No.12040/18/2016-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 Mehrauli Road, New Delhi-67
Dated: ~~20.05~~.2016
31.05

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on "Training for Regional Development by Systematic and Comprehensive Utilization of Forest Resources through Forest Certification System and Product Branding" to be held in Japan from 18.09.2016 to 29.10.2016 under Technical Cooperation Programme 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 Programme on "Training for Regional Development by Systematic and Comprehensive Utilization of Forest Resources through Forest Certification System and Product Branding" to be held in Japan from 18.09.2016 to 29.10.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to enhance the capacity for regional development by promoting effective use of forest resources through various approaches such as Forest Certification and product branding.

3. The applying organizations are expected to nominate officers engaged in appropriate management and use of forest resources with more than 5 years practical experience in the relevant field. The applicant should be a graduate of university; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service and be between the ages of 25 to 45 years.

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) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **25.07.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link http://persmin.gov.in/otraining/Index.aspx.

(P. K. Pattnaik)
Under Secretary to the Government of India
Tele no: 011-26109049

To,

a) Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
b) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
c) Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
d) NIC with request to post the circular along with the JICA's circular on this Department's website.

Knowledge Co-creation Program

GENERAL INFORMATION ON

Training for Regional Development by Systematic and Comprehensive Utilization of Forest Resources through Forest Certification System and Product Branding
課題別研修「認証制度やブランド化を通じた森林資源の総合利用による地域振興」

JFY 2016

NO. J16-04319 / ID. 1684730

Course Period in Japan: From September 18th, 2016 to 29th October, 2016

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 (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Many of the world's forests and woodlands are still not managed sustainably. Some countries do not have practicable forest policies, legal and institutional frameworks, incentives and technologies to promote sustainable forest management. Accordingly, there are countries where cannot utilizes enough economic potentials of forest resources for regional economy. The international forest certification mechanisms to utilize Criteria and Indicators (C&I) for national/regional level as well as for management level is paid attention as a one of practical approach in order to promote sustainable forest management.

Hokkaido, where the participants of this program will visit, has huge forest areas (5.5 million hectares) which account for 22% of Japan’s total forest area, In the past, Hokkaido produced a large volume of timber from natural forests, but in recent years, over 80% of total timber volume is produced from plantation forests which were established during last 50 years. In addition, globalization of timber market strongly affected to forestry in Hokkaido such as decline of domestic timber price, increase unemployment of foresters, weaken local economy where depended on income from forestry and so on. As such, local government and residents have been pursuing strategic utilization of forest resources for revitalizing local economies and maintaining local employment through various effort such as introduction of forest certification and branding of local materials.

Shimokawa-town is one of the most famous model in Japan, who obtained forest certification by Forest Stewardship Council (FSC) in 2003 and was selected as “Future City Initiative” in 2011 and as a “Biomass Industrial City” in 2013 by the national government. She is a pioneer to achieve regional development thorough utilizing forest resources prudentially and promotion of sustainable forest management.

The participants of this program will enjoy various experience and efforts of Hokkaido and get valuable implications to promote sustainable forest management in respective countries.

For what?

This program is to enhance the capacity for regional development by promoting effective use of forest resources through various approaches such as Forest Certification and product branding.

For whom?

This program is offered to officers working with central government, local governments

and public organizations who have work experience of five years or more in the areas of forest management and/or wood/non-wood forest products.

How?

Participants will have opportunities to take part in lectures and field visits relevant to the subject. Participants will make an action plan with knowledge and ideas equipped in the program for promotion of sustainable forest management.

II. Description

1. **Title (J-No.): Training for Regional Development by Systematic and Comprehensive Utilization of Forest Resources through Forest Certification System and Product Branding (J16-04319)**

2. **Course Period in JAPAN**
   September 18th, 2016 to 29th October, 2016

3. **Target Regions or Countries**
   Etiopia, Gabon, Fiji, India, Timor-Leste, Myanmar

4. **Eligible / Target Organization**
   Central/ local governments or public organizations in charge of forest management and/or wood/non-wood forest products.

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

6. **Language to be used in this program**: English

7. **Course Objective:**
   The participants will be able to prepare practicable action plans for regional/community development with effective use of forest resources.

8. **Overall Goal**
   The each participants will put into practice the action plans prepared in this program in order to enhance sustainable forest management.

9. **Expected Module Output and Contents:**

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country

(August 1st, 2016 to 31st August, 2016)

Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
To define present condition and issues of sustainable forest management in participants' respective countries	Preparation and submission of Inception Report

(2) Core Phase in Japan

(September 20th, 2016 to October 28th, 2016)

Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
Understanding on forest management and value added activities on forest resources in Japan	(1) Current situation and trend of forest and timber industry (2) Forest certification system (3) Regional-branding	Lecture Observation Discussion
Understanding on world forest certification system and trend of timber regulation	(1) Forest certification system (SGEC /FSC/PEFC etc.) (2) World trend of timber marketing and forest certification/ World trend of timber regulation (Japan, EU, United States) (3) Discussion on forest certification system and timber production in participant's country	Lecture Observation Discussion
Case study on sustainable forestry management in Hokkaido	(1) Forest and timber industry in Hokkaido (2) Regional development and forest certification (3) Management and utilization of forest resources at municipalities in Hokkaido	Lecture Field visit Discussion

Problem analysis and making action plan for sustainable forest management in your country	(1) Work shop to learn Project Cycle Management method (PCM method) (2) Workshop on utilization of forest resources and regional development (3) Propose improvement idea of utilizing forest resources for regional development	Lecture Presentation Discussion

NOTE: (1)

Participants are requested to make an Inception Report and submit to JICA Hokkaido before arriving Japan. The inception report must be written in English

Participant will make a presentation on inception report for information sharing and consultation for approximately fifteen (15) minutes including questions and answers.

It is highly recommended to use Microsoft Power Point for your presentation and bring a CD-R, USB etc.

(3)Finalization Phase in a participant's home country

Participants will propose your action plan to decision makers and report consequences to JICA Hokkaido for improvement of this program

Modules	Activities
Submission of the Final Report	Participants will propose your action plan to decision makers of your organization and summarize results as the Final report Please submit the final report to JICA Hokkaido through e-mail for consideration of follow up and improvement of this program by March 31st, 2017.

NOTE :(2)

JICA Hokkaido is strongly expecting to realize your action plan for sustainable forest management. It is also welcomed to submit the final report even if your proposal is not adapted by decision makers in your organization. We will analyze your final report to blush up our contents of program and consider possibility future cooperation on the sector. Your understanding and cooperation is highly appreciated.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

(1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.

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

(3) Applying organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the

Finalization Phase described in section Ⅱ-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Current Duties: Person engaged in appropriate management and use of forest resource at central / local governmental or public organization.

2) Experience in the relevant field: should have more than 5 years of practical experience in forest management / research or equivalent.

3) Educational Background: should be a university graduate or have an equivalent qualification.

4) Language: ideally have good command of spoken and written English which is equivalent to TOEFL CBT 170 or more (This program includes active participation in discussions, an action plan (interim report) development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

5) Health: should be in good health, both physically and mentally, to undergo the course of training. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

1) Expectations for the Participants: Good team work, leadership and steward ship, and facilitation skills are desirable.

2) Age: between the ages of twenty-five (25) and forty-five (45) years are preferable.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan).**

(2) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and 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)

4. Procedures for Application and Selection：

(1) Submission of the Application Documents:

Closing date for applications: **July 29th, 2016. Please inquire to the JICA office (or the Embassy of Japan).**

（After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by August 5th, 2016）

(2) Selection:

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

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 12th, 2016.**

5. Document(s) to be submitted by accepted candidates:

Inception Report -- to be submitted by September 12th, 2016.

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report".) The Inception Report should be sent to JICA by September 4th, 2015, preferably by e-mail to Takekawa.Ikuo@jica.go.jp

6. Conditions for Attendance:

(1) to strictly adhere to the program schedule.
(2) not to change the program topics.
(3) not to extend the period of stay in Japan.
(4) not to be accompanied by family members during the program.
(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
(7) to observe Japanese laws and ordinances. If there is any violation of said laws

and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.

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

IV. Administrative Arrangements

1. **Organizer:**
   (1) Name: JICA Hokkaido (Sapporo)
   (2) Contact: Hanai-Nana@jica.go.jp

2. **Implementing Partner:**
   (1) Name:Hokkaido International Exchange and Cooperation Center
   (2) URL: http://www.hiecc.or.jp/english/GeneralInformation_eng.pdf

3. **Travel to Japan:**
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

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

JICA Hokkaido (Hokkaido) International Center (HKIC)
Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku , Hokkaido, Hokkaido, 003-8668, Japan
TEL: 81-11-866-8393 FAX: 81-11-866-8382
(where “81” is the country code for Japan, and “11” is the local area code)

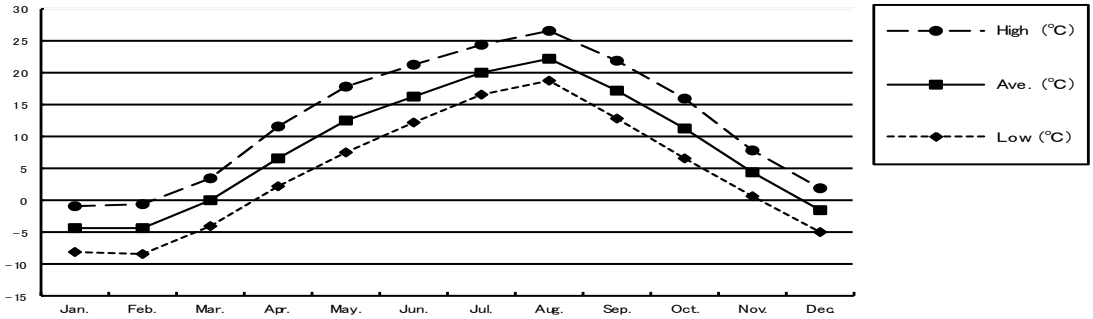
   If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC/TIC at its URL,
   http://www.jica.go.jp/english/about/organization/domestic/index.html

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

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

V. Other Information

1. Pre-departure orientation is held at JICA office to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, “TRAINING IN JAPAN”, and will receive a textbook and a cassette tape, “SIMPLE CONVERSATION IN JAPANESE”. A brochure, “GUIDE TO TRAINING IN JAPAN” will be handed to each selected candidate before or at the orientation.
2. Participants who have successfully completed the course will be awarded a certificate by JICA.
3. Climate in Hokkaido



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (℃)	−1	−0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (℃)	−4.4	−4.4	−0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	−1.6
Low (℃)	−8.4	−8.5	−4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	−5
Snow(cm)	58	83	64	2							5	28

*Typical Seasonal Wear
(October-December)Thick Jacket / Coat, Sweater / Thick Shirts, Gloves

4. Recreation
   1) Participants can use an indoor swimming pool and gymnasium located next to JICA Hokkaido. The charges are paid by JICA.
   2) JICA encourages international friendship exchange between the participants and local communities. Therefore, it would be helpful to bring their national costumes and materials such as slides, videos, and music cassettes which explain respective culture in their countries.

5. Equipment in JICA Hokkaido
JICA Hokkaido has the following equipment for participants.
Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN, NHK(BS)), DVD/VHS Video Player

6. School Visit
JICA encourages participants to interact with the local community, and in this context, JICA will arrange a visit to local school during their stay in Japan. If the participant wishes to bring items to show to Japanese pupils, here are some suggestions:
Textbooks (primary school), traditional toys and games, national costume, musical instruments, typical crafts using local materials, traditional cooking/eating utensils, pictures showing daily life, small national flag, local newspaper. (Bringing these items is not a requirement.)

*ATTENTION: There are no slippers and towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk. Participants can borrow winter coats.

<Audio-visual equipment for training>
Video recorder, OHP, Slide Projector, Multimedia Projector (available to use Microsoft Power Point 2010).

VI. ANNEX: Inception Report

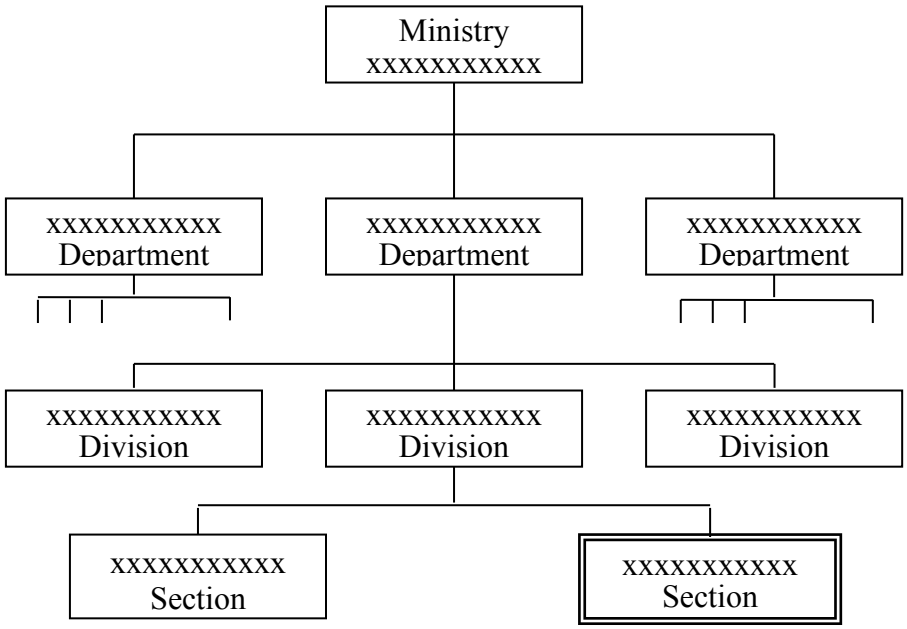
Each succeeded participants will prepare the Inception Report on the following issues and submit to JICA Hokkaido along with the application form **by September 12th, 2016**. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing within 10 pages.

1. Basic information of participants

・Your name
・Your Organization
・Your Position and Duties

2. Outline of the Your Organization

(example)



4. Present condition and / or historical trend of forests and forest management in your country. Especially crucial challenges you are tackling.

Please explain critical issues and reasons on your duty specially related to forest management with available data such as present condition and / or historical trend of forests and forest management.

5. Policy frame work and financial schemes to harmonize forest management and local economic development

Please explain briefly on policy framework and financial schemes on forest management and local economy development in your country.

6. Forest certificate schemes

Please explain your frank ideas on forest certificate schemes and possibilities to introduce such such schemes to your country, if any.

7. Special topic in forestry management

Please tell us any knowledge or experience which you want to acquire from this co-creation program.

8. Tentative ideas for action plan to tackle critical issues on your duty.

Please summarize your visions, ideas, plans or projects which you think it beneficial to tackle critical issues on your duty.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the *"adopt and adapt"* concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

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

JICA Hokkaido(Sapporo) International Center (JICA Hokkaido(Sapporo): HKIC)
Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,
Hokkaido, 003-8668, Japan
TEL: +81-11-866-8393 FAX: +81-11-866-8382

Japan International Cooperation Agency

CONFIDENTIAL

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective countryûs 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 ñx ò to fill in the ( ) check boxes,

(f) attach a picture of the Nominee,

(g) attach additional page(s) if there is insufficient space on the form,

(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,

(i) confirm the application procedure stipulated by your government, and

(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

(a) In cases of legally mandated disclosure requests;

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

(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

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

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

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

2. Comply with the following matters, if you, over the limit of quotation, have to use a third 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.

Japan International Cooperation Agency

CONFIDENTIAL

Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	**0**		**-**					

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:		
Name:				
Designation / Position				Official Stamp
Department / Division				
Office Address and Contact Information	Address:			
	Telephone:	Fax:	E-mail:	

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			Official Stamp
Designation / Position			
Department / Division			

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Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

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Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "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)**

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

J	0		-					

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)			**5) Date of Birth (please write out the month in English as in "April")**			
3) Sex	( ) Male	( ) Female	**Date**	**Month**	**Year**	**Age**
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name: Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; ***please write your past visits to Japan specifically as much as possible, if any.***

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3)Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

[1] Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
[1] Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
[1] Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
[1] Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:

(a) not to bring or invite any member of my family (except for the program whose period is one year or more),
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
(c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
(d) to refrain from engaging in political activity or any form of employment for profit or gain,
(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
(g) to consent to waive exercise of my copyright holderôs 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.

JICAôs Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICAôs privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither

provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the CitizensôCooperation Activities..

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

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MEDICAL HISTORY AND EXAMINATION

1. Present Status

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

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

(b) Are you pregnant?

( ) No	( ) Yes (months)

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

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

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

( )

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: