

No.F.13/11/2011-PMU & TRG.
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Trg. Section)

...
New Delhi, 28th June, 2011.

TRAINING CIRCULAR

Subject: A Group Training Course in 'Maintenance and Quality Management of Digital Studio Broadcast Equipment for Stable & Long Life Operation' to be held in Japan from 25th September, 2011 to 22nd October, 2011 under the Technical Cooperation Programme of the Government of Japan.

The Government of Japan have offered the above noted training programme. Copies of the training brochure and application forms may be accessed from Finance Ministry website. The Government of Japan will provide round-trip air fare, accommodation allowance and the living allowance

2. This programme is designed for broadcasting organizations and related governmental organizations.

3. The number of slot available to India is one. The number of nominations to be sent to this Department may not, therefore, exceed one regular and one reserve.

4. The nomination of suitable candidates may be done in accordance with the Department of Economic Affairs'O.M.No.1/13/03-PMU, dated 27.2.2006. The nomination details should be submitted on the following:

- (iv) Prescribed Application Form A2A3 together with the medial history questionnaire.
- (v) DEA's prescribed proforma – duly countersigned by competent authority.
- (vi) Job Report (Two copies)

5. Last Date of Submission: The completed 'application form' should reach this Department

TRAINING AND DIALOGUE PROGRAMS



GENERAL INFORMATION ON MAINTENANCE AND QUALITY MANAGEMENT OF DIGITAL STUDIO BROADCAST EQUIPMENT FOR STABLE & LONG-LIFE OPERATION

集団研修「スタジオ放送機器の長期に渡る安定運用のための品質
及び保守管理技術」

JFY 2011

<Type: Leaders Training Program / 類型：人材育成普及>

NO. J11-00849 ID: 1180116

From August 2011 to December 2011

Phase in Japan: From September 25, 2011 to October 29, 2011

This information pertains to one of the Training and Dialogue Programs 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.

I. Concept

Background

Television broadcasting is an efficient and inexpensive method of communicating information equally far and wide. In particular, television broadcasting is used to spread knowledge and promote enlightenment regarding education, health and sanitation, the environment, peace building, and democratization in developing countries. The visual aspect of television broadcasting shows great promise as an effective means of conveying information in regions with a low literacy rate.

The current major trend in television broadcasting around the world is the conversion to terrestrial digital broadcasting. Digital broadcasting is also making progress in developing countries, as the transition from analog to digital broadcasting equipment moves forward. The switch to digital broadcasting equipment in developed countries means an eventual end to the production and distribution of analog broadcasting equipment, which have been primarily manufactured and sold by developed countries. Therefore, the introduction of digital broadcasting equipment in developing countries will continue to expand.

However, a lingering concern is the construction and strengthening of regular maintenance systems to ensure the continued stable operation of broadcasting equipment. There is an increase in demand for technical training in operation, maintenance, and management methods for such equipment, including preventive maintenance as well as measures against failure in the digital broadcasting equipment that is introduced. Further, since the switch to digital equipment cannot be performed immediately for all broadcasting equipment, it will be necessary to maintain the existing analog equipment until a complete conversion is possible, during which time spare parts for analog equipment will become increasingly rare and hard to obtain.

For these reasons, systematic studying of maintenance methods and the know-how that we can provide regarding the switching and operation of broadcasting equipment in Japan, which has successfully made the transition to digital, will be extremely useful for the conversion from analog to digital in developing countries. Such information will assist in the stable operation of broadcasting equipment and therefore the stable operation of television broadcasting.

For what?

This program aims to solve the problems TV stations are facing by improving their management techniques for the maintenance of digital broadcasting equipment.

For whom?

II. Description

1. **Title (J-No.):** MAINTENANCE AND QUALITY MANAGEMENT OF DIGITAL STUDIO BROADCAST EQUIPMENT FOR STABLE & LONG-LIFE OPERATION (J11-00849)

2. **Period of program:**

Duration of whole program: August 2011 to December 2011

Preliminary Phase: August 25, 2011 to September 24, 2011
(in the participant's home country)

Core Phase in Japan: September 25, 2011 to October 29, 2011

Finalization Phase: October 30, 2011 to December 28, 2011
(in the participant's home country)

3. **Target Countries:**

Afghanistan, Argentina, India, Mauritania, Pakistan, Papua New Guinea, Peru, Senegal, Tonga

4. **Overall Goal**

To improve the education and living standard of people in developing countries by providing educational programs and sharing information through stable digital broadcasting with multi-functional services.

5. **Objective**

Systematic and effective implementation of maintenance and quality management of digital broadcasting equipment in TV broadcasting stations in developing countries

I To achieve this program objective, participants are expected in Japan:

(1) To understand the concept of quality management of broadcast studio equipment systems,

(2) To understand the outline of broadcast VTR and tapeless players/recorders to be able to service them periodically with the use of service manuals, and

(3) To understand the broadcasting equipment management system by using the dedicated software (Maintenance Management Program).

II In participants' home country:

(4) To share with the organization the Action Plan (the quality control method for broadcasting equipment systems) made by the participant and hold discussions towards realization and implementation as a Final report.

6. **Eligible / Target Organization**

This program is offered to broadcasting organizations and related governmental organizations.

8. Language to be used in this project: English

9. Contents

The program consists of the following components:

(1) Preliminary Phase in participant's home country (August 25, 2011 to September 24, 2011) <i>Participants make required preparation for the Program in their respective countries.</i>	
Modules	Activities
Inception Report	Formulation and submission of Inception Report.

(2) Core Phase in Japan (September 25, 2011 to October 29, 2011) <i>Participants attend the Program implemented in Japan.</i>		
Module		
Output	Program/Details	Method of Guidance
(1) To understand the concept of quality management of broadcast studio equipment systems	Quality management of broadcast studio equipment systems	Lecture
	Measurement of digital video signals	Lecture Practice
	Visit a broadcast station	Observation
	Visit a broadcast equipment manufacturer	Observation
(2) To understand the outline of broadcast VTR and tapeless players/recorders to be able to service them periodically with the use of service manuals	Basics of video signals	Lecture
	Basic theory and format of VTR Theory of digital signal process and compression	Lecture
	Digital VTR theory	Lecture
	Utilization of service manuals	Lecture
	How to use periodic maintenance tools and measurement devices	Practice
	Practice of parts replacement and adjustment for periodic maintenance of VTR	Practice

	Overview of tapeless recording equipment and maintenance practice	Lecture Practice
(3) To understand the broadcasting equipment management system by using the dedicated software (Maintenance Management Program)	How to make a budget plan for periodic maintenance	Lecture Practice
	Order lead time and stock management of service parts	Lecture Practice
	How to accumulate know-how for repair and maintenance of broadcast equipment	Lecture Practice
	Operation and practice of maintenance management software for equipment and parts management	Observation Lecture Practice

Note: This content is subject to minor changes.

(3) Finalization Phase in participant's home country

(October 30, 2011 to December 28, 2011)

Participating organizations produce their final output by making use of results brought back by participants. This phase marks the end of the Program.

Output	Program/Details
4) To share with the organization the Action Plan (the quality control method for broadcasting equipment systems) made by the participant and hold discussions towards realization and implementation as a Final report	Action Plan made by the participant is shared in the organization and discussed towards realization and implementation. Creation and submission of a Final Report to JICA Tokyo is required.

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 program to meet the specific requirements of applying organizations and effectively facilitate them toward solutions for their issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9

2. Nominee Qualifications

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

- (1) Present position, assignment:
Engineers, working at Governmental or Government-related TV broadcasting organizations, who are in a position of leader of section or equivalent rank
- (2) Occupational Background:
Engineer with practical experience and skill as a broadcast content creation engineer, or a person in charge of the quality or maintenance management of TV broadcast equipment
- (3) Academic Record:
College or university graduates, or persons with an equivalent technical knowledge of electronic engineering and fundamental knowledge about digital engineering theory.
- (4) Computer skill:
Basic PC operation skills, including the use of Word, Excel, and other software
- (5) Age: Under forty (40) years of age, in principle
- (6) Language: Proficiency in spoken and written English
- (7) Health:
Be in good health, both physically and mentally, to undergo training. Since the schedule for this course includes many (or frequent) fieldwork trips that would be too demanding for pregnant women, pregnancy is regarded as a disqualifying condition for participation in this training course.
- (8) Other prerequisites:
Must not be serving in any form of military services

3. Required Documents for Application

(1) Nomination Form (Application Form)

(2) Job Report (Annex 1)

(3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **August 12, 2011**

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

(2) Selection

After receiving the document(s) through due administrative procedures in the respective government, the respective countries' JICA offices (or Japanese Embassy) shall conduct screenings, and send the documents to JICA TOKYO, which is organizing this program. Selection shall be made by JICA TOKYO in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. Organizations with the intention to utilize the opportunity of this program will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results shall be made by the respective countries' JICA offices (or Embassy of Japan) to the respective Governments **no later than August 26, 2011**

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

Before coming to Japan, only selected participants are required to submit the Inception Report (Annex 2). This report should be sent to the following email address **by September 9, 2011:** Someya.Yuko@jica.go.jp

6. Conditions for Attendance:

- (1) To observe the schedule of the program,
- (2) Not to change 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 training expenditures 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 in the whole program including a Preliminary 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-9.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

Implementing Partner:

Sony Corporation

Address: 1-7-1 Konan, Minato-ku, Tokyo 108-0075, Japan

TEL: 81-3-5435-3210 FAX: 81-3-5435-3404

(81: country code for Japan, 3: area code)

2. 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

*Time spent traveling outside Japan shall not be covered.

3. Accommodation in Japan

JICA will arrange the following accommodations for 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 for TIC at the following URL:
<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

4. 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 p. 8-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

5. Pre-departure Orientation

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

V. Annexes

Annex 1 Job Report

Annex 2 Inception Report

Job Report

(Name: _____ /Country: _____)

E-mail address: _____

Notice

This report contains very important information and will be used to select participants for the course. Those who do not submit this report will be at a disadvantage during the selection process. Therefore, please be sure to submit this report.

A. Applicant's Scope of Engineering Work

A-a. Please explain your present job. (Explain it in detail, i.e. your position, how many years in the position what kind of program you work at, etc.) What particular engineering field are you interested in?

Please indicate to whom you report in general, indicating the title in the total organization.

A-b. Applicant's Job Record: Please check or fill in each applicable column.

	Job Record			What kind of equipment do you usually operate? Please name the models.
	Operation	Maintenance	Years	
	(Yes/No)	(Yes/No)		
TV Camera				
Microphone Arrangement, Audio Mixing, DAW				
Lighting Arrangement				
VCR				
Camcorder (ENG/EFP)				
Other Recording Media (Server, Disk, Flash Memory, etc)				
Editing (Linear/Non-Linear)				
Video Location				
FPU				
Fly Away				
Master Control				
Transmission				
Other ()				

A-c. Computer experience

(1) What kind of computer systems have you used?

Operation System (OS)	Years
Windows	()
Macintosh	()
Other ()	()

(2) What kind of software have you used?

Software	Years
Word	()
Excel	()
Power Point	()
Other ()	()

B. Applicant's Scope of Managerial Work

B-a. Are you responsible for planning/designing engineering facilities at your station? Or are you part of a group that performs such functions?

If so, please describe your role in detail, ex. selection of facility, designing network, budget management, etc. How long have you served in such a role?

B-b. Do you play a role in educating/training junior staff members?

If so, please describe how such education is handled, ex. on-the-job Training, seminars, etc. How long and how often have you served in such a role?

B-c. Do you service the equipment in the studio periodically? (For example, clean the heads of VTR drums weekly, replace upper drums of VTRs every 2000 hours, etc.)

B-d. Do you use measurement tool for repair and maintenance work? (For example, oscilloscopes, audio analyzers, waveform monitors, etc.)

Inception Report

This Inception Report is used for sharing the applicant's current situation and issues with maintenance and quality management of studio broadcast equipment.

Note: Selected participants are required to fill in this form (Word) and submit it as an Inception Report to JICA (Someya.Yuko@jica.go.jp) **by September 9, 2011.**

Each participant is also requested to prepare presentation material for the Inception Report Presentation (about 20 minutes per person) in Power Point.

1. **Name of Applicant/ Organization of Applicant/ County**

2. **Current Situation of Broadcasting in Applicant's Country**
 - 2.1 How many nationwide TV networks and Radio networks are there in the applicant's country, including both state-owned broadcasters and private broadcasters? Please name them and describe the major purpose of each network. (i.e. general, educational, sports, ...)
ex. TV Terrestrial (1 general and 1 educational channel both in analog and digital), Satellite (1 general and 1 educational both in analog and digital, 1 digital HD), Radio (1 general, 1 educational, 1 entertainment)
 - 2.2 Number of viewers and audiences/coverage rate of each network: terrestrial, satellite, and cable network.
 - 2.3 What is the TV penetration rate in your country? What is the penetration rate of electricity in your country?

3. **Applicant's Organization**
 - 3.1 Organization chart of applicant's broadcasting station, including the number of personnel
 - 3.2 Facilities of applicant's organization
 - TV studio and post-production*
 - 3.2.1 Number of studios, including usage (i.e. news, drama, etc.)
 - 3.2.2 List of current equipment at the applicant's organization (Studio, Post-Production)
(*Please fill in the form on the following page.)
 - 3.2.3 Any other maintenance problems or issues you are facing at your current organization.

For example, budget issues, how to allocate the budget for maintenance, availability of needed spare parts, where to buy parts, technical support or advice, appropriate skills to repair etc...

3.2.4 Equipment data for practice of Maintenance Management software (MMP).

(*Please fill in the form on the following page with Studio, Post-Production and/or Control Room at the Applicant's Organization.)

3.3 Broadcasting programs at applicant's organization:

Service hours, type of program, weekly timetable, in-house or local production rate, etc. of each network.

3.4 Broadcasting history of applicant's organization

3.2.2 List of current equipment at the applicant's organization (Studio, Post-Production)

	Model Name (Number of sets) including manufacturer's name and model	Major trouble you experienced in the past and today.
VCR		
Camcorder (ENG/EFP)		
Other Recording Equipment (Disk, Server, Flash Memory, etc.)		
TV Camera		
Editing System (Linear, Non-linear)		
Audio System (Audio Mixer, Digital Audio Workstation)		
Other Equipment		

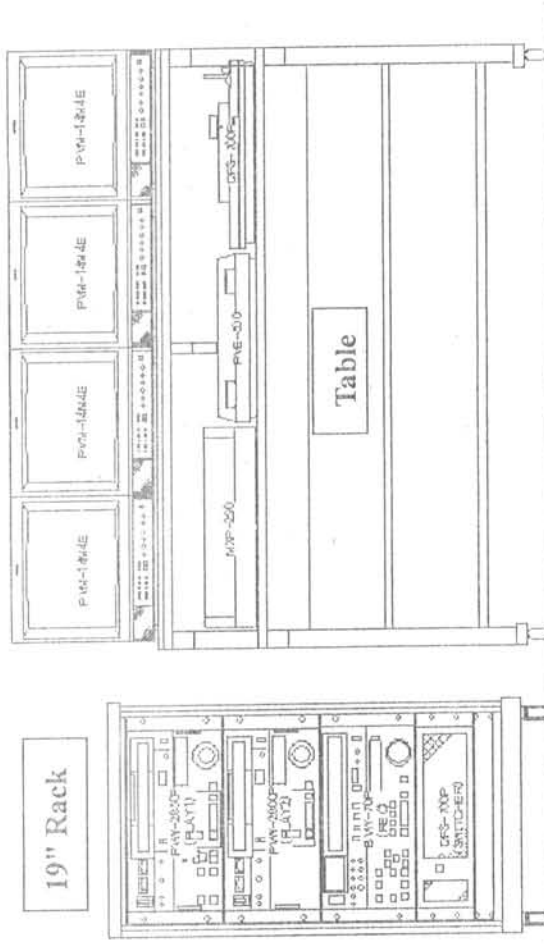
3.2.5 List of current facilities and equipment at the applicant's organization (Studio, control room, editing room, etc.)

Facility	Size	Equipment
(Ex.) Main Studio No 1	20m x 10m	Camera (Sony BVP-E10P)x3

3.2.4 Sample of Equipment data for practice of Maintenance Management software

Format of Inception Report(4/5)

Sample



Editing Room A

Location 1	Location 2	Location 3	ID	Manufacturer	Model	Serial #	Description	Note
Edit A	19" Rack		A9502013	Sony	PVW-2650P	10639	Betacam Player with DT	P1 VTR
Edit A	19" Rack		A9502014	Sony	PVW-2600P	10524	Betacam Player	P2 VTR
Edit A	19" Rack		A9202035	Sony	BVW-70P	273645	Betacam VTR	Rec VTR
Edit A	19" Rack		A9502021	Sony	DFS-500P	41214	DME	
Edit A	19" Rack		A9502022	Sony	BKDF-501P	40234	Trail and lighting board for DFS-500P	
Edit A	19" Rack		A9502023	Sony	BKDF-502P	40221	DSK board for DFS-500P	
Edit A	Table		A9205043	Sony	MP-290	7630402	Audio Mixer	
Edit A	Table		A9205044	Sony	PVE-500	8104347	Editing Control Unit	
Edit A	Table		A9310035	Sony	PVM-14M4E	2003696	CRT Monitor	P1 Monitor
Edit A	Table		A9310036	Sony	PVM-14M4E	2068436	CRT Monitor	P2 Monitor
Edit A	Table		A9310037	Sony	PVM-14M4E	2078190	CRT Monitor	Rec Monitor
Edit A	Table		A9310038	Sony	PVM-14M4E	2083586	CRT Monitor	Program Out Monitor

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

Job Report

(Name: _____ /Country: _____)

E-mail address: _____

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Other Recording Media (Server, Disk, Flash Memory, etc)				
Editing (Linear/Non-Linear)				
Video Location				
FPU				
Fly Away				
Master Control				
Transmission				
Other ()				

A- c . Computer experience

(1) What kind of computer systems have you used?

Operation System (OS)	Years
Windows	()
Macintosh	()
Other ()	()

(2) What kind of software have you used?

Software	Years
Word	()
Excel	()
Power Point	()
Other ()	()

B. Applicant's Scope of Managerial Work

B-a. Are you responsible for planning/designing engineering facilities at your station? Or are you part of a group that performs such functions?

If so, please describe your role in detail, ex. selection of facility, designing network, budget management, etc. How long have you served in such a role?

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If so, please describe how such education is handled, ex. on-the-job Training, seminars, etc. How long and how often have you served in such a role?

B-c. Do you service the equipment in the studio periodically? (For example, clean the heads of VTR drums weekly, replace upper drums of VTRs every 2000 hours, etc.)

B-d. Do you use measurement tool for repair and maintenance work? (For example, oscilloscopes, audio analyzers, waveform monitors, etc.)

DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
 - (i) Academic
 - (ii) Technical
4. Contact Nos:
 - (i) Phone number (with STD Code):
 - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs:
- (ii) Year of appointment/allotment:
- (iii) Present post:
- (iv) Date from which the current post held:
- (v) Details of previous posts held:
- (vi) Details of the posts held which are relevant to the course

6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:
(Please attach separate sheet, if necessary)

8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/Title of training	Name of the training institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/Title of training	Name of the training institution	Source of funding

Date:
Place:

Signature of the Candidate

10. Shri/Smt. _____ is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority
(with office stamp)

Date:
Place:

No.1/13/03-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Division)

New Delhi February 27, 2008

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5th April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Depts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.


(M.F. Farooqui)
Joint Secretary

To
1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:
1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA

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 must be submitted.

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

Part B 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

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, of which the electronic



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version is available on the web site: [http://www.jica.go.jp/*****](http://www.jica.go.jp/), or write in **block letters**.

- (d) fill in the form in **English**,
- (e) use or "x" 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.



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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)

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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.



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

--

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

J	0	-						
---	---	---	--	--	--	--	--	--

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

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

1) Name of Nominee (as in the passport)

Family Name

--

First Name

--

Middle Name

--

2) Nationality

(as shown in the passport)

5) Date of Birth (please write out the

month in English as in "April")

3) Sex

() Male

() Female

Date

Month

Year

Age

4) Religion

--	--	--	--	--	--	--

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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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.
- (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.

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

(b) Are you pregnant?
 No Yes (_____ months)

(c) Are you allergic to any medication or food?
 No Yes >>> Medication Food Other: _____

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.
 (_____)
Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)
 Past: No Yes >> Name of illness (_____), Place & dates (_____)
 Present: No Yes >> Present Condition (_____)

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

(c) High blood pressure
 Past: No Yes
 Present: No Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)
 Past: No Yes
 Present: No Yes >> Present Condition (_____)
 Are you taking any medicine or insulin? No Yes

(e) Past History: What illness(es) have you had previously?
 Stomach and Intestinal Disorder Liver Disease Heart Disease Kidney Disease
 Tuberculosis Asthma Thyroid Problem
 Infectious Disease >>> Specify name of illness (_____)
 Other >>> Specify (_____)

(e') Has this disease been cured?
 Yes No (Specify name of illness) _____
 Present Condition: (_____)

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

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

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

Date:	Signature:
	Print Name: