

No.13/4/2022-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 **"Strengthening Public Involvement Approach and Quality Improvement of Safeguard Policy in Public Works Projects"** from 22nd August to 5th September, 2022.

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The Government of Japan has invited nominations for **online** training course on **"Strengthening Public Involvement Approach and Quality Improvement of Safeguard Policy in Public Works Projects"** from 22nd August to 5th September, 2022 under the Technical Cooperation Programme with India. The course is intended for governmental organizations in charge of planning and execution of public works related infrastructure projects, including land acquisition, resettlement and environmental assessment. 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 Housing & Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Road Transport & Highway, Transport Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. 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】 Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Strengthening Public Involvement Approach
and Quality Improvement of Safeguard Policy
in Public Works Projects (Online)**

課題別研修

「公共事業における市民参加手法と環境社会配慮(遠隔研修)」

JFY 2022

Course No.: 202107906J001

Online Program Period: From August 22 to September 5, 2022

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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

In many developing countries, public works such as construction of roads, railways or dams have a number of issues still to be addressed in terms of environmental and social considerations. The execution of public works projects invariably entails the involuntary relocation of residents and payment of loss compensation. From the viewpoint of smooth project execution and environmental/social considerations, it is necessary to secure the meaningful participation of a wide range of stakeholders and transparency in the decision-making process, which leads to well understanding and consensus formation about public works projects among stakeholders, especially people affected. It is also necessary to provide sufficient compensation and support to people affected by involuntary relocation and loss of livelihood.

However, there are many cases in which adequate responses are hard to come due to a lack of procedures for information disclosure, compensation criteria and other necessary elements to fulfill the needs outlined above. As a result, there are not a few cases in which project execution is delayed and those affected are neglected.

Therefore, it is profound significant to examine methods of addressing these issues at hand in individual countries, as well as the systems necessary to facilitate the establishment of proper processes for environmental and social considerations.

For what?

This program aims to promote citizen participation/public involvement in a planning stage and formulate the projects through environmental and social considerations including involuntary resettlement and respect for the human rights of indigenous people.

For whom?

This program is offered to governmental organizations in charge of planning and execution of public works related infrastructure projects, including land acquisition, resettlement and environmental assessment.

How?

Participants shall have opportunities to have lectures by Japanese university professors, government officers and consultants online. Participants will also formulate a proposal report describing what the participant will do after this program, putting the knowledge and ideas acquired and discussed in the program into their on-going activities.

II. Description

1. Title (Course No.)

Strengthening Public Involvement Approach and Quality Improvement of Safeguard Policy in Public Works Projects (202107906J001)

2. Course Duration

August 22 to September 5, 2022

3. Target Regions or Countries

El Salvador, India, Indonesia

4. Place and Time to Attend

(1) Place

The program is conducted **online**. The place for participants to take the online program will be determined depending on the internet environment. Please inform JICA overseas office which place you would like to take the program (e.g. home, office). It is strongly recommended to participate in a quiet/calm environment where you can concentrate on the program. If you cannot find the proper place to take the program, please consult with the JICA overseas office.

(2) Time for the Online Program (live stream)

The online program will be live-streamed everyday between around 15:00 and 19:00 in Japan Standard Time (JST).

The time in each participating country is as follows:

Country Name	Japan	El Salvador	India	Indonesia
Start Time	3:00pm	0:00am	11:30am	1:00pm
End Time	7:00pm	4:00am	3:30pm	5:00pm

※Since in El Salvador the program will be held in the midnight hours, ZOOM recordings of the program will be made available daily to Salvadoran participants. However, all participants are required to attend the report presentation on the first and last day.

※In the context of the COVID-19 pandemic, please note that there is still a possibility the details will be changed without notice.

5. Eligible / Target Organization

This program is designed for governmental organizations in charge of planning and execution of the public works related infrastructure projects/relocation of residents and land acquisition/public participation and consensus building.

6. Capacity (Upper Limit of Participants)

12 participants

7. Language

English

8. Objective(s)

The participants will be able to enhance the capacity for the smooth implementation of public works projects, including consensus building through public participation in the planning phase, resettlement planning, land acquisition, and environmental and social considerations related to involuntary resettlement and indigenous peoples.

9. Overall Goal

Systems will be established in target countries for citizen participation/public involvement in the planning process of public works projects with environment and social considerations to the relocation of residents and land expropriation.

10. Output and Contents

This course consists of the following components. Details on each component are given below. (All components are provided by live lecture)

Preliminary Phase August 2022 (before the core phase) Preparation <i>The participants make required preparation for the Program in the respective countries.</i> Used Media <i>Dedicated Website</i>	
Modules	Activities
Self-learning	- Study pre-training materials (references and videos) which will be provided
Networking	- Interaction through the dedicated Website.
Country Report	- Preparation of Country Report (Please see VI. Annex)

Core Phase August 22 to September 5, 2022 Attending online lectures and workshop. Used Media <i>Zoom, Dedicated Website</i>		
Expected Module Output 1: To understand the methods of public participation and consensus building in the planning stage of public works projects.		
Subjects	Outline of Public Involvement (PI)	Lecture
	Case studies on public involvement in public works projects	Lecture
	(1) Waste treatment facility construction project (2) Reconstruction from 2011 great earthquake and tsunami	Exercise
Expected Module Output 2: - To understand how to manage land acquisition, resettlement and rehabilitation. - To understand the JICA Guidelines for Environmental and Social Considerations ¹ and the implementation of Strategic Environmental Assessment (SEA).		

¹ https://www.jica.go.jp/english/our_work/social_environmental/guideline/index.html

- To understand how to sustain the rights of indigenous peoples in development.		
Subjects	JICA Guidelines for Environmental and Social Considerations (ESC), Process of Strategic Environmental Assessment (SEA)	Lecture Exercise
	Resettlement Action Plan (Planning and implementation)	Lecture Exercise
	Indian case study on land acquisition, resettlement and Rehabilitation	Lecture
	Indigenous People (Ainu People) Issues in a Dam Construction Project	Lecture Exercise
Expected Module Output 3: To develop an action plan on improving the systems of public participation, consensus Building and resettlement in public works projects in the participating countries.		
The participants make their proposal reports to improve the systems in terms of PI and ESC in their countries.		Presentation

11. Follow-up Program

If highly-feasible and well-designed proposals are presented at the last session of the program, the proposals are followed-up for further development. Specifically, for example, Japanese professors or consultants are dispatched to the country of the proposal on a short-term basis to carry the proposal forward or JICA provides the participant's organization with necessary support to hold the workshops or seminars in order to improve the proposal further.

NOTE: The follow-up program is selectively done to the proposals.

12. Circumstance for Internet Connection

The program is conducted through a platform "Zoom Webinar". It is necessary to ensure a stable and secure internet connection to access the platform. Zoom video meetings are expected to consume about 600MB per hour, and 4-hour lectures are expected to consume about 2.4GB of data.

In addition, communication speed of 1.5 Mbps is required to maintain the minimum quality of the lectures (approximately 3 to 5 Mbps are recommended).

Participants are advised to check their internet environment in advance to maintain high-quality real-time communication.

Please refer to this URL for how to measure internet speed.

<https://www.speedtest.net/>

Mobile phones / Smart phones are not recommended.

【Note】 In case you cannot arrange appropriate internet connection or necessary devices, please consult with JICA overseas office.

III. Eligibility and Procedures

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 operations. 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.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) **Current Duties:** administrative officers engaged in the execution of public participation, consensus building, land acquisition and resettlement or EIA in public works projects in the related department/Ministries.
- 2) **Experience in the Relevant Field:** have more than **five (5) years**' experience in the above-mentioned field in principle.
- 3) **Educational Background:** be a graduate of university or equivalent.
- 4) **Language Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 72 or above (This program includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) **Health:** must be in good health, both physically and mentally, to participate in the program.
- 6) **Internet Connection:** have to meet the condition of II. Description 12. Circumstance for Internet Connection on page 5.
- 7) **Attitude toward participation:** Participants are required to understand the contents of this program fully and have high motivation for learning.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years, in principle
- 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.
- 3) Difficulties/Disabilities: The participation of person with difficulties/disabilities is welcomed.

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

(2) **Photocopy of Passport:** You should submit it with the Application form if you possess your passport. If not, you are requested to submit a similar ID.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, ID Number and Expiry Date

(3) **English Score Sheet:** to be submitted with the Application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS) If you do not have any official documentation of English ability, you must have an interview with JICA overseas office or the Embassy of Japan.

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 **July 15, 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 29, 2022.**

5. Conditions for Participation

The participants of KCCP are required

(1) to strictly observe the course schedule,

(2) to observe the rules and regulations of the program implementing partners to provide the program or establishments,

(3) not to record/shoot of Zoom screen due to copyright reasons, participants must follow the "Terms of Use",

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html, and

- (4) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokkaido Center (Obihiro)

(2) **Program Officer:** Ms. NAKAKURI Yuka (obic_kccp@jica.go.jp)

2. Implementing Partner

Name: Hokkaido University

3. Accommodation / Travel for Online Program:

This online program is designed that participants will participate in a designated site of each home country. The details will be provided at the time of notification of acceptance.

4. Expenses

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

- Expenses related to the online program will be paid according to the regulations of JICA overseas office, if necessary. For the details, please kindly ask at JICA overseas office.

V. Other Information

1. Certificate

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

2. Preparation of the Reports

Participants are required to make specific proposals to solve issues/problems regarding city planning to be handled by the participants or their organizations. To this end, participants are requested to prepare reports in two steps.

(1) The first step: Country Report (See VI Annex 2)

The participants are required to prepare the Country Report (detailed information is provided in VI. Annex "2. Country Report"), which describes overview of the systems of participants' countries in terms of the theme of this program and the current issues/problems that participants and their organizations are currently facing.

The Country Report should be submitted by uploading to the dedicated Website. The submission deadline is scheduled for **August 15, 2022.**

At the beginning of this program, the participants will deliver a presentation of their Country Reports in about 15 minutes. Participants are requested to prepare visual material such as MS PowerPoint for the presentation.

(2) The second step: Proposal Report

Participants are expected to deliver a presentation about the proposal to improve their countries' systems based on what learnt through the program in about 15 minutes. The proposal should be feasible to apply. The instruction of the report will be provided in the core phase. As written in the **Section II, 11 Follow-up Program**, if highly feasible and excellent proposals are presented, the proposals could be followed-up to further develop them.

VI. Annex

1. Tentative Schedule

DATE		TOPICS
Before Core Phase	17 Aug	15:00-16:30 (Japan Standard Time) Pre-opening meeting (Internet connectivity test, briefing, self-introduction, etc.)

Program hours are basically from 15:00 to 19:00 (Japan Standard Time).

1	22 Aug	Country report presentation
2	23 Aug	Consensus Building, Public Involvement (lectures)
3	24 Aug	Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA) (lecture, exercise)
4	25 Aug	JICA Environmental and Social Consideration focusing on Involuntary Resettlement and Indigenous People (lectures)
5	26 Aug	1. Land Acquisition, Rehabilitation and Resettlement in India (lecture, exercise) 2. Case study: Consensus building in a waste treatment facility construction project (lecture, discussion)
	27, 28 Aug	
6	29 Aug	Resettlement Action Planning (lecture, exercise)
7	30 Aug	Facilitation of Stakeholder Meetings (exercise)
8	31 Aug	Case Study: Citizen Participation in Reconstruction from 2011 Earthquake and Tsunami Disaster (lectures)
9	1 Sep	Case Study: Citizen Participation in Reconstruction from 2011 Earthquake and Tsunami Disaster (workshop)
10	2 Sep	Case Study: Indigenous People (Ainu People) Issues in a Dam Construction Project (workshop)
	3, 4 Sep	
11	5 Sep	Proposal report Presentation, Closing Ceremony

2. Country Report

In the Preliminary Phase, the participants are required to prepare the Country Report providing the information on subjects mentioned below. The purpose of the Country Report is as follows:

1. To define the issues regarding the themes of this program that you and your organization face in the work. This will be your objectives of the participation in this program and should be led to the Proposal Report which proposes the solution of the issues.
2. To share your issues and backgrounds with other participants.

The report should be created as a presentation file (e.g. MS PowerPoint). The participants are also requested to make an around **15-minute presentation** in the beginning of the Core Phase.

The Country Report (the presentation file) should be submitted to JICA by **August 15, 2022.**

Contents

1. General Information

Your Name / Organization / Country

2. Issue analysis to the country

1). Citizen participation / Public involvement

- a. In your work, what extent and how do you proceed with citizen participation/public involvement in a planning stage of a public works project?
- b. What kinds of issues/problems are there? (Describe specifically.)
- c. What approaches has your organization adopted to tackle these issues/problems?
- d. What are the difficulties in implementing solutions actually?

2). Social considerations in terms of land expropriation and resettlement of the people

- a. What kind of issues/problems is there? (Describe specifically)
- b. What approaches has your organization adopted to tackle these issues/problems?
- c. What are the difficulties in implementing solutions actually?

3. Your Expectation for the Program

What in particular do you want to learn through this program and why?

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.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Hokkaido Center (Obihiro)

Address: 1-2, Minami 6, Nishi 20, Obihiro-City, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

E-mail: obic_kccp@jica.go.jp

<https://www.jica.go.jp/obihiro/english/office/index.html>

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:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use ☒ "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)

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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)**

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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	

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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