

No.12040/14/2023-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 "Fire Management and Disaster Risk Reduction" to be held from 19.09.2023 to 18.11.2023 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 "Fire Management and Disaster Risk Reduction" to be held from 19.09.2023 to 18.11.2023 **in Japan** under the Technical Cooperation Program of the Government of Japan.

2 . This program aims to improve and enhance firefighting techniques and fire and disaster prevention.

3. The applying organizations are expected to nominate their officials/officers who are engaged in firefighting services or who will be firefighting commanders or training instructors with at least 5 years experience in relevant field. The applicant should have competent command over spoken and written English; be a university graduate or have the equivalent academic background; Age: be under forty (40) years of age; 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, living expenses, outfit and shipping); expenses for

JICA study tours and Medical care for participants who become ill after arriving in Japan (the costs related to preexisting 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 **03.07.2023**. 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 & email)

- a. Secretary, Ministry of Home Affairs, Govt. of India, New Delhi.
- b. Secretary, National Disaster Management Authority, Govt. of India, New Delhi.
- c. Secretary, Ministry of Urban Affairs, Govt. of India, New Delhi.
- d. DG, Directorate General of Defence Estates, 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, New Delhi.
- 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

FIRE MANAGEMENT AND DISASTER RISK REDUCTION
課題別研修「消防・防災」
JFY 2023

Course No. 202208487J001

Course Period in Japan: From September 19, 2023 to November 18, 2023

***In the context of the COVID-19, please note that there is still a possibility the course schedule will be changed, shortened, or the course itself will be cancelled**

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

‘JICA Knowledge Co-Creation Program (KCCP)’ as a New Start

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

This course was set up in 1988 to allow persons involved in firefighting in developing nations to acquire the firefighting techniques of Japan, one of the world leaders in firefighting methods, and by 2019 it had accepted 283 participants from 84 different countries. Then Since 2014, this course has been changed name as “Fire and Disaster Management”. So that, component of “fire and disaster prevention activities” has been added, in addition to firefighting techniques. This course will offer 1. Comprehensive firefighting techniques, 2. Knowhow for fire and disaster prevention to community in Japan. In particular, the recent urbanization and population increase in developing nations has caused an increase in the number of fires and disaster, as well as their increasing complexity and diversity, and has brought about the need for all the more improvements to firefighting techniques and fire and disaster prevention.

For what?

This program aims to improve and enhance firefighting techniques and fire and disaster prevention.

For whom?

This program is offered to central or local government of firefighting. (Be in charge of A. firefighting service, B. educational activities to communities for fire and disaster prevention.)

How?

Participants shall have opportunities in Japan to learn squad operation methods and firefighting methods and equipment through lecture, practice, discussion, and facility observation. And also have opportunities to learn system and activities for fire and disaster prevention activities as firefighter through the example cases of Fire and Disaster Management Department in Central and Local government of Japan.

Participants will formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired in Japan among others into their on-going activities.

II. Description

1. Title (Course-No.):

Fire Management and Disaster Risk Reduction (202208487J001)

2. Course Period in JAPAN

September 19, 2023, to November 18, 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.

3. Target Regions or Countries

Bangladesh, Brazil, India, Georgia, Kosovo, Djibouti, Palestine, Vietnam, Armenia, Montenegro, Cambodia, Samoa

4. Eligible / Target Organization

This program is designed for a central or local government in the field of firefighting. And target department be in charge of A. firefighting service, B. educational activities to communities for fire and disaster prevention.

5. Total Number of Participants

12 participants

6. Language to be used in this project

English

7. Course Objective

Fire Fighting techniques, fire prevention and disaster prevention is implemented based on action plan and system of Fire and Disaster Management on participant's organization is enhanced.

8. Overall Goal

Firefighting and Fire and Disaster prevention service are enhanced on participant's country.

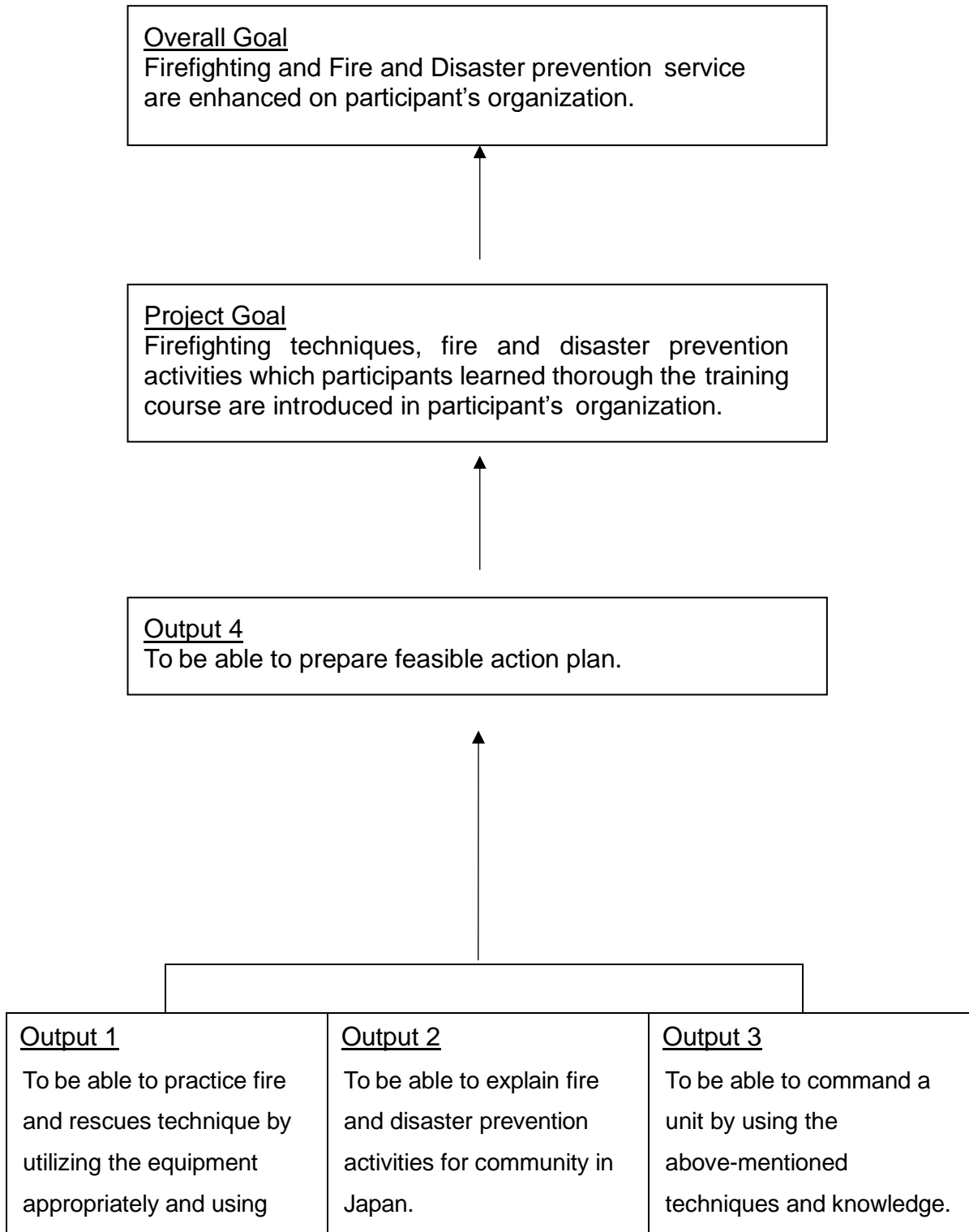
9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/ Agendas	Methodology
<p>1) To be able to practice fire and rescues technique by utilizing the equipment appropriately and using various fire extinguishing methods</p>	<ul style="list-style-type: none"> • Basic rules and skill for fire-fighting (Rules of conduct at fire site and drill, knot) • Methods of utilizing various firefighting equipment, appropriate selection of such equipment, etc. • To explain characteristics and challenges of various types of fire (vehicle, building, forest, aircraft, dangerous article), basics of applicable firefighting strategies • Techniques for searching and rescue people on the scene of a fire, first aid for the injured and others 	<p>Lecture Practice in outside</p>
<p>2) To be able to explain fire and disaster prevention activities for community in Japan</p>	<ul style="list-style-type: none"> • Educational activities about fire and disaster prevention for primary school and local communities by local government and communities itself. • System of fire and disaster 	<p>Lecture Inspection Practice</p>

<p>3) To be able to command a unit by using the above-mentioned techniques and knowledge</p>	<ul style="list-style-type: none"> • Demonstration of result of General training for 1 to lecturer and public citizens • Practice for demonstration 	<p>Practice</p>
<p>4) To be able to prepare feasible action plan</p>	<ul style="list-style-type: none"> • Workshop for preparing action plan Preparation of action plan 	<p>Lecture Practice</p>

<Structure of the program>



III. Eligibility and Procedures

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties:

- a) Be engaged in firefighting services and be planned to be firefighting commanders or training instructors.
- b) And also, be in charge of educational activities to communities for fire and disaster prevention.

*First priority is meeting a), because contents related to firefighting techniques is majority offered in this training course.

- 2) Experience in the relevant field: have more than 5 years' experience in firefighting service
- 3) Educational background: be a university graduate or have the equivalent academic background
- 4) Language: 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.)
- 5) 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.

- 6) Be able to extend their techniques systematically after returning to their countries.
- 7) Be able to make a loud voice to command a unit during the field works and follow Japanese firefighting manners

(2) Recommended Qualifications

- 1) Age: be under 40 years of age
- 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 office (or the Embassy of Japan)**.

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

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

* Photocopy should include the followings:

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

(3) Nominee's English Score Sheet: If available, please attach the official certificate for English ability such as TOEFL, TOEIC, IELTS etc.

(4) Inception report

(a) Job Report (ANNEX 1): To be submitted with the Application Form

- Job Report is a report to understand an outline of an organization that an applicant belongs to, his/her jobs and his/her expectations for the training course.

(b) Questionnaire (ANNEX 2): To be submitted with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **July 17, 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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than**

July 31, 2023.

5. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kyushu

(2) **Program Officer:** Yoji OGATA (kictp@jica.go.jp)

2. Implementing Partner:

Name: Fire Training Center, Fire and Disaster Management Department,
Kitakyushu City

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival at Japan to departure from Japan. *The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan.

[KITAKYUSHU]

JICA Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

If there is no vacancy at JICA Kyushu Center, JICA will arrange alternative accommodations for the participants.

Please refer to facility guide of JICA Kyushu at its URL,

➤ <https://www.jica.go.jp/kyushu/english/office/index.html>

➤ <https://www.jica.go.jp/kyushu/english/office/c8h0vm0000fgiksk-att/kyushu01.pdf>

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (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 “KENSHU-IN GUIDE BOOK,” 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	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

V. Other Information

1. Participants who have successfully completed the course will be awarded a certificate by JICA.
2. Dress Code 1: Participants are required to bring (1) formal dress and tie and (2) official uniform of fire fighting for attending opening / closing ceremony and paying a courtesy call when they come to Japan.
3. Dress Code 2: Participants are required to wear temperate clothes when they commute to the training institution (Kitakyushu Fire Training Center).
 - (1) Bring shirt with collar and slacks
 - (2) Inappropriate clothes, such as jeans or miniskirt are not allowed
4. Due to security reasons, beards are not allowed since it will interfere to use Air Breathing Apparatus appropriately.
5. The uniform for the training including helmet and a pair of boots will be provided by JICA as training equipment. So participants do not have to bring your own helmet and a pair of boots. To prepare for the uniforms, participants are required to submit the Clothes Measurement Sheet (ANNEX 3) and Whole-body Photo (Annex 4).
6. Participants are required to use Japanese in some part of training, such as “Code of etiquette” after appropriate lessons.
7. International Exchange Program with Local Communities
 - (1) JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools or community group. Therefore, participants are recommended to bring their national costumes or crafts and materials such as cassette tapes and photographs that will make the exchange program more fruitful.
 - (2) For the courtesy call to various agencies and department, participants are recommended to bring gifs from countries.
8. This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant’s country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

VI. ANNEX 1:

Fire Management and Disaster Risk Reduction (JFY 2023)

Job Report

Participants are requested to prepare a Job Report and submit it with application form. The report should be typewritten in English preferably on Power Point Presentation (10 pages: one page for one topic, more than 18 fonts). Microsoft Word is acceptable if you do not have Power Point. Participants are required to make a presentation by using this report at the beginning of training for about 10 minutes. Please also bring data of this report when participants come to Japan.

(1) - Name - Country - Organization - Present Post	(6) - Current problems and issues you are facing - Countermeasures for these problems
(2) - Main duties of fire service in your organization	(7) - Pictures of your work sites and organization
(3) - Organization chart (Please mark your position in the chart)	(8) - Pictures of Fire Fighting Vehicles which your organization own
(4) - Your present duty in your organization	(9) - Pictures of Fire Fighting Equipment which your organization own
(5) - Situation of firefighting activities - Situation of educational activities to community for fire and disaster prevention	(10) - Most interesting subjects or topics in the training course - Skills and knowledge you expect to gain

VII. ANNEX 2:

Fire Management and Disaster Risk Reduction (JFY 2023)

Questionnaire

Participants are requested to prepare a Questionnaire and submit it with Application Form.

Name: Country:

Present Place of Employment: Date

of Taking Up post:

1. [Previous/ Present Job] Job History

<u>Dates</u> (Duration: Year, Month)	<u>Name of Organization</u>	<u>Title/ Post</u>	<u>Main Duty</u> (1)Firefighting activity (2) Rescue operation in disaster oc- currence, (3) Educational activities to com- munities for fire and disaster management. (4)Desk work (5)Others () * Please choose your duty from above. * If your duty is more than two, please write each percentage you engage in the whole work.	<u>Data</u> (1)Number of employment (2)Number of subordinates
Ex: 2000y. 4m ~ (5year, 4month)	Ex: Operation unit	Ex: firefi ghte r	Ex: (1),(3) Percentage of each job in the whole. (1) 90% (3)10%	Ex: (1) 50 (2) 5

2. Fire Service Training or Training Courses, certified outside the organization.

Organization	Course	Year	Venue (Country, City)
Ex: JICA	Fire Prevention	2000y. 5~ 3months)	Japan Nagoya

3. Please answer the following questions.

Q1 Can you endure training which is hard physically?

YES/NO

Q2 During the training, participants are required to do push-ups. Can you do push-ups? And how many times ?

YES/NO _____ Times

Q3 During the training, participants are required to run about 1 km, making a line. Can you run?

YES/NO

Q4 During the training, receiving hydration is compulsory for the safety training. Can you agree?

YES/NO

Comment(_____)

Q5 Do you have any experience of firefighting at fire sites?

YES•NO

If you choose 'YES', duration of experience: _____

Choose experienced fire sites:

- () Building fire
- () Hazardous material fire (oil, chemical disaster)
- () Forest fire
- () Vehicle fire

- () Ship fire
- () Aircraft fire
- () Others ()

Q6 Do you have any experience of fire fighting vehicle operation (Pump and ladder truck)?
YES/NO

Q7 Do you have experience of fire service as a commander?
YES/NO

Q8 Do you know how to use ropes for rescues?
YES/NO

Q9 Do you have experience of rescue by using ropes?
YES/NO

Q10 Do you know first aid?
YES/NO

Q11 Do you have experience of first aid?
YES/NO

Q12 Do you have experience of first aid?
YES/NO

Important

I certify that the statements made by me in this questionnaire are true and correct.
I also agree to have cooperativeness among participants and carry out instructions and abide by instruction by JICA and training institution (Fire and Disaster Management Department, Kitakyushu-City).

Country: _____
Organization: _____
Name: _____
Signature: _____

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

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

JICA Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-663-1350

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)

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “required” items as is shown below.

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

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

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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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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

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**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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: