

F.No.12040/24/2018-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067

Dated: 14.06.2018

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Improvement and Disaster Prevention of Housing and Living Environment” to be held in Japan from 10.10.2018 to 14.11.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline-28.06.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Improvement and Disaster Prevention of Housing and Living Environment” to be held in Japan from 10.10.2018 to 14.11.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to improve policies or systems regarding housing and living environment.

3. The applying organizations are expected to nominate officers are involved in the planning of policies and systems for the improvement of housing and living environment, and be in a position of leadership of the related department to implement the development projects with more than 3 years of 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), under the age of 50 years. 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:-

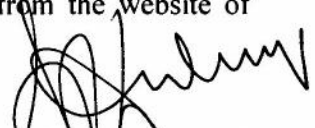
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

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).

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 **28.06.2018**. 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 or 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>.


(Shri Prakash Dubey)
Director (Training)
Tele no: 26168197

To

- a) Secretary, M/o Housing and Urban Affairs, Nirman Bhavan, New Delhi.
- b) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
- c) Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sudarjang Enclave, New Delhi-110029.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) 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

Improvement and Disaster Prevention of Housing and Living Environment
課題別研修「住宅・住環境の改善と防災」
JFY 2018

NO. J1804209/ ID. 1884768

Course Period in Japan: From October 10th to November 14th, 2018

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.¹

‘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

In developing countries, some people are still forced to live in the poor housing and living environments because the rapid urbanization, and population growth has been causing the lack of housing and degradation of living environment. Under these circumstances, the important challenge for the developing countries is to formulate and develop adequate policies for improvement of housing and living environment according to their respective situations. Japan has been promoting various measures and projects on improvement of housing and living environment after its experience of the housing shortage associated with a postwar reconstruction, economic growth and disaster including the Great East Japan Earthquake. This course introduces extensive Japanese know-how and policies related to improvement of housing and living environment.

For what?

This program aims to improve policies or systems regarding housing and living environment.

For whom?

This program is offered to government officials responsible for improvement of housing and living environment

How?

This course introduces Japanese experiences and cases in other countries regarding improvement of housing and living environment through lectures, site-visits and discussions. Participants will make an action plan describing what they will do after their return to their home country. These activities give participants tips of solution of the issues in respective countries.

II. Description

- 1. Title (J-No.): Improvement and Disaster Prevention of Housing and Living Environment (J1804209)**
- 2. Period of program:**
 - Duration of whole program:** August 2018 to November 2018
 - Preliminary Phase:** August 2018 to October 2018
(in a participant's home country)
 - Core Phase in Japan:** October 10th to November 14th, 2018
- 3. Target Regions or Countries:**
India, Iraq, Myanmar, Nepal, Nicaragua, Philippines, Sri Lanka, Uzbekistan, and Viet Nam
- 4. Eligible / Target Organization:**
This program is designed for governments or governmental organizations responsible for improvement of housing and living environment.
- 5. Total Number of Participants:** 10
- 6. Language to be used in this program:** English
- 7. Overall Goal:**
To improve the housing and living environment policies and living conditions of the people in respective countries.
- 8. Program Objective:**
To improve planning and performance ability of policy-makers in national governments, local governments and governmental organizations that oversee the improvement of housing and living environments in respective countries.
- 9. Expected Output:**
To achieve the above program objective, expected outputs are as follows;
 - Output 1 To learn land and house ownership system and housing situation in Japan.
 - Output 2 To understand the outline of policies and systems on public housing and housing loan in Japan, and examples of development projects of public housing.
 - Output 3 To learn outline of policies and systems concerning living environment development in Japan.
 - Output 4 To gain knowledge of the outline of policies and systems on reconstruction of housing.
 - Output 5 To identify the situation of the approach to policy issues in respective countries. And to analyze situations of his/her country and to study countermeasures.

10. Curriculum:

This program consists of the following components.

10-1. Preliminary Phase in a participant's home country

(August 2018 to October 2018)

Formulation and submission of Inception Report (IR) and Action Plan (AP) to JICA Tokyo as mentioned in section V.

10-2. Core Phase in Japan

(October 10th to November 14th, 2018)

(1) Housing Policies in Japan

- ◆ Housing Policies in Japan
- ◆ Building Code
- ◆ City Planning Law in Japan
- ◆ Brief History of Housing and Urban Planning Issues in Japan

(2) Housing Supply

- ◆ Housing Policy in Population Influx into Urban Areas in Japan
- ◆ Overview of Land Readjustment Project
- ◆ Case Sample of the Huge New Town Development
- ◆ Overview of Publicly-Operated Housing System
- ◆ Case Sample of Publicly-Operated Housing
- ◆ Public Housing Finance in Japan
- ◆ Case Sample of the Pre-Fabricated Housing Technology in Japan

(3) Improvement of Living Environment

- ◆ The System Related to Improvement Project of Living Environment
- ◆ Postwar Slum Improvement in Japan
- ◆ Slum Upgrading in Japan
- ◆ Case Sample of Housing Improvement Project
- ◆ Overview of Urban Redevelopment Project
- ◆ Case Sample of Urban Redevelopment Project

(4) Post-Disaster Housing Reconstruction

- ◆ Post-Disaster Housing Reconstruction
- ◆ Case Sample of Post-Disaster Housing Reconstruction (The Great East Japan Earthquake)

(5) Recent Trend

- ◆ Case Sample of Housing Research Facilities
- ◆ Housing performance Indication System
- ◆ Building Environment Performance Assessment
- ◆ Environment Performance Assessment
- ◆ Barrier-free Concept in Housing and Living Environment

(6) Improvement of Housing and Living Environment in Developing Countries

- ♦ Socio-economic Development and Urban Housing Policies in East Asia
- ♦ Activities by World Bank related to the Improvement of Living Environment for the Low-income
- ♦ Project of Housing and Living Environment in Indonesia
- ♦ The Proposal of the Non-engineered Housing Safety Improvement in Developing Countries
- ♦ Urban Housing Issues in Developing Countries - Focus on the Issues Related Climate Change - Energy Saving in Developing Countries - Low-carbon Housing in Tropical Areas

Lectures and Site-Visits

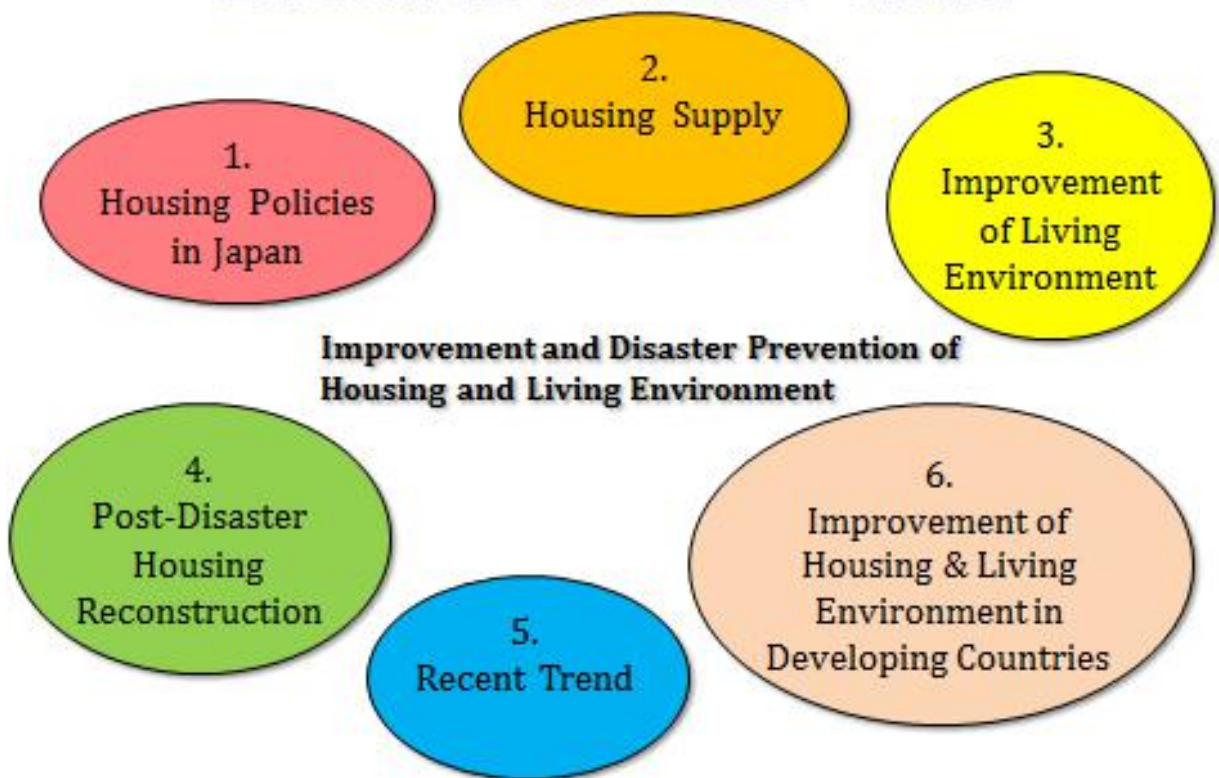


Figure1: 6 Elements of the Program

Note: The program is subject to the minor change owing to the schedules of sites and other circumstances.

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 use the project 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 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 organizations to come up with concrete solutions for their issues, participating organizations are expected to make preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II, 10-1.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in core phase in Japan described in section II, 10-2.

2. Nominee Qualifications:

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

- (1) **Current Duties:** be officials of central/local government or governmental organizations who are involved in the planning of policies and systems for the improvement of housing and living environment, and be in a position of leadership of the related department to implement the development projects.
- (2) **Experiences:** have 3-year experience in implementing development projects on housing or living environment (except the technical work necessary for the implementation of construction work).
- (3) **Age:** be under 50 years old, in principle
- (4) **Educational Background:** be university graduates or the equivalents.
- (5) **Language:** be proficient in spoken and written English which is equal to TOEFL CBT 250 or more. (Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc, if possible).
- (6) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

Note: The priority level of the selection might lower to the person who participated in the JICA training course in the past.

3. Required Documents for Application:

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

(2) **Attachment: To be submitted with Application Form**

(2)-1 **Nominee's English Score Sheet:** If you have any official documentation of English ability (e.g., TOEFL and etc), please attach it (or a copy) to the application form.

(2)-2 **Questionnaire:** Please fill in **V. Annex 1 (Questionnaire)**.

(2)-3 **Basic Data:** Please fill in **V. Annex 2 (Basic Data)**.

Questionnaire and Basic Data will be used for the screening of applicants, and applications not accompanied by a completed questionnaire will not be considered as duly qualified.

4. Procedure for Application and Selection:

(1) **Submitting the Application Documents:**

Closing date for application to JICA Tokyo: **July 13th (Fri), 2018**

Note: Please confirm the closing date set by the respective country's JICA office or the Embassy of Japan of your country to meet the deadline in Japan.

(2) **Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to JICA Tokyo, which organizes this project. Selection shall be made by JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

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

(3) **Notice of Acceptance:**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than September 10th (Mon) 2018**.

5. <For Accepted Participants Only>

Documents to be submitted:

Accepted participants are required to prepare and submit Inception Report (IR) and Action Plan idea to JICA Tokyo **by September 28th (Fri), 2018**. The further information will be provided to the accepted participants together with the acceptance notification.

6. Conditions for Attendance:

- (1) To observe the schedule of the program,
- (2) Not to change the program subjects or extend the period of stay in Japan,
- (3) Not to bring any members of their family,
- (4) To return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) To refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) To observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) To observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) To participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-10-1 and section III-5.

IV. Administrative Arrangements

1. **Organizer:** Tokyo International Center, JICA (JICA Tokyo)
2. **Implementing Partner:**
 - (1) Housing Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)
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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.
4. **Accommodation in Japan:**

JICA will arrange the following accommodations for the participants in Japan:

| |
|---|
| JICA Tokyo International Center (JICA TOKYO) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: +81-3-3485-7051 FAX: +81-3-3485-7904 (where “81” is the country code for Japan, and “3” is the local area code) |
|---|

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,
<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>
Introduction of JICA Tokyo(Youtube):
<https://www.youtube.com/watch?v=jWyCOMj3IjE>
5. **Expenses:**

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

 - (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials

For more details, please see the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.
6. **Pre-departure Orientation:**

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

V. ANNEXES:

1. Questionnaire
2. Basic Data

Questionnaire

Each applicant is required to fill out this Questionnaire. **It will be used for the screening of candidates.**

1. Format

- (i) It should be type-written in English on A4 size paper (21 cm x 30 cm).
- (ii) The maximum length is 3 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides)

2. Contents

2-1. Personal Data

- (i) Name of Applicant / Organization / Country
- (ii) Post and Duties
- (iii) Roles and responsibilities of you and your division

2-2. Housing Policies and Systems in Your Country

- (i) The outline of housing policy and system in your country, including the relevant laws and regulations. (Main characteristics and issues)
- (ii) If your country/city has a master/structure plan for the promotion of housing construction and /or urban development, describe its type or characteristics. (Attach a sample of A4 size, if possible/available.)

2-3. Your Focus During the Program

- (i) Please choose one theme you would like to learn during this program from 1 to 9 listed below:

1. Promotion of housing supply by private sectors
2. Public housing policies, projects (rental or ownership type) or management (collecting of rent, clean up, repair)
3. Slum improvement projects
4. Urban development or urban redevelopment
5. Disaster management of residential area (policy, risk assessment, projects or management including community disaster management)
6. Housing finance (policy, loan scheme or support by governments)
7. Housing policy including community participation, contribution of NGOs
8. Quality control of houses and living environments (city planning or building regulation)
9. Introduction of new technologies such as prefabrication, standard design, or standardized components

- (ii) Regarding the theme you choose above, please specify the issue(s) and cause(s).
 - a) The issues your country/organization is currently facing.
 - b) Possible solutions
 - c) The status of the measures already implemented.
 - d) The ideas you expect from the advisors and other participants in order to solve your issues.

Basic Data

| |
|--------------------------|
| Name of the Participant: |
| Country: |
| Organization: |
| Position: |

Please;

(i) Indicate the following information requested, based on official statistics.

(ii) Describe the data source.

If there is no information applicable, write NA (not applicable).

Basic Data related to Housing Situation and its background in your country

| | | | | | |
|---|------|------|------|------|---------|
| A. Population | 1980 | 1990 | 2000 | 2010 | current |
| | | | | | |
| Source: | | | | | |
| B. Number of households | 1980 | 1990 | 2000 | 2010 | current |
| | | | | | |
| Source: | | | | | |
| C. GDP per capita (US\$) | | | | | |
| | | | | | Source: |
| D. Housing stock (number of units) | | | | | |
| | | | | | Source: |
| E. Number of households per housing unit (B(current)/D) | | | | | |
| | | | | | Source: |
| F. Average floor area (m ² / housing unit) | | | | | |
| | | | | | Source: |
| G. Average monthly rent for a housing unit (US\$) | | | | | |
| | | | | | Source: |
| H. Stock of (i) public rental housing, (ii) government corporation rental housing and (3) rental housing for government employees (number of units) | | | | | |
| (i) | | | | | Source: |
| (ii) | | | | | |
| (iii) | | | | | |
| I. Actual annual housing supply by the (i) public and (ii) private sectors (average number of units over the past 5 years) | | | | | |
| (i) | | | | | Source: |
| (ii) | | | | | |
| J. Slum improvement projects (average household numbers benefited over the past 5 years) | | | | | |
| | | | | | Source: |
| K. Achievement of public/private housing loan program (total amount of loans in US\$, average over the past 5 years) | | | | | |
| | | | | | Source: |

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 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 Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

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

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

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

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

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

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

| | | | | | | | | |
|---|---|--|---|--|--|--|--|--|
| J | 0 | | - | | | | | |
|---|---|--|---|--|--|--|--|--|

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

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

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

Confirmation by the organization in charge (if necessary)

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

| | | | |
|------------------------|--|------------|----------------|
| Date: | | Signature: | |
| Name: | | | |
| 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.



9) Contact Information

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

10) Others (if necessary)

| |
|--|
| |
|--|

4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

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



6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____) |
|-----------------------------|--|

(b) Are you pregnant?

| | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (_____ months) |
|-----------------------------|---|

(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: |
|-----------------------------|--|

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

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

2. Medical History

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

| | | |
|----------|-----------------------------|--|
| Past: | <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?

| |
|--|
| |
|--|

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: |