

No.13/5/2022-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,
12th May, 2022.

TRAINING CIRCULAR

Subject:- Online Knowledge Co-Creation Program on "**Enhancement of Training Management in Vocational Training Institutions (A)**" from 29th August to 22nd September, 2022.

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The Government of Japan has invited nominations for online training course on "**Enhancement of Training Management in Vocational Training Institutions (A)**" from 29th August to 22nd September, 2022 under the Technical Cooperation Programme with India. The course is intended for head masters or directors who presently hold responsibilities of managing TVET Institutions and to develop trainers/instructors who are engaged in developing curriculum or training program as the head of department. 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 **1 regular candidate and 1 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) 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 01.07.2022 positively at the following address:- :-**

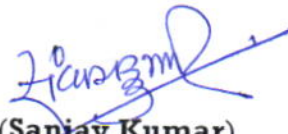
Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

.....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, 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 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** under the link "Foreign Training and Employee Corner".


(Sanjay Kumar)

Under Secretary to the Govt. of India
Ph: 23093173

1. Joint Secretary (Admn.), Ministry of Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Skill Development & Entrepreneurship, Shram Shakti Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Labour & Employment, Shastri Bhavan, 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. Akamine Kengo, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE



Online Only

Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
Enhancement of Training Management in
Vocational Training Institutions (A) (Online Program)
課題別研修「職業訓練の運営・管理と質的強化(A)」(遠隔研修のみ)
JFY2022

NO.202107751J001

Period for Online Program: From 29 August, 2022 to 22 September, 2022

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

‘JICA Knowledge Co-Creation Program (KCCP)’

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

I. Concept

Background

Human Resources Development (HRD) is one of the most important policies to lead economic growth and realization of a better life for the citizens in each country. Many countries have promoted Technical and Vocational Education and Training (TVET) as one of the main factors to contribute for HRD in order to increase income and reduce poverty.

In the recent industrial development, these countries are facing the necessity to improve TVET responding to the change in the labour market, and to improve management that can operate TVET Institutions more efficiently, sustainably and systematically, at the same time, enhancing the capacity of trainers/instructors who can develop appropriate curriculum in accordance with the industry's needs.

For What?

The aim of this program is to introduce how to manage TVET Institutions in Japan with keeping good partnership with industries through lectures as well as discussions about the current situation and problems, and to provide participants with an opportunity for making a comparative study among Japan and other participating countries.

For Whom?

This program is offered to head masters or directors who presently hold responsibilities of managing TVET Institutions and to develop trainers/instructors who are engaged in developing curriculum or training program as the head of department.

How?

Participants shall acquire knowledge and experiences on the present situation of HRD in Japan through lectures and discussions. Participants will also formulate action plans describing what they will do afterwards in their home countries, at the same time, disseminating the knowledge and ideas acquired and discussed among others into their on-going activities. Participants are also expected and encouraged to mutually learn from other participants in order to solve difficulties that each participant faces in their own country.

II. Description

1. Title (Course No.):

Enhancement of Training Management in Vocational Training Institutions (A)
(202107751J001)

2. Periods

(Online) **From 29 August, 2022 to 22 September, 2022**

3. Target Regions or Countries:

Indonesia, the Philippines, Cambodia, Bangladesh, India, Nepal, Marshal, Tonga, Jordan, Gambia, Kenya, Namibia, Nigeria, South Africa, Tanzania, Zimbabwe, Angora and South Sudan

4. **Eligible / Target Organization:** This program is designed for public TVET Institutions
5. **Capacity(Upper Limit of Participants) :** 19 participants
6. **Language:** English
7. **Overall Goal:** Participants are expected to manage TVET Institutions with resources fully utilized, and to improve quality of training courses sustainably and continuously by responding to the changes in the labour market.
8. **Program Objective:** Participants are expected to understand the current situation and challenges of TVET in Japan, and formulate Action Plans that solve and improve challenges in the TVET sector of the participants' countries
9. **Guidance on Online Lectures:** The participants shall receive online lectures provided by the Japanese implementing partner (with the procedures shown below;
 - (1) One month before the start of this program, the Japanese implementing partner will send the finalized program schedule and the Job Report Guide.
 - (2) A week before starting, the Japanese implementing partner will conduct ZOOM Connection Tests and a brief guidance on its usage.
 - (3) All participants shall attend a kick-off web-meeting set by Japanese implementing partner to be held on 29 August 2022.
 - (4) Following the kick-off web-meeting, the Japanese implementing partner will organize a Job Report presentation meeting online from 29 August to 31 August 2022.
 - (5) The participants shall take 5 WBT contents at their convenient time and must submit the provided assignments after each lecture.
 - (6) The Japanese implementing partner will organize webinars for lectures and discussions.
 - (7) At the end of this program on 22 September, all participants shall make a presentation of their Action Plan on webinar.

<Note>

The participants may share the lecture materials with their colleagues only within their organizations. **The use beyond the participant's organizations is strictly prohibited due to the copyright restrictions.**

10. **Expected Module Output and Contents:** This program consists of the following components. Details on each component are given below.

The detail of the Program is attached in "VI. Tentative Schedule" as reference (Subject to change).

Online Program (29 August , 2022 to 22 September, 2022)		
Expected Module Output	Subjects/Agendas	Methodology
1. To share the current	(1) Job Report presentation and discussion	Webinar

situation and make comparative review among the participants in order to clarify the issues to be solved in their own organizations.	(2) Q&A and Discussion on the issues that the participants have been facing	
2.To understand how to meet economic and social changes, and how to manage TVET	(1) Characteristics of TVET in Japan	Web Based Training
	(2) Framework of public vocational training system in Japan	
	(3) Skill evaluation system in Japan	
3. To understand how to develop public and private partnership.	Collaboration with Industry in vocational training institution in Japan	Webinar
4.To understand design, implementation, management and evaluation of training courses (with following PDCA)	(1) Approach to improve the quality of vocational training following PDCA cycle	Web Based Training
5.To understand overall management of TVET institution (for directors) To understand how to develop training curriculum	(1) Administration of vocational training institution	Web Based Training
	(2) KAIZEN and 5S	Webinar
	(3) Approach to develop training curriculum	Webinar
6.To analyse and study challenges in participant's own institution and formulate Action Plan describing actions that the participants will undertake for solving the issues and, further progress and improvement after going back to home countries	(1) Approach to identify and analyze problems (in a group / individually)	Webinar
	(2) How to draft an Action Plan	Webinar
	(3) Feedback and advice	Webinar
	(4) Presentation of Action Plan	Webinar

Finalization Phase in a participant's home country

After, the online program Participating organizations develop the final outputs by making use of results brought back by participants.

Expected Module Output	Activities
To share the action plan and implementation in each participant's home country	(1) Presentation and discussion on the Action Plan in each participating organization to disseminate acquirements in their organization
	(2) Review and discuss the Action Plan

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or challenges identified in their operations. 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.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before the commencement of the program. Participating organizations are also expected to make the best use of the results achieved by their participants.

2. Responsibility of the Participating Organization:

The participating organization is to be responsible to support the participant for receiving the online lectures and seeking the possibility of implementation of the Action Plan formulated by the participant.

3. Nominee Qualifications:

Applying Organizations are expected to select nominees who comply with the following qualifications:

(1) Essential Qualifications

- 1) Current Duties: (i) be ranked as a headship and presently engaged in management of a TVET institution, and expected to work in the same field in future, or, (ii) be ranked as an instructor in engineering who is head of department or equivalent
- 2) Experience in the relevant field:
 - (i) Have more than 15 years' working experience in the public TVET Institutions and more than 3 years' experience as a director at public TVET Institutions, or
 - (ii) Have more than 8 years' experience as a trainer/instructor at public TVET Institutions
- 3) Educational Background: be a graduate of university in the relevant fields or equivalent
- 4) Language: have competent command of spoken and written English which is equivalent to the level of TOEFL 550, TOEFL CBT 213, and TOEIC 730 or more (This course includes active participation in discussions, action plan development, thus requires high competence of English ability). Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc., if possible)
- 5) PC skills: have basic PC skills to use Word, Excel, PowerPoint (This course includes activities using PC to make presentation of Job Reports, to make an

Action Plan, etc.).

- 6) The participants need to prepare a PC, internet access and study environment to have online program smoothly
- 7) Age: (i) not older than fifty (**50**) for the directors of TVET Institutions, or
(ii) between the ages of thirty (**30**) and forty five (**45**) years for the instructors

(2) Recommendable Qualifications

- 1) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.
- 2) Difficulties/Disabilities: The participation of person with difficulties/disabilities is welcomed. Please write the situation in the Questionnaire on medical status restriction of the Application form. (Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014 and JICA has observed it.)

4. Required Documents for Application

(1) Application Form: Available at the respective country's JICA office (or the Embassy of Japan).

** The Application Form should be typewritten in English*

(2) Photocopy of passport: Should be submitted with the application form. If not, it is requested that a photocopy of any other official identification be submitted.

*Photocopy should include the followings: Name, Date of Birth, Nationality, Sex, Registration Number Expire Date and the picture of a holder.

(3) Nominee's English Score Sheet: To be submitted with the Application Form, if you have any official document of English ability (e.g., TOEFL, TOEIC, IELTS).

5. Procedure for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to JICA Yokohama Center in Japan **by: 15 July, 2022.**)

(2) Selection:

After receiving the document through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) shall conduct screenings, and forward the documents to JICA Yokohama. JICA Yokohama shall make Selection in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

The respective country's JICA office (or Embassy of Japan) shall make notification

of results to the respective Government by **not later than 29 July 2022.**

6. Document to be submitted by accepted participants:

(1) Job Report <To be submitted by 22 August 2022>

Please follow **Section VI ANNEX: No.1, Contents of Job Report**. (After selection process, the Japanese implementing partner will send you a template of presentation for a reference)

※Accepted candidates are required to prepare your necessary materials (data, pictures, etc.) to make a presentation according to the information Annex No.1 and No. 2.

Each participant who receive the online lectures is requested to present their Job Report respectively. The presentation session will be held online in the following manner.

- 1) Presentation should be made in Microsoft “**PowerPoint**”.
(Therefore, accepted participants are required to prepare their Job Report in PowerPoint for presentation)
- 2) Each participant will be given 10 minutes to make their presentation, focusing on a brief introduction of the organization and challenge due to time constraint. (Questions, answers and discussion will be shared in the interim and wrap-up discussions.)
- 3) To make the report understandable, please put photos to show the situation of the related facilities and equipment into the PowerPoint slide as many as possible.
- 4) The Job Report by PowerPoint shall be sent to the Japanese implementing partner. The deadline of submission will be informed later by the Japanese implementing partner.

(2) Action Plan formulation and presentation

Each participant is required to formulate the Action Plan for utilizing what they have learnt in the program under the discussion with their supervisors and authorities. Prior consultation with supervisor on which issue should be taken is recommended through the problem analysis respectively.

Participant will present their Action Plan as a result of their participation at the end of program.

(3) Action Plan Presentation in the home country

After the program, each participant will be requested to present the Action Plan in their organization, to disseminate what they have obtained and to get an approval for implementing the plan with their supervisors and colleagues.

7. Conditions for Attendance

Participants are required:

- (1) To complete the online lectures.
- (2) To strictly adhere to the program schedule.
- (3) Not to change the program topics.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Yokohama Center (JICA Yokohama)

(2) Contact: Mr. ISOBE Ryosuke (yictt1@jica.go.jp)

2. Implementing Partner:

(1) Name: To be determined

Contact: To be determined

V. Other Information

1. Participants are requested to prepare reference materials that will help their Action Plan preparation. The followings are valuable:
 - the most recent short and long term official policies and strategies for TVET,
 - reports and photos of the TVET management activities which the participants are currently engaged in,
 - other project reports related to the participants' field of study or work.
2. During the program, participants are required to work on the computers, including drafting action plans and others.
3. Participants are recommended to listen to the experience from the ex-participants of the program, and to look through the ex-participant's Job Report and Action Plan for reference.
4. A participant who has successfully completed the program will be awarded a certificate by JICA.

VI. Tentative Schedule:

Online Program (※JST: Japan Standard Time: UTC +9:00)

Date	Method	Time	Content	
29 Aug	Webinar	15:00-15:30		Course orientation
		15:30-18:00	Presentation /discussion	Job Report presentation / discussion
30 Aug	Webinar	15:00-18:00		
31 Aug	Webinar	15:00-18:00		
1 Sep	WBT	(1.5h)	Lecture	Characteristics of TVET in Japan
2 Sep	WBT	(1.5h)	Lecture	Framework of public vocational training in Japan
5 Sep	Webinar	15:00-18:00	Discussion	Q&A on TVET system in Japan
6 Sep	WBT	(1.5h)	Lecture	Operation and management system in vocational training institution
7 Sep	Webinar	15:00-18:00	Field visit	Visiting vocational training institution on video
8 Sep	Webinar	15:00-18:00	Lecture	Collaboration with Industry in vocational training institutions
9 Sep	WBT	(1.5h)	Lecture	Approach to improve the quality of vocational training following PDCA Cycle
12 Sep	Webinar	15:00-18:00	Lecture/ Practice	Approach to develop training curriculum by CUDBAS method
13 Sep	Webinar	15:00-18:00		
14 Sep	Webinar	15:00-16:30	Lecture	KAIZEN and 5S
		16:30-18:00	Lecture/ Practice	Approach to identify and analyze problems
15 Sep	WBT	(1.0h)	Practice	Problem analysis
16 Sep	Webinar	15:00-16:00	Lecture	How to draft an Action Plan
		16:00-18:00	Practice	Problem and objective setting
19 Sep	WBT	(3.0h)	Practice	Drafting an Action Plan
20 Sep	WBT	(3.0h)		
21 Sep	Webinar	15:00-18:00	Lecture	Feedback on Action Plan
22 Sep	Webinar	15:00-18:30	Presentation	Action Plan presentation
		18:30-19:00		Evaluation meeting

VII. ANNEX

Enhancement of Training Management In Vocational Training Institutions (A)

ANNEX: No.1

Job Report

to be submitted before commencement of the online program

Participants are required to prepare and submit report. When the participants make the report, it is preferable to analyse the present and future situations and problems/challenges both in management level and in trainer/instructor level in the organization. the Japanese implementing partner will send a template of report to participants by e-mail. The Report should be **typed in English** and be **submitted by e-mail** to yictt1@jica.go.jp by **22 August 2022**.

The purpose of Job Report presentation is to share the current situation and make comparative review among the participants in order to clarify the issues to be solved in their own organizations.

The major contents of the presentation are;

- (1) General information of the country: geography, population and workforce, employment, economy, and education system
- (2) TVET system of the country: administrative organ related to TVET, major policy, laws and regulation, statistical information of TVET institutions
- (3) Information of the institution the participant belongs: organization, TVET programs, enrollment and placement, challenges ,
- (4) Issues/problems and special interests: duties of the participant, issues/problems the participant is facing in the duties.

Presentation will be held online in the initial part of this program. The participants will make their presentation based on the report within 10 minutes (depending on the number of participating countries and participants) focusing on (3) and (4) mentioned above.

The presentation should be made in PowerPoint.

ANNEX: No.2

Action Plan

to be formulated at the end of the Program

Each participant is required to draft an Action Plan during the Program.

1. **What** is an Action Plan?

Each participant is required to submit an Action Plan stating the plan that they will carry out after the Program, reflecting the knowledge and methods they have acquired.

2. **Why** are participants required to prepare an Action Plan?

JICA needs to assess the usefulness and applicability of the program to help improve/develop the field/subject in the participants' countries / regions / organizations. The Action Plan will support this evaluation with sharing the information acquired to all the colleagues and supervisors concerned and improve training management in the institution.

3. **When** should the Action Plan be prepared?

Participants should start to prepare a draft of the Report in the midst of the period of the program, and repeatedly revise and improve it during the rest of the period. The completed paper should be submitted to JICA by the end of the program.

Notes on making the Action Plan:

The participant should make a presentation by using PowerPoint, and describe a plan for applying the content of the program to their work afterwards.

- (1) Brief introduction of participant's organization /institution and,
- (2) Most advantageous acquirements/lessons you got in this program, and
- (3) Action Plan that covers the following items. Not include "Killer assumption*". Try to several ways to achieve the target.

* Killer assumption means one of the premises that the plan becomes unfeasible if it cannot be achieved.

Main Components of the Action Plan

1. Title of the project that you are going to challenge
2. Objective of the project with specific target
3. Overall goal desired to be after reaching the project objective
4. Background/reasons to challenge for the project
5. Actions to be taken with work procedures
6. Key performance indicator for monitoring the result
7. Resources needed/ Potential barriers
8. Responsible person in charge of the actions including involving other dept.
9. Timeline estimated for 2 years after returning

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 latter method is the Knowledge Co-Creation Program, and it is one of the core programs. 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..



CORRESPONDENCE

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

Further, address correspondence to:

JICA Yokohama Center

Address: 2-3-1 Shinko, Naka-ku, Yokohama, Kanagawa, 231-0001, Japan

TEL: 81-45-663-3221 FAX: 81-45-663-3265

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:				
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

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

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.

**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			



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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)**

[illegible]

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

J	0		-				
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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.)**

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 the passport)			5) Date of Birth (please write out the month in English as in “April”)			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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	

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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