

F.No.12040/11/2020-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: 16.10.2020

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Agriculture Studies Networks for Food Security (Agri-Net)” to be held in Japan from September 2021 to September 2023(for Master’s degree) and from September 2021 to September 2024(for Doctor’s degree) under the Technical Cooperation Program of the Government of Japan (submission deadline 30.10.2020).

The undersigned is directed to inform that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Agriculture Studies Networks for Food Security (Agri-Net)” to be held in Japan from September 2021 to September 2023(for Master’s degree) and from September 2021 to September 2024(for Doctor’s degree) under the Technical Cooperation Program of the Government of Japan.

2. The program aims to support the organizations in their attempt to develop human resources of public and private sectors in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain and Nature Conservation. Participating organizations are expected to fully utilize the knowledge, skills and a solution plan explored and acquired by their leading staff sent to Japan to participate in this course.

3. The applying organizations are expected to nominate officers who are expected to play a leading role in Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain and Nature Conservation in the future with more than five (5) years of working experience in that area; must be a Bachelor’s degree for Master’s Degree(equivalent to at least 16 years of academic background) and Master’s Degree for Doctor’s Degree(equivalent to at least 18 years of academic background); have competent command over spoken and written English; must be in good health (both physically and mentally); be less than forty(40) years of age(as of April 1st, 2021). 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 clear 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 **30.10.2020**. 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, Department of Agricultural Research and Education, Krishi Bhavan, New Delhi.
- b) Secretary, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhavan, New Delhi.
- c) Secretary, Department of Land Resources, Krishi Bhavan, New Delhi.
- d) Secretary, Department of Rural Development, Krishi Bhavan, 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, 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.

October 2020

JICA Knowledge Co-Creation Program (Long-Term)

General Information for All Applicants on Agriculture Studies Networks for Food Security (Agri-Net) 2021 Autumn

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. The additional information is listed on the separated paper.

1. Background

The second goal of the SDGs (Sustainable Development Goals) aims to “End hunger, achieve food security and improved nutrition, and promote sustainable agriculture. This will require adequate agricultural policies and introduction of appropriate technologies for stable food production.

To this end, human development in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation is a strategic area of cooperation between developing countries and Japan, taking advantage of wide knowledge/technologies accumulated in Japan’s universities.

2. Program Outline

1	Objectives	- Develop human resources of public and private sectors in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation are developed. - Strengthen a human network between developing countries and Japan in the above mentioned field.
2	Language	English
3	Duration	<u>For master’s degree: September, 2021 –September, 2023</u> <u>For doctor’s degree: September, 2021 – September, 2024</u> - additional 6 months at longest as a research student if required from university (See 4.(2)) Note: Some university set more than 3 years for doctor’s course. Please check university information and be careful when you ask permission to your belonging organization.
4	Eligible Applicants	Applicants are those who fulfill all of the following; - belong to governmental organizations, universities and research centers, or related organization in private sector* ; - engage in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, or Nature Conservation, and - wish to contribute to own country’s development through cultivating strong network with Japan. *Applicants from private sector should be from the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation.
5	Additional Program	【During your stay in Japan】 - JICA will offer “Japan’s Development Experience in the Field of Agriculture and Rural Development” as a short term course in summer. Participants are recommended to participate this course. 【After returning to your country】 - Participants have opportunity to i) join the network of ex-participants, and ii) receive information on agricultural

		development in Japan and JICA's cooperation in agriculture and rural development
7	Qualifications and Requirements	- Applicants must satisfy the following requirements:
	Nationality	Citizens of the target countries where JICA offered this Program. Target countries vary each year.
	Number of applicants	Each target country can send one (1) applicant.
	(1) Age	- Less than forty (40) years of age (as of April 1 st , 2021)
	(2) Educational background	- Bachelor's degree for Master's degree course (equivalent to at least 16 years of academic background) - Master's degree for Doctor's degree course (equivalent to at least 18 years of academic background) - For more information, please check the website of the Universities.
	(2) Working experience /status	- to have working experiences more than five(5) years, - to have more than 6 months working experience at their current organizations and - to obtain permission for application, and to secure reinstatement from their current organizations.
	(3) English - language Proficiency	- Adequate English skills both in written and oral communication to complete the Master's Degree such as; TOEFL iBT :80 / CEFR :B2. - Each university sets its own requirement and deadline for English score. Many of them require official certificate such as TOEFL, IELTS and etc. For more information, please check university information (Appendix 1 University List). JICA will NOT bear the cost necessary for obtaining such score. - If the desired university judges that the candidate possesses English proficiency equivalent to the required score, the candidate may be qualified at the discretion of the accepting university.
	(4) Others	Applicants must: - be in good health condition to complete the program, - contribute to networking with Japan, - not receive or plan to receive a scholarship offered by other organizations

3. Required Documents for Application

Each applicant is required to submit the following JICA's Application Documents by the deadline except for Health certificate listed below (6). The applicants who pass the 2nd Selection are required to check necessary application documents set by the university. The applicants need to submit them directly to the university by the deadline set by the university.

JICA's Application Documents

- (1) Application Form consists of:
 1. Personal Information
 2. Education Background
 3. Present Organization and Nomination
 4. Work Experience
 5. Medical History
 6. Declaration
 7. Check List
 8. Score of English examination (if you have)
9. Annex1: Declaration of desired university placement
Applicants select desired university from Appendix 1 University List. **Each applicant can select one (1) university according to his/her priority.**
Note: Applicant cannot select other universities not written in the List.
10. Annex2: Research Plan
11. Annex3: Details of Current and Previous Work
12. Annex4: Career Plan after Graduation
- (2) Undergraduate degree graduation certificate that officially certified.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with English official translation
- (3) Academic transcript
 - * Must contain all the grades earned in the university.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with English official translation
- (4) A copy of Valid Passport with photo (for checking nationality, name, sex, and date of birth). Valid National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID is not written in English, French, Portuguese or Spanish)
- (5) 2 ID Photos (4 cm×3 cm) pasted on application form (Original and copy).
- (6) Health certificate to be submitted after the 3rd Selection

All these documents should be typed, printed out and signed by the applicant in all pages, Hand written forms will NOT be accepted.

The applicants should submit two sets of these documents (Original and copy). Additionally, **(1) Annex 1: Declaration of desired university placement should be sent in digital form to JICA country office.**

4. Selection Procedures

- *There are no fees to be charged directly by JICA during the selection process.
- *Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by applicants.
- *The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

There are mainly following three selection processes: (A) Selection by JICA in each country, (B) Matching with Japanese universities, and (C) Selection by Japanese universities (entrance examination).

(A) 1st Selection: Selection by JICA in each country

[Necessary Actions for Applicants for this selection]

Each applicant needs to submit JICA's Application Documents by the deadline set by JICA office in the applicants' country.

Period	Not later than Monday, 16th November 2020
Contents	Screening of submitted JICA's Application Documents Applicant may be requested to be interviewed.
Objectives	To check qualifications and requirements of each applicant. To check applicants' understanding of the program objectives and working experiences/educational background in the context of the "Eligible Participants" (shown in the section 2.). To check applicants' capability of contributing to the achievement of the course objectives addressing his/her country's development challenges after the program.
Result	Applicants who pass this selection can proceed to the 2 nd Selection.

(B) 2nd Selection: Matching with Japanese universities

Period	Dicember 2020- January 2021 (approximately)
Contents	Document screening, interview (if necessary) by Japanese universities (mainly "Research Plan" of the JICA's Application Documents, the Undergraduate degree graduation certificate, and Academic transcript)
Objectives	To match applicants with university courses/supervisors
Selection	JICA will send JICA's Application Documents to the applicants' desired university. University will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors. During this process, universities may contact the applicants for their judgement. University may conduct remote interview during process.
Result	Only those applicants who are accepted by the Japanese universities' matching can proceed to the 3 rd Selection. JICA will inform of these applicants of the name of university where the applicant can apply for 3 rd selection. The applicants need to check and prepare university's application documents and submit them directly to the university. JICA will also inform these applicants contact of his/her supervisor (professor). The applicants are then required to contact with the supervisor to receive their instructions. The applicants are required to maintain good communication via mail/skype with their supervisors to gather information on the course or their study subjects. Some supervisors may request to improve applicants' research sheet during this period before entrance examination.

(1) Notification as a Certified Applicant

For those who passed the matching process, JICA will send a "Notification as a Certified Applicant." Applicants must submit this form when he/she applies for university's entrance examination together with other required document by universities so that the universities can recognize them as certified JICA Agri-Net program applicants, distinguishing from other normal applicants.

(2) Research Student

As a result of the matching, if the university judges the applicant that they need more time to take entrance examination, university may request an applicant to enter the university as a research student for a period of six (6) months at longest. This period is additional and not counted as a part of regular course of Master's or Doctor's program. Research students are requested to stay in Japan and study hard to utilize their time to prepare for the entrance examination. Research students are able to join lectures, receive instruction from professors and make use of university facilities but they cannot acquire credits for obtaining the degree.

Participants as research students are requested to take the entrance examinations during the period of research students. If failed, they have to return to their home country (Agri-Net program ends at that moment). Normally, participants as research students will start their stay in Japan from 2021 autumn if required for 6 months of research student. Their period as regular students, if they passed the entrance examination, will start from April 2022.

Before application, the applicant should take into account the possibility of additional period as research students and should be approved by the belonging organization. **Applicants' availability as research student and approval from his/her organization should be expressed in the Application Documents (Annex 1 and p.4 of AF).**

Necessary living cost during the period as research students will be paid by JICA following JICA's regulation.

Note:

- Some university requires applicants to enter the university as research students regardless of applicants' ability (See the details for Appendix 1 university list).

(C) 3rd Selection: Entrance Examination by Japanese universities

[Necessary Actions for Applicants for this selection]

Each applicant needs to check necessary application documents set by the university where he/she applies. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university. It is ALL the applicant's responsibility to duly submit required documents to the university by its deadline. JICA will NOT intervene in this process. Some universities require sending hard copies of documents to Japan.

Those who are required to enter as research student also need to check necessary application procedure as research student set by each university.

During this selection process, each applicant may be interviewed (ex. by using Skype) depending on university's selection process.

Fee for entrance examinations are paid directly to each university by JICA.

Period	April – July 2021 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates
Venue	If necessary, using Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's application documents and interviews, and etc.
Result	The applicants who pass this selection (and JICA adjustment if necessary) will be selected as successful candidates of the program.

Note:

- JICA may adjust the number of candidates after the 3rd Selection. Therefore, some of the applicants who pass the 3rd Selection may not be selected as successful candidates of the program.

- Due to the COVID-19 pandemic, successful applicants may not be able to come to Japan on September 2021, and have to postpone coming to Japan until necessary conditions are met. In such cases, JICA will explain the situation and procedure to each applicants who pass the 3rd Selection.

(3) Withdraw of the Application

If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA office and explain the situation as soon as possible.

5. Expenses to Be Borne by JICA

JICA will provide the following expenses for participant of the program.

- Tuition at Japanese university Master's Degree/Doctor's Degree programs (and research student, if required).
 - Allowances for living expenses, outfit, shipping etc. See the box below for more details.
 - A round-trip airfare
- Other costs should be covered by the participants' organizations or other individuals.

*Participants are not allowed to work while their stay in Japan.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY106,000	Once (upon arrival in Japan)
Moving Allowance	Up to JPY164,000-224,000	Once (during the training period)
Research Support Expenses**	Actual costs(Up to 360,000 per year)	

*Varies according to living area, type of accommodation, etc.

**The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

6. Expenses Not to Be Borne by JICA

JICA will **NOT** bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses in the home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty

- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "no show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

Note:

- If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.
- To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does **NOT** provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

7. JICA's Policies

(a) 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:

In cases of legally mandated disclosure requests;

In cases in which the provider of information grants permission for its disclosure to a third party;

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.

(b) Copyright Policy

Participants of Agri-Net 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 Agri-Net program

- (1) The copyright on a work that a participant prepares for Agri-Net program shall belong to the participant. 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 Agri-Net program, participants shall comply with the purposes and scopes approved by each copyright holder.

(c) Compliance Policy

1. JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
2. JICA shall contribute to the sound development of the international economic community through development assistance in order to secure the trust of the international community.
3. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.
4. JICA shall consider natural and social environments when conducting its operations.
5. JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

*Please refer to JICA website below regarding the detailed JICA's Compliance.

https://www.jica.go.jp/english/our_work/compliance/index.html

END

Appendixes

1. **University List**
2. **Application Form**
 - Annex1 Declaration of Desired University Placement**
 - Annex2 Research Plan**
 - Annex3 Details of Current and Previous Work**
 - Annex4 Career Plan after Graduation**



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's 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)

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

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3. Country Name:

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4. Name of Applying Organization:

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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



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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 Citizens's Cooperation 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.)

☐ No	☐ Yes >> Name of Medication (), Quantity ()
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(b) Are you pregnant?

☐ No	☐ Yes (months)
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(c) Are you allergic to any medication or food?

☐ No	☐ Yes >>> ☐ Medication ☐ Food ☐ 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:	☐ 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?

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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: