

F.No.12040/01/2021-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: 05.02.2021

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Program on “Maritime Safety and Security Policy Program” to be held in Japan from 26.09.2021 to 16.09.2022 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Maritime Safety and Security Policy Program” to be held in Japan from 26.09.2021 to 16.09.2022 under the Technical Cooperation Program of the Government of Japan.

2. The training program aims to develop personnel with advanced practical knowledge, analytical and problem-solving skills, and the ability to communicate effectively in an international environment. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants’ countries.

3. The applying organizations are expected to nominate a junior officer working in a maritime safety and security related organization in one of the following positions:

- Section chief or equivalent at a central authority (if serving under a central authority)
- Assistant division chief or equivalent at a local authority (if serving under a local authority)
- Lieutenant or Lieutenant Commander (or an equivalent rank)
- Inspector or superintendent (or an equivalent title if in law enforcement)

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 under forty five (45) years old as of October 1, 2021. 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 **12.03.2021**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp) under intimation to DoPT at email id: [jitesh.gupta@nic.in](mailto:jitesh.gupta@nic.in) or [kailash.k@nic.in](mailto:kailash.k@nic.in). 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 Shipping, Transport Bhawan, Sansad Marg, New Delhi-110001(through the website of this Department).
- b) Secretary, M/o Environment & Forest, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003(through the website of this Department).
- c) Secretary, M/o Home Affairs, North Block, New Delhi -110001(through the website of this Department).
- d) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110001(through the website of this Department).
- e) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- f) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- g) 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

### Maritime Safety and Security Policy Program

**(Master's Program)**

課題別研修「海上保安政策プログラム」(修士課程)

**JFY 2021**

Course No.: 202003197-J001

Course Period in Japan:

**From September 26, 2021, to September 16, 2022**

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**

The Asian region is home to some of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Asian countries have experienced remarkable economic growth in recent years and trouble-free maritime transportation has become important not only for their own prosperity, but also for that of the world economy. In order to achieve stable transportation in these sea-lanes, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

Given the circumstances mentioned above, in an effort to preserve and develop maritime international order, we need to establish international maritime norms based on the rule of law. Japan is taking the lead in this area by offering advanced training for junior officers working in maritime safety and security related organizations in Japan and other Asian countries, which bridges the practical and theoretical aspects of maritime safety and security. By examining international relations, maritime issues, international laws and other relevant issues, this training program aims to develop personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

## **For what?**

This training program aims to develop personnel with advanced practical knowledge, analytical and problem-solving skills, and the ability to communicate effectively in an international environment. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

## **For whom?**

This program is designed for junior officers of maritime safety and security related organizations in Asian countries.

## **How ?**

The Maritime Safety and Security Policy Program is designed to prepare policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of both the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG). GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility

of the JCG, will provide training and practical education in maritime safety and security. Participants will also conduct case studies to strengthen their knowledge and relevant skills. This is the master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Research guidance will be, therefore, provided as provided for a master's student at a regular graduate school. Participants will write a research paper about a specific issue in accordance with the guidance and advice they will receive from their academic advisers over the course of the program.

*Academic Degree*

*The curriculum of this program has been approved by the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard Academy (JCGA) as that of a master's program. After completing all graduation requirements, participants will be awarded the degree of Master of Policy Studies.*

*The program is very demanding. Applicants should possess an excellent educational and professional background, be highly motivated, and have confidence in their ability to fulfill the requirements of the program.*

## **II. Description**

**1. Title (Course No.): Maritime Safety and Security Policy Program (202003197-J001)**

**2. Course Period in JAPAN**

From September 26, 2021, to September 16, 2022

Fall and Winter Terms: From October 6, 2021 to March 30, 2022 at GRIPS

Spring Term: From April 5, 2022 to August 1, 2022 at JCGA

Summer Term: From August 4, 2022 to September 14, 2022 at GRIPS

**3. Target Regions or Countries**

Bangladesh, India, Indonesia, Malaysia, Myanmar, Philippines, Sri Lanka and Vietnam

**4. Eligible / Target Organizations**

Maritime safety and security related organizations in Asian countries

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

8 participants

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

English

**7. Course Objective**

Junior officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability and the ability to communicate effectively in an international environment. This will enable them to fulfill their duties and improve their ability to deal with international issues in a timely and appropriate manner. Furthermore, by fostering mutual understanding, this training program will help to build a network of participating countries, which will in turn help to strengthen international cooperation.

**8. Overall Goal**

This training program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in Asian countries including Japan. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

## Expected Module Output and Contents

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

<p><b>(1) Preliminary Phase in a participant's home country</b> (August to September 2021) Participants make required preparations for the Program in their respective countries.</p>
Activities
Submission of Assignments: Preparation and submission of Job and Country Report Presentation Materials
Preparation: Be familiar with the laws and regulations of one's country concerning maritime safety and security as well as international laws and conventions Collection of cases and search of literature related to international maritime issues

<p><b>(2) Phase in Japan</b> (September 26, 2021, to September 16, 2022) Selected participants attend the Program conducted in Japan.</p>		
Expected Module Output	Courses/Focus of Instruction	Mode of Instruction
Acquisition of socio-scientific knowledge needed to address international issues	<p>Required Courses :</p> <ul style="list-style-type: none"> <li>International Relations</li> <li>International Relations in East Asia</li> <li>International Security Studies</li> </ul>	<p>Lecture · Case Study</p>
	<p>Recommended Courses :</p> <ul style="list-style-type: none"> <li>Essential Microeconomics</li> <li>Essential Macroeconomics</li> <li>Government and Market</li> <li>Government and Politics in Japan</li> <li>International Political Economy</li> <li>Comparative Politics</li> <li>State and Politics in Southeast Asia</li> <li>Non-Traditional Security</li> <li>The World and the SDGs</li> <li>Introduction to Quantitative Methods</li> </ul>	
Improvement of understanding of legal matters related to maritime safety and security	<p>Required Courses :</p> <ul style="list-style-type: none"> <li>International Law</li> <li>International Law of the Sea</li> <li>Policy for Search &amp; Rescue</li> <li>Salvage and Maritime Disaster Prevention</li> <li>Maritime Police Policy</li> </ul>	<p>Lecture · Case Study</p>

	<p>Recommended Courses:</p> <p>International Comparative Criminal Law  Introduction to Oceanography  Marine Environment and Pollution  Traffic Management Systems I  Traffic Management Systems II  Information Management System I  Information Management System II  Ship Maneuverability and Practical Operation  Fundamentals of Advanced Energy Engineering  Introduction to International Maritime Safety and Security Conventions</p>	
<p>Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law</p>	<p>Required Courses:</p> <p>Case Study of Maritime Safety and Security Policy I  Case Study of Maritime Safety and Security Policy II</p>	<p>Practical Case Studies  ·  Field trip</p>
<p>Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods</p>	<p>Required Course:</p> <p>Independent Study:  A research paper examining a specific problem and analyzing ways to solve it under the guidance of professors; a final presentation</p>	<p>Analysis  ·  Presentation</p>

## <Structure of the Program>

### (1) Preliminary Phase

Upon receipt of the Notice of Acceptance, each participant will prepare and submit a Job and Country Report and assignment materials. Detailed information on the preparation of these materials will be provided after the Notice of Acceptance.

### (2) Core Phase in Japan

This program consists of lectures, case studies, field trips and independent study. The curriculum of the academic year 2020-2021 is shown in Fig.1 for your reference.

Fig.1

Academic Year 2020-2021 Curriculum Master's Programs

(11)Maritime Safety and Security Policy Program

Category	Course No.	Course Name	Instructor	Term	Credit
I Required Course	MSP4000E	Independent Study	Various	Fall through Summer	4
	GOV1400E	International Relations in East Asia	TAKAGI Yusuke	Fall	2
	GOV2200EA	International Relations	WAMA Yoko	Fall	2
	GOV2240EB	International Security Studies	MICHISHITA Narushige	Fall	2
	MSP2000E	Maritime Police Policy	OKUZONO Junji	Spring	2
	MSP3000E	International Law	SHIMOYAMA Kenji	Fall	2
	MSP3010E	International Law of the Sea	FURUYA Kentaro	Winter	2
	MSP3020E	Policy for Search & Rescue, Salvage and Maritime Disaster Prevention	YAMAJI Tetsuya	Spring	2
	MSP5000E	Case Study on Maritime Safety and Security Policy I	FURUYA Kentaro	Fall	2
	MSP5010E	Case Study on Maritime Safety and Security Policy II	FURUYA Kentaro	Winter through Spring	2
II Recommended Courses	ECO1020E	Essential Microeconomics	KUROSAWA Masako	Fall	4
	ECO1080E	Essential Macroeconomics	NAKAGAKI Yoko	Winter	2
	ECO2020EB	Government and Market	HATANAKA Kaori	Winter	2
	GOV2100E	Government and Politics in Japan	MASUYAMA Mikitaka	Fall	2
	GOV2210E	International Political Economy	CHEY Hyung-kyu	Fall	2
	GOV2310E	Comparative Politics	TAKENAKA Harukata	Fall	2
	GOV2460E	State and Politics in Southeast Asia	TBA	TBA	2
	GOV3240E	Non-Traditional Security	TBA	TBA	2
	GEN5020E	The World and the SDGs	TANAKA Akihiko	Fall	1
	MOR1000E	Introduction to Quantitative Methods	TSUCHIYA Takashi	Fall	2
	MSP2030E	Introduction to Oceanography	MINAMI Hiroki	Spring	1
	MSP2040E	Marine Environment and Pollution	YOSHIOKA Takamitsu	Spring	1
	MSP3030E	International Comparative Criminal Law	SHINTANI Kazuki	Spring	2
	MSP3100E	Introduction to International Maritime Safety and Security Conventions	FURUYA Kentaro	Spring	1
	MSP2050E	Traffic Management Systems I	YAMADA Tatsuo	Spring (Session I)	1
	MSP2060E	Traffic Management Systems II	TBA	Spring (Session II)	1
	MSP3050E	Ship Maneuverability and Practical Operation	NAKAYAMA Yoshiyuki	Spring (Session II)	1
	MSP3070E	Fundamentals of Advanced Energy Engineering	KANKI Takashi	Spring (Session II)	1
	MSP3080E	Information Management System I	YAMANAKA Masaaki	Spring (Session I)	1
	MSP3090E	Information Management System II	ISOZAKI Hiroomi	Spring (Session II)	1
III Elective Courses		* Selected Topics in Policy Studies I - IV			
		Courses not listed in this table			
X Others		** Courses offered by the Center for Professional Communication			

Notes:

1. Graduation Requirements: Students must complete a minimum of 30 credits, 22 of which must come from Category I, and 8 from Category II.
2. Courses offered in the Program are subject to change.
3. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
4. \* Course Number, Instructor, and Term for these courses will be announced when the courses are offered.
5. \*\* Credits earned in these courses cannot count toward the degree.

## ***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 operations. Applying organizations are expected to use the Program for these purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the specific issues or problems identified in their operations, carefully referring to the qualifications described in Section III-2 below.
- (3) Applying organizations are also expected to make use of the knowledge acquired by the nominees during their study.

### **2. Nominee Qualifications**

Applying organizations are expected to select nominees who meet the following criteria.

#### **Essential Qualifications**

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Present Position: A junior officer working in a maritime safety and security related organization in one of the following positions:
  - Section chief or equivalent at a central authority (if serving under a central authority)
  - Assistant division chief or equivalent at a local authority (if serving under a local authority)
  - Lieutenant or Lieutenant Commander (or an equivalent rank)
  - Inspector or superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: A minimum test score of TOEFL iBT 79, IELTS Academic 6.0 or its equivalent
- 6) Health: must be judged that they are medically adequate to participate in the Program in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 7) Age: under forty five (45) years old as of October 1, 2021

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

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

## **(2) Application Materials for GRIPS/JCG Master's Program**

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX. Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX) depending on their filed educational and career records.

**(3) 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, gender, passport number and expire date.

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

### **(1) Submission of the Application Documents**

Closing date for applications: **Please inquire at 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 March 31, 2021**).

### **(2) Selection**

- 1) After receiving the application documents through appropriate administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) will conduct a screening and send the documents to JICA Chugoku, which organizes the program. 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. It would be, therefore, appreciated if you could inform the JICA office of it (if there would be a plausible case / candidate) as soon as possible thinking about the time it would take for the examination.
- 2) JICA Chugoku will carry out the screening jointly with JCG and decide the successful applicants out of those who meet the qualifications described in Section III-2.
- 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by telephone or TV conferencing at the respective country's JICA office.

- 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
- 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July, 2021.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **no later than July 30, 2021**. An acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted candidate.

## **5. Document(s) to Be Submitted by Accepted Candidates**

Accepted participants are required to prepare and submit a Job and Country Report Presentation materials to JICA Chugoku by **September 10, 2021**, preferably by e-mail to [cicctp@jica.go.jp](mailto:cicctp@jica.go.jp).

## **6. Conditions for Attendance**

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

## **7. Certificate and Master's Degree**

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

## **IV. Administrative Arrangements**

### **1. Organizer**

#### **(1) Name: JICA Chugoku\***

\*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

#### **(2) Contact:** Ms. Harumi HIGASHIYAMA (cictp@jica.go.jp)

TEL: 81-82-421-5800 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

### **2. Implementing Partner**

#### **(1) Japan Coast Guard (JCG)**

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: 81-3-3580-0936

(where "81" is the country code for Japan, and "3" is the local area code)

#### **(2) National Graduate Institute for Policy Studies (GRIPS)**

URL: <http://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: 81-3-6439-6046 FAX: 81-3-6439-6050

("81" is the country code for Japan, and "3" is the local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

### **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 will be from the time of arrival until departure from Japan. Traveling time outside Japan will not be covered.

#### 4. Accommodations in Japan

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

<b>JICA Tokyo Center (JICA TOKYO)</b>
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Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
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TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
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(where “81” is the country code for Japan, and “3” is the local area code)
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<b>JICA Chugoku Center (JICA Chugoku)</b>
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Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan
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TEL: 81-82-421-5800 FAX: 81-82-420-8082
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(where “81” is the country code for Japan, and “82” is the local area code)
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If there is no vacancy at JICA centers, JICA will arrange alternative accommodations for the participants. Please refer to the TIC facility guide at [https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf)

#### 5. Expenses

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

- (1) Allowances for accommodations, 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 illnesses, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

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

#### 6. Pre-departure Orientation

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

## ***V. Other Information***

### **Dress Code Policy: Formal Clothes (suit and tie or officer uniform)**

Participants are requested to wear a suit and a tie or other formal clothes for the opening ceremony, courtesy calls and receptions, and during lectures held at JCG and JCGA. No jeans or T-shirts will be allowed at these institutes, while the dress code at GRIPS is casual.

### **PC**

Participants are encouraged to bring their own PCs for preparing their Job and Country Report Presentation and writing research papers.

# **ANNEX: Application Materials for GRIPS/JCG Master's Program**

## **1. The Application Process**

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents (except for your official TOEFL test score report) together in one package. Make sure to write your name on the envelope.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

### **Protection of personal information**

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

## **2. Supporting Documents**

### Important notes

- All documents must be in English.
- Faxed documents or digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

- Application for admission to GRIPS/JCG Master's Program** (use the designated form)

Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.

- Two (2) letters of recommendation** (use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

**Certificate of employment** (use the designated form)

You are required to submit this if you are currently employed.

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.

**Official transcripts of academic record and graduation/degree certificates**

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit an official transcript of your academic record and your graduation/degree certificates from each undergraduate or graduate institution that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
  - The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and
  - An official verbatim English translation of the document, prepared by an accredited translator.

**Official evidence of English ability**

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher

A TOEFL test score must be sent directly to JICA Chugoku by post from the test center (JICA Chugoku institution code for TOEFL is C237). A TOEFL test score sent by applicants will not be accepted.

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement

(There are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.

If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

**Statement of purpose** (use the designated form)

**Certificate of health** (use the designated form)

### **3. After You Apply**

#### **Notify the JICA office (or the Embassy of Japan) of any changes**

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding to the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp/en/>

Maritime Safety and Security Policy Program by GRIPS and JCG  
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

**APPLICATION FOR ADMISSION**  
**TO GRIPS/JCG MASTER'S PROGRAM 2021-2022**

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Photograph  
Taken within the last  
three months, providing a  
clear, front view of your  
entire face.

(4cm x 3cm)

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

**PERSONAL DATA**

1. Full name: \_\_\_\_\_  
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: \_\_\_\_\_ 3. Age (as of October 1, 2021): \_\_\_\_\_  
Month/Day/Year

4. Gender:  Male  Female 5. Marital status:  Single  Married

6. Nationality: \_\_\_\_\_  
As written in your passport

7. Present employer (name of organization): \_\_\_\_\_

(Does your organization belong to a central or regional authority?  Central  Regional  Neither)

(Upon admission to GRIPS,  I will be given study leave by my employer.  I will quit my job.)

8. Present position, department/section: \_\_\_\_\_  
As written in your certificate of employment

9. Work address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_  
Country code – complete number Country code – complete number

10. Residential address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_  
Country code – complete number Country code – complete number

11. Preferred mailing address:

Work  Residence  Other, namely (Fill in the following fields.)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_ - \_\_\_\_\_ FAX: \_\_\_\_\_ - \_\_\_\_\_  
Country code – complete number Country code – complete number

12. E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

## **APPLICATION INFORMATION**

### 13. Education History

#### Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			
				years and months			

#### From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of attendance		Duration of schooling
		(from) Month, year	(to) Month, year	
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
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\*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment at GRIPS.**

TOEFL iBT: \_\_\_\_\_ The minimum acceptable test score is 79.  
Score Month/Day/Year

IELTS Academic: \_\_\_\_\_ The minimum acceptable test score is 6.0.  
Score Month/Day/Year

Other information:  Undergraduate education instructed in English  
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

The USA, the UK, Canada, Australia, New Zealand, or Ireland  
 Other country

15. List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. \_\_\_\_\_  
Name Position and affiliation

2. \_\_\_\_\_  
Name Position and affiliation

16. List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position.

Organization, type, & city	Job title and description (maximum 20 words)	Dates	
		(from) Month, year	(to) Month, year

**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Month/Day/Year

**Please submit this form along with other supporting documents by courier or registered mail.**

# Maritime Safety and Security Policy Program by GRIPS and JCG In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## **LETTER OF RECOMMENDATION 2021-2022**

**TO THE APPLICANT:** Please complete this section (“Your name” and “Recommender’s name”), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when you send in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender’s name:

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months

2. In what capacity have you known the applicant?

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3. How often have you interacted with the applicant?

Daily  Weekly  Monthly  Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **academic** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **professional** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

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9. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

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10. Additional comments, if any.

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11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding       Good       Average       Poor

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Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Country code - complete number      Country code - complete number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Month/Day/Year

# Maritime Safety and Security Policy Program by GRIPS and JCG In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## **CERTIFICATE OF EMPLOYMENT 2021-2022**

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Online Application Form.

### **EMPLOYER DETAILS**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Country code - complete number Country code - complete number

### **EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of applicant (as written in his/her passport)

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: \_\_\_\_\_

This applies to applicants from Bangladesh, India and Pakistan.

### **LEAVE OF ABSENCE APPROVAL**

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

#### **Authorized person completing this form:**

Name: \_\_\_\_\_

Position/title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month/Day/Year

Please put an official stamp or seal in this space.  
If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

Maritime Safety and Security Policy Program by GRIPS and JCG  
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

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**STATEMENT OF PURPOSE 2021-2022**

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Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

# 健康診断書

## CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名 Name: \_\_\_\_\_  
 Family name, First name Middle name

男 Male 女 Female

生年月日 Date of Birth: \_\_\_\_\_

年齢 Age: \_\_\_\_\_

### 1. 身体検査 Physical Examinations

(1) 身長 Height \_\_\_\_\_ cm      体重 Weight \_\_\_\_\_ kg

(2) 血圧 Blood pressure \_\_\_\_\_ mm/Hg ~ \_\_\_\_\_ mm/Hg      血液型 Blood Type

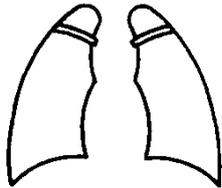
A B O	RH	+
		-

脈拍数 Pulse Rate \_\_\_\_\_/min      整 regular  
不整 irregular

(3) 視力 Eyesight: (R) \_\_\_\_\_ (L) \_\_\_\_\_  
 裸眼 without glasses      矯正 with glasses or contact lenses

(4) 聴力 Hearing: 正常 normal      低下 impaired  
 言語 speech: 正常 normal      異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること（6ヶ月以上前の検査は無効。）  
 Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 lung: 正常 normal      異常 impaired      Date \_\_\_\_\_  
 Film No. \_\_\_\_\_

心臓 Cardiomegaly: 正常 normal      異常 impaired

Describe the condition of applicant's lung.  
 \_\_\_\_\_

心電図 Electrocardiograph  
正常 normal      異常 impaired

3. 現在治療中の病気 Disease & Treatment at Present: Yes (Disease: \_\_\_\_\_ Medicine: \_\_\_\_\_)      No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

Tuberculosis..... <input type="checkbox"/> ( . . )	Malaria..... <input type="checkbox"/> ( . . )	Measles..... <input type="checkbox"/> ( . . )
Epilepsy..... <input type="checkbox"/> ( . . )	Kidney disease..... <input type="checkbox"/> ( . . )	Heart diseases..... <input type="checkbox"/> ( . . )
Diabetes..... <input type="checkbox"/> ( . . )	Drug allergy..... <input type="checkbox"/> ( . . )	Psychosis..... <input type="checkbox"/> ( . . )
Functional disorder in extremities..... <input type="checkbox"/> ( . . )	Hepatitis..... <input type="checkbox"/> (Type: A, B, C, D, E) ( . . )	Others..... <input type="checkbox"/> ( . . )
Rheumatic fever..... <input type="checkbox"/> ( . . )		

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster)..... <input type="checkbox"/> Time(s) ( )	Mumps..... <input type="checkbox"/> Time(s) ( )	Hepatitis B..... <input type="checkbox"/> Time(s) ( )
MMR (Measles, Mumps, Rubella)..... <input type="checkbox"/> Time(s) ( )	Chicken pox..... <input type="checkbox"/> Time(s) ( )	Meningitis..... <input type="checkbox"/> Time(s) ( )
MR (Measles, Rubella)..... <input type="checkbox"/> Time(s) ( )	Polio..... <input type="checkbox"/> Time(s) ( )	
M (Measles)..... <input type="checkbox"/> Time(s) ( )	Diphtheria Pertussis Tetanus combined..... <input type="checkbox"/> Time(s) ( )	

6. 検査 Laboratory tests

検尿 Urinalysis: glucose ( ), protein ( ), occult blood ( ) • 検便 Feces: Parasite(egg of parasite)(+, -)

赤沈 ESR: \_\_\_\_\_ mm/Hr, WBC count: \_\_\_\_\_ x10<sup>3</sup>/μl, Hemoglobin: \_\_\_\_\_ g/dl, ALT: \_\_\_\_\_ u/l

Pregnancy test ( ) if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか？  
 In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan?  
 yes  no

日付 Date: \_\_\_\_\_      署名 Signature: \_\_\_\_\_

医師氏名 Physician's Name in Print: \_\_\_\_\_

検査施設名 Office/Institution: \_\_\_\_\_

所在地 Address: \_\_\_\_\_

## *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. Address correspondence to:

**JICA Chugoku Center (JICA Chugoku)**

**Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan**

**TEL: +81-82-421-5800 FAX: +81-82-420-8082**

## 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)

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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.**



**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: