

F.No.12040/03/2021-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: 28th July 2021

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Evidence-Based Public Health Planning” to be held online from 08.11.2021 to 17.12.2021 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Evidence-Based Public Health Planning” to be held online from 08.11.2021 to 17.12.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with knowledge, skills, and use evidence-based approaches, with quantitative and qualitative analysis, in health planning and health policy developing countries.

3. The applying organizations are expected to nominate officials who are in health planning and health policy making positions with at least five (5) years’ practical experience in that area; must be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

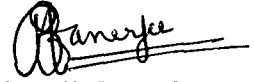
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online program for two to three hours a day including several online live sessions.

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **27.08.2021**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id:

jitesh.gupta@nic.in or kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 261941 67

To

- a) Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
- b) Secretary, Ministry of Ayush, Ayush Bhavan, B. Block, GPO Complex, INA, New Delhi
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- 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

Evidence-Based Public Health Planning (Online)

課題別研修「エビデンスに基づく公衆衛生計画立案」(遠隔)

JFY 2021

Course No. 202002990J001

Online Program Period: From November 8, 2021 to December 17, 2021

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, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

In recent years there has been growing recognition of the importance of developing Evidence-Based Public Health and Evidence-Based Health Policy, following the examples of Evidence-Based Medicine. Health planners and policy makers, including those from low- and middle-income countries, can make good use of Evidence-Based Public Health approaches and of tools and techniques used in them.

Okinawa Prefecture is located south-west of Japan and can show progress in health since 1940's. Okinawa belongs to subtropical climate region, and has insular geography and historical experience of postwar construction. Although Okinawa is economically behind other Japanese prefectures, Okinawa once was the best prefecture in longevity. Lessons learned for Okinawa's public health and primary health care model will be shared in this program.

In Japanese fiscal year 2021, this program is conducted "online" by the use of video materials and live sessions.

For what?

This program is designed to help participants and their agencies introduce and use evidence-based approaches, with quantitative and qualitative analysis, in health planning and health policy development.

For whom?

This program is designed for health administrators and health officials who are responsible for health policy making at the central or local government level.

How?

By online program, the participants shall have opportunities:

- 1) to gain additional knowledge and skills to analyze their own countries' situations, challenges and options and to apply what they find relevant from lessons learned in the program,
- 2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local government located southernmost in Japan, on its health administration especially just after the WW II, and
- 3) to develop a plan on public health issues for feasible application, back in his or her home country, incorporating what each considers the most important and job-relevant things learned in the program.

Examples, case studies and exercises will highlight Okinawa's experience and the multiple and varied challenges Japan and other countries face today.

Special attention will be given to the challenges faced by low- and middle-income countries.

II. Description

1. Title (Course No.)

Evidence-Based Public Health Planning (202002990J001)

2. Course Duration

November 8, 2021 to December 17, 2021

3. Target Regions or Countries

Afghanistan, Bangladesh, Cook Islands, Democratic Republic of the Congo, India, Kenya, Kyrgyz, Liberia, Madagascar, Mexico, Nigeria, South Africa, Sudan, and Yemen

4. Eligible / Target Organization

This program is designed for planning, implementing and managing department/section of central or local governments in infectious diseases control.

5. Capacity (Upper Limit of Participants)

14 participants

6. Language

English

7. Objective(s)

Participating agencies will introduce and use evidence-based public health approaches, with quantitative and qualitative analysis, in health planning and health policy development, as indicated by reports, case analyses, and/or planning and policy documents.

8. Overall Goal

Evidence-based public health policies and health service plans will be formulated, approved, and implemented in the participant's country.

9. Output and Contents

This course consists of the following components. Details on each component are given below. The contents may be subject to modify.

1. Preliminary Phase <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Output	Activities	
Report of Public Health Issue of the Country	• Define and describe public health problems (or issues) that you are tackling with in your organization, which is expected to be related to: (1) inadequate coverage or quality of key health services, (2) inadequate supply or quality of health professionals, (3) the effectiveness of disease control (communicable or non-communicable diseases), or (4) the management of health system and information. • Collect relevant documents or information about the public health issues that you choose. • Formulate and submit Report of Your Public Health Issue in accordance with Annex.	
2. Core Phase <i>Participants attend online program through On-demand video sessions and Online live discussion.</i>		
Expected Module Output	Subjects/Agendas	Methodology
(1)To understand principle of Public Health and Evidence-Based Public Health	• Principle of Evidence-Based Public Health planning • Collecting evidence • Overview of health system analysis	On-demand video sessions and Online live discussion
(2) To learn lessons from good health outcomes in Okinawa and Japan	• Health services and related policies, systems, evidence and planning in Okinawa and Japan • Field study in remote areas • Problem & objectives/interventions analyses • Modeling, plan formulation & decision support	On-demand video sessions and Online live discussion
(3) To understand tools and methods to analyze main public health issues	• Tools and methods for Evidence-Based Public Health planning • Readings of evidence-based research results • Action plan development	On-demand video sessions and consultation
(4) To formulate and present the analysis of public health issues, and develop and present evidence-based action plan	• Action plan presentation	Online live discussion

3. Utilizing Phase <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Output	Activities
Knowledge-sharing of what was learned in online program	Discussion and consultation inside the participant's organization on how the organization addresses the issues raised during the program. Share what was learned during the program. The sharing meeting /conference is supposed to be held by the organization or the concerned ministry

<Structure of the program>

Topic outline (subject to minor changes)

1. Preliminary phase (activities before starting online phase):
Preparation of Report of Your Public Health Issue.
2. Core Phase (activities online):
 - (1) Introductory basic lecture
 - 1) Principle of public health
 - 2) Evidence-Based Public Health planning
 - 3) Collecting evidence from the field
 - 4) Overview of health system analysis
 - (2) Case study of Japan and Okinawa
 - 1) Japanese health system and experience
 - 2) Learning from lessons of Okinawa's experience
Example: Filariasis eradication, Progress of maternal and child health, Segregation policy for people with leprosy
 - 3) Combatting COVID-19
 - 4) Field study in remote area (Health and Welfare Center, Rural Clinic, etc)
 - (3) Evidence-Based Public Health planning by participants
 - 1) Tools and methods for evidence-based public health planning
 - 2) Action plan development
 - 3) Action plan presentation rehearsal and discussion
 - (4) Presentation and evaluation
3. Finalization Phase (activities in home country)
Meeting / Conference are held by each participant's organization for the participant to share what he/her learned in the program.

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 course is enriched with contents and facilitation schemes specially developed in collaboration with relevant outstanding organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate participants to come up with the plan to bring a change in their organization, participating organizations are expected to make due preparation with the participants by carrying out the activities of the Preliminary Phase described in section II-9
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Utilizing Phase described in section II-9.
- (5) Participating organizations are requested to allow the participants to participate in this online program for two to three hours a day and attend “Online live sessions (4-5 times)” during the program period without disturbing by daily work.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties:
Be health planning- and health-policy making positions (district level or above, or in a major health-related facility or institution) which enable them to use, and/or direct and guide the use of, quantitative and qualitative concepts, approaches and tools in support of Evidence-Based Public Health, health policy and health planning
- 2) Experience in the Relevant Field: Have at least 5 years' working experience in the field health policy formulation, health planning, or health administration
- 3) Educational Background: Be a graduate of university or equivalent
- 4) Language Proficiency: Have a competent command of spoken and written English to make an oral presentation, discuss the topics in the program and write a report
- 5) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube (streaming), Google Classroom (or other learning management system such as Cornerstone), and Zoom. Also with a web

camera for the online live sessions.

- 6) Time management: Have permission to participate in this online program for two to three hours a day, including several live sessions
- 7) Health: must be in good health to participate in the program. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Expectations for the Participants: Those who have relation with JICA health projects will be preferable.
- 2) Educational Background: Having a degree of Public Health or related field
- 3) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.
- 4) Other balance: In case there are two or more nominees, please nominate both regional and national level.

3. Required Documents for Application

(1) Application Form: The Form must include the Written Pledge. 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 QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport: You should submit it with the application form if you possess your passport. If not, you are requested to submit the photocopy of your official ID with clear description of Name, Date of Birth, Nationality, and Sex.

(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) Report and Questionnaire: to be made with the given format by the applicant him/herself and submitted together with the application form. Please refer to VI. ANNEX in this document for the detail.

***Remarks: The Application Form and Report and Questionnaire (ANNEX) must be computer-printed, NOT handwritten.**

There are some cases which applicants are rejected since the application form is not readable.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in Japan **by September 13, 2021**)

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 8, 2021.**

5. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the program topics, and
- (3)** 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

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) Center: JICA Okinawa Center (JICA Okinawa)

(2) Program Officer: Ms. NAKAMA Naoko (E-mail: oicctp@jica.go.jp)

2. Implementing Partner

(1) Name: Under selection

V. Other Information

For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA Okinawa is located):

http://www.city.urasoe.lg.jp/index_english.html

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture:

<https://www.pref.okinawa.jp/site/chijiko/kohokoryu/foreign/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- (3) HP of Okinawa Convention & Visitors Bureau:

<https://www.visitokinawa.jp/>

- (4) The YouTube channel of JICA Okinawa:

<https://www.youtube.com/user/jicaokinawa>

- (5) The Facebook page of JICA Okinawa:

<https://www.facebook.com/jicaokinawaaic/>

VI. Annex

The Format of Report of Your Public Health Issue and Questionnaire on Your IT Environment

As written in the GI (General Information), all candidates of the program are required to submit the Report of Your Public Health Issue when applying. This report will be very important information for program organizers in Japan to understand your needs and your working environment.

The Report of Your Public Health Issue should be computer-printed, not handwritten, and should be in the language used in the program, and should be no more than 5(five) A4-size pages in length (with a font size of at least 10 points). This report will be used for screening purposes and in the course.

1. Full Name (Email address)	()
2. Country	
3. Name of Organization	<i>(organization, department, section)</i>
4. Public Health Issue (or problem)	
4-(1) Describe a public health issue that you are tackling with in your organization	
What is an issue?	
Why is the issue stay unsettled?	
4-(2) Describe what kind of efforts have been made in your country (by your organization or others) to resolve the issue?	
4-(3) Describe what you think are critical factors that leave the issue unsettled?	

4-(4) Discuss potential short-term measures that mitigate negative consequences caused by the issue and long-term solutions to the issue. Note that, in this discussion, short-term measures are ones which can be implemented immediately without extensive physical, financial, and technological investments. Long-term solutions are expected to resolve the issue completely.	
Short-term measures Long-term solutions	
5. Description of your present job in your organization	
5-(1) Title of position	
5-(2) Responsibilities and main actual activities (with special reference to health policy making and planning and related evidence, analyses and decisions)	
6. Points you want to ask lecturers (if any).	
Questionnaire on Your IT Environment The quality internet environment is required to participate in the program. Please check if all are applicable to essential qualifications of a nominee.	
Who is the owner of the PC to be used during the	☐ You ☐ Your organization

program duration?	
Can you use the pc as yours during the program duration?	☐ Yes ☐ No, it'll be shared.
Can you watch one-hour YouTube video (streaming) without any internet connection problem?	☐ Yes ☐ No
Does the PC have web camera (built-in or external)?	☐ Yes, it has a built-in one. ☐ Yes, it has an external one. ☐ No, neither.
From where will you participate in the program?	1. On-demand learning ☐ Home ☐ Work ☐ Venue provided by JICA in your country(before tick this, please be sure to confirm if it is possible at JICA office in your country) 2. Live session ☐ Home ☐ Work ☐ Venue provided by JICA in your country(before tick this, please be sure to confirm if it is possible at JICA office in your country)

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner 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 partner 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 Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner 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 courses 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 its 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 other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



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Contact Information for Inquiries

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

JICA Okinawa Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

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:			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)

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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

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



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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: