F.No.12040/04/2020-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 Delhi-110067
Dated:12.02.2020

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Development of Urban Road Network" to be held in Japan from 18.05.2020 to 15.07.2021 under the Technical Cooperation Program of the Government of Japan **(Submission Deadline -02.03.2020).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Development of Urban Road Network" to be held in Japan from 18.05.2020 to 15.07.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to improve the capacity for effective and efficient urban road development through Japanese experience such as engineering techniques, measures of traffic congestion relief, road safety and surrounding environment protection.

3. The applying organizations are expected to nominate a civil engineer with at least 5 years of experience of urban road development; must be a university graduate with engineering; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 25 and 45 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. The course covers the cost of a round-trip air ticket between 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 free medical care for participants who may fall ill after reaching Japan (costs relating 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 in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **02.03.2020.** Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link http://persmin.gov.in/otraining/index.aspx.

8. This issues with the approval of the competent authority.

(Manoj Gupta)
Under Secretary to the Government of India
Tele no: 26165682

To

a) Secretary, Ministry of Road Transport and Highways, Transport Bhawan, Parliament Street, New Delhi.
b) Secretary, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi.
c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
d) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
e) NIC with request to post the circular along with the JICA's circular on this Department's website.

Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

DEVELOPMENT OF URBAN ROAD NETWORK
課題別研修「都市内道路整備」

JFY 2020

NO. 201902089J001 / ID. 201902089
Course Period in Japan: From May 18 to July 15 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in 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

The road network have an essential role to build a foundation for improving our daily life and economic activities: road network allows easier access to jobs, healthcare and education as well as it connects goods and services to markets. The road network development in urban area, for example, can help people reduce time in moving from one place to another, increase the safety of the residence and help government provide public service efficiently.

Although the road network development is crucial to improve our urban life, rapid urbanization and motorization in recent years have caused more traffic congestion, traffic accidents and environmental problems. They are attributed to various factors such as rapid population increase, inadequate and poor road infrastructure, urban structure system and rapid increase of vehicles as well as lack of comprehensive plan for city development. Knowledge and technologies based on practical experience are essential to promote further development of urban road network.

This program is designed for the engineering officials responsible for development of urban road network. In this program, participants will obtain practical knowledge on how to cope with the problems through lecturers and observations in Japan. Knowledge and techniques acquired during the program shall be incorporated and reflected in Action Plans for promoting further development of urban road network in the participants' countries. Effective implementation of Action Plans in the participants' countries will be the ultimate goal.

For what?

The aim of this program is to improve the capacity for effective and efficient urban road development through Japanese experience such as engineering techniques, measures of traffic congestion relief, road safety and surrounding environment protection.

For whom?

This program is designed for engineering officers in charge of urban road development.

How?

Participants will obtain new knowledge and ideas of urban road development through lecturers and site visit in Japan. Upon completion of the program, participants will prepare an Action Plan describing what the participants will do after they go back to home country with the knowledge and ideas acquired in Japan.

II. Description

1. Title (J-No.):
Development of Urban Road Network (201902089J001)

2. Course Period in JAPAN
May 18 to July 15, 2020.

3. Target Regions or Countries
Indonesia, India, Costa Rica, Afghanistan, Iraq, Jordan, Ethiopia, Nigeria, Uganda, Benin, Rwanda, Democratic Republic of the Congo

4. Eligible / Target Organization and Participants

(1) Target Organizations:
This program is designed for Organization (Central/ local government or municipality) in charge of road development in urban area.

(2) Target Participants:
Target participants of this program are engineering officials in charge of urban road development. As for some essential qualifications for nominees, please see section III-2.

5. Course Capacity (Upper limit of Participants)
12 participants

6. Language to be used in this program
English

7. Course Objective:
The capacity for effective and efficient urban road development is improved.

8. Overall Goal
Road development in urban area of the participating countries is propelled.

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
<A> To understand the basics about the urban road development.	● **Classification** ● **Role of urban road** ● **History of road development in Japan**	lectures/ observations/ discussions
<B> To understand various challenges and measures for the issues characteristic to urban road development.	● **Traffic congestion** - Systematic development of road network - Resolution for bottleneck of traffic flow - Traffic Demand Management(TDM) - Intelligent Transport Systems(ITS) - Multi-modal transportation ● **Road safety** - Road safety measures - Activities with police - Traffic control ● **Environmental measures** - Vehicle emission, vibration, noise, and greenbelt, etc. - Construction waste management ● **Lifecycle cost** - Preventive maintenance	lectures/ observations/ discussions
<C> To understand various constraints and the countermeasures on the process of planning / construction of urban road.	● **Construction technology** - Rapid construction - Neighboring construction - Construction management - Bridge construction - Pavement construction - Slope stabilization	lectures/ observations/ discussions
<D> Formulating concrete Acton Plan toward problem solving in each country, considering the topics of <A>, <B>, and <C>.	● **Preparation and presentation of Action Plan**	lectures/ discussions

Required Tasks:

Participants are required to participate in all modules actively and contribute to achieve the goals of this program. In addition, they are also requested to complete the following tasks during each phase of the course.

1) Job Report: Introduction and raising the issues of your country. Submit it with your application form. Participants are required to make presentation about this report after coming to Japan. As for the details, please see the ANNEX 1.

2) Action Plan: Participants are required to prepare and present their Action Plan

at the end of the program.

After going back to each country, participants are recommended to revise the Action Plan through consultation in their own organizations and implement it by their own responsibilities.

10. Schedule

Schedule attached as ANNEX 2 is the one which conducted in 2019. This is only for your reference since the schedule for 2020 is still under preparation.

11. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals including the progress of Action Plan implementation 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 utilize the program 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 program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

(3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the issues, carefully referring to the qualifications described in section III-2 below.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) <u>Educational Background</u>:

University graduate or have equivalent educational qualifications in civil engineering

2) <u>Current Duties &Experience in the relevant field</u>:

At least 5 years of relevant experience in civil engineering

3) <u>Language</u>: have a competent command of English which is equal to TOEFL iBT 80 or more (This program includes active participation in discussions, which requires HIGH competence of English ability. Please attach a copy of official certificate for English ability such as TOEFL, TOEIC etc, if possible.)

4) <u>Health</u>: Must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

1) Age: Applicants are recommended between 25 and 45 years old.
2) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

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 that require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to

prepare better arrangement or alternatives.

(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 Expiry date.

(3) Nominee's English Score Sheet (photocopy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

(4) Job Report :

Each participant is required to submit a Job Report together with Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified. For details, please see ANNEX 1.

4. Procedures for Application and Selection：

(1) Submission of 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 **March 19, 2020.**）

(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 will be made by the JICA office (or the Embassy of Japan) **not later than April 17, 2020.**

5. Conditions for Attendance:

(1) to strictly adhere to the program schedule.

(2) not to change the program purpose.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. **Organizer:**
   (1) Name: JICA Kansai Center
   (2) Contact: Mr. KANAZUKA Takumi (Kanazuka.Takumi@jica.go.jp / jicaksic-unit@jica.go.jp)

2. **Implementing Partner:**

   (1) Name: Construction Services in Kinki Region with the cooperation of Kinki Regional Development Bureau, Ministry of Land, Infrastructure, Transportation and Tourism

   (2) URL:https://www.kkr.mlit.go.jp/profile/gaiyou/h29e.html

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: Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. **Accommodation in Japan:**
   JICA will arrange the following accommodations for the participants in Japan:

JICA Kansai Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: 81-78-261-0341/0383 FAX: 81-78-261-0465
(where “81” is the country code for Japan, and “78” is the local area code)

   If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, https://www.jica.go.jp/kansai/english/office/index.html

5. **Expenses:**
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for meals, 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, and dental treatment are not included), and
   (4) Expenses for program implementation, including materials.
   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.

6. **Pre-departure Orientation:**
   A pre-departure orientation will be held at the respective country’s JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions

of the participation in the program, and other matters.

V. Other Information

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

2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.

3. Participants are highly recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.

4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.

5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

6. Participants are requested to bring athletic shoes and backpack (or small suitcase). Athletic shoes are necessary for field visit and backpack (or small suitcase) is necessary when you make a short trip to other cities. (so that you don’t need to carry everything)

ANNEX 1:

NECESSARY CONTENTS OF JOB REPORT AND INFORMATION MATRIX

All applicants are required to prepare <A>Job Report and submit them with Application Form before March 19, 2020. (As to closing date of submission, please inquire to the JICA office (or the Embassy of Japan).
And accepted participants are required to fill in <B>Information Matrix and submit it to JICA Kansai.
Lastly, <C> Job Report for Presentation by PowerPoint, please submit it soon after your arrival in Japan.

<A> Job Report

1. Style
   - Job Report should be described in Microsoft® Word format. (A4 size paper in single spacing at a maximum of 5 pages)
   - Job Report should cover the following elements.
     1) The missions of your organization with the organization chart
     2) Your duties and responsibilities
     3) Map of Road Network in your country
     4) Problems and issues at participant's organization that need to be solved or improved from a perspective of "urban road development." Please describe them along the following angles;
        I. Traffic congestion
        II. Road safety
        III. Environmental measures
        IV. Road maintenance
        V. Construction technology
        VI. Others
     5) Reasons why those problems and issues have occurred or unchanged.
     6) Countermeasures currently being used to tackle those problems
     7) Technologies you would like to learn through this program

2. Language
   English

<B> Information Matrix of Road Network in Your Country

This Matrix aims to collect the basic data concerning roads in your country and share them with other participants from different countries and instructors.

Accepted participants are required to prepare this Information Matrix. After the selection, JICA Kansai or the JICA office in your respective country will tell you how to submit it.

1. Basic Information

1) Map

What kind information do you have in your country? (Please write "○" if your country has, or "×" if not.)	Topographic Maps	With Scales of
		1/XXXX
		1/XXXX
		1/XXXX
	Satellite Images	
	Geologic Materials	
	Aerial Photographs	
	Do you have a road network map?	

2) Trends of the Number of Registered Vehicles, Population and GNI for the Last Three Years

	Year 1:_____	**Year 2:_____**	**Year 3:_____**
Registered Vehicles			
Population			
GNI* per capita (USD)			

Note: * Gross National Income

2. Information on Road

1) Road Administration Organization

Road Class	**Road Administrator**	**Note**
International Trunk Road		
Trunk Road / Class A		
Urban Road / Class B		
Feeder Road / Class C		
Other road / Class D		

2) Length and Surface Type of Roads Administered by Your Organization

Road Class	Road Surface Type				Total (km / %)
	Bituminous	Gravel	Earth	Others	
International Trunk Road	km	km	km	km	km
	%	%	%	%	100%
Trunk Road / Class A	km	km	km	km	km
	%	%	%	%	100%
Urban Road / Class B	km	km	km	km	km
	%	%	%	%	100%
Feeder Road / Class C	km	km	km	km	km
	%	%	%	%	100%
Other road / Class D	km	km	km	km	km
	%	%	%	%	100%
Total (km)	km	km	km	km	

3) Length and Surface Conditions of Roads Administered by Your Organization

Please enter each length of roads according to the road conditions for the last three years.

Last 3 Years Road Conditions	Year 1:_____	Year 2:_____	Year 3:_____
Good	km	km	km
Fair	km	km	km
Poor	km	km	km

4) Structural Conditions of Bridges Administered by Your Organization

Please enter the number of the bridges according to the structural conditions.

Structural Conditions	The Number of Bridges
Good	
Fair	
Poor (need rehabilitation)	
Total	

3. Road Administration System of Your Organization

1) Budget

Please enter each rate for the last three fiscal years.

What Percentage of the National	FY1:_____	FY2:_____	FY3:_____

or Municipal Budget is Allocated to the Road Sector?	%	%	%

2) Breakdown of Road Sector Budget for the Latest Fiscal Year of Your Organization

* Please enter the year -> **(FY:)**

Road Sector Budget of National/ Municipal Government	**Amount (Currency)**	**Percent**
Maintenance		%
Improvement and New Construction		%
Design and Survey		%
Others ( )		%
Total		100%

4. Please circle "Yes" or "No" whether or not the following standards or data are available in your country.
   1) Future Plans for Road Development Yes / No
   2) Traffic Volume Data Yes / No
   3) Road Design Standards Yes / No
   4) Design Standards for Drainage Facilities Yes / No
   5) Bridge Design Standards Yes / No
   6) Traffic Safety Measures Yes / No
   7) Regulations on Overloading Yes / No
   8) Environmental Impact Assessment (EIA) Guidelines Yes / No

5. Other Projects related to "Development of Urban Road Network program. Please describe the past, ongoing and future planned projects.

Projects Supported by Japan	**Projects or Assistance by Other Donors/ Countries**

<C> Preparation of Job Report Presentation

For Accepted Participants: Accepted participants are required to give a presentation about your Job Report at the beginning of the program. Please make preparation as below.

1. Presentation Date, Place and Time
   - Presentation session is planned to be held in the fourth day of the program.
   - Each participant is requested to give a presentation for 15 minutes.
   - Q&A session will be followed by each presentation.
   - Participants will make presentation by using Microsoft®Power Point.

2. Style

   The data of “Information Matrix” from all participants will be shared with other participants and lecturers at the presentation. This means that the audience is able to understand the basic information of roads status of your country or organization. Therefore, please prepare your slides with many pictures and figures but fewer letters to help your audience visually and fully understand.

   - Prepare a presentation in Microsoft® Power Point format. (Size setting: A4)
   - Please use many pictures, figures and tables but fewer letters to facilitate easier understanding for the participants from other countries and lecturers.
   - It is advised to bring photos, figures and tables in soft copy for the presentation.

   The contents of the slides are as follows;-

   ◆ Page 1 - Page 2 Overview

   1) The missions of your organization with the organization chart
   2) Your duties and responsibilities
   3) Map of Road Network in your country

   ◆ Page 3 - Page 5 Problems and Issues

   1) Problems and issues at participant’s organization that need to be solved or improved from a perspective of "urban road development.” Please describe them along the following angles;
      i. Traffic congestion
      ii. Road safety
      iii. Environmental measures
      iv. Road maintenance
      v. Construction technology
      vi. Others
   2) Reasons why those problems and issues have occurred or unchanged.

   ◆ Page 6- Page 7 Countermeasures

   1) Countermeasures currently being used to tackle those problems

   ◆ Page 8 Expectations

   1) Technologies you would like to learn through this program

3. Submission

   Bring your slides for Job Report Presentation on CD/DVD/USB stick.

ANNEX 2:

Schedule in 2019 (This is for your reference)

Please see the attached PDF file, “ANNEX 2 Schedule_Urban Road NW(B) 20190819.pdf”.
Program in 2020 is still under consideration.

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, Knowledge Co-Creation programs (until 2015, so called "training"), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan.
Further, address correspondence to:

JICA Kansai Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0341/0383 FAX: +81-78-261-0465

Japan International Cooperation Agency

CONFIDENTIAL

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 countryôs 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 ñxò 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 nomineeôs 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 participantsô 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 personôs 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 partyôs 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.

Japan International Cooperation Agency

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Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	**0**		**-**					

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:				Official Stamp
Designation / Position				
Department / Division				

Japan International Cooperation Agency

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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.

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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 ñEvery Itemò. 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)**

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

J	**0**		**-**					

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

First Name

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

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)

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 holderâs 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.

JICAâs 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 JICAâs privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, 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 CitizensôCooperation 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:

Japan International Cooperation Agency

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MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( ), Quantity ( )

(b) Are you pregnant?

( ) No	( ) Yes (months)

(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>>	( ) Medication	( ) Food	( ) Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )

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.

2. Medical History

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

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

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

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes		
Present:	( ) No	( ) Yes>>Present Condition ( )		
		Are you taking any medicine or insulin?	( ) No	( ) Yes

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

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( )			
( ) Other >>> Specify ( )			

(e) Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
	Present Condition: ( )

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

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: