

F.No.12040/15/2019-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus, New Delhi-110067  
Dated: 20.09.2019

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Comprehensive Disaster Risk Reduction” to be held in Japan from 06.01.2020 to 22.02.2020 under the Technical Cooperation Program of the Government of Japan (Submission Deadline-28.10.2019).**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Disaster Risk Reduction” to be held in Japan from 06.01.2020 to 22.02.2020 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to strengthen the capacities of governmental institutions in charge of disaster risk reduction in order to mitigate the human and economic damage caused by natural disasters.

3. The applying organizations are expected to nominate administrative officials currently responsible for the natural disaster risk reduction who are involved in disaster prevention, mitigation and preparedness with more than 2 years of the occupational experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 25 to 50 years old. More information may be seen in the general information brochure.

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

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

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

...2/-

(2)

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **28.10.2019**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at [bapalahema.id@jica.go.jp](mailto:bapalahema.id@jica.go.jp) or [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.

8. This issues subject to the approval of the competent authority.



(Manoj Gupta)

Under Secretary to the Government of India

Tele no: 26165682

To

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, New Delhi.
- c) Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
- d) Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, New Delhi.
- e) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001.
- f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- g) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- h) NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Comprehensive Disaster Risk Reduction

課題別研修「総合防災行政」

**JFY 2019**

NO. 201984494J002 / ID. 201984494

Course Period in Japan: From January 6 to February 22, 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 was released from the Japanese Cabinet in 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**

On March 11, 2011, the Great East Japan Earthquake and the following Tsunami caused unprecedented level of damages to Japan, and Disaster Risk Reduction (DRR) is considered as of prime importance more than ever before. Further, the “Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted as post-HFA at the UN 3<sup>rd</sup> World Conference on Disaster Risk Reduction in Sendai, Japan, 2015, which is to promote activities on DRR worldwide. According to the Sendai Framework for DRR, there are 4 Priorities for Action.

1. Understanding disaster risk;
2. Strengthening disaster risk governance to manage disaster risk;
3. Investing in DRR for resilience;
4. Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.

Besides these Priorities for Action, there are 7 global targets. Among the 7 global targets, Target (e), “Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020”, is recognized as an important keystone to achieve the other targets, which are expected to achieve by 2030.

Furthermore, the member states of the United Nations adopted “2030 Agenda for Sustainable Development Goals” and it also emphasized that DRR is one of the fundamental factors for the sustainable development. For example, in the Sustainable Development Goal 11 “Make cities and human settlements inclusive, safe, resilient and sustainable“, it mentioned the importance of “holistic disaster risk management at all levels in emphasized”. Hence DRR is recognized as a key issue in international cooperation to strengthen worldwide resilience toward natural disasters.

To deal with the complex problems of different types of disasters systematically, this program emphasizes the importance of knowledge and tools in the key components for **DRR** strategies to reduce disaster risks; namely, 1) Natural Disasters and Risk Assessment, 2) Risk Preparedness and Risk Reduction, 3) Risk Reduction System, and 4) Risk Communication, making contributions to No.1 and No.2 of the Priorities for Action in the Sendai Framework for DRR. As an output of this program, participants are expected to formulate local DRR plans (as the Zero-draft for a city/municipality selected by each participant before this program begins). Participants are expected to disseminate the formulation method of local DRR plans and accelerate formulation of local DRR plans in their home countries.

## **For what?**

In order to mitigate the human and economic damage caused by natural disasters, this program aims to strengthen the capacities of governmental institutions in

charge of disaster risk reduction.

Above all, in the Sendai Framework for DRR, the formulation and promotion of national and local DRR strategies is expected by 2020, and this represents a milestone to achieve other targets of the framework. For this reason, this program will focus on the required steps and methodologies for formulation of local DRR plans.

### **For whom?**

This program is offered to administrative officials currently responsible for the natural disaster risk reduction and involved in; mitigation and preparedness either in central or local government. Although what dealt with in the exercise is a local DRR plan, we encourage not only the officials at local level but also the officials at the central level including planning and treasury related ministries to participate strongly, because it is even more important for them to know the practical method to reduce risks, integrate them into their national development plans and secure necessary budget and financing.

### **How?**

Participants shall have opportunities to learn about Japan's experiences and skills related to comprehensive DRR focused on DRR system of central and local government level against various kinds of disasters through lectures/observations/exercises. Participants will also go through formulation exercise of local DRR plan so that the participant will be able to contribute to promotion of formulation of local DRR plans by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

### **Sustainable Development Goals (SDGs)**

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted by world leaders in September 2015 and the Agenda call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This course aims to strengthen the capacities of governmental institutions in charge of disaster risk reduction in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, which contributes to realize the goal 11 and 13.



## ***II. Description***

- 1. Title (J-No.):** Comprehensive Disaster Risk Reduction (201984494-J002)
- 2. Course Period in JAPAN:**  
January 6 to February 22, 2020
- 3. Target Regions or Countries:**  
Nepal, Bangladesh, Myanmar, India, Brazil, Suriname, Egypt
- 4. Eligible / Target Organization:**  
This program is mainly designed for government organizations/departments currently responsible for the natural disaster risk reduction: Especially those which are involved in disaster prevention, mitigation and preparedness, either in central or local level government. Officials from planning and treasury related ministries are also eligible for this training.
- 5. Course Capacity (Upper limit of Participants):**  
7 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**  
To formulate a local DRR plan as the Zero-draft\* to improve/enforce DRR system in each participant's organization to achieve the global targets of the Sendai Framework.  
\*Zero-draft is supposed to be one potential resource to advance DRR activities in each country.
- 8. Overall Goal:**  
DRR system of each country is improved based on national and local DRR plans and the damage caused by disasters is reduced.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary phase in a participant's home country</b> (November 2019 to December 2019) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Preparation for the core phase in Japan	Preparation for Country Report Presentation during the core phase in Japan.
	To read the following 4 documents stored in web site in advance <ul style="list-style-type: none"> <li>● Disaster Management in Japan (issued by Cabinet Office, Government of Japan)  <a href="http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf">http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf</a></li> <li>● Lessons from the Great Hanshin-Awaji Earthquake  <a href="http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf">http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf</a></li> <li>● Sendai Framework for Disaster Risk Reduction  <a href="http://www.unisdr.org/files/44983_sendaiframeworkchart.pdf">http://www.unisdr.org/files/44983_sendaiframeworkchart.pdf</a></li> <li>● Practical Guide for developing Local DRR Plans toward 2020, Japan International Cooperation Agency, Tokyo, Japan  <a href="https://www.jica.go.jp/english/news/field/2017/171109_01.htm">https://www.jica.go.jp/english/news/field/2017/171109_01.htm</a></li> </ul>
	Preparation for Exercise and Workshop program during the core phase in Japan.
	To collect information necessary for formulation of local DRR plan. <u>Accepted participants are supposed to bring collected information and data by soft copy. Detail of the exercise will be explained at the time of acceptance notice.</u>  necessary information: <ul style="list-style-type: none"> <li>➤ Existing municipal DRR plan</li> <li>➤ Municipal development policy/plan</li> <li>➤ Geographical map</li> <li>➤ Population data, population distribution data/map</li> <li>➤ Map of critical infrastructure (transportation, public facilities, etc.), map of building distribution</li> <li>➤ Record of past disasters with damage data</li> <li>➤ Hazard/risk analysis report/data/map</li> <li>➤ (for flood) River water discharge model data/map</li> <li>➤ (for earthquake) Geophysical survey report/data/map</li> <li>➤ (for tsunami) Tsunami simulation data/map</li> </ul>

**(2) Core phase in Japan**

(January 6, 2020 to February 22, 2020)

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

Modules	Subjects/Agendas	Methodology
(1)	<p>To understand roles of national and local governments in disaster risk reduction in Japan.</p> <ul style="list-style-type: none"><li>➤ Japan's law/regulation, system and policy/plan for disaster risk reduction and management</li><li>➤ Roles of line ministries for disaster disaster risk reduction and management</li><li>➤ Local government's(Hyogo prefecture, Kobe city) roles, responsibilities and policy/plan for disaster risk reduction and management</li><li>➤ Lessons and history of securing budgetary measures, management and implementation in Hyogo/ Kobe.</li><li>➤ DRR and Land use regulation/management.</li><li>➤ Good practices, lessons and challenges of mainstreaming DRR in Japan and participant countries</li></ul>	Lecture Observation Exercise
(2)	<p>To understand following topics;</p> <ol style="list-style-type: none"><li>1) importance of information sharing between administration and local community regarding disaster risk analysis of the community and preparedness for disaster.</li><li>2) roles and responsibilities of administration and local community in disaster risk reduction.</li></ol> <ul style="list-style-type: none"><li>➤ With a mind to response to residual risk, consider application of Japanese experience in own country</li></ul>	Lecture Observation Exercise
(3)	<p>To understand importance of “Build Back Better” and mitigation/ preparedness through analysis of past natural disaster cases.</p> <ul style="list-style-type: none"><li>➤ Importance and maintain method of lessons learned from the natural disaster</li><li>➤ Disaster Statistic</li><li>➤ Disaster and Gender</li><li>➤ History of reconstruction of the Great Hanshin-Awaji Earthquake and the Great East Japan Earthquake</li><li>➤ Mainstreaming Disaster Risk Reduction</li><li>➤ Based on philosophy of “Build Back Better” and “Pre-investment”, consider application of Japanese experience in own country</li></ul>	Lecture Observation Exercise

(4)	<p>To formulate a local DRR plan to improve/enforce disaster risk reduction and DRR system in each country, utilizing contents of the program.</p> <ul style="list-style-type: none"> <li>➤ Country Report presentation</li> <li>➤ PCM (Project Cycle Management) exercise and learning 8 steps for formulation of local DRR plan</li> <li>➤ Review meeting</li> <li>➤ Formulation exercise of local DRR plan</li> <li>➤ Presentation of local DRR plans</li> </ul>	Lecture Exercise
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### ***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 dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan.

## **2. Nominee Qualifications:**

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

### **(1) Essential Qualifications:**

- 1) Current Duties: be administrative officials currently responsible for the natural disaster risk reduction who are involved in disaster prevention, mitigation and preparedness either in central or local level government. Or Officials from planning and treasury related ministries.
- 2) Educational background: To be university graduates or equivalent.
- 3) Work experiences: those who have practical experience of more than two (2) years as an administrator in the field of disaster risk reduction.
- 4) Language: have a good command of spoken and written English. This program includes active participation in discussions and formulation of local DRR plan, thus requires high level of proficiency in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 5) 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.

### **(2) Recommendable Qualifications:**

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

## **3. Required Documents for Application:**

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

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

**(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 Expiry date.

**(3) Nominee's English Score Sheet (photocopy):** 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: **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 November 15, 2019**)

**(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 November 26, 2019.**

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

**Country Report**

Accepted participant should submit Country Report to the JICA office (or the Embassy of Japan) by **December 12, 2019.** Please prepare it according to ANNEX of this General Information.

**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 program expenditure depending on the severity of said violation, and
- (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) Disaster Risk Reduction Team 2, Global Environment Department, JICA

**Contact Person:** Ms. Kaoru SASAOKA (Sasaoka.Kaoru@jica.go.jp)

(2) Program Division 1/Disaster Reduction Learning Center (DRLC), Kansai Center (KSIC), JICA

**Contact Person:** Mr. Yoshiaki NAGATA (Nagata.Yoshiaki.2@jica.go.jp and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Asian Disaster Reduction Center(ADRC)

(2) **URL:** <http://www.adrc.asia/index.php>

### 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 Kansai

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0386, 81-78-261-0341 FAX: 81-78-261-0465

(where “81” is the country code for Japan, and “78” is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

### 5. Expenses:

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

(1) Allowances for 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, and dental treatment are not included), and

(4) Expenses for program implementation, including materials.

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

### 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA

office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

## **V. Other Information**

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of local DRR plan, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. The day of January 17<sup>th</sup>, 2020 is the 25<sup>th</sup> anniversary of the Great Hanshin-Awaji Earthquake. On this Memorial Day, there will be a lot of events related to the Earthquake organized by various institutions. JICA will also hold some events, and the participants of this program are expected to participate in some events actively and positively.
7. This program will be carried in winter season in Japan and contains some outdoor observation/practice program(s). Participants are recommended to bring a thick jacket and other preparations against cold weather. (Daily mean temperature in January – February in Kobe is around 6 degrees Celsius.)

## **VI. ANNEX:**

### **Country Report**

The Country Report should be typewritten in English and be around six (6) pages in A4. Furthermore, the elements below must be included in it. **Please submit this Country Report no later than December 12 to the JICA office.**

1. **Name**
2. **Organization and department**
3. **Position and duties**
4. **Organization chart and budget allocation (2016-2018)**

5. **Sendai Framework for Disaster Risk Reduction\***

Describe the status of the implementation of the Hyogo Framework for Action in your country or region, and present the work to achieve the four (4) priority actions and the seven (7) global objectives shown in the Sendai Framework for the Disaster Risk Reduction, the current situation and future prospects of your country or region. (Ex: situations on the formulation of the regional disaster management plan, prior investment for disaster risk reduction, the preparation of laws and systems, etc.)

If necessary, check with the following documents

\*SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION:

<English>

[https://www.unisdr.org/files/43291\\_sendaiframeworkfordrren.pdf](https://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf)

<Spanish>

[https://www.unisdr.org/files/43291\\_spanishsendaiframeworkfordisasterri.pdf](https://www.unisdr.org/files/43291_spanishsendaiframeworkfordisasterri.pdf)

6. **Current situation of DRR and mitigation in your country or region.**

Please briefly describe current status, initiatives and/or discussions of DRR and mitigation in your countries/ area. The description should be made from the perspective of your organization and its duties.

A: Understanding vulnerability

-Amount of damages and frequency of occurrence of 3 types of disasters with greater economic damage.

-Amount of damages and frequency of occurrence of 3 types of disasters with greater human damage.

-Three regions (including the metropolitan area) with greater economic and human damage in case of the type of disaster with greater economic damage.

-Overview of the local DRR plan in planning process in 3 regions mentioned above

B: Step 0 of the local DRR plan formulation exercise

-As Step 0 of the local DRR plan formulation exercise, mention the selected city, the type of disaster selected and the profile of the selected city.

Profile:

Name of the city, map, population, surface area, important infrastructure (government facilities, schools, hospitals, etc.) and main economy

C: Execution of the (national and regional) DRR plan  
-Legal framework for the development of the DRR plan, administrative division for development (national, local, communal), progress in the preparation and availability of budget (national, local)  
-Method of coordination with other institutions and departments in the preparation of the DRR plan.  
-Review intervals

D: Investment in disaster risk reduction  
-Responsible government institutions for each type of disaster, infrastructure situation and development of infrastructure improvement plans (if there are cases of coordination with disaster management plans to improve infrastructure or develop improvement plans, present cases) .  
-System to execute the improvement of infrastructure and financing

Reference information on disaster management in Japan  
“Measures against Disasters in Japan”, prepared by the Cabinet Office (in Japanese and English)

[http://www.bousai.go.jp/1info/pdf/saigaipamphlet\\_je.pdf](http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf)

**\*Accepted participants** will carry out the presentation of each Country Report for about ten (10) minutes per one person, recommended to use Microsoft Power Point, at the first phase of the program period for other participants and Japanese officers including the lecturers from concerned institutions.

**Please summarize your Country Report to ten (10) Power Point slides (at most) for the presentation before the program starts.**

## *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, Knowledge Co-Creation Programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 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 Embassy of Japan. Further, address correspondence to:

**JICA Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073,  
Japan

TEL: +81-78-261-0386, 81-78-261-0341 FAX: +81-78-261-0465

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **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**

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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.



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		-					
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**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:			
Designation / Position		Official Stamp	
Department / Division			



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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**

[Empty boxes for Family Name]

**First Name**

[Empty boxes for First Name]

**Middle Name**

[Empty boxes for Middle Name]

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

**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**

[Empty text box for Outline of 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)**

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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	

<sup>1</sup> 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.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**6. Expectation on the applied training and dialogue program**

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

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

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

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

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

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

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



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 CitizensCooperation 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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )	
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes	

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
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<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
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<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )
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<input type="checkbox"/> Other >>> Specify ( _____ )
--

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: