

North Block, New Delhi,
26th April, 2016

TRAINING CIRCULAR

Subject:- Knowledge Co-Creation Program (Young Leaders) on Agri-Business/ Agri Eco-Tourism in Japan from 11th September to 28th September 2016

The Government of Japan has invited nominations for the above mentioned training course to be held in Japan under the Technical Cooperation Programme with India. The course is intended for Central/State Government Officers engaged in agri-business/agri eco-tourism in rural agricultural areas. 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 **fifteen**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.
3. **The course is sponsored by** the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

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

5. Application Form **complete in all respects** is to be sent at the following address not later than **31.05.2016 positively**:-

Shri Arun Sobti,
Under Secretary (PMU),
Department of Economic Affairs, Ministry of Finance,
Room No. 241-F, North Block, New Delhi.

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

Arun Sobti

(Arun Sobti)
Under Secretary to the Govt. of India
Tele: 23093532

1. Joint Secretary (Admn), Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi.
2. Joint Secretary (Admn.), Department of Agriculture Research and Education, Krishi Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

DEA (NM)

15/06/2016

RO (AKD)



Knowledge Co-Creation Program (Young Leaders) (India)

GENERAL INFORMATION ON

Course Title: Agri-Business/Agri-Eco-Tourism
(アグリビジネス/アグリエコツーリズム)

Course No. : J1640063

Project No. : 1698126

Course Period in Japan : September 11, 2016–September 28, 2016

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

I. Concept

1. Knowledge Co-Creation Program (Young Leaders)

The "Knowledge Co-Creation Program (Young Leaders)" is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own

II. Description

1. Title (J-No.): Agri-Business/Agri-Eco-Tourism (J1640063)

2. Course Period in JAPAN: September 11 to September 28, 2016

3. Target Regions or Countries

India

4. Target Group

- (1) Local/central government officers engaged in agri-business/ agri-eco-tourism in rural agricultural areas
- (2) Staff of the concerned organizations
(agricultural extension worker, union members, etc.)

5. Number of Participants : 15 participants

6. Language to be used in this program: English

7. Course Objective:

Through participation in this program, the participants are expected:

- (1) To learn about basic knowledge of regional revitalization through agri-business/ agri-eco-tourism in rural agricultural areas.
- (2) To learn about Japan's experiences or back ground through site visit and discussion with relevant parties.
To build up a network with Japanese person concerned and other participants to contribute to the activities in a participant's home country.
- (3) To acquire new awareness and knowledge for activities of participants and participant's organization through making a report and debating.

8. Course Outline:

This program consists of the following components.

The program will be comprised of the following lectures and observations.

(1) Lectures regarding :
a. Outline of the agri-business/ agri-eco-tourism
b. Outline of the regional agriculture
c. Utilization of farmer and agriculture as tourism resources, etc.
(2) Observations of :
a. Farmer, farm and farm stand
b. Case of agri-business/ agri-eco-tourism, etc.
(3) Discussions with farmers, etc.

<Model Schedule of the Program>

Date	Venue	Contents	Purpose
	JICA Center (Local Area)	Arrival	
		Briefing / Course orientation/ /Japanese lesson	
		Preparation of Presentation / Country Report presentation / Japanese lesson	• To share the problem on agri-business/agri-eco-tourism in India
		Observation	
		Self-Study	• To learn outline and case of the agri-business in Tokachi/Obihiro
		Lecture	
		Lecture / Observation	• To learn outline and case of the agri-eco-tourism in Tokachi
		Lecture / Experience	
		Lecture / Observation	
		Lecture	- Outline of the agriculture and tourism
		Observation	- Utilization of farmer, rural village and agriculture as tourism resources
		Self-Study	- Experience of agri-eco-tour
		Observation	- Efforts of connecting producers and consumers.
		Lecture / Observation	- Case example of agri-business
		Lecture / Observation	- Farm visit
		Making the Program Report	• To confirm knowledge gained through the program
		Evaluation Ceremony / Program Report Presentation Closing Ceremony	• To evaluate the overall program
		Departure	

※This program is tentative and the schedule is subject to change without notice.

III. Conditions and Procedures for Application

1. Nominee Qualifications:

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

(1) Essential Qualifications

All applicants must:

- 1) be nominated by the Government of India in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in // Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language: have a reasonable command of Japanese and good command of spoken and written English.
- 5) Health: be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: not have made any previous visits to Japan

2. Required Documents for Application

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

(2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

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

3. Procedures for Application and Selection:

(1) Submission of the Application Documents:

The Government of India will take the necessary measures to nominate appropriate applicants for the program, and will forward to the JICA office (or the Embassy of Japan) one (1) copy of the specified Application Form for each applicant.

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by June 10, 2016)

(2) Selection:

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

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than July 11, 2016.**

4. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Hokkaido(Obihiro)
- (2) Contact: Ms. HIRASHIMA Nozomi (jicaobic@jica.go.jp)

2. Implementing Partner:

- (1) Name: Tokachi International Association (TIA)
- (2) URL: <http://www.t-i-a.jp/>

3. Travel to Japan:

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

4. Accommodation in Japan:

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

JICA Hokkaido International Center (Obihiro)
Address: 1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan
TEL: 81-155-35-2001 FAX: 81-155-35-2213
(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Hokkaido International Center (Obihiro), 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, meals, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets.)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

6. Pre-departure Orientation:

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

V. Other Information

- (1) Participants will receive information about the trip to Japan, conditions relating to the program, and other matters. A brochure, "KENSU-IN GUIDE BOOK", and a Japanese language textbook will be provided to each participant before departure for Japan.
- (2) Representatives will be asked to present a "Country Report" on the main issues concerning the group's specialty during the Specialized Program. It is advisable for participants to bring some materials such as pictures or other visual aids to introduce their home country and profession. Since participants will make the "Country Report" in Japan as the group activity, they don't need to prepare the report in advance.
- (3) It is preferable to bring the PC and suitable conversion plug for Japanese one, if possible.
- (4) It is advisable for participants to bring the household medicine. And participants are kindly requested to contact the JICA center in advance, if participants have the restriction of food for any reasons (illness or religion, etc.).
- (5) The program includes courtesy call to Obihiro city and some ceremonies, for which it is recommended to bring appropriate clothes. Besides the climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Winter		Spring			Summer		Autumn		Winter		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	-1.9	-0.6	4.0	11.9	17.6	20.8	23.5	25.2	21.5	15.6	8.0	1.1
	Average	-7.5	-6.2	-1.0	5.8	11.1	14.8	18.3	20.2	16.1	10.0	3.2	-3.7
	Minimum	-13.7	-12.6	-6.0	0.6	5.7	10.3	14.5	16.4	12.1	4.8	-1.5	-8.9
Humidity (%)		70	68	66	66	69	79	83	82	79	73	68	68
Precipitation (mm)		42.8	24.9	42.4	58.9	81.0	75.5	106.4	139.1	138.1	75.0	57.6	46.1

(Japan Meteorological Agency 1981-2010 in average)

- (6) For enquiries and further information concerning the program, please contact the following offices.

JICA India Office

2nd Floor, Dr. Gopal Das Bhawan, 28 Barakhamba Road,
New Delhi 110-001, INDIA
Tel: (91-11) 4768-5500 / Fax: (91-11) 4768-5555

JICA Hokkaido International Center (Obihiro)

1-2, Minami 6, Nishi 20, Obihiro-city, Hokkaido, 080-2470, Japan
Tel: 81(*)-155(**)-35-1210 / Fax: 81(*)-155(**)-35-1250
E-mail: jicaobic@jica.go.jp

[*Country code for Japan, **Area code for Obihiro]

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 Hokkaido International 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

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 55 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 55 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. Whenever 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 Program for Young Leaders

The attached form is to be used to apply for Training Program for Young Leaders 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. 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 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.

2. 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.

3. 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.



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)

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

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 program

1) **Personal Goal:** Describe what you intend to achieve in the applied training program.

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

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

***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



Japan International Cooperation Agency

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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.

(_____)

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.

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

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: _____



Supplementary Information

We will use the information provided here merely as reference data to your convenience during your stay in Japan. Thus we ask that you be honest and forthcoming with the relevant information.

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

(1)Religion

(2)Food Restrictions

I cannot eat:

Pork

Because of: Religious belief

Allergy

Others

Beef

Because of: Religious belief

Allergy

Others

Fish

Because of: Religious belief

Allergy

Others

Eggs

Because of: Religious belief

Allergy

Others

Others

Because of: Religious belief

Allergy

Others

(3)Alcohol & Smoking

I drink.

I don't drink.

I smoke.

I don't smoke.

(4)Pets

I would not like to stay at a home keeping the following animals .

Dog

Cat

Others

Printed Name of the Applicant	Date	Signature of Applicant