

F.No.12040/09/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Block-4, Old JNU Campus, New Delhi-110067
Dated: 20.05.2022

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Comprehensive Engineering on Water Supply Systems: Practical Training for Water Supply System" to be held online from 01.08.2022 to 30.09.2022 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Comprehensive Engineering on Water Supply Systems: Practical Training for Water Supply System" to be held **online** from 01.08.2022 to 30.09.2022 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to improve the capacity for waterworks engineers to tackle bottlenecks to supply safe and continuous water to the people through making feasible "Action Plan" with close consultations by experienced Sapporo City's experts or professional engineer.

3. The applying organizations are expected to send nominations in respect of the officers who meet the following qualifications:

- i) Current Duties:** waterworks engineers;
- ii) Experience:** should have at least three (3) years of practical experience for university graduate or equivalent; Or at least seven (7) years of practical experience for polytechnic graduates or equivalent;
- iii) Educational Background:** be university graduates or have equivalent: technical qualifications in waterworks engineering;
- iv) Language:** have a good command of spoken and written English which is equivalent to TOEFL CBT 200;
- v) Health:** must be in good health, both physically and mentally, to participate in the Program;
- vi) Age:** should be less than forty (40) years old.

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:-

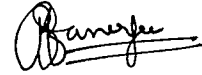
- a. Whether attended any foreign training program in the past? If so,

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

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **17.06.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Govt. of India

Tele No: 26194167

To

- a. Secretary, Department of Water Resources, River Development and Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi.
- b. Secretary, Department of Drinking Water and Sanitation, Shram Shakti Bhawan, New Delhi.
- c. Secretary, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi.
- d. Secretary, Ministry of Rural Development, Krishi Bhawan, New Delhi.
- e. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- f. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.

- g. NIC with request to post the circular along with the JICA's circular on this Department's website.



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

GENERAL INFORMATION ON

**Comprehensive Engineering on Water Supply Systems (B)
:Practical Training for Water Supply System**

**課題別研修「上水道施設技術総合：水道実務者向け実践編 (B)」
*JFY 2022***

Course No. 202110066J001

Online Program Period (※): From August 1 to September 30, 2022

(※) 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 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

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

I. Concept

Background

It is critically important to supply safe and drinkable water from the point of view of Basic Human Needs; however, its resource distribution is extremely skewed in respective countries.

United Nations estimates that one-thirds of world population has still limited access to proper water supply; forcing more than one billion people without safe drinking water due to insufficient management and technical capacity, financial arrangements, public awareness activities and so on.

The Sapporo City locates northern metropolis of Japan with 1.9 million populations, 99.9% of residents can enjoy the provision of safe water supply for twenty-four (24) hours all year round. The water quality and continuous water supply in Sapporo are underpinned by Water Capacity 835,200m³/day, Effective Volume 96.0 %, Accounted-For Water 92.9%, and Water Leakage 2.7 %.

This course aims to improve the capacity for waterworks engineer to tackle your own bottlenecks to supply safe and continuous water to your people through making your own feasible “Action Plan” with close consultations by experienced Sapporo City’s experts or professional engineer.

The participant of this course will be able to learn various and valuable assets of waterworks experiences in Sapporo.

For what?

To draw basic plan drawings for a purification facility and pipeline network of your own territory in charge, and to make a feasible action plan for continuous supply safe and drinkable water.

For whom?

This program targets to waterworks expert, professional engineer including junior engineer and officer of central and local government organizations

How?

The participants of this course will acquire practicable knowledge and techniques of waterworks engineering through lectures, discussions, and consultations with experienced Japanese experts and professional engineer.

II. Description

1. Title (No.): Comprehensive Engineering on Water Supply Systems (B): Practical Training for Water Supply System (202110066J001)

2. Period of program

August 1 to September 30, 2022

“In the context of the COVID-19 pandemic, please note that there is still a possibility the period will be changed, shortened, or the course itself will be cancelled.”

3. Target Regions or Countries:

India, Bhutan, Nepal, Sri Lanka, Samoa

4. Eligible / Target Organization :

This program is designed for governmental, semi-governmental, or corporate organizations in charge of public water supply with urban water supply system.

5. Course Capacity (Upper limit of Participants)

Eight (8)

6. Language to be used in this program :

English

7. Course Objective:

To learn comprehensive measures and techniques for waterworks in supplying safe and drinkable water continuously.

8. Overall Goal

To improve the quality of water supply business and supply safe and pure potable water in participants' regions or countries.

9. Expected Module Output and Contents:

This program consists of the following components.

(1) Preliminary Phase in a participant's home country

(Closing Date: July 1, 2022)

Participating organizations make required preparation for the Program in the respective country.

Modules	Activities
Job Report	-Preparation of YOUR Job Report under consultation within YOUR ORGANIZATION ※See Annex for Job Report Instruction

(2) Online course ※contents are subject to minor change

(August 1 to September 30, 2022)

The program will be implemented by online.

Modules	Subjects	Methodology
1) Introduction to water supply planning, water resources and water intake	<ul style="list-style-type: none">-Water resource management and problems caused by algae-Water supply planning-Water demand forecasting-Design, construction, operation and maintenance of water well	[Online] Lectures Discussion Presentation Q&A session
2) Water quality management and water purification technologies	<ul style="list-style-type: none">-Water purification plant facilities-Fundamentals of water purification processes-Computer monitoring and control system-Operation of water purification plant-Maintenance of water purification plant-Jar test-Chemical feed-Advanced water purification-Overview of Water Quality Management-Sapporo's water quality management-Virtual field trip of water purification plant via VR	
3) Water transmission and distribution, and countermeasure against water leakage	<ul style="list-style-type: none">-Distribution reservoir, pumping station, flow meter, management of distribution facilities and equipment-Block distribution improvement plan- Distribution and service pipes management system (mapping and filing)-Distribution pipe laying plan-Design & estimate for new installation of distribution pipes-Construction of distribution pipes-Leak prevention planning-Leak prevention works	[Online] Lectures Discussion Presentation Q&A session

<p>4) Case study, effective water supply mechanism - roles of public administration, regulations, management body and water charge system</p>	<ul style="list-style-type: none"> -Outline of water supplies in Japan and Sapporo -Eco-friendly water supply business -Hydropower generation by water utility -Outline of services concerning water charge -Water asset management - Sapporo Waterworks Museum 	
<p>5) Presentation of Action Plan</p> <p>*You will be able to make a feasible action plan that solves challenges in your division (section, unit, team, etc.) by the end of this course referring to the above modules.</p>	<p>Problem Identification</p> <ul style="list-style-type: none"> -Job Report presentation -Issue analysis -Discussion <p>Action Plan</p> <ul style="list-style-type: none"> -Good practice of action plan and exercise for making action plan -Consultation -Presentation <p>※ For proposing Action Plan, it is recommended that participants bring relevant data, map, pictures, laws and regulations of your country.</p>	<p>[Online] Discussions Consultation Presentation</p>

(3)Post-Core Course Phase in a participant's home country
 (October 2022 to September 2023)
Participating organizations get feedback and recommendations from the participants through sharing the Action Plan

10. Follow-up Cooperation by JICA:

In this training and dialogue programs, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations for 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.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation having their participants attend by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: waterworks engineers
- 2) Experience: have at least three (3) years of practical experience for those university graduate or equivalent; OR at least seven (7) years of practical experience for those polytechnic graduates or equivalent
- 3) Educational Background: be university graduates or have equivalent: technical qualifications in waterworks engineering.
- 4) Language: have a good command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This programs includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible).
※Past programs have shown that participants without a functional command of English find themselves unable to make progress in this training program.
- 5) Stable Network: must be secured to attend the online courses.
- 6) Indispensable item : laptop or personal computer.
- 7) Application: “Zoom”, “YouTube” for online program.
※Past programs have shown that participants without a functional command of English find themselves unable to make progress in this training program.
- 8) Health: must be in good health, both physically and mentally, to participate in the Program.

(2) Recommendable Qualifications

Age: Less than forty (40) years old is desirable.

3. Required Documents for Application

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

(2) Photocopy of passport: to be submitted with the application form.

*Photocopy should include the followings:

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

(3) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(4) Job Report (ANNEX): to be submitted with the application form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Deadline for application to the JICA Center in charge in JAPAN: **July 1, 2022.**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by not later than July 15, 2022.

5. Conditions for Attendance:

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to record online lessons or use contents providing during the program without JICA's permission since all the copy right belong to JICA. Arrangement will be made for streaming the program in case of network problem.

(4) to go to JICA country office or the place where the internet access is secured to attend the online course.

(5) to take measure against infectious disease such as wearing the mask,

maintaining the social distance and washing hands

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Hokkaido(Sapporo)
- (2) **Contact:** Matsumoto.Kenichi@jica.go.jp,



2. Implementing Partner:

- (1) Waterworks Bureau, City of Sapporo
<http://www.city.sapporo.jp/suido> (Japanese Only)
- (2) HIECC(Hokkaido International Exchange and Cooperation Center)
<http://www.hiecc.or.jp/index.asp>

V.ANNEX:

JOB REPORT

Applicants are required to prepare and submit a “**Job Report**” with **Application Form**.

The report should be prepared in **English** and in the format of **Microsoft Power Point**, since all the participants are expected to make a presentation on it after starting course. In addition, since all the reports will be translated into Japanese in advance, your prompt submission of the report will be highly appreciated. Expected contents of the report are given below:

1. Purpose

To introduce, and share information about your situation and issues of waterworks management with lecturers and participants.

2. INSTRUCTIONS:

1) Should be written in **English** by using such as Microsoft PowerPoint” etc.

Hand writing is unacceptable.

2) Should cover **ALL** “Items” below

3) If applicant’s organization does not have water supply system, such as Ministry of Water and/or its branch office in region, please select one city water company where applicant’s office is located or which applicant try to improve.

4) Based on the Job Report, **every participant** will have around 10 minutes to give an oral presentation at the beginning of the course.

3. The following items should be included on your Job Report using such as Microsoft PowerPoint

1) Your country, name and present position

2) Current issue related to the water supply system in your targeting area and the main Strategies to overcome it

3) Most critical issue which your division (section, unit, team, etc.) aims to find the solutions

4) The mandate/The duty which you are engaged in for a solution to above mentioned issue

5) Future project/plan which participants are likely to be involved.

6) Your expectation from this training program specifically

NOTE: It is highly recommendable for participants to send PHOTOS (especially those which clearly show the problems in water supply system). Please be advised to include the detailed “PHOTOS” which clearly show the water supply system or relevant materials, which will be highly useful to know the situation of water system you’re in charge area.

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 and 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 Hokkaido Center (JICA Hokkaido)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,
Hokkaido, 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

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: