

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

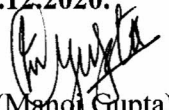
Dated: 18.12.2020

Training Circular

In partial modification of this Department' circular of even number dated 12.02.2020 (copy enclosed), the schedule of the Knowledge Co-Creation Program on "Development of Urban Road Network" to be held in Japan has been revised as under:

Online programme	:	From 08.02.2021 to 12.03.2021(Online)
In Japan	:	Under planning (dates will be communicated accordingly)

2. The revised General Information Brochure is attached. It is requested that the applications for the aforesaid programme may be sent to this Department through the Administrative Ministry /Department /State Government /UTs not later than **31.12.2020**.


(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 (through website).
- 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 upload the circular along with the JICA's earlier circular on this Department's website.

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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:-

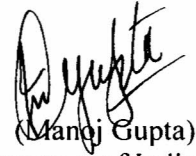
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

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.

NOTE:

The course period has been changed because of the COVID-19 pandemic (original period was from May 18 to July 15, 2020).



【Online & In Japan】 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

Course No. 201902089J001

Online Course Period: From February 8, 2021 to March 12, 2021

Couse Period in Japan: Under Planning

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

I. Concept

Background

The road network has 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 via online 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.

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. 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.

Sustainable Development Goals (SDGs)

JICA is committed to achieving the SDGs. This program is to contribute to following goals.



II. Description

1. Title (Course No.)

Development of Urban Road Network (201902089J001)

2. Course Period

1st Part (Online): From February 8, 2021 to March 12, 2021

2nd Part (In Japan): Under Planning (End of June to middle of July, 2021)

<Important Note>

- The course period has been changed because of the COVID-19 pandemic (original period was from May 18 to July 15, 2020).
- Because 1st Part will be delivered via online as on-demand style, participants can take lectures anytime during the course period.
- In the context of the COVID-19 pandemic, please note that there is a possibility the course period, especially the 2nd part in Japan, may be, changed, shortened, or the course itself cancelled.

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

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

5. Capacity (Upper limit of Participants)

12 participants

6. Language

English

7. Objective(s)

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. Contents

This course consists of the following components. (Subject to minor change.)

1st Part (Online)

Expected Module Output	Subject	Methodology
1. To understand the basics about the urban road development.	- History of Road Development in Japan - Roads in Japan (Road Network Development in Kinki Region) - Road Environmental Issues & Countermeasures - Infrastructure Development & Japan's ODA - etc.	- Online Lectures
2. To understand various challenges and measures for the issues characteristic to urban road development.	- Road Traffic Census and Measures to Ease Traffic Congestion - “ITS” (Intelligent Transport Systems) - Bridge Design - Maintenance of Road Bridges - Projects Formulation & Finance - etc.	- Online Lectures
3. To understand various constraints and the countermeasures on the process of planning / construction of urban road.	- Asphalt Pavement - Earth Works - Basics of Road Design - Disaster Restoration - etc.	- Online Lectures

2nd Part (In Japan)

Expected Module Output	Subject	Methodology
4. To be able to explain various knowledge acquired through site visits, lectures, and exercise in Japan.	- PCM - Traffic congestion - Road Safety - Environmental Measures - Construction Technologies - etc.	- Lectures, observation & discussions
5. To be able to formulate concrete Action Plan toward problem solving in each country, considering the topics of <1>, <2>, <3> and <4> , and explain and share the Action Plan to the parent organization.	- Preparation and presentation of Action Plan	- Lectures & workshops - Discussions and consultation with fellow participants and experts.

<Evaluation and Completion>

(1) Online Course (1st Part)

There will be about 20 videos and each video is 30-40 minutes long. Participants are required to do their assignment, "One-Minute-Paper" and submit it for every lecture. Submitting 70% of proper "One-Minute-Paper" in total lectures is the condition of completion of the course. Participants who have successfully completed the program will be awarded a certificate by JICA.

(2) Course in Japan (2nd Part)

Participants who complete 1st Part are eligible for participate in the course in Japan (2nd Part). Certificates will be issued for successful participants.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) 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.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: At least 5 years of relevant experience in civil engineering.
- 2) Educational Background: University graduate or have equivalent educational qualifications in civil engineering
- 3) Language Proficiency: have a competent command of spoken and written 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 an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

4) Technical Requirements for the Online Course (Computer)

Technology Proficiency:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course may be delivered using Web Services (Webex Teams), Cloud Storage (Google Drive, Gigapod) and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

- High Speed Broadband Connection (at least 2Mbps).

* Internet access charge incurred for this course shall be borne by your organization or by yourself.

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
 - Operating System: Windows or Mac OS (Updated version is preferred).
 - Processor: Intel Core 2 Duo or higher; 2GHz or higher
 - Memory: 4GB of RAM or higher
 - Hard Drive Space: 5GB free disk space
 - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
 - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- *In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

6) Health: must be in good health to participate in the program in Japan.

To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Consideration: JICA promotes 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 overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities, which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application form. Although the Medical History is not required to submit with medical history with application form, it should be submitted before starting 2nd Part (in Japan). Information will be reviewed and used to reasonable accommodation in Japan.

(2) Photocopy of ID card:

*Photocopy should include Name, Date of Birth, Nationality, Sex
In order to arrange the air ticket, it is required to submit the photocopy of passport before 2nd Part.

(3) English Score Sheet: to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at **JICA Center in JAPAN** by **December 25, 2020.**)

(2) Selection

Primary screening is conducted at JICA office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization, and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

JICA overseas office (or the Embassy of Japan) will notify the results **not later than January 19, 2021.**

5. Conditions for Participation

Participants of KCCP are required

- (1)** to strictly observe the course schedule
- (2)** not to change the program topics
- (3)** not to record or share the online contents without JICA's permission
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to abide with the flight schedule arranged by JICA,
- (6)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7)** to observe the rules and regulations of the program implementing partners or establishments with which the participants undertake study or training,
- (8)** to refrain from engaging in political activities, or any form of employment for profit or gain,
- (9)** to discontinue the course, in case of serious illness or injury, and when JICA will

determine that you are unable to further participate the course. You shall be responsible for paying any cost for treatment of said health conditions except for the medical care stipulated in (3) of “5. Expenses”, “IV Administrative Arrangements”.

- (10)** 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 course expenditure depending on the severity of said violation.
- (11)** to discontinue the course, should you commit illegal or immoral conduct.
- (12)** not to drive a car or motorbike, regardless of an international driving license you may possess.
- (13)** to observe the rules and regulations at the place of your accommodation and not to change the accommodation designated by JICA,
- (14)** to comply with the use conditions of copyrighted works by each copyright holder, when using textbooks and other materials distributed for KCCP.
- (15)** to refund the allowances or other benefits paid by JICA in the case of a schedule change.

*Conditions (4) to (15) are applied for the course in Japan (2nd Part).

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Name:** JICA Kansai

(2) **Contact:** Mr. KANAZUKA Takumi (Kanazuka.Takumi@jica.go.jp)
Ms.SAMESHIMA Ayako(Sameshima.Ayako@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 an in principle economy-class 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 (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

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

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 by JICA

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

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

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

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy). JICA pre-departure briefing video is viewable from the link below.

* Arrangements 3. to 6. are applied for the course in Japan (2nd Part).

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

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 recommended to bring laptop computers for your convenience, if possible. During the program, participants may be asked to fill in some format by using computers. 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. (Note: Some of the sites for field visit may not have 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.

* 2. to 5. are applied for the course in Japan (2nd Part).

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner (developing) countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to developing countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to developing countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called a Training Program, and it is one of the core programs carried out in Japan. By inviting officials from developing countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized 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 is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving the tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply

such experiences to developing countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems in developing countries.

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



Contact Information for Inquiries

For enquiries and further information, please contact the JICA overseas office or the 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: +81-78-261-0383/0341 FAX: +81-78-261-0465

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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

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

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

Article 2. Details of use of works used for training

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

**Application Form for the JICA Training and Dialogue Program****OFFICIAL APPLICATION**

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

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

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

J	0		-					
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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:			Official Stamp
Designation / Position			
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)

J	0		-						
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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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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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

Ω 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.

Ω 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



Japan International Cooperation Agency

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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 CitizensöCooperation 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: