

F.No.12040/15/2020-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-67

Dated: 21.12.2020

**CIRCULAR**

Sub: Knowledge Co-Creation Program on “Strengthening of Community Health System for Infectious Control” to be held in Japan from 18<sup>th</sup> January to 12<sup>th</sup> March 2021 (online) and phase in Japan (under planning) under the Technical Cooperation Program of the Government of Japan (submission deadline 31.12.2020).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Strengthening of Community Health System for Infectious Control” to be held in Japan from 18<sup>th</sup> January to 12<sup>th</sup> March 2021 (online) and phase in Japan (under planning depending on the developing Covid situation) under the Technical Cooperation Program of the Government of Japan.

2. The program aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

3. The applying organizations are expected to nominate officers who are in nursing position or its supervisor in charge of planning, implementing, evaluating and managing of infectious diseases control in public health with more than 7 years of experience in the relevant field. The officer should be university graduate or equivalent; be licensed in clinical nursing and/or public health professional; have competent command over spoken and written English; be in good health (both physically and mentally) and be between the ages of 35 and 49 years. More details of the program may be seen in the 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 airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **31.12.2020**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at [bapalahema.id@jica.go.jp](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 with the approval of the competent authority.



(Manoj Gupta)

Under Secretary to the Government of India  
Tele.No.011-26165682

Copy to:

1. Secretary, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.
2. Secretary, Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi.
3. Secretary, Department of Health Research, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi.
4. Secretary, Ministry of Railways (Indian Railways Medical Services), Rail Bhawan, New Delhi.
5. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations (through the website of this Department)).
6. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
7. NIC with request to post the circular along with the JICA's circular on this Department's website.



**【ONLINE + In Japan】**  
**Knowledge Co-Creation**  
**Program**  
**(Group & Region Focus)**

**GENERAL INFORMATION ON**

**STRENGTHENING OF COMMUNITY HEALTH SYSTEM FOR  
INFECTIOUS DISEASES CONTROL (B)**

**課題別研修「地域保健システム強化による感染症対策 (B)」**

**JFY 2020**

**NO. 201905835J001**

**Course Period in Japan: From January 18 to March 12, 2021**

**Program Period in Japan: To be planned by the situation of COVID-19**

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

**‘JICA Knowledge Co-Creation Program (KCCP)’ as a New Start**

In the Development Cooperation Charter which was 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**

Sustainable Development Goals (SDGs) were adopted by the United Nations in September 2015. Built on the Millennium Development Goals (MDGs), which ended in 2015, the SDGs are specific targets to be reached by 2030. Three of the eight goals in MDGs, 'reduction of child mortality', 'improvement of maternal health,' and 'combating HIV/AIDS, malaria and other diseases' were not achieved despite global efforts. These goals were extended as part of the SDGs. In all, the SDGs include thirteen health associated targets. Goal 3 is to "Ensure healthy lives and promote well-being for all at all ages." To achieve the targets, global efforts are required in both developing countries and developed countries.

Many developing countries still face difficulties providing infectious diseases control services in all regions. There are many reasons for this, including lack of human resources, budget, equipment, and facilities. Regional disparity in infrastructure, patient transportation, and inadequate health administration are particular problems that need to be addressed. Improving health systems in developing countries is essential to achieving global health goals. Using case studies from Okinawa and Japan, this program is designed to assist those responsible for nursing management to propose improvement plans that will impact infectious diseases control.

Okinawa Prefecture, which is the southernmost regional government in Japan, is made up of around 160 islands, many quite remote. This regional government has long focused on addressing infectious diseases issues. Much of this emphasis stems from post-World War II reconstruction when Okinawans suffered in extremely poor health conditions with inadequate medical staff and facilities. By implementing initiatives to improve its health systems, Okinawa succeeded in achieving Universal Health Coverage.

This program aims to leverage the success of the experience in Okinawa Prefecture and provide the knowledge, skill, and structure for participants to solve infectious diseases control issues through public health activities in their home countries.

## **For what?**

This program, based on the success in Okinawa Prefecture, aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in developing countries.

## **For whom?**

This program is designed for those who in a nursing position or its supervising position to be responsible for planning, implementation, evaluation and management of infectious diseases control in public health sections of central or local governments

which address to improve public health.

**How?**

By online program, the participants shall have opportunities:

- 1) to analyze the obstacles on infectious diseases control in their countries in comparison with those of Okinawa and Japan,
- 2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local government located southernmost in Japan, on its health administration especially just after the WW II.

Okinawa has good practices of the control of tuberculosis, parasitic diseases such as malaria and filariasis, but do NOT have a lot of experiences of HIV/AIDS, so this program does not put much focus on HIV/AIDS control.

## ***II. Description***

- 1. Title (J-No.):**  
**Strengthening of Community Health System for Infectious Diseases Control (B) (201905835J001)**
- 2. Course Period**  
**Online Program Period: From January 18 to March 12, 2021**  
**Program Period in Japan: To be planned by the situation of COVID-19**  
(In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.)
- 3. Target Regions or Countries**  
Fiji, India, Kiribati, Malaysia, Micronesia, Solomon Islands, Vanuatu and Viet Nam
- 4. Eligible / Target Organization**  
This program is designed for planning, implementing and managing department/section of central or local governments in infectious diseases control.
- 5. Course Capacity (Upper limit of Participants)**  
8 participants
- 6. Language to be used in this program:**  
English
- 7. Course Objective:**  
New action for infectious diseases control will be introduced by health officials of central or local governments with utilization of acquired knowledge in Okinawa, Japan.
- 8. Overall Goal**  
Appropriate care for infectious diseases and prevention service will be provided to citizens by efficient functioning of health administration of both national and local levels in respective countries.

## 9. Expected Module Output and Contents:

This program consists of the following components and will be provided online. Details on each component are given below. The contents may be subject to modify:

<p><b>1. Preliminary Phase in a participant's home country</b>  <i>Participating organizations make required preparation for the Program in the respective country.</i></p>		
Expected Output	Activities	
Job Report	<p>(1) Analysis on the current issues on infectious diseases control in working organization or in applicant's work responsibility</p> <p>(2) <b><u>Be sure to use the attached format</u></b> when making Job Report</p> <p>(3) Be sure to have the personnel in higher rank before submission</p>	
<p><b>2. Core Phase in Japan</b>  <i>Participants dispatched by the organizations attend the Program in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
1. To sort and report the issues to be addressed on infectious diseases control in participant's country in order to share them with the program partners	<p>(1) Sorting the issues on infectious diseases control in participant's county</p> <p>(2) Making short and concise presentation</p>	Online live discussion
2. To understand the public health administration in Japan and Okinawa (from post-World War II to present), medical care system, cooperation between medically related organizations, based on the measures of infectious diseases control	<p>(1) Overview of public health administration in Japan</p> <p>(2) Overview of public health, medical and welfare administration in Okinawa</p> <p>(3) Overview of public health and medical care activities in remote islands of Okinawa and mainland Japan</p> <p>(4) Infectious diseases control care services in medical facilities</p> <p>(5) Overview of nursing education</p>	On-demand video sessions for lectures, field visit, and and exercise

<p>3. To acquire the specific idea about the application possibility of infectious diseases control measures through learning the history of public health activities in Japan and Okinawa, practice (methods and techniques), health system, human resources development</p>	<p>(1) Overview of public health nurse personnel stationing system in communities  (2) Overview of nursing administrations and human resources development in Okinawa  (3) Theory and practice of public health nursing activities  (4) Roles of nurses in school health  (5) Public health activities in the days “with COVID-19”</p>	<p>On-demand video sessions for lectures, field visit, and exercise</p>
<p>4. To make feasible action plan to improve maternal and child health after returning to home country</p> <p>This module will be finalized in Japan.</p>	<p>(1) Review the contents of the program  (2) Making and presentation of “Action Plan”</p>	<p>- On-demand video sessions for lectures, field visit, and exercise  - Online live discussion</p>
<p><b>3. Utilizing Phase in a participant’s home country</b>  <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>		
<p>Expected Output</p>	<p>Activities</p>	
<p>1. To share the learning from the online program in Japan with colleagues at work</p>	<p>• Presenting the outline of this program in a report meeting such as a workshop for the beneficiaries including co-workers, and discussion how the learning from the program can be applied to the home country</p>	

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from 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 use the program for those specific purposes.
- (2) This program is enriched with contents specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate participants to come up with concrete plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants before dispatching them 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 by carrying out the activities of the Finalization Phase described in section II-9.
- (5) Participating organizations are requested to allow the participants to participate in this online program for two to three hours a day for the program period without disturbing by daily work.

#### **2. Nominee Qualifications:**

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

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

- 1) Current Duties: be in a nursing position or its supervisor in charge of planning, implementing, evaluating and managing of infectious diseases control in public health at the central or local governments which address to improve public health
- 2) Experience in the relevant field: have at least 7 years' working experience in the field of public health
- 3) Educational Background: be a university graduate or equivalent
- 4) Be licensed in clinical nursing and / or public health professional
- 5) Language: have a competent command of spoken and written English to make an oral presentation and write a report
- 6) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube, Google Classroom, and Zoom. Also with a web camera for the online live sessions.
- 7) Time management: Have permission to participate in this online program for

two to three hours a day, including several live sessions

- 8) 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) Expectations for the Participants:  
Those who have relation with JICA health projects will be preferable.
- 2) Age:  
Between the ages of thirty-five (35) and forty-nine (49) years when the online program starts

**Remarks: In case there are two or more nominees, please nominate both regional and national level, and also consider the gender balance.**

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

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

**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 the photocopy of your official ID with clear description of Name, Date of birth, Nationality, and Sex.

- (2) **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)

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

(4)

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

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

## **4. Procedures for Application and Selection :**

- (1) **Submission of the Application Documents:**

Closing date for applications: **Please 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 January 4, 2021.**

**(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 January 7, 2021.**

**5. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.

## ***IV. Administrative Arrangements***

### **1. Organizer:**

**(1) Name:** JICA Okinawa Center (JICA Okinawa)

**(2) Contact:** Ms. Naoko Nakama (E-mail: oicctp@jica.go.jp)

### **2. Implementing Partner:**

**(1) Name:** TA Networking Corp.

**(2) URL:** <http://www.ta-n.com/eng/index.html>

### **3. Travel to Japan:**

**Will be planned if the COVID-19 situation is regarded settled in FY2021.**

## V. Other Information

### 1. For your Information

Information of Okinawa is available at following URLs.

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

[http://www.city.urasoe.lg.jp/index\\_english.html](http://www.city.urasoe.lg.jp/index_english.html)

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture:

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

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

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

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

- (4) The YouTube channel of JICA Okinawa:

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

- (5) The Facebook page of JICA Okinawa:

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

## VI. ANNEX:

### The Format of Report of Your Public Health Issue

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

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

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



## *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 Okinawa Center**

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

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

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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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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:

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**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 ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(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 ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<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: