

Email

S. B. Deepak Kumar

Fwd: Online Knowledge Co-Creation Program on "Sediment Disaster Risk Reduction" from 31st October to 18th November, 2022

From : Shri Naresh Kumar <csdelhi@nic.in>

Tue, Jul 26, 2022 05:12 PM

Subject : Fwd: Online Knowledge Co-Creation Program on "Sediment Disaster Risk Reduction" from 31st October to 18th November, 2022

1 attachment

To : S. B. Deepak Kumar <secservices@nic.in>



From : "Anil Kumar Chourasia" <chourasia.anil@nic.in>

To : "Joint Secretary Disaster Management" <jsdm@nic.in>, "Subodh Yadav" <js-mowr@nic.in>, "JIGMET TAKPA" <takpa.jigmet@gov.in>, "Ms. Indira Murthy" <js@moes.gov.in>, "Vikram Singh" <js-ship@nic.in>, "B. Vanlalvawna" <jsad@mea.gov.in>, "MANJU PANDEY" <manju.pandey@nic.in>, "Rakesh Mittal" <rakesh.mit1995-ides@gov.in>, "Mr Sanjay Kumar Sinha" <sanjay.sinha@nic.in>, "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS" <cs-goat@nic.in>, "csguj@gujarat.gov.in", "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "Mr R D Dhiman" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs@karnataka.gov.in", "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, "chiefsecy@maharashtra.gov.in", "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csnlg@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csraj@rajasthan.gov.in", "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs@tn.gov.in", "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Shri Naresh Kumar" <csdelhi@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, "Joint Secretary Admin" <jsadmin-doc@gov.in>, "Shri Sunil Kumar Verma" <jsa-dot@nic.in>, "Suresh Kumar Vashishth" <vashishth.suresh@nic.in>, "Ms. Sanjukta Mudgal" <jsadmasi-culture@gov.in>, "GOEL SANJAY" <js.sgoel@meity.gov.in>, "Shri Prakash" <jsadmin-mha@nic.in>, "RAJENDRA SINGH" <rsingh.dhfw@nic.in>, "Venudhar Reddy Nukala" <nv.reddy@nic.in>, "N P JOSHI Deputy Secretary MoWR RD GR" <np.joshi@nic.in>, "Rajinder Kashyap" <rajinder.kashyap@gov.in>, "Samar Nanda" <samar.nanda@nic.in>, "VENKATESH IYER" <venkatesh.iyer@nic.in>, "pk.thakur" <pk.thakur@nic.in>, "SHIVA SHANKAR PRASAD" <ssprasad.ofb@gov.in>, "JOINT SECRETARY Marketing" <jsm.png@nic.in>, "Gaya Prasad" <gaya.prasad@nic.in>, "Sh. Lucas L Kamsuan" <lucasl.kamsuan@gov.in>, "Jyotsna Sitling JS" <jsitling@gov.in>, "Rashmi Chowdhary" <rashmi.edu@nic.in>, "Nihar Ranjan Dash" <nihar.dash@nic.in>, "Vikas" <rustagi@nic.in>, "JS (Admin), MoTA" <js.adm-tribal@nic.in>, "G S Chitra" <gs.chitra@nic.in>

Cc : "Sanjeev Kumar" <sanjeev.kumar78@nic.in>, "Sanjay K" <kumar.sanjay76@nic.in>, "R MURALI" <murali.r@nic.in>

Sent: Tuesday, July 26, 2022 3:58:37 PM

Subject: Online Knowledge Co-Creation Program on "Sediment Disaster Risk Reduction" from 31st October to 18th November, 2022

Sir/Madam,

Please find attachment regarding Online Knowledge Co-Creation Program on "**Sediment Disaster Risk Reduction**" from 31st October to 18th November, 2022, for information and necessary action.

With regards,

Anil Kumar Chourasia,
Assistant Section Officer,
(BPC&T) Section,

<https://email.gov.in/h/printmessage?id=55925&tz=Asia/Kolkata&xim=1>

SS (Serv.) I

28/7/22
DS-II
28/7/22
30 (Sent)

Sh. Sanjay
28/7/22


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7/28/22, 11:46 AM

Email

Department of Economic Affairs,
Ministry of Finance,
North Block, New Delhi,
Tele: 23095135.



 **13-7-22-final.pdf**
2 MB

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No.13/7/2022-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,
26th July, 2022.

TRAINING CIRCULAR

Subject:- Online Knowledge Co-Creation Program on **"Sediment Disaster Risk Reduction"** from 31st October to 18th November, 2022.

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The Government of Japan has invited nominations for **online** training course on **"Sediment Disaster Risk Reduction"** from 31st October to 18th November, 2022 under the Technical Cooperation Programme with India. The course is intended for engineers and researchers at a governmental organisation (national/local level) in responsible for sediment disaster risk reduction by structural measures. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one regular and one reserved candidate**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by the Government of Japan**, and there is no need to the cost of round-trip airfare and other related expenses.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:-

- (i) Sponsoring Government's application form.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) The filled in Questionnaire.
- (iv) A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 12.08.2022** 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(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Admn.), Department of Water Resources, River Management and Ganga Rejuvenation, 2nd Floor, Block-III, CGO, Lodhi Road, New Delhi.
3. Joint Secretary(Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryvaran Bhawan, New Delhi.
4. Joint Secretary(Admn.), Ministry of Earth Sciences, Prithvi Bhawan, Opp. Indian Habitat Centre, Lodhi Road,
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.
7. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Sediment Disaster Risk Reduction (Online) 課題別研修「土砂災害リスク削減」(遠隔研修) JFY 2022

Course No.: 202107996J001

Online Program Period: From October 31, 2022 to November 18, 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.

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I. Concept

Background

As the landslide risk is growing significantly in the developing countries due to climate change and disorderly development, the importance of "Investing in disaster risk reduction for resilience" has been reached common ground since the Third United Nations World Conference on Disaster Risk Reduction. Japan's philosophy and experience reflect a two-pronged approach of prevention and development, a model to which developing countries can also adhere, striving to utilize Japan's experience and teaching as an "Advanced Disaster Prevention Country" through international cooperation.

For what?

This program aims to improve the knowledge on a comprehensive understanding of sediment disasters¹ and to enhance the ability to consider effective and efficient structural measures for disaster risk reduction/mitigation against sediment disaster.

For whom?

This program is offered to engineers and researchers at a governmental organization (national/local level) in responsible for sediment disaster risk reduction by structural measures.

How?

Participants shall have opportunities to enhance basic knowledge on disaster risk reduction (DRR) countermeasures for sediment disaster mainly by structural measures such as SABO dam. Non-structural measures as a residual risk response will be introduced in a complementary manner. A series of lectures, exercises, workshops and field trips(online) is set for to achieve training objectives. At the end of the course, participants will prepare a Course Review Report describing how they will use the knowledge acquired from the course to improve DRR project towards sediment disaster in their countries.

¹ Sediment slide, Debris Flow and Flash Flood are target disaster in this program. Volcanic Mudflow is not included.

II. Description

1. **Title (Course No.)**
Sediment Disaster Risk Reduction(Online) (202107996J001)
2. **Online Program Period**
October 31, 2022 to November 18, 2022
3. **Target Regions or Countries**
Bangladesh, Brazil, India, Jamaica, Malaysia, Peru, Thailand, Viet Nam, Zimbabwe
4. **Eligible / Target Organization**
Governmental organization (national/local level) in responsible for structural measures to reduce sediment disaster risk
5. **Capacity (Upper Limit of Participants)**
12 participants
6. **Language**
English
7. **Objective**
Participants of this program are expected to sharpen their comprehensive understanding of sediment disasters and to enhance their ability to consider effective and efficient measures for both structural measures to reduce sediment disaster risk
8. **Overall Goal**
 - (1) To gain a comprehensive understanding of and have the ability to explain countermeasures for disaster risk reduction / mitigation for sediment disasters
 - (2) To learn a technical overview of countermeasures for structural measures for sediment disaster risk reduction, analyze the efficiency and effectiveness of measures based on these techniques, and be able to explain them
 - (3) Utilize practical exercises, workshops, and site visits (online) to deepen understanding of lectured topics, and to make a course review report which will help improve sediment disaster countermeasures after returning to one's own country

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9. Output and Contents

This course consists of the following components. Details on each component are given below. The entire program will be implemented online.

(1) Preliminary Phase (From October 3, 2022 to October 30, 2022)	
Inception Report Writing/ Making PPT Presentation	<ul style="list-style-type: none"> After accepted, each participant is required to prepare an Inception Report on Structural measures and issues for disaster risk reduction/mitigation for sediment disasters in the participant's country in accordance with the instructions provided with the notice of acceptance. <p>Inception Report/PPT Presentation must be submitted by October 3, 2022.</p> <ul style="list-style-type: none"> Pre e-learning Video will be provided for you to watch.
(2) Core Phase	
Online: From October 31, 2022 to November 18, 2022 Participants attend the program implemented both online. This phase consists mainly of lectures, practices and discussions.	
Expected Output	Contents
(1) To gain a comprehensive understanding of and have the ability to explain countermeasures for disaster risk reduction / mitigation for sediment disaster	<ul style="list-style-type: none"> Planning of landslide disaster reduction, maintenance plan Design of Sabo dams Emergency recovery/reconstruction work under the concept of "Build Back Better" Database conversion of landslide disasters Non-structure measure (Risk assessment, Hazard mapping etc)
(2) To learn a technical overview of countermeasures for structural measures for sediment disaster risk reduction, analyze the efficiency and effectiveness of measures based on these techniques, and be able to explain them	

<p>(3) Utilize practical exercises, workshops, and site visits (online) to deepen understanding of lectured topics, and to make a course review report which will help improve sediment disaster countermeasures after returning to one's own country</p>	<ul style="list-style-type: none">● Exercises, workshops and discussions will be conducted for sharpen understanding.● Field visit (online) for Sabo project sites● Presentation● Making a Course Review Report as an output of the program
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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 operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Engineers and researchers at a government organization (national/local level)
- 2) Experience in the Relevant Field: Have more than 7 years of working experience in the field of risk reduction (structural measure) against sediment disasters. We prefer those who have been working in the field of risk reduction (structural measure), but those who are expected to be in charge of structural measure in the near future will also qualify.
- 3) Educational Background: A university degree or equivalent
- 4) Language Proficiency: Have sufficient English language skills. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.

(2) Recommended Qualifications

- 1) Expectations for the Participants
Age: Under fifty (50) years old
Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

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.
*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
If you don't have the passport, other identifications can be acceptable (e.g., National Identification Card).
- (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 there is no certificate, it is strongly requested that JICA Overseas Office in the recipient country have an interview with the nominee and send the result of the interview with the application form to JICA Tsukuba.

- (4) **Questionnaire:** to be submitted with the application form. Fill in Annex of this General Information.

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 August 26, 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 September 9, 2022.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Inception Report -- to be submitted by October 3, 2022

Accepted candidates are required to prepare an Inception Report (Instructions for making an Inception Report will be provided with the notice of acceptance.). The Inception Report should be sent to JICA by October 3, 2022, preferably by e-mail.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to record or share the online contents without permission.

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IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
- (2) **Program Officer:** Ms. NISHIOKA Miki (tbicttp@jica.go.jp)

2. Related organization

- (1) **Name:** Ministry of Land, Infrastructure, Transport and Tourism
- (2) **URL:** <http://www1.mlit.go.jp/en/index.html>

3. Implementing Partner: Sabo & Landslide Technical Center (STC)

4. Orientation before the start of the online program

YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" is viewable from the link below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Center in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

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V. Other Information

1. **Certificate:** Participants who have successfully completed the course will be awarded an official certificate from JICA.
2. **Information of JICA:** You can check our services on our website and social media.

- JICA Tsukuba Website:
<https://www.jica.go.jp/tsukuba/english/office/index.html>
- JICA Tsukuba Facebook:
<https://www.facebook.com/jicatsukuba>



- JICA Tsukuba Brochure:
https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_profile_en.pdf
- YouTube clip "Introduction of JICA Tsukuba":
<https://www.jica.go.jp/tsukuba/english/office/index.html>

VI. Annex (Questionnaire)

[Your IT Environment for Online Program]
Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.

No.	Questions	Yes or No
1	Do you have a following system to attend online program at your home or office?	
1-1	Desktop or laptop PC	Desktop or Laptop or None
1-2	Internet environment	Yes or No (OS version:)
1-3	Stable Internet connection (5Mbps speed)	Yes or No
1-4	PC with Microphone	Yes or No
1-5	PC with Camera	Yes or No
2	Have you ever attend online meeting?	Yes or No (When:) (Organizer:)
3	Have you ever used those online systems below?	
3-1	Zoom	Yes or No
3-2	Microsoft Teams	Yes or No
3-3	Google Drive	Yes or No
3-4	Google Form	Yes or No
3-5	You Tube	Yes or No
3-6	Facebook	Yes or No
3-7	Other	Describe it:
4	Which do you prefer, participating from your home, your office or the designated place that JICA provide such as hotels or conference rooms, during the online program? From October 31, to November 18, 2022	Your home, your office, or the designated place that JICA provide
5	Please let us know if you have any concerns or questions for participating the program.	Describe:
6	Your contact email address and phone number during the online program	Email: Phone:

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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

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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.

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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 Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki-ken 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1119

Email: tbictp@jica.go.jp

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:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- 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.
- 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.
- 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:-

- 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.
- 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)				

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Japan International Cooperation Agency

CONFIDENTIAL

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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



- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use ☒ "x" to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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

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

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

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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.



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Training Programs under Technical Cooperation with the Government of Japan

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.



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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

() 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

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.



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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



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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:



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(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:



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