

TRAINING CIRCULAR

Subject:- Knowledge Co-Creation Program on "**Empowerment of Rural Women**" in Japan from 27th October to 16th November, 2019.

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The Government of Japan has invited nominations for the above mentioned training course to be held in Japan under the Technical Cooperation Programme with India. The course is intended for central and local government agencies, no governmental organizations (NGOs) which implement extension (agriculture, home economics, income generation, or community development), gender and social welfare activities targeting rural women. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored** by the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application form together with the medical history questionnaire.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) Country Report (Two copies).

5. Application Form **complete in all respects** is to be sent at the following address not later than **13.8.2019** positively:-

Shri Sanjay Kumar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi.

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in under the link "Foreign Training and Employees Corner".


(Sanjay Kumar)

Under Secretary to the Govt. of India
Tele: 23095233

1. Joint Secretary(Admn.), Ministry of Women & Child Development, Shastri Bhawan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi.
3. Joint Secretary(Admn.), Department of Rural Development, Krishi Bhawan, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Empowerment of Rural Women

課題別研修「農村女性能力向上」

JFY2019

NO. 201984717J002 ID. 1984717

Phase in Japan: From October 27, 2019 to November 16, 2019

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 is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

In developing countries, a half of working population is engaged in agriculture. Women make up as much as 43 percent of the labor force in the agricultural sector as a major contributor to the agricultural sector. However, because of their limited access to the resources their men counterparts have, including productive resources, technologies, services and markets, women could not realize full production potential (UN Women, 2004). When rural women are involved in income generation activities outside the agricultural sector, they tend to take up unsecured and low-paid informal sector works. Rural women play a vital role not only in income generation but also in daily reproductive tasks and community activities, which makes their work hours much longer than men. Social and cultural constraints and gender-based discrimination also make it difficult for women to advance their knowledge and skills to achieve better lives for themselves, family members and communities.

As a response to such situation there have been efforts by the international community to support rural women in developing countries, through organizing them into groups to initiate income generating activities. Many of these groups remain nonproductive and ineffective in terms of their objectives, functions and sustainability. This Knowledge Co-Creation Program is implemented as a response to an increasing demand for methods and techniques to empower rural women through group activities and developing human resources to improve their livelihood and revitalize communities.

For what?

This program is designed to provide innovative knowledge and practical skills on empowerment of rural women reflecting good practices of Japan.

For whom?

This program is offered to officers working for rural women on life improvement, agriculture, and community development at agricultural extension offices, branch offices of Central Government, Local Government, or Non-Governmental Organizations (NGOs).

How?

In this program, "Life Improvement Approach" (LIA) which has fostered rural women in Japan to take autonomous group action, utilizing locally available existing resources for better life, is highlighted as a major topic. Additionally, this program covers rural women's economic and social practices, such as group activities and entrepreneurship developed from the LIA, gender-equal society that constitutes the basis of the prosperity of Japan, and Nougyou Joshi Project.

II. Description

1. **Title (J-No.): Empowerment of Rural Women (201984717J002)**
2. **Course Period in Japan**
October 27, 2019 to November 16, 2019
3. **Target Regions or Countries**
Afghanistan, Ghana, India, Laos, Niger, Pakistan, South Sudan, Sri Lanka, Sudan, and Tanzania
4. **Eligible / Target Organization**
This program is designed for central and local government agencies, or Non-Governmental Organizations (NGOs) which implement extension (agriculture, home economics, income generation, or community development), gender, and social welfare activities targeting rural women.
5. **Course Capacity (Upper limit of Participants)**
14 participants
6. **Language to be used in this program:** English
7. **Course Objective:**
Participants acquire knowledge on Life Improvement Approach and empowerment of rural women from good practices of Japan.
8. **Overall Goal**
Participants' organizations carry out activities for capacity building of rural women to resolve problems in the working areas.

9. Expected Module Output and Contents:

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

* This curriculum is subject to changes.

Preliminary Phase in participants' countries (From September 12 , 2019 to October 26 , 2019) <i>Participating organizations prepare for the Core Phase in respective countries.</i>		
Expected Module Output	Activities	Methodology
1. Participants and their organizations formulate Inception Reports and understand the current situations of rural women in the target areas	Participants and their organizations analyze the current situations and issues regarding agricultural extension services in the working areas and formulate Inception Report.	Report writing
Core Phase in Japan (From October 28 , 2019 to November 15 , 2019) <i>Participants dispatched by their organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
2. Participants understand and explain the process of rural development in Japan and the Life Improvement Approach	<ul style="list-style-type: none"> ■ Life Improvement Approach (LIA) (autonomous and sustainable group activities, home life techniques, sanitation improvement, nutrition improvement, and utilization of locally available resources) ■ Practical methods for problem-solving based on women's needs at the community level 	Lectures Workshops Site visits Discussions Presentations
3. Participants understand and explain rural women's economic, social and environmental activities and measures for supporting rural women	<ul style="list-style-type: none"> ■ Economic, social and environmental activities of rural women (agricultural extension services, entrepreneurship and 6th industrialization, women's roles in regional development, and others) ■ Gender and Development (concept of gender, gender mainstreaming, empowerment of women, gender analysis tools) 	
4. Participants understand methods for supporting rural women and consider measures for resolving problems in their working areas	<ul style="list-style-type: none"> ■ Measures for supporting women (gender-equal society, Nougyou-joshi Project, and others) 	

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that those applicants who do not meet essential qualifications are not considered for selection.

(1) Essential Qualifications

- 1) Current Duties: the nominee should be one of the following
 - A) Government officer, extension officer or Subject Matter Specialist who is engaged in extension activities for rural women, such as life improvement (home economics), agriculture, community development, and so on.
 - B) In charge of gender-related activities for rural women other than above
- 2) Experience in the relevant field: over five years' experience in the above-mentioned activities.
- 3) Educational Background: be university graduates, or have an equivalent educational background
- 4) Language: proficient in spoken and written English which is equal to TOEFL iBT 79/ Paper-based Test 550 or more. Since this program includes active participation in discussions, participants need high competence of English ability both in conversation and composition.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) Age: be no more than 45 years old
- 2) **Computer operation: have proficient PC skills to operate Microsoft Word, Excel and PowerPoint. Participants are expected to bring their own laptop computers with at least Word and PowerPoint installed.**

(3) Gender representation

In addition to female applicants, we invite male participants to apply for this course. We aim at having a well-balanced representation of people to help make this course successful.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).
- (2) **Photocopy of Passport:** to be submitted with the application form, if the Participant possesses his/her passport which he/she carries when entering Japan for this program. If not, he/she must submit its photocopy as soon as

he/she obtains it.

*Photocopy should clearly show all of the following:

Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

- (3) **Nominee's English Score Sheet:** to be submitted with the application form. Attach (if any) the photocopy of official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) to the application form.
- (4) **Inception Report:** to be submitted with the application form. Fill in ANNEX of this General Information, and submit it along with 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 27 2019**

Note: It is requested that several candidates be nominated so that suitable participants can be selected.

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan which may be different from the date above.

(2) Selection:

- 1) After receiving the documents through proper channels from respective Government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan.
- 2) JICA Center in charge might request further information from nominees through JICA office or the embassy of Japan.
- 3) *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*
- 4) Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than September 12, 2019.**

5. Conditions for Attendance:

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

- (9) to participate fully in the Preliminary Phase Program: The participants of this program edit Inception Report and prepare presentation slides during the Preliminary Phase in their respective countries prior to arrival in Japan (from September to October). They may receive instructions and guidance from the instructors via e-mails. Participants are, therefore, expected to have regular access to the Internet connection and email services, to respond to inquiries from the instructors timely, and to work on the report.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tsukuba Center (JICA Tsukuba/ TBIC)
- (2) **Contact:** Ms. KURABAYASHI Miwa (tbicttp@jica.go.jp)

2. Implementing Partner: TBA

3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

JICA Tsukuba Center (JICA Tsukuba/ TBIC) Address: 3-6, Koyadai, Tsukuba, Ibaraki 305-0074, Japan TEL: 81-29-838-1111 FAX: 81-29-838-1119 (where "81" is the country code for Japan, and "29" is the local area code)

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

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets.)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, 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 before departure for Japan.

6. Pre-departure Orientation:

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

V. Other Information

1. Participants who have successfully completed the program will be awarded certificates by JICA.
2. Participants are expected to bring their own laptop computers for working on their presentations, reading digital learning materials, and so on.
3. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to cover necessary expenses for the first few days. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or International Airport in Japan at the time of your arrival. It is quite difficult to exchange money after this, as there is strictly limited facility around JICA Tsukuba and time for exchanging currency during the program.
4. You can check our location, facility and services on our website and social media.
 - **JICA Tsukuba website:**
<https://www.jica.go.jp/tsukuba/english/office/index.html>
 - **JICA Tsukuba Brochure:**
https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zqr-att/tsukuba_profile_en.pdf
 - **JICA Tsukuba Facility Guide:**
https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009ylr70-att/tsukuba_guide.pdf
 - **Sightseeing guide around Tsukuba:**
https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zqr-att/tsukuba_transportation_sightseeing.pdf
 - **JICA Tsukuba Facebook:**
<https://www.facebook.com/jicatsukuba>
We post articles about our programs, the activities of the past participants, and other topics on Facebook page.
 - **YouTube clip "Introduction of JICA Tsukuba":**
<https://www.youtube.com/watch?v=hKM1iTV-9lq&feature=youtu.be>



Workshop



Closing Ceremony

VI. ANNEX: Inception Report

Inception Report for Knowledge Co-Creation Program on “Empowerment of Rural Women”

For nominees

- Inception Report is a part of your application documents. Submission is required in order for you to apply for this course. **Those candidates who fail to submit Inception Report by the deadline is not considered for the selection.**
- Please note that **those applicants whose reports are not following the instructions below may be disqualified from the selection, or asked to revise their reports.**
- The report should be typewritten in English (single-spaced, font size 11).

For accepted candidates

- Participants are expected to make oral presentation (for 15-20 minutes) of Inception Report at the beginning of the program in Japan. Accepted candidates are thus required to prepare Microsoft **PowerPoint** presentation slides of Inception Report. Please pass the electric data of presentation slides to coordinator in charge when you arrive at JICA Tsukuba Center.

Format

Your report must be typed (single-spaced, font size 11) in English

1. Basic information

1.1 Name	
1.2 Country	
1.3 Email address	*JICA might contact you on this email address prior to your departure. Please write an address you check regularly.
1.4 Organization	
1.5 Position (Title)	

2. Your organization

2.1 Duties of your organization

Please explain the outline of duties of your organization focusing on activities for empowerment of rural women.

2.2 Organizational chart

Attach an organizational chart and circle your department.

2.3 Strengths and weakness of your organization or your activities

Please analyze and explain strengths and weakness including its reasons of your organization utilizing the following matrix as an example. The number of strengths and weakness should be decided according to the actual situation.

Strengths	Strength 1	Reasons
	Strength 2	Reasons
	Strength 3	Reasons
Weakness/ challenges	Weakness 1	Reasons
	Weakness 2	Reasons
	Weakness 3	Reasons

3. Good practice projects in your country

Please explain following items of good practice projects concerning rural women empowerment or rural development in your country.

3.1 Project title

3.2 Implementation agency/ related agencies/ donors

3.3 Project purpose

3.4 Project activities

3.5 Strengths and Challenges

Please copy items 3.1-3.5, if you have more than one good practice project.

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 Tsukuba Center (JICA Tsukuba)

Address: 3-6, Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, JAPAN

Tel: +81-(0)29-838-1111

Fax: +81-(0)29-838-1776

Email: tbictp@jica.go.jp

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. **Filling up of application forms:-**

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. **Nominations:-**

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. **Clearances:-**

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which officer belongs		6. Date of regular appointment		
7. Details of Posts held during the last five years (starting from present):				
S.No.	Post held	Ministry/Department/ Organization	Nature of work	
8. Name of training programme applied for and its relevance to the candidate				
9. Papers etc. if any published by the candidate				
10. Details of Foreign Training Programmes attended during the last two years				
S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding
Signature of the candidate:				
Office Phone:				
Mobile No.:				
E-mail:				
CERTIFICATE				
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent administrative authority of the applicant with Name, Designation, Phone Number and E-mail (along with office seal)				



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 and Training related to ODA Loan

Part B including Medical History and Examination will be submitted. Part A needs 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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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 "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.

4. Copyright policy

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

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

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



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

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

Article 2. Details of use of works used for training

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



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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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:		E-mail:	
Telephone:		Fax:	

Confirmation by the organization in charge (if necessary)

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

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

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

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3. Information about the Nominee(nos. 1-9 are all required)**1) Name of Nominee (as in the passport)****Family Name**

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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

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ()		

8) Outline of duties: Describe your current duties

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

**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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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 have 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 a 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 said 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 any copyright holder's rights for documents or products produced during 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

**MEDICAL HISTORY**

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (_____), Name of medicine (_____)
<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>	

(b) Are you pregnant?

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? (_____)
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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. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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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
Date:	Signature:
	Print Name:

5



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 Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.

(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name: