

No.13/2/2022-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs

North Block, New Delhi,  
2<sup>nd</sup> May, 2022.

**TRAINING CIRCULAR**

Subject:- Online Knowledge Co-Creation Program on **"Disaster Risk Reduction of Buildings" from 26th July to 4th August, 2022.**

.....

The Government of Japan has invited nominations for **online** training course on **"Disaster Risk Reduction of Buildings" from 26th July to 4th August, 2022** under the Technical Cooperation Programme with India. The course is intended for the staffs of governments, governmental organizations or other relevant organisations responsible for or interested in improvement of building codes and regulatory systems. 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 regular and one reserved candidate**.

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**, and there is no need to the cost of round-trip airfare and other related expenses.

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) The desired Inception Report.
- (iv) A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 03.06.2022 positively at the following address :-**

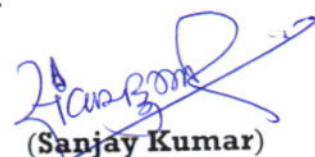
**Shri R. Murali,**  
Section Officer(BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271 B, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5135  
Email- murali.r@nic.in

.....2/-

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6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Akamine Kengo, Senior Representative, JICA India Office, 16<sup>th</sup> 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 Ministries/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](http://www.dea.gov.in) under the link "Foreign Training and Employee Corner".

  
(Sanjay Kumar)

Under Secretary to the Govt. of India  
Ph: 23093173

1. Joint Secretary(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Admn. & Capacity Building and Training), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi.
3. Joint Secretary (Admn.), Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
4. Joint Secretary(Admn.), Department of Water Resources, River Management and Ganga Rejuvenation, 2<sup>nd</sup> Floor, Block-III, CGO, Lodhi Road, New Delhi.
5. Joint Secretary(Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryvaran Bhawan, New Delhi.
6. Joint Secretary(Admn.), Ministry of Earth Sciences, Prithvi Bhawan, Opp. Indian Habitat Centre, Lodhi Road,
7. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
8. Chief Secretaries of all States Governments/UTs.
9. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16<sup>th</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE

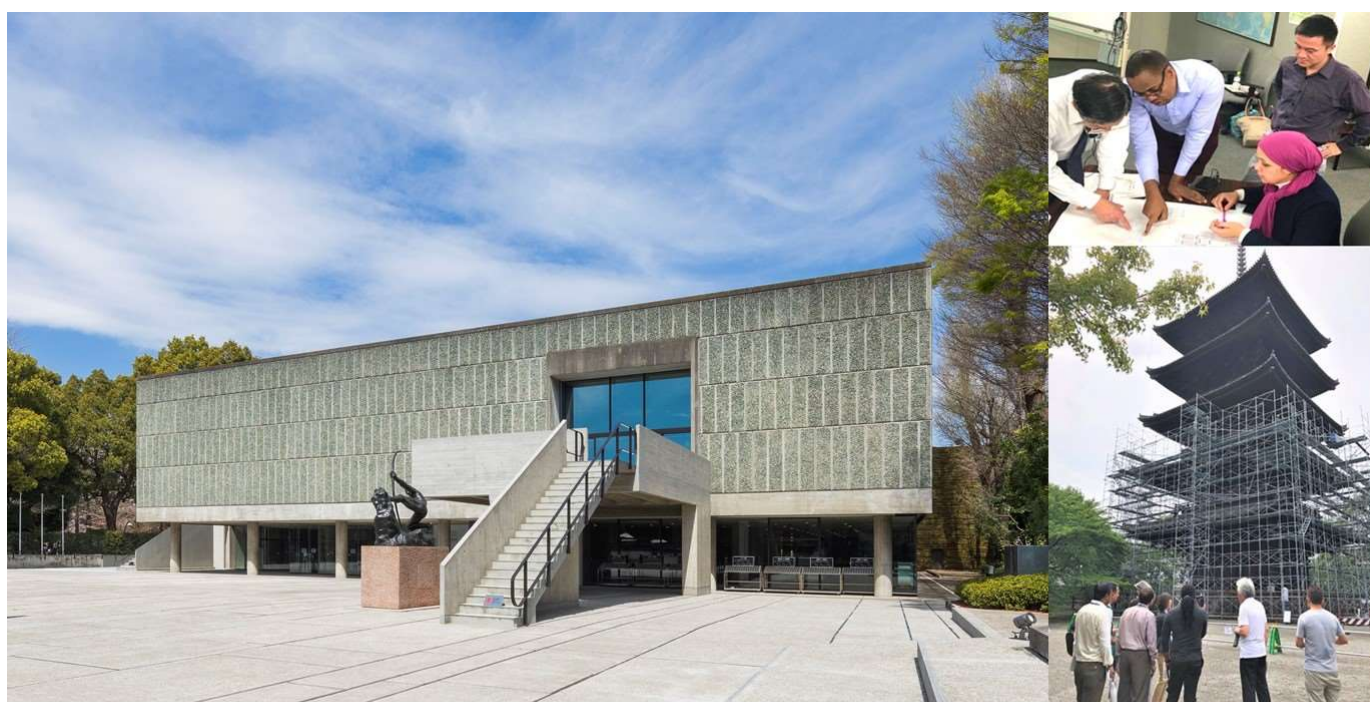




Online

Knowledge Co-Creation Program (Group and Region Focus)

# Disaster Risk Reduction of Buildings



(C)The National Museum of Western Art, Tokyo

Course Number: 202107905J001

Course Period: July 26- August 4, 2022




NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

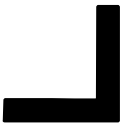
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

建築防災



# How many people will be saved by our building codes?

Gain insight to an essence of building  
regulation systems  
more practical, more interactive,  
more inspirational  
from the experiences of Japan.





# Outline

This program is designed for staffs of governments, governmental organizations, or other relevant organizations responsible for or interested in improvement of building codes and regulatory systems.

To improve the building disaster prevention in your own country, you will use Project Cycle Management (PCM) to identify issues related to building codes and regulatory systems. You will also learn about earthquake resistance and disaster prevention technologies.

The program will be held online and will include lectures, self-study and discussion with web conference.

All sessions are carried out in English.

The period of the program is from July 26 to August 4, 2022.

Course Capacity:  
12 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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# For What?

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## Background

Recently, excessive development, climate change, population growth have increased the risk of disaster. To prevent the people from disasters, the buildings play very important roles. As past disasters shows, the sturdy buildings protect people from harm, on the other hand, vulnerable buildings increase the damage. For constructing safe buildings, appropriate building codes, efficient regulatory systems, and construction knowledge are essential.

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## Objectives

Main Goal: To gain practical knowledge of building-related disasters and damage mitigation through capacity building in building codes, building regulatory systems, and construction technology.

Objective 1: To analyze the issues facing the participants' country using the Problem Analysis Method (PCM).

Objective 2: To understand the outline of Japanese building codes, regulatory systems, and related disaster prevention technologies.

Objective 3: To acquire ideas to solve the issues.

# To Whom?

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## Job Areas and Organizations

This program is designed for the staffs of governments, governmental organizations, or other relevant organizations responsible for or interested in improvement of building codes and regulatory systems.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Target Countries

Laos, East Timor, Bhutan, Bangladesh, India, El Salvador, Mexico, Ecuador, Iran, Turkey, Algeria

Participants who have successfully completed the program will be awarded a certificate by JICA.



# When?

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## Online Program Period



From July 26, 2022  
to August 4, 2022

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## Online Session

On July 26, July 28,  
August 1, August 3, and August 4

\*Connection Test & Orientation will be  
held on July 20, 2022

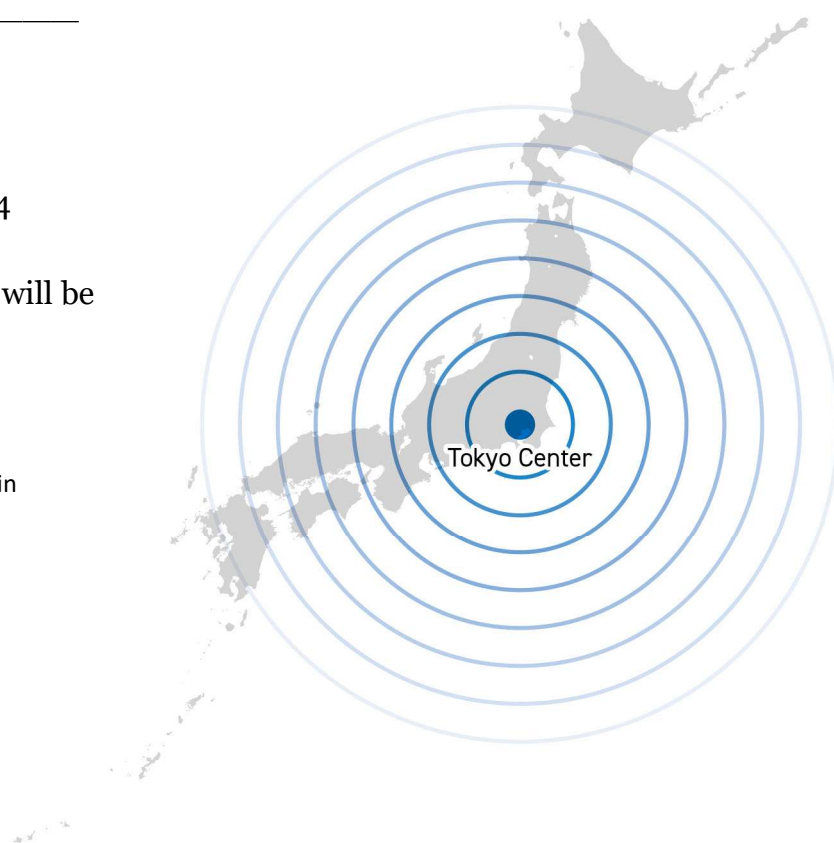
Participants will be connected via Zoom in  
following time zones.

- Japan: 14PM and 17PM
- Laos: 12PM and 15PM
- Bhutan: 12PM and 15PM
- Bangladesh: 12PM and 15PM
- East Timor: 12:15PM and 15:15PM
- India: 12:30PM and 15:30PM
- Iran: 9:30AM and 12:30PM
- Turkey: 8AM and 11AM
- Algeria: 6AM and 9AM
- El Salvador: 11PM and 2AM\*
- Mexico: 11PM and 2AM\*
- Ecuador: 12AM and 2AM\*

\*Program content will be followed on demand.

# Where?

This course is carried out totally online,  
organized by JICA Tokyo Center. You  
will receive essential reading materials  
for your self-study at your office or  
home. As the entire program will be  
conducted using the online conference  
tool , “Zoom”, you are required to have  
a certain IT environment. For detail,  
see page 13.



# How?

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## How to Learn



Watch



Listen



Experience



Study



Chat



Discuss



Present

- Online Self-Study
- Online Interactive Q&A Session
- Lectures
- Field Visits t (Video Virtual Tour)
- Workshops
- Discussions
- Presentation

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## Language

English

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## Commitment to the SDGs



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## Program Structure

<i>Until July 25</i>	<i>Self-Study</i>	<i>Off-line Work on Basic PCM study texts and the Matrix Format until July 25, 2022</i>
July 20	Connection Check	Orientation on how to use the ZOOM
<i>July 21 to 25</i>	<i>Self-Study</i>	<i>Finalization of Inception Report (Re: Annex on Page 17)</i>
July 26 (Day1)	Program Orientation	
	Lecture	-Building Codes and Regulations in Japan -Overview of the situation in the world

	Group Work & Presentation	Knowledge Sharing Session on Building Codes " What do building codes in respective countries look like? "
<b>July 27</b>	<i>Day for Self-Study</i>	<i>Reviewing and Preparing for the lecture and group work</i>
<b>July 28 (Day2)</b>	Lecture	-Relationship between disaster prevention technology and regulatory systems in Japan <Earthquake-resistant structures> -Compliance with Building Regulations and Systems in Japan
	Virtual Tour	Retrofitting of the World Heritage with seismic isolation, the National Museum of Western Art by Le Corbusier <a href="https://www.nmwa.go.jp/en/about/building.html">https://www.nmwa.go.jp/en/about/building.html</a>
	Group Work	Knowledge Sharing Session on Building Regulatory " What is the situation with Building Regulatory Compliance in respective countries? What is the reason?"
<b>August 1 (Day3)</b>	Lecture & Exercise	Problem Analysis Using Project Cycle Management Method
	Lecture	-Relationship between disaster prevention technology and regulatory systems in Japan <Fire prevention>
	Group Work	Knowledge Co-Creation I "Sharing of the individual work (problems analysis)" "Brushing-up of the individual work"
<b>August 2 (Day4)</b>	Group Work & Consultation	Knowledge Co-Creation II "Generating Practical Ideas for Solution"
<b>August 3</b>	<i>Day for Self-study</i>	<i>Preparation for the presentation</i> <i>Individual tutoring for necessary person/group</i>
<b>August 4 (Day5)</b>	Presentation & Discussion	Knowledge Sharing Session on the result of Knowledge Co-Creation
	Wrap-Up and Closing	Overall Comments and Network Building for the Future

The program may be subject to change.

## Management Members

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### Instructors (more to be confirmed)

#### Course Leader

##### Dr. NARAFU Tatsuo

JICA Technical Adviser

He is a former government official of MILT and he has many years of experience in advising and evaluating technical cooperation projects in the field of architecture as a Technical Advisor of JICA. He has also served as the course leader for this course for many years.

Message: Safety of buildings is one of the most critical issues in many countries. We would like to discuss to find possible approaches suitable to social situation of each of participants' countries. Come and join the discussion with colleagues from all over the world.



##### Mr. TOYOHARA Hiroaki

Ministry of Land, Infrastructure, Transport and Tourism (MILT)

He is a government official who are familiar with Japan's building regulation system.

Message: In Japan, we have been suffering from many heavy disasters, and have struggles to develop unique regulatory system and building standards against them. We would be happy if we could share our experience with you.



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### Implementing Partner

##### Mr. SAITO Shunichi

The Building Center of Japan (BCJ)

BCJ has a decades-long track record in the evaluation, accreditation, and certification of building-related technologies, the verification and inspection of buildings, the certification and registration of building-related quality and environmental management systems, and dissemination of new building-related technologies through its network of related organizations and personnel, including international organizations. The Center also has many years of experience in implementing this course, and its program content, which is up-to-date, has been well received by past participants.



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### Coordinator

Training Coordinator of KCCP (To be determined)

She/he has extensive experience in coordinating the Knowledge Co-Creation Program (KCCP), and has been the Training Coordinator for many courses in the field of infrastructure.

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## Program Officer

### **Mr. KUMAGAI Hidenori**

Japan International Cooperation Agency (JICA)  
Infrastructure Management Department

### **Ms. NISHIKIMOTO Izumi**

Japan International Cooperation Agency (JICA)  
Tokyo Center

Message: Hello, friends! In our program, you can know not only Japanese experiences but the other countries' situation of building regulation system. Let's share your experiences with Japanese experts and participants from all over the world and get new ideas from them through active discussion. I am looking forward to meeting you!



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

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

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: Officials of state or local governments, or organizations entrusted with similar tasks that address building regulatory systems and compliance issues.
- 2) Educational Background: be a graduate of university  
Language Proficiency: Have sufficient command of English (Communication skill in English is highly important). Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 3) Technical Requirements:
  - a. Technology Proficiency
    - Basic computer skills such as sending/receiving email with attachments, and using a web browser.
    - Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (JICA-VAN), and YouTube. Online

tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

- b. Internet Connection
  - High Speed Broadband Connection (at least 2Mbps).
  - \* Internet access charge incurred for this course shall be borne by your organization.
- c. Hardware (Minimum Requirement)
  - Regular access to a computer, either from your home or from your office.
  - Operating System: Windows or Mac OS (Updated version is preferred).
  - Processor: Intel Core 2 Duo or higher; 2GHz or higher
  - Memory: 4GB of RAM or higher
  - Hard Drive Space: 5GB free disk space
  - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
  - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- d. Software (which may be required)
  - Zoom Client for Meeting (<https://zoom.us/download>)
  - \* In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

## **(2) Recommended Qualifications**

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

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

- (1) **Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**
- (2) **Inception Report:** Please confirm the contents to be described in the Annex(Page 16).
- (3) **Photocopy of Passport or Official ID:** If you possess your passport, please

submit its photocopy. If not, please submit any official ID you have.

- (4) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

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## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by June 17, 2022)

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 1<sup>st</sup>, 2022.**

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## 5. Conditions for Participation

The participants of KCCP are required

- (1) To strictly observe the course schedule.
- (2) Not to change the program topics.
- (3) To participate in the whole program including program orientation
- (4) To respect copyright and portrait rights. To refrain from recording and sharing



the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

JICA Tokyo Center (JICA TOKYO)

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## 2. Implementing Partner

- Housing Bureau, Ministry of Land, Infrastructure, Transport and Tourism, Japan (MLIT)
- The Building Center of Japan (BCJ)

# Annex

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## Inception Report

Each applicant is required to submit Inception report with the Application Form for screening. The contents will be utilized in Group Work & Presentation scheduled on July 26.

Prepare an inception report describing the following questions.

Notes:

- (1) Prepare in Microsoft Word.
- (2) Not more than 4 pages.
- (3) Font should be Arial or Times New Roman, size 12.
- (4) Add figures, tables, and photographs so that the situation in your country can be clearly seen.

Name:	
Country:	
Organization:	
Position:	
Responsibility:	

**1. Outline of risks of disaster of your country (earthquake, fire, and etc.).**

- (1) Possible risks and prioritization among them
- (2) The heaviest damage and recent damages in your country
- (3) Future risks

\* Please attach hazard map if available.

**2. Please answer the following questions.**

- (1) When someone intends to construct a building in your country, does he/she have to go through official procedures, such as building permission?

Please put Yes or No into the boxes in the table below.

Size \ Location	Urban areas	Rural areas
Buildings		
Ordinary small houses		

\*If all answers are “No”, go to (5) directly.

(2) What fields does the mandatory technical requirements cover?

Fields			Y (Yes) or N (No)
Building Codes	Structural stability	dead loads and live loads	
		earthquakes	
		heavy winds	
	Fire safety	Fire resistance	
		Escape	
		Firefighting equipment	
	Barrier free / universal design		
Zoning Codes	Elevators / escalators		
	Building use		
	Building height		
	Floor area ratio		
	Building coverage ratio		
	Setback from the street boundary		

(3) Which organization mainly issues the building codes?

- ( ) Central Government  
( ) Local authorities, such as municipalities

(4) Please answer the following questions regarding a building regulatory system (administration system) in the region in which your office is located.

1) Which authorities are in charge of permission/approval/inspection of each building?

\* Two or more checks are acceptable.

- ( ) Central Government, including its branch offices  
( ) Local authorities, such as municipalities  
( ) Organizations which are authorized by Central Government or by local authorities  
( ) Others



- 2) Is it required to receive inspection by the public authority during construction?
- ☐ No, inspection by the public authority is not required during construction.
- ☐ Yes, inspection by the public authority is required during construction.
- 3) Is it required to receive inspection by the public authority after construction work (before use of the buildings)?
- ☐ No, inspection by the public authority is not required after construction work.
- ☐ Yes, inspection by the public authority is required after construction work.

(5) Licensing system for architects or building engineers.

- 1) Does your country have licensing system for **architects** and **building engineers**?
- ☐ Both licensing systems for **architects** and **building engineers**
- ☐ Licensing system for **architects** only
- ☐ Licensing system for **building engineers** only
- ☐ No license system for **architects** nor **building engineers**
- ☐ Others

(6) Buildings in your country.

Could you briefly describe popular construction methods for

- 1) houses of low-income and middle-income people?
- 2) buildings of the 4-6 story range?
- 3) buildings of 20 stories and over?

(7) What kind of issues does your country face regarding building codes and building regulatory system, such as buildings without building permission, non-compliant designs, poor quality of materials, quality controls of construction work or others?

# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.

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



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

**Further, address correspondence to:**

### **JICA Tokyo Center (JICA Tokyo)**

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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



# Inception Report

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**Notes:**

- (1) Prepare in Microsoft Word.
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- (3) Font should be Arial or Times New Roman, size 12.
- (4) Add figures, tables, and photographs so that the situation in your country can be clearly seen.

Name:	
Country:	
Organization:	
Position:	
Responsibility:	

**1. Outline of risks of disaster of your country (earthquake, fire, and etc.).**

- (1) Possible risks and prioritization among them
- (2) The heaviest damage and recent damages in your country
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\* Please attach hazard map if available.

**2. Please answer the following questions.**

- (1) When someone intends to construct a building in your country, does he/she have to go through official procedures, such as building permission?

Please put Yes or No into the boxes in the table below.

Size \ Location	Urban areas	Rural areas
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Fields			Y (Yes) or N (No)
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		Escape	
		Firefighting equipment	
	Barrier free / universal design		
	Elevators / escalators		
Zoning Codes	Building use		
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	Floor area ratio		
	Building coverage ratio		
	Setback from the street boundary		

(3) Which organization mainly issues the building codes?

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( ) Others

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(5) Licensing system for architects or building engineers.

1) Does your country have licensing system for **architects** and **building engineers**?

( ) Both licensing systems for **architects** and **building engineers**

( ) Licensing system for **architects** only

( ) Licensing system for **building engineers** only

( ) No license system for **architects** nor **building engineers**

( ) Others

(6) Buildings in your country.

Could you briefly describe popular construction methods for

1) houses of low-income and middle-income people?

2) buildings of the 4-6 story range?

3) buildings of 20 stories and over?

(7) What kind of issues does your country face regarding building codes and building regulatory system, such as buildings without building permission, non-compliant designs, poor quality of materials, quality controls of construction work or others?

## 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 the officer belongs		6. Date of regular appointment	
7. Details of posts held during the last five years (starting from the present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile
8. Name of foreign 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 the training programme	Subject/title of training	Name of the training Institution
			Source of funding
Signature of the candidate:			
Office Phone No. Mobile No.:			
E-mail:			
<b>CERTIFICATE</b>			
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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- 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 ☒ "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**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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

principle.

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

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

Article 2. Details of use of works used for training

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

**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			-					
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**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			



Japan International Cooperation Agency

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**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**

[illegible]

First Name

[illegible]**Middle Name**[illegible]

**2) Nationality**  
(as shown in t

**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**

[illegible]

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	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

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

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

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

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

**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the 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.

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( ), Quantity ( )
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(b) Are you pregnant?

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( ), Place & dates ( )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( ), Place & dates ( )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( )

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( )			
<input type="checkbox"/> Other >>> Specify ( )			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ( )

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

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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:



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