a chance to visit schools or communities. Therefore, participants are recommended to bring their national costumes or crafts and small gifts that can introduce your country, in order to make the exchange program more fruitful.

3. Remarks

JICA training is implemented for the purpose of development of human resources that will promote development of the countries, and not for the enrichment of private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. Annex

HOSPITAL MANAGEMENT (B) (JFY 2023)

Job Report (Country Report)

Name of applicant:

Country:

Organization and present post:

E-mail:

Remarks 1: The Report should be typewritten in English (**12-point font, A4 size paper**), and total pages of the report must be **limited to 5 pages**.

Remarks 2: The purpose of the report is to make the training more effective and fruitful by comprehending the situations and problems of the participants each other. Your report will be uploaded onto the training platform and be available for viewing for all participants and facilitators/organizers of the course during the viewing period.

Remarks 3: We recommend that you add pictures/video clips to your report in order to better describe the issues/challenges you are facing.

1. (Country report)

Please fill out the following table.

Country Name:	
Capital:	
Population:	
Area:	
Climate:	
Geographical features:	
Languages:	
Religions:	
Political system:	
Main industries:	
GDP (nominal) per capita:	
Main exports:	
Main imports:	

2. Describe overall conditions of status health and medical situations (national strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes main diseases and health services, number of hospitals, medical staffs, and other supportive systems, etc.).

3. Describe the mission of your organization and department/division.

(1) Name of Organization

(2) Mission of organization and department/division you belong to

(3) Draw a chart of your organization and write the names of the departments/sections. In addition, please add the number of staff at each department (section).

(4) Your position

(5) Describe your current duties.

4. Hospital Profile

Please explain the administration of your hospital.

Ownership				
Name of the hospital				
Coverage area		km ²		
Coverage population(estimate)		persons		
		The 2 years ago ()	The 1 year ago ()	Latest year ()
Number of employees	Medical doctor (persons)			
	Nurse (persons)			
	Others (persons)			
Number of beds				
Average length of stay		day	day	day
Bed occupancy rate		%	%	%
Number of inpatients per month (persons)				
Number of outpatients per day (persons)				
Number of deliveries per month (persons)				
Number of operations per month	General anesthesia (persons)			

	Local anesthesia (persons)			
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5. Questions

- (1) In your hospital/organization, what are the urgent issues to be solved?
Please describe in as much detail as possible.

- (2) Among the above-mentioned issues, please specify the one(s) which is (are) within the scope of your duties. Also, please name the main cause(s) of the said issue(s).

- (3) Describe a project idea to solve or alleviate the issues above if you have. Please pick out the highest-priority ones and show how you think the problem could be solved.

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.



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 Kyushu Center (JICA Kyushu)



Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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)

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: