

**DATE BOUND**

No.5/1/2008-1Trg  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated Chandigarh, the 29<sup>th</sup> October, 2010.

To


1. All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
2. All the Administrative Secretaries to Govt. of Haryana.

Subject A Group Training Course in Japanese MONODUKRI and manufacturing in Development Countries to be held in Japan from 24<sup>th</sup> January, 2011 to 12<sup>th</sup> March 2011 (Core Phase).

Sir/Madam,

I am directed to refer to the subject noted above and to say that the copy of the letter No.34/58/2010-EO(F) dated.01/10/2010 received from Government of India, Ministry of Personnel, P.G and Pensions, Department of Personnel & Training, New Delhi may be seen at the website <http://csharyana.gov.in> to consider and to circulate the same among IAS/HCS officers working under your kind control so they can exercise their option in accordance with the JICA's Circular dated 29/09/2010 in the prescribed proformas (A2A3 Forms).

Yours faithfully,

  
Superintendent Training  
supdttrg.cs@hry.nic.in  
29/10/2010

No.34/58/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 1<sup>st</sup> October 2010.

**TRAINING CIRCULAR**

**Subject:** A Group Training Course in Japanese MONODUKRI and manufacturing in Developing Countries to be held in Japan from 24<sup>th</sup> January 2011 to 12<sup>th</sup> March 2011 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from December 2010 to September 2011, out of this the Core Phase, from 24/01/2011 to 12/03/2011, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program aims to study basic philosophy of Japanese manufacturing through actual examples and lectures and formulate the improvement plan through analysis of impediments in own country's manufacturing sector development by comparing with Japanese condition. It is designed for public organizations which develop manufacturing technology of local industries or promotes SME (Small and Medium Enterprises).
3. The Candidate should have more than 10 years experience in the field of practical experience in field of Making Things; be a university graduate; be proficient in written and spoken English; be between twenty-five and fifty years of age; be in good health, both physically and mentally to undergo the above programme and not be serving in any form of military service.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 29<sup>th</sup> September 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 4<sup>th</sup> November 2010. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer

1. The Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.

2. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### JAPANESE MONODZUKURI AND MANUFACTURING IN DEVELOPING COUNTRIES

集団研修「日本のものづくりと途上国の製造業の比較分析」

**JFY 2010**

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J1000925 / ID. 1080108

From December 2010 to September 2011

Phases in Japan: From January 24 to March 12, 2011

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

# I. Concept

## Background

“*Monodzukuri*” means “Making Things” in Japanese. One of the successful examples in Japanese *Monodzukuri* is an automobile industry. Japanese automobiles are well known by its quality, their efficient production management system, high manufacturing technology, and others. There is something very important behind that made the Japanese automobile industry so famous in various aspects. Soul, culture, and spirit on *Monodzukuri* are the genesis of prosperity in the Japanese automobile industry.

Mr. Eiji Toyoda, former chairman of Toyota Motor Corporation, said that “Making things creates value; it is the starting point of civilization. Making things is closely related to the development of technology; worded another way, technological development is possible only with the production of things. Making things is always made possible through the accumulation of a wide range of know-how as well as the talent of those who are involved in the endeavor.”\*

This training program focuses on the fundamental technologies and system of Making Things, not sole technology or production management tools. It rather provides key way of thinking, attitude, and spirit on *Monodzukuri* so that manufactured goods can be sold and a profit can be made. The training program is implemented by introducing automobile manufacturing as the example to understand essences of *Monodzukuri*. It, however, does **not** aim to provide training on automobile manufacturing at all.

The area focused training program on Manufacturing Technology and Production Management System, fiscal year 2010 is organized by Chubu International Center, JICA, which is one of the JICA regional centers located in Nagoya city and implemented by Aichi Industrial Research Association (AIRA). This is information for those who intend to apply to the training program.

## **Definition**

Fundamental Technology: Technologies necessary to produce products or to make a metal die to manufacture products by forming, milling, or finishing raw materials

\*OPEN THE WINDOW. IT'S A BIG WORLD OUT THERE. Toyota Motor Corporation. 1999

**For what?**

This program aims to study basic philosophy of Japanese manufacturing through actual examples and lectures and formulate the improvement plan through analysis of impediments in own country's manufacturing sector development by comparing with Japanese condition.

**For whom?**

This program is offered to public organizations which develop manufacturing technology of local industries or promotes SME(Small and Medium Enterprises).

**How?**

Participants will have opportunities to visit manufacturing companies related to automobile industries to learn "Monodzukuri spirit". Participants will also formulate an action plan describing what the participants will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## II. Description

### 1. Title (J-No.): JAPANESE MONODZUKURI AND MANUFACTURING IN DEVELOPING COUNTRIES (J1000925)

### 2. Period of program

<b>Duration of whole program:</b>	December 2010 to September 2011
<b>Preliminary Phase:</b> (in a participant's home country)	December 2010 to January 2011
<b>Core Phase in Japan:</b>	January 24 to March 12, 2011
<b>Finalization Phase:</b> (in a participant's home country)	March to September 2011

### 3. Target Regions or Countries

Philippines (1), China (1), India (1), Pakistan (1), Mexico (2)

### 4. Eligible / Target Organization

This program is designed for public organizations which develop manufacturing technology of local industries or promotes SME(Small and Medium Enterprises).

### 5. Total Number of Participants

6 participants

### 6. Language to be used in this program: English

### 7. Program Objective:

The cause of low productivity or quality in existing manufacturing sector is analyzed by comparison with Monodzukuri(manufacturing) in Japan and an improvement plan is formulated.

### 8. Overall Goal

An action plan to improve productivity and quality of existing manufacturing sector is provided to manufacturing scene.

### 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (December 2010 to January 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report To analyze the cause of low productivity or low quality in manufacturing sector	Formulation and submission of Inception Report

**(2) Core Phase in Japan**

(January 24 to March 12, 2011)

*Participants dispatched by the organizations attend the Program implemented in Japan.*

Expected Module Output	Subjects/Agendas	Methodology
The key points of Monodzukuri(manufacturing) in Japan is understood and the difference with own country from design process to production management is studied.	(1)Designing and Production Automation System⇒Products designing, process designing, CAD, CAM, CAE, automation  (2) Materials Selection and Treatment of the Materials⇒Metals, composites, powder metallurgy, materials' hardening, surface hardening (3) Processing ⇒Foundry, cutting, milling, pressing, drawing, forging, heat treatment, surface finishing (4)Special Physical Processing ⇒ Electro-discharged, laser, ion-beam, PVD, and other processing (5) Special Chemical Processing ⇒ CVD surface-finishing, chemical conversion, passivation, and other processing (6) Products Inspection and Quality Assurance ⇒Hardness, surface roughness, precision measurement, quality control (7) Management and Production Control System, Industrial Engineering (IE) ⇒Production and process control, IE, <i>Kaizen</i> (suggestion system), JUST IN TIME, Making Things and environment, industrial hygiene, re-engineering,	Lecture, Observation and Exercise
Cases and technology of Monodzukuri in Japan are analyzed by comparison with that of own country.	1 <sup>st</sup> part(2010): Technical problems regarding material selection and processing 2 <sup>nd</sup> part(2011): Production control problems regarding process management for quality control and quality assurance 3 <sup>rd</sup> part(2012): Further inspection of cases and discussion considering last two years' result	Lecture, Observation and Exercise



Action plan (interim report) on <i>Monodzukuri</i> technology is formulated	(1)Summary of result of impediment analysis in each country's manufacturing sector (2)Result of Japanese case study and preparation of introduction tools for own country (3) Action Plan after returning to own country	Workshop Consultation Presentation
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### **(3)Finalization Phase in a participant's home country**

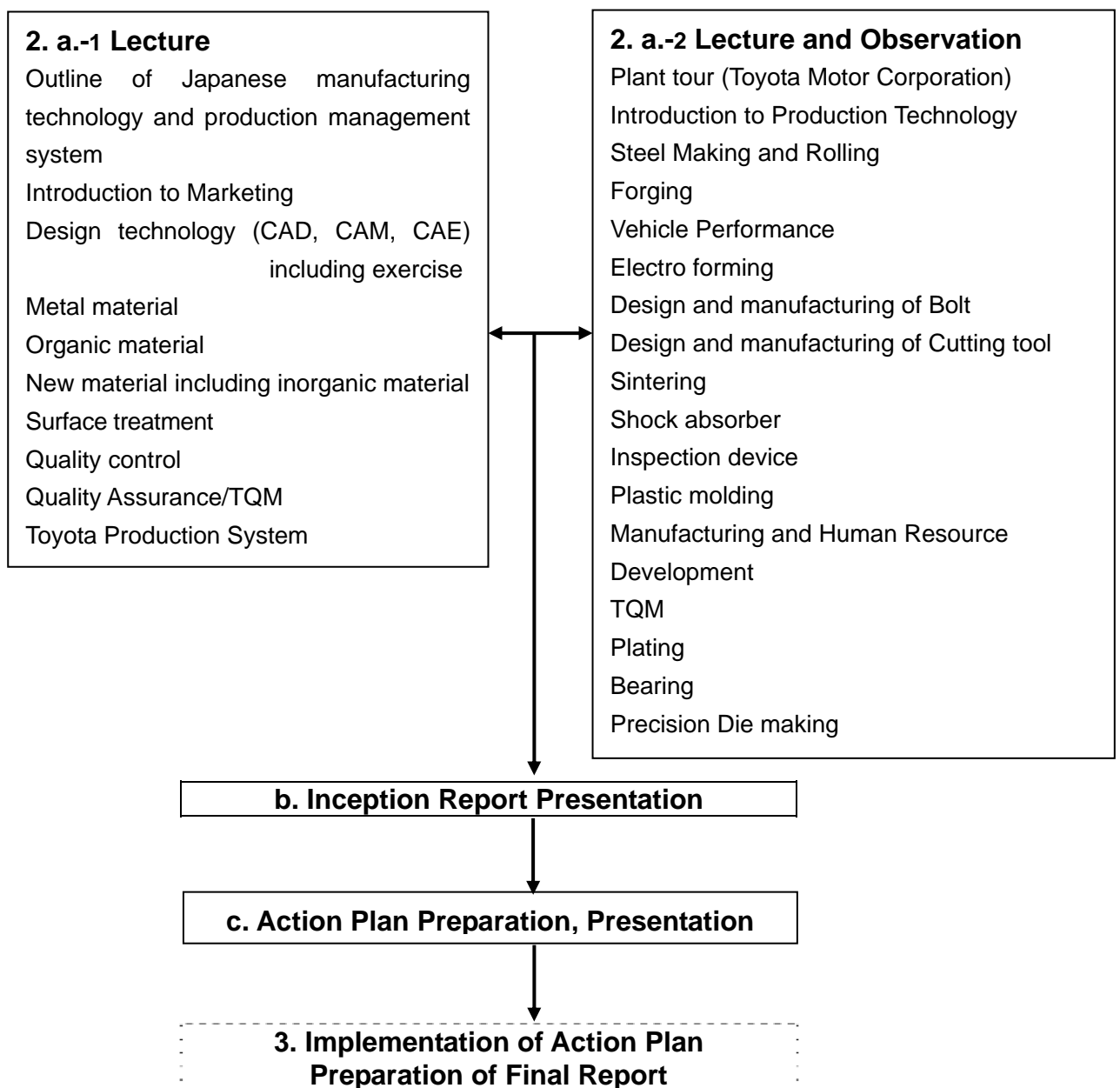
*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

*(March to September 2011)*

Expected Module Output	Activities
Implementing an interim report (action plan) and submitting a Final Report to JICA	(1) Sharing analysis result within own organization (2) Study improvement plan for manufacturing sector of own country (3) After application and implementation of the Action Plan (Interim Report) back in the participant's country, please submit the Completion Report (its sample at the Annex 2 on page 14) together with your Final Report to the respective country's JICA office by September 2011.

### <Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the Inception Report.
2. Core Phase (activities in Japan):
  - a. Lecture, Exercise and Observation regarding Monodzukuri
  - b. Discussion related to the current situation of Monodzukuri and the possibility of application of acquired knowledge in participant's country.
  - c. Preparation of Action Plan
3. Finalization Phase (activities in home country)  
Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan.



**10. Follow-up Cooperation by JICA:**

In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

**11. Submission of Final Report**

The participant of this training should share the results of the training course with his/her colleagues at his/her organization.

Six (6) months after the completion of the course, each participant is asked to make and submit a Final Report describing the progress in realizing his/her action plan. This report should be sent through his/her organization to JICA Chubu by e-mail. The training institution or lecturers will make advices or comments on the report, and these advices or comments will be sent to each participant by e-mail in order to strengthen his/her plan. The report will be also used by JICA and the training institution to improve the training programs.

### ***III. Conditions and Procedures for Application***

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project 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 dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: non-specified
- 2) Experience in the relevant field: have more than 10 years' experience in the field of practical experience in field of Making Things
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

Note: Applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc) shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations.

Please ask national staffs in JICA office for the details.

- 6) Must not be serving any form of military service.

## **(2) Recommendable Qualifications**

- 1) Expectations for the Participants: the participants are assumed to have the experience of leading position at manufacturing process of the private company.
- 2) Age: be between the ages of twenty-five (25) and fifty (50) years

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

- (1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) Inception Report:** The applicant should prepare an Inception Report to explain the present condition of the field of study in his/her respective country, and as well as to introduce his/her job description and own interest. This report should be typewritten in accordance with the attached form (Annex 1) and submitted **together with the Application Form. This paper is used for screening applicants; therefore, applications without the completed Inception Report will not be accepted**
- (3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

## **4. Procedure for Application and Selection :**

### **(1) Submitting the Application Form and Inception Report:**

Closing date for application to the JICA Center in JAPAN: **November 19, 2010.**

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

### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center 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.*

### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than December 17, 2010.**

## **5. Conditions for Attendance:**

- (1)** to observe the schedule of the program,

- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Chubu

(2) **Contact:** Ms. OKOSHI Rieko (mail to: cbictp1@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Aichi Industrial Research Association (AIRA)

(2) **URL:** <http://www.aichi-kouken.jp/>

(3) **Remark:** AIRA carries various supporting activities for Aichi Industrial Technology Institute. The other activities are organizing seminars, publishing regular technical papers, and implementing JICA technical training programs.

(4) **Related Organization:** Toyota Motor Corporation  
And other Toyota group companies

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Chubu International Center (JICA Chubu)

Address: 60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu, JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### 6. Pre-departure Orientation:

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

## ***V. Other Information***

### **Key Schedule in the Training Program**

- (1) Arriving Japan, Central Japan International Airport near Nagoya city, on January 24, 2011
- (2) Orientation and others in JICA Chubu from January 25-26, 2011
- (3) Technical training starts on January 27, 2011
- (4) Closing ceremony on March 11, 2011
- (5) Leaving Japan from Central Japan International Airport near Nagoya city on March 12, 2011



## **VI. ANNEX:**

### **JAPANESE MONODZUKURI AND MANUFACTURING IN DEVELOPING COUNTRIES (JFY 2010)**

Contents of the Inception Report are listed below;

#### **<About your Country>**

1. Your country's manufacturing industries and each ratio among manufacturing industry
2. The ratio of manufacturing industry among other industries
3. Manufactured product exported and to what country
4. Manufactured product imported and from what country
5. Current problems / obstacles in the field of Making Things of your country

#### **<About your Job>**

(Supplementary description of applicant's position and organization)

1. Your occupational background
  - (1) Your previous and present positions with years of experience
  - (2) Your functions and duties
2. Detailed description of the work of your organization
3. Technical or production management problems in your duty
4. Expectations on the training program and merits would be obtained by attending the course.

\* Please attach a chart of your organization and mark your position on it.

**Sample****-Completion Report-**

April 1, 2009

To Resident Representative of JICA Bangladesh

**Completion Report of Group Training Program “School Health” in JFY2008**

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program “School Health” which was implemented from June to August 2008. Please kindly find the followings for what we have achieved in the program.

**1. Achievement of the program objective**

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth’s smoking has been authorized by our director general as attached.

**2. Description of finalization phase**

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

**3. Future actions**

(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2008.

**4. Comments on this program, if any**

Best regards,

Signature:

Name:	Ms. XXXX. XXXX
Title and Organization	Managing Director, School Health Promotion Wing, Health Office of Padma District

## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

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

**JICA Chubu International Center (JICA Chubu)**  
**Address: 60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan**  
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1. Your occupational background
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Sample

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(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2008.

**4. Comments on this program, if any**

Best regards,

Signature:

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 Name: Ms. XXXX. XXXX

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 Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District
 

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## 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, of which the electronic version is available on the web site: [http://www.jica.go.jp/\\* \\* \\* \\* \\*](http://www.jica.go.jp/* * * * *), or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or "x" to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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

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

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

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

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

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

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





## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-					
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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:		Official Stamp	
Designation / Position			
Department / Division			

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

#### 1) Name of Organization:

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

### 2. Purpose of Application

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

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



For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

**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)

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

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

First Name

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

Middle Name

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

2) Nationality

(as shown in the passport)

5) Date of Birth (please write out the

month in English as in "April")

3) Sex

( ) Male

( ) Female

Date

Month

Year

Age

4) Religion

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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### 9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

### 10) Others (if necessary)

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## 4. Career Record

### 1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

### 2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

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

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

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

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

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

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>>	( ) Medication	( ) Food	( ) 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>

### 2. Medical History

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

Past:	( ) No	( ) Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes>>Present Condition ( _____ )

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

Past:	( ) No	( ) Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? ( ) No ( ) Yes

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

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( _____ )			
( ) Other >>> Specify ( _____ )			

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) _____
Present Condition: ( _____ )	

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

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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: