

F.No.12040/09/2021-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: 21st September 2021

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation” to be held online from 01.11.2021 to 29.11.2021 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 “Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation” to be held online from 01.11.2021 to 29.11.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to an adaptation to global climate change from viewpoints of drainage basin management. Under global climate change, we will have higher risk in river management: the fluvial regime changes quickly and also discharge at rainy season easily exceeds the former level. We cannot decrease the disaster risk caused by future climate change by a further hard works such as a big dam and/or embankment construction, since it will be difficult to construct these structures infinitively.

3. The applying organizations are expected to nominate to mid level working officers in charge of flood control, forest management, erosion control, watershed management or ecosystem conservation projects within organizations for at least 5 years experience. The applicant should be university graduates or; 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 live streaming everyday between around 14:00 and 18:00 in Japan Standard Time (JST).

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 **01.10.2021**. 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

Copy to;

- a) Secretary, Ministry of Jal Shakti, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001.
- b) Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi - 110003.
- c) Secretary, Ministry of Home Affairs, North Block, New Delhi -110001.
- d) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110001.
- e) Secretary, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi 110001.
- f) Secretary, Department of Rural Development, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi 110001.
- g) Secretary, Ministry of Jal Shakti, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001.
- h) Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sudarjang Enclave, New Delhi-110029.
- i) 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).
- j) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- k) NIC with request to post the circular along with the JICA's circular on this Department's website.



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

GENERAL INFORMATION

**Adaptive Watershed Management to Climate Change:
Disaster Risk Reduction and Ecosystem Conservation**

**課題別研修『気候変動に対する順応的流域管理
「災害リスク削減と生態系保全」』**

JFY 2021

NO. 202003228J001

Online Program Period : From November 1 to November 29, 2021

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

JICA Knowledge Co-Creation Program (KCCP)

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

Global warming, which is generally considered to stem from increased emissions of greenhouse gases (e.g. carbon dioxide), has caused climate change on a global scale, including significant variations in rainfall amounts. Developing countries in particular experience frequent cyclones/hurricanes and resultant heavy rain that has developed to unexpected levels, causing a corresponding increase in damage to human life and property. Meanwhile, conventional flood countermeasures such as dams and levees are often found to have adverse effects on the ecosystem in watershed areas.

For these reasons, an adaptive watershed management approach that integrates flood countermeasures and ecosystem conservation rather than viewing them as incompatible is being stressed on an international level; the dissemination of such an approach and the advancement of human resources in developing countries represent effective support measures enabling these regions to deal with climate change.

Motivation

This group training program is designed for mid-level working and senior administrative officers of organizations operating watershed management projects, and aims to share adaptive watershed management methods among them.

Methodology

Participants will have opportunities to have mainly lectures including field studies and discussions. Participants will also formulate final report including an action plan describing what the organization will do after the participants complete the training program putting the knowledge and ideas acquired and discussed among others into their on-going activities.

Participants will have online KCCP program which includes series of lectures, and online discussions.

What is “Adaptive Management of Drainage Basin”?

It aims an adaptation to global climate change from viewpoints of drainage basin management. Under global climate change, we will have higher risk in river management: the fluvial regime changes quickly and also discharge at rainy season easily exceeds the former level. We cannot decrease the disaster risk caused by future climate change by a further hard works such as a big dam and/or embankment construction, since it will be difficult to construct these structures infinitively. It will be better to reduce the disaster risk by alternative countermeasures such as construction of retention pools and an appropriate control of flooded water. Besides, reducing watershed runoff and soil erosion through afforestation and sustainable forest management can be a temporary and/or additional disaster risk reduction measure. This is closely related to

another important issue: biodiversity conservation. Especially a suitable management of riparian zone which is always rich in biodiversity, but in many places its ecosystem has been degraded or damaged by hard river works and urbanization will be also effective for the soil conservation in the watershed. Our new training course aims to reduce the vulnerability of our society by using an adaptation management in drainage basin. It proposes a new drainage- basin management system which adjusts to present and future natural conditions by reducing the vulnerability, and by increasing the resilience to global climate change.

II. Description

1. Title (J-No.): Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation (202003228J001)

2. Online Program Period: November 1 to November 29, 2021

3. Target Countries:

Laos, Bangladesh, India, Nepal, Fiji, Honduras, Colombia, Iran

4. Place and Time to Attend

(1) Place

The program is conducted online. The place to take the online program will be determined depending on the internet environment. Please inform JICA overseas office of the place where you would like to take the program (e.g. home, office). If you cannot find the proper place, please consult with the JICA overseas office.

(2) Time for the Online Program (live stream)

The online program will be live-streamed everyday between around 14:00 and 18:00 in Japan Standard Time (JST). The time in each participating country is as follows:

Group 1

Country Name	Japan	Honduras	Colombia
Start Time	10:00	19:00	20:00
End Time	12:00	21:00	22:00

Group 2

Country Name	Japan	Laos	Fiji	Bangladesh	Nepal	India	Iran
Start Time	15:00	13:00	12:00	12:00	11:45	11:30	10:30
End Time	18:00	16:00	15:00	15:00	14:45	14:30	13:30

*Group 2 has one more hour because of the large number of participating countries.

*In the context of the COVID-19 pandemic, please note that there is still a possibility the details will be changed without notice. Besides, this training course will be conducted jointly with the JFY 2020 participants, so several other countries will also participate in.

5. Eligible / Target Organizations:

Project implementation organizations engaging in flood control or ecosystem conservation in watershed areas.

6. Course Capacity (Upper limit of Participants) : 10 participants

7. Working Language: English

8. Program Objective:

Government officials of central and local governments or public specialized agencies involved in flood control and/or ecosystem conservation in watershed will learn about Japanese experiences on adaptive watershed management, including Ecosystem-based Disaster Risk Reduction (Eco-DRR), an approach to reduce and mitigate the negative impact of disasters by taking advantage of the ecosystems.

Through this program, participants will formulate action plan to attain sustainable watershed management, reducing disaster risk and conserving ecosystems.

9. Overall Goal:

Target organizations will acquire adaptive watershed management skills including ecosystem-based approach, thereby contributing to implementation of sustainable watershed management.

10. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below. (All components are provided by live lecture)

(1) Preliminary Phase (before Online-Program) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities

To formulate the Inception Report	Formulation and submission of Inception Report to JICA overseas office in respective country. Please refer to Attachment-1 in section VI.
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(2) Core Phase (Online-Program) <i>Participants dispatched by the organizations attend the Program implemented by Online.</i> Used Media Zoom, Dedicated Website (including YouTube)		
Expected Module Output	Subjects / Agendas	Methodology
1. To be able to understand the hazards of various disaster risk increases in the watershed that is associated with climate change and development on a global scale.	*Global environmental changes *Approaches of disaster risk reduction and adaptation to climate changes *International efforts (including JICA) on adaptation to climate change and sea-level rise and ecosystem conservation	Lecture Observation Discussion
2. To be able to understand the concept of Eco-DRR and acquire ecological disaster risk reduction methods that do not depend only on structures.	*Basic landscape ecology *Basic use of GIS *Basic remote sensing *Watershed analysis *River law, river monitoring *Basin management (flood control and environment) and nature restoration *Plantation and sustainable forest management to reduce run-off and soil erosion in the watershed *Sabo Dam and reduction of debris transport *Practice on flood control: flood observation technique *Flood control by diversion channel *Flood control by retention pool *Dam influence on flood plain	Lecture Observation Discussion

3. To be able to devise Eco-DRR method for reducing various disaster risks in the target watershed.	*Traditional knowledge and technics for flood control *Task solving on conservation of biodiversity *Maintenance mechanism of biodiversity on flat plain rivers *River management and maintenance mechanism of biodiversity *Citizen participation and biodiversity conservation on public works *Water quality and environmental conservation of drainage basin *Capacity development on water resources	Lecture Discussion
4. To be able to devise a sustainable management plan for the entire river basin by using concrete Eco-DRR methods in the target watershed area.	*Task analysis workshop *Review session *Interim report guidance	Lecture Practice Discussion

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before the online program by carrying out the activities of the Preliminary Phase described in section II-9.

2. Nominee Qualifications:

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

Participants who should;

- ① Be nominated by their government,
 - ② Current duties:
Mid-level working officers in charge of flood control, forest management, erosion control, watershed management or ecosystem conservation projects within organizations
 - ③ Experience in the relevant fields: Individuals with at least five(5) years experience,
 - ④ Educational background: be university graduates or equivalent,
 - ⑤ Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (final report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
 - (6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
 - (7) Preferable to have computer literacy because this program contains subjects on GIS (Geographical Information System).
 - (8) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.
 - (9) Expected requirements* specific for the online course
 - 1) Hardware: PC or tablet with speaker/microphone and web camera
 - 2) Software: Zoom, YouTube, Google Chrome/ Microsoft Edge/ Internet Explorer, Microsoft Excel/ Word/ Power Point, PDF, E-mail.
 - 3) Internet Connection: speed enough to use as shown in 2) software above
 - 4) Time availability: willingness to join the live session from 10:00 am to 12:00 in the South America region and from 3:00pm to 6:00pm in the Asia region. Both times are Japan Standard Time.
- *If you need any assistance for preparation of the learning environment, please consult the JICA overseas office. Please note that the JICA overseas office may not be able to assist with all requirements.

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is available at the JICA overseas office or the Embassy of Japan in respective country.
- (2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

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

(3) Nominee's English Score Sheet: to be submitted with the Application Form.

If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(4) Inception Report: to be submitted with the Application Form. Refer to Attachment-1 for Inception Report in section VI, and submit it along with the Application Form **by October 12, 2021.**

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in Japan: **October 12, 2021**

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

(2) Selection:

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

(3) Notice of Acceptance:

Notification of results shall be made by the JICA overseas office (or the Embassy of Japan) in respective country to the respective Government by **not later than October 22, 2021.**

5. Conditions for Attendance:

- (1) to strictly observe the course schedule,
- (2) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (3) Due to copyright reasons, it is not allowed to record/shoot of Zoom screen. Participants must follow the "Terms of Use",
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html
- (4) to refund allowances or other benefits paid by JICA in the case of a change in

schedule.

IV. Administrative Arrangements

1. Organizer:

Name: Ms. ISHIDA Yayoi, JICA Hokkaido Center (Obihiro)

Contact: obic_kccp@jica.go.jp

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note: *: country code for Japan, **: area code for Obihiro

(Email) obic_kccp@jica.go.jp

(Website) www.jica.go.jp/obihiro/english/office/index.html

2. Expenses:

The following expenses will be provided for the participants by JICA:

Online Program

- (1) Expenses related to the online program will be paid according to the regulations of JICA overseas office, if necessary.
- (2) Details will be provided at the time of notification of acceptance.

V. Other Information

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

VI. ANNEX:

Attachment-1

Inception Report

Applicants are requested to prepare the Inception Report with application on the following issues, and submit it to the JICA overseas office in respective country or JICA Hokkaido (Obihiro) by **October 12, 2021**, preferably by e-mail to obic_kccp@jica.go.jp

a. Purposes

- (1) To clarify current situation, issues or problems that applicant is facing with.
- (2) To provide advance information to lecturers.

b. Contents

- (1) Name of applicants
- (2) Name of organization
- (3) Map of land use and vegetation
- (4) Population
- (5) Basic climatic condition
 - 1) Mean annual temperature
 - 2) Monthly air temperature
 - 3) Monthly precipitation data
- (6) River data
 - 1) River length and surface of drainage basin
 - 2) River discharge data, monthly or Max and Min., if available
 - 3) Water qualities, if available, indicate BOD, COD level or any bio-index etc.
- (7) Please name specifically the endangered species of plants, animals and insects which should be conserved from the viewpoint of biodiversity in your designated drainage basin.
- (8) Please indicate past flood data in the target drainage basin.

Name of the river:

unit: m³/s

Date / Period	Precipitation	Normal discharge	Peak discharge (hourly)		

- (9) Subjects on which you would like to focus on this program

c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

d. Presentation

The Inception Report is to be presented by each participant using MS Power Point at the beginning of the program.

(1) The time allocation for each presentation of the Inception Report will be about 10 minutes.

(2) It is advisable to bring some materials such as pictures or other visual aids to show your target drainage basin, condition of flood and ecosystem conservation.

Tentative Schedule

TIME (JST)		CONTENTS/TOPICS	
1 Nov - 5 Nov	~	YouTube	Watching video materials (prior learning)
6 Nov			Holiday
7 Nov			Holiday
8 Nov	10:00 ~ 12:00	Presentation	Country report presentation (10 minutes each) & review (Group 1)
	15:00 ~ 18:00	Presentation	Country report presentation (10 minutes each) & review (Group 2)
9 Nov	~	YouTube	Watching video materials (Dr. ONO Yugo)
10 Nov	~	YouTube	Watching video materials (Dr. NEGISHI Jyunjichiro)
11 Nov	10:00 ~ 12:00	Discussion	Review session (Dr. NEGISHI Jyunjiro) (Group 1)
	15:00 ~ 18:00	Discussion	Review session (Dr. NEGISHI Jyunjiro) (Group 2)
12 Nov		YouTube	Watching video materials (Dr. NAKAMURA Futoshi)
13 Nov			Holiday
14 Nov			Holiday
15 Nov	10:00 ~ 12:00	Discussion	Review session (Dr. NAKAMURA Futoshi) (Group 1)
	15:00 ~ 18:00	Discussion	Review session (Dr. NAKAMURA Futoshi) (Group 2)
16 Nov	10:00 ~ 12:00	Lecture	PCM (Group 1)
	15:00 ~ 18:00	Lecture	PCM (Group 2)
17 Nov		YouTube	Watching video materials (Dr. BABA Hitoshi)
18 Nov	10:00 ~ 12:00	Discussion	Review session (Dr. BABA Hitoshi) (Group 1)
	15:00 ~ 18:00	Discussion	Review session (Dr. BABA Hitoshi) (Group 2)

19 Nov		YouTube	Watching video materials (Dr. YOSHIMURA Nobuhiko)
20 Nov			Holiday
21 Nov			Holiday
22 Nov	10:00 ~ 12:00	Discussion	Review session (Dr. YOSHIMURA Nobuhiko) (Group 1)
	15:00 ~ 18:00	Discussion	Review session (Dr. YOSHIMURA Nobuhiko) (Group 2)
23 Nov		YouTube	Watching video materials (Dr. ONO Yugo)
24 Nov	10:00 ~ 12:00	Discussion	Review session (Dr. ONO Yugo) (Group 1)
	15:00 ~ 18:00	Discussion	Review session (Dr. ONO Yugo) (Group 2)
25 Nov - 26 Nov	10:00 ~ 12:00	Lecture	Preparation Final Report Presentation (Dr. ONO Yugo) (Group 1)
	15:00 ~ 18:00	Lecture	Preparation Final Report Presentation (Dr. ONO Yugo) (Group 2)
27 Nov			Holiday
28 Nov			Holiday
29 Nov	10:00 ~ 12:00	Presentation	Final Report Presentation (Group 1)
	15:00 ~ 18:00	Presentation	Final Report Presentation (Group 2)

*About five or six videos per instructor are expected to be prepared.

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 from a process of adoption and adaptation, 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.



CORRESPONDENCE

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

JICA Hokkaido Center (Obihiro) (JICA Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/obihiro/english/office/index.html

E-mail: obic_kccp@jica.go.jp

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)

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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.

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<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: