

Subject: **Fwd: Training Circulars.**  
To: Secretary Services <secservices@nic.in>

Date: 09/16/19 11:46  
From: VIJAY KUMAR DEV <csdelhi@nic.in>

Gender Mainsreming.pdf (6.0MB) Small and Medium.pdf (6.1MB) csdelhi.vcf (124bytes)

SER/2019/22744  
16/9/19

----- Original Message -----

From: **Mukesh Kumar** <mukeshkumar1963@nic.in>

Date: Sep 13, 2019 3:39:37 PM

Subject: Training Circulars.

To: cs@ap.gov.in, cs-arunachal@nic.in, cs-assam@nic.in, cs-bihar@nic.in, csoffice.cg@gov.in, cs-go@nic.in, cs@guj@gujarat.gov.in, cs@hry.nic.in, cs-hp@nic.in, cs-jandk@nic.in, cs-jharkhand@nic.in, cs@karnataka.gov.in, chiefsecy@kerala.gov.in, cs@mp.nic.in, chiefsecy@maharashtra.gov.in, cs-manipur@nic.in, cs-manipur@nic.in, cso-meg@nic.in, cs-mizoram@nic.in, csngl@nic.in, csori@nic.in, cs@punjab.gov.in, csraj@rajasthan.gov.in, cs-skm@hub.nic.in, cs@tn.gov.in, cs@telangana.gov.in, cs-tripura@nic.in, csup@nic.in, cs-uttaranchal@nic.in, cs-westbengal@nic.in, cs-andaman@nic.in, csdelhi@nic.in, lk-admin@nic.in, gn.singh13@nic.in, singh.gn50@gmail.com, hk.suanthang@nic.in, mahendra.pratap23@nic.in, jsadmin-doc@gov.in, jsa-dot@nic.in, vashishth.suresh@nic.in, jsadmasi-culture@gov.in, shankarl.meena@nic.in, js@moes.gov.in, js.sgoel@meity.gov.in, jssl-dhi@gov.in, jsadmin-mha@nic.in, anand.prakash62@nic.in, madhu.ranjan@gov.in, rsingh.dhfw@nic.in, nv.reddy@nic.in, np.joshi@nic.in, rajinder.kashyap@gov.in, samar.nanda@nic.in, ak.chaube@nic.in, venkatesh.iyer@nic.in, pk.thakur@nic.in, ddgsk.nise@gmail.com, sanjay.mnre@gov.in, ssprasad.ofb@gov.in, jsn.png@nic.in, gaya.prasad@nic.in, anju\_bhalla@nic.in, lucasl.kamsuan@gov.in, jsitling@gov.in, rashmi.edu@nic.in, js-mospi@nic.in, nihar.dash@nic.in, rustagi@nic.in, js.adm-tribal@nic.in, tirkeyaj@ias.nic.in, gs.chitra@nic.in, anju\_bhalla@nic.in, m.subbarayan@nic.in  
Cc: kumar.sanjay76@nic.in, murali.r@nic.in

Sir/Madam,

Please find attached the following two DEA's Training Circulars for information and necessary action:-

No. 13/14/2019-BPC&T dated 13 September, 2019 - regarding Knowledge Co-Creation Programme on "**Gender Mainstreaming Policies for Government Officers(B)**" in Japan from 13<sup>th</sup> January to 13<sup>th</sup> February, 2020.

No. 12/15/2019-BPC&T dated 13 September, 2019 - regarding Knowledge Co-Creation Programme on "**Small and Medium Enterprise Development Policies (B)**" in Japan from 27<sup>th</sup> January to 22nd February, 2020.

With regards,

Mukesh Kumar  
Assistant Section Officer  
(BPC&T) Section  
Department of Economic Affairs  
Ministry of Finance  
North Block, New Delhi  
Tele: 23095135

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Mr Sanjeev



North Block, New Delhi,  
13<sup>th</sup> September, 2019

**TRAINING CIRCULAR**

Subject:- Knowledge Co-Creation Program on "**Small and Medium Enterprise Development Policies (B)**" in Japan from 27<sup>th</sup> January to 22<sup>nd</sup> February, 2020.

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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 government ministry, local government, and public institutions in the field of SME promotion. 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**.

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 **8.11.2019 positively**:-

**Shri R. Murali,**  
Section Officer (BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271B, North Block, New Delhi.  
Ph- 2309 5135  
Email- murali.r@nic.in
6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16<sup>th</sup> 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 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](http://www.dea.gov.in) under the link "Foreign Training and Employees Corner".

  
(Sanjay Kumar)

Under Secretary to the Govt. of India  
Ph: 2309 3173

1. Joint Secretary (SME.), Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.
2. Joint Secretary (Admn.), Deptt. of Commerce, Udyog Bhavan, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Promotion of Industry and Internal Trade, Udyog Bhavan, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16<sup>th</sup> 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

**SMALL AND MEDIUM ENTERPRISE DEVELOPMENT POLICIES (B)**

**課題別研修「中小企業振興政策(B)」**

**JFY 2019**

**NO. 201984623-J002 / ID. 201984623**

**Course Period in Japan: From January 27, 2020 to February 22, 2020**

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 (KCC) Program' as a New Start

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

# **I. Concept**

## **Background**

Promotion of Small and Medium Enterprise (SME) is recognized as essential strategy for economic and social development in many countries. The main reasons are the overwhelming majority of SMEs in economic activity, the social stability function fulfilled by employment, and the role as the central industry in regional economies in rural areas, etc.

For stable growth of SMEs, it is important for the government to formulate institutions and policies for fair and free business activities, to plan concrete measures for enterprise promotion, to establish systems of executing agencies, and to improve the business environment. However, in many developing countries and countries in transition, basic laws for SME are not existent, and consequently basic institutions and policies are not well developed.

In Japan, governmental support policies for SME have been implemented for over 100 years. One of the distinctive features of Japan's SME support is actively to promote services for management guidance and human resource development through policies and measures. Effect has been increased by appropriately combining policies, measures, and technical guidance, such as establishment of chambers of commerce and industry and vocational training centers at each region, establishment of SME consultant system, and industrial testing laboratory system supporting Research and Development activities.

This program targets officials of SME ministries/agencies, public institutions implementing SME promotion, etc., and Japan's experiences and lessons gained in the process of SME promotion in Japan is offered to participants systematically in cooperation with administrative offices, enterprises, universities in the Kansai region. Participants clarify the objectives by identifying the current situation and extracting issues based on case studies of Japan and participating countries. In the process of creating an action plan for promoting SME development, participants can obtain the knowledge and experience necessary for policy planning ability improvement. This program is consistent with SDG8, which promotes sustainable economic growth, full and productive employment, and decent work for all.

## **For what?**

This program aims to enhance the policy planning capacity of target organizations for realizing SME development.

## **For whom?**

This program is offered to SME ministries/agencies and public institutions implementing SME promotion.

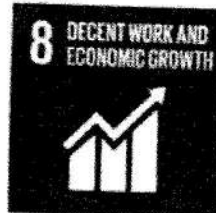
### How?

Participants shall gain hints for providing effective policies and measures from lectures, workshops, visits to SME support organizations & SMEs. They will have plenty opportunities to discuss issues common among participating countries. Finally, participants will formulate an action plan to promote SMEs, incorporating new knowledge and ideas acquired from this program.

### Sustainable Development Goals (SDGs)

World leaders adopted the United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development in September 2015. SDGs call for action by all countries to promote prosperity while protecting the planet.

JICA is committed to achieving the SDGs and this program is organized to contribute to realizing the goal 8, by promoting small and medium enterprises.



## **II. Description**

1. **Title (No.): Small and Medium Enterprise Development Policies (B)**  
(201984623-J002)
2. **Course Period in JAPAN**  
January 27 to February 22, 2020
3. **Target Regions or Countries**  
Argentina, Egypt, India, Jordan, Mexico, Myanmar, Nepal, Pakistan, Palestinian Authority, Papua New Guinea, and Serbia
4. **Eligible / Target Organization**  
This program is designed for government ministry, local government, and public institutions in the field of SME promotion.  
Preferably, participants should be sent from the same organization for three year (2017-2019).
5. **Course Capacity (Upper limit of Participants)**  
12 participants
6. **Language to be used in this program:** English
7. **Course Objective:**  
An action plan to promote small and medium enterprise development is formulated by participating organizations.
8. **Overall Goal**  
Management capacity to formulate policies and measures for SME development is enhanced in the organization of the participants.

## 9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
1. Participants are able to clarify the current situations and issues of SMEs and SME support in their countries.	(1) Visiting SMEs for making pre-study report (2) Presentation of pre-study report (3) Group discussion among participants on each country's situations and issues	1) Self-study 2) Presentation 3) Discussion
2. Participants are able to explain the essence of effective SME development policies based on case studies of Japan and other countries.	(1) Overview of SME policies and promotion measures in Japan (2) Concept and process of policy formulation (3) Implementation of SME policies <ul style="list-style-type: none"> <li>- Current situation of SME support by local governments</li> <li>- Management consultant system</li> <li>- Human resource development</li> </ul> (4) Historical background and evaluation of SME development policy (5) Case studies on SMEs using government support measures	1) Self-study 2) Presentation 3) Discussion
3. Participants are able to consider the solutions to the current issues of SME support in their countries and to make a tentative action plan.	(1) Learning the method of theme selection and draft-making (2) Individual guidance on action plan draft (3) Preparation and presentation of tentative action plan	1) Workshop 2) Guidance 3) Discussion 4) Presentation

### After returning to each participating country

Participants are recommended to finalize the Action Plan through consultation within their own organizations and implement it by their responsibilities.

### <Structure of the program>

Topic outline (subject to changes)

1<sup>st</sup> week (related to module output 1 & 2)

- (1) Program orientation
- (2) General orientation on Japan's education, society and culture
- (3) Presentation of pre-study report
- (4) Lecture - Administrative system and SME promotion organizations in Japan
- (5) Workshop for action plan making part 1 for learning the method of problem/objective analysis

2<sup>nd</sup> week (related to module output 2)

- (1) Lecture - SME policy in Japan (SME Agency), policy formulation process, implementation of SME development policies (SMRJ), etc.
- (2) Visit - affiliated financial organizations, business start-up support center, etc.
- (3) Review session

3<sup>rd</sup> week (related to module output 2 & 3)

- (1) Lecture and Visit - Manufacturing support activities, activities of local government, SME Visits (companies using government/public support)
- (2) Lecture - SME management consultant system, innovative manufacturing, etc.
- (3) Workshop for action plan making part 2 for selecting the theme of action plan and drafting
- (4) Review session

4<sup>th</sup> week (related to module output 3)

- (1) Preparation of action plan
- (2) Individual guidance on action plan
- (3) Pre-presentation session for feedback and discussion
- (4) Presentation of action plan
- (5) Evaluation

SME Agency: Small and Medium Enterprise Agency, Ministry of Economy, Trade and Industry

SMRJ: Organization for SMEs and Regional Innovation, Japan

### **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 utilize the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

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

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

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

- 1) Current Duties: be an official of SME ministries/agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
- 2) Experience in the relevant field: have more than two (2) years' experience in the field of SME development.
- 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 iBT 100 or more (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.)
- 5) Health: must be in good health, both physically and mentally, to participate in the program 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:**

Applicants meeting the following conditions are definitely preferred.

- 1) Age: between the ages of twenty-five (25) and forty (40) years
- 2) Gender Consideration: JICA is promoting 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 office (or the Embassy of Japan).

\* If you have any difficulties/disabilities, which require assistance, please specify



necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

- (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 Expiry date.

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

- (4) **Inception Report:** to be submitted with the Application Form. Please fill in the inception report form in ANNEX. Inception report will be used for screening of applicants, and applications without completed inception report will not be considered as duly qualified.

#### 4. Procedures for Application and Selection:

(1) **Submission of the Application Documents:**

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by November 27, 2019)

(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 December 20, 2019.



**5. Document(s) to be submitted by accepted participants:**

Before coming to Japan, accepted participants are required to submit a Pre-Study Report. Please see the ANNEX.

- The report should be sent to JICA Kansai by January 14, 2020 by e-mail to [Yokotani.Kimie@jica.go.jp](mailto:Yokotani.Kimie@jica.go.jp) and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp).
- The report must be made by PowerPoint slide. Format will be sent to accepted participants, later.

**6. 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 program expenditure depending on the severity of said violation, and
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

**7. Recommendation to the accepted participants**

It's highly recommendable for the accepted participant to meet with ex-participants who took part in this program before for obtaining their advice on joining JICA Knowledge Co-Creation Program.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Kansai Center (JICA Kansai)
- (2) **Contact:** Ms. YOKOTANI Kimie  
Email: [Yokotani.Kimie@jica.go.jp](mailto:Yokotani.Kimie@jica.go.jp) and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp)

### 2. Implementing Partner:

- (1) **Name:** Pacific Resource Exchange Center (PREX)
- (2) **Contact:** International Department ([prexhrd-pr@prex-hrd.or.jp](mailto:prexhrd-pr@prex-hrd.or.jp))
- (3) [http://www.prex-hrd.or.jp/index\\_e.html](http://www.prex-hrd.or.jp/index_e.html)
- (4) **Remark:** PREX was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to promote international exchanges through human-resource development projects and their related activities in developing countries.

### 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 Kansai  
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan  
TEL: 81-78-261-0388, 81-78-261-0341 FAX: 81-78-261-0465  
(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

### 5. Expenses:

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

- (1) Allowances for 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, and dental treatment are not included), and
  - (4) Expenses for program implementation, including materials.
- For more details, please see "III. ALLOWANCES" of the brochure for participants

titled "KENSU-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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

## **V. Other Information**

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. Participants may face some difficulties of finding Halal food in Japan outside JICA facilities. It is recommended to bring enough Halal food if necessary.
7. Since the short trip out of main accommodation will be organized in this program, participants are recommended to bring a small bag and walkable shoes.

## **VI. ANNEX**

### **Inception Report**

**(Submit with the Application Form)**

Please answer the following questions. This report must be typewritten in English in less than two (2) pages.

**Country :**

**Name :**

Q1	Your organization structure, your position and number of employees (If you have an organization chart, please attach it and mark your position.)
Q2	What are three main industries in your country?
Q3	Definition of SME (indicate the source of information) in your country
Q4	What are the main problems that SMEs are currently facing in your country?
Q5	In your opinion, what are causes for the main problems of SMEs in Q4?

## **Pre-Study Report (Accepted participants only)**

Participants are required to submit this Pre-Study Report for the presentation session scheduled in the program. Further information on the presentation and PowerPoint slide Format will be sent to accepted participants, later.

### **Visit to SMEs (in two slides of PowerPoint per company)**

Please visit at least three (3) SMEs in your country, talk with the manager(s) and make research before attending this program.

It is preferable to select industries/SMEs that are related to the issues and problems mentioned in your inception report.

#### **The report should include the following information**

- Your Country
- Your Name
- Company name and person you talk with
- Type of business (Industry)
- Company size (Capital, number of employees, sales amount, etc.)
- Any business problems that company faces  
(In the aspect of human resource development, financial source, technics, marketing, etc.)
- Any support from government/public institutions that they are receiving and what kind of support they expect from the government
- Photos (Company building/factory, products, etc.)

#### **● Please make this report by PowerPoint slide and send it to Ms. YOKOTANI Kimie ([Yokotani.Kimie@jica.go.jp](mailto:Yokotani.Kimie@jica.go.jp)) by January 14, 2020.**

- Please make two (2) slides of PowerPoint for each company.
- The information obtained at each visit must be covered in one slide and the other slide is just for photos.
- Your slides will be printed and posted on a board for the presentation, which will be conducted in poster session style.

## *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, Knowledge Co-Creation programs (until 2015, so called "training"), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan. Further, address correspondence to:

**JICA Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0388, +81-78-262-0341 FAX: +81-78-261-0465



## 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.

- 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 officer belongs		6. Date of regular appointment		
7. Details of Posts held during the last five years (starting from present):				
S.No.	Post held	Ministry/Department/ Organization	Nature of work	
8. Name of 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 training	Subject/title of training	Name of the training Institution	Source of funding
Signature of the candidate:				
Office Phone:				
Mobile No.:				
E-mail:				
<b>CERTIFICATE</b>				
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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## **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 and Training related to ODA Loan**

Part B including Medical History and Examination will be submitted. Part A needs not to be submitted.

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

The Application Form consists of three parts as follows:

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

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

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

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



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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.

### **3. Privacy Policy**

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

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

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

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

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

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

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

### **4. Copyright policy**

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

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

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

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Japan International Cooperation Agency

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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)

--

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

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3. Country Name:

--

4. Name of Applying Organization:

--

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:		Fax:	
Telephone:		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			



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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.



**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.



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### 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)

2. Number \_\_\_\_\_

**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**

7. Present Position and Current Duties								
Organization								
Department / Division								
Present Position								
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year	

### 7) Type of Organization

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

**8) Outline of duties: Describe your current duties**

7. **Current 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		



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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 G1)				
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>2</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>3</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>4</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 have 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 a 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 said 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 any copyright holder's rights for documents or products produced during 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

**MEDICAL HISTORY****1. Present Medical Status**

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( ), Name of medicine ( ) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy ( ) months
-----------------------------	--

(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ( )
-----------------------------	---

(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. Past Medical History**

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	--

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	--

**3. Other Medical Problems**

If you have any medical problems that are not described above, please indicate below.

--

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
Date:	Signature
	Print Name

5



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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.

- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name

No.13/14/2019-BPC&Trg.  
Government of India  
Ministry of Finance  
Department of Economic Affairs

North Block, New Delhi,  
Dated 13<sup>th</sup> September, 2019

**TRAINING CIRCULAR**

**Subject:- Knowledge Co-Creation Program on 'Gender Mainstreaming Policies for Government Officers(B) in Japan from 13<sup>th</sup> January to 13<sup>th</sup> February, 2020.**

.....

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 Ministry of Finance, Ministry Planning or Ministry with equivalent role (gender unit or department responsible for promoting gender mainstreaming). 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**.

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 **25.10.2019 positively:-**


**Shri R. Murali,**  
Section Officer (BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271B, North Block, New Delhi.  
Ph- 011- 23095135

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16<sup>th</sup> 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 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](http://www.dea.gov.in) under the link "Foreign Training and Employees Corner".

  
(Sanjay Kumar)

Under Secretary to the Govt. of India

☎ 23093173

1. Joint Secretary(Admn.), Ministry of Women & Child Development, Shastri Bhavan, New Delhi.
2. Joint Secretary(Admn.), NITI Aayog, Sansad Marg, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16<sup>th</sup> 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

**GENDER MAINSTREAMING POLICIES  
FOR GOVERNMENT OFFICERS (B)**

**課題別研修「行政官のためのジェンダー主流化政策（Ｂ）」  
JFY 2019**

NO. 201984880J002 / ID. 1984880

Course Period in Japan: From January 13<sup>th</sup>, 2020 to February 13<sup>th</sup>, 2020

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 (KCC) Program' 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**

## **Background**

The idea of "mainstreaming a gender perspective," which was formally featured in 1995 in the Platform for Action adopted in the 4<sup>th</sup> World Conference on Women, is the key strategy for promoting gender equality. Unlike conventional policies and plans that focus only on women, gender mainstreaming is about analyzing and implementing policies and initiatives in all areas from a gender point of view. It has been concluded that empowerment of women is an essential part of gender mainstreaming and strategic goals have been set accordingly. The outcome document adopted at the Special Session of the United Nations General Assembly entitled Women 2000 also refers to the outcomes of gender mainstreaming efforts and points out that there is still much left to be done for gender equality.

This is how gender mainstreaming and empowerment of women have become two core policies for gender equality that need to be implemented in tandem, like the wheels on both sides of a car. However, the world is still in the process of exploring, by trial and error, how these policies should be translated into specific measures, programs and activities. In addition, the significance of this new shift in policy of gender mainstreaming has yet to be widely recognized.

In Japan, the Basic Law for a Gender-equal Society, established in 1999, and the Basic Plan for Gender Equality, established in December 2000, set out the framework of gender mainstreaming, according to which initiatives are currently being developed and implemented. At the same time, individual local governments are also working on the preparation of relevant ordinances and gradually putting gender mainstreaming into practice.

## **For what?**

This program aims to enhance capability of the national machinery to disseminate the perspective of gender mainstreaming and gender equality in the design, implementation, monitoring and evaluation of policies and plans in various fields and gender unit of other ministry or administrative body to promote gender mainstreaming in their organization.

## **For whom?**

This program is offered to national gender machinery which is a central policy coordinating unit for the advancement of gender quality inside the government and gender unit of other ministry or administrative body which is responsible for promoting gender mainstreaming.

## **How?**

This program will introduce participants to specific examples of how policies and plans have been established, implemented, and evaluated in gender mainstreaming efforts by national and regional governments in Japan. Also, it will provide them with the depth of knowledge and practical methods required for gender mainstreaming through lectures, workshops and observations.

## II. Description

1. **Title (Course-No.): Gender Mainstreaming Policies for Government Officers (B) (201984880J002)**
2. **Course Period in JAPAN**  
January 13<sup>th</sup>, 2020 to February 13<sup>th</sup>, 2020
3. **Target Regions or Countries**  
Chile, Egypt, Fiji, India, Maldives and Palestinian Authority
4. **Eligible / Target Organization**  
This program is designed for
  - 1) National Machinery  
(Central policy coordination unit for the advancement of gender equality inside the government)
  - 2) Ministry of Finance, Ministry of Planning, or Ministry with equivalent role (gender unit or department responsible for promoting gender mainstreaming)  
\*It is required to participate in pairs in principle:  
1 officer from 1) and 1 officer from 2).
5. **Course Capacity (Upper limit of Participants)**  
12 participants
6. **Language to be used in this Course**  
English
7. **Course Objective**  
A program that accelerates gender mainstreaming is planned and implemented in a participant's belonging organization.
8. **Overall Goal**  
A gender equality perspective is incorporated in all policies at all levels and at all stages in the participants' countries.
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> <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Submission of Country Report in Power Point format	Formulation and <u>submission of Country Report in Power Point format</u> . (described in the section Annex1)

<b>(2) Core Phase in Japan (Jan. 15<sup>th</sup>, 2020 to Feb 12<sup>th</sup>, 2020)</b> <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. Be able to explain basic concept and methods of gender mainstreaming.	(1) Gender Mainstreaming Policies (2) Gender Statistics (3) Gender Responsive Budget	Lecture Discussion
2. Be able to understand good practices of Japanese central and local government in order to make effective policies for mainstreaming gender in participants' home countries.	(1) Gender Equality Administration (2) Promotion of Gender Mainstreaming Policies in Local Government (3) Activities of Kitakyushu Forum on Asian Women (KFAW)* (4) Activities of Kitakyushu Municipal Gender Equality Center "MOVE"*	Lecture Discussion Observation*
3. Be able to understand the situation of mainstreaming gender in various fields, and consider applicability in the participants' home countries.	(1) Gender Equality in Japanese family law (2) Women and Peace* (3) Women and Violence (I, II) (4) Women and Health (5) Gender and Environment (6) Gender and Day Nursery school * (7) Gender Mainstreaming in Media (8) Gender Mainstreaming in School Education I, II * (9) Gender Mainstreaming in Agricultural Village* (10) Exchange Meeting on Gender Mainstreaming with Japanese Citizens	Lecture Discussion Observation*
4. Be able to acquire skills to design, implement, and evaluate the program with gender perspective logically.	(1) Country Report Presentation (Sharing Challenges in Gender Mainstreaming)** (2) Gender Sensitive Training and Gender Analysis (3) Gender Responsive PCM (Project Cycle Management) (4) Formulation and Presentation of Action Plan**	Lecture Discussion Workshop Presentation**

\*The curriculum may be subject to minor changes.

\*\* Please refer to the attached schedule (Annex 2) for your reference.

<b>(3) Finalization Phase in a participant's home country</b> <i>Participating organizations make use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Action Plan on mainstreaming gender is approved in the participant's organization after the training.	Application and implementation of Action Plan back in the participant's country.

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

#### **1. Expectations from 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) If there are more than one qualified candidate, the applying organizations are recommended to nominate both male and female.

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

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

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

- 1) It is required to participate in pairs.
  - Government officers engaged in planning, implementation and/or evaluation of the gender equality or gender mainstreaming in the National Machinery
  - Government officers engaged in promoting gender mainstreaming in gender unit of Ministry of Finance, Ministry of Planning
- 2) Experience in the relevant field: have **more than 5 years** of occupational experience in gender.
- 3) Educational Background: be a university graduate or those who have equivalent knowledge.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL PBT 500 (CBT 173, iBT 61) or above, or the Cambridge First Certificate (This program includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program 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**

Age: Between the ages of twenty-seven (27) and fifty (50) years

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

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



\* If you have any difficulties/disabilities, which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

- (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) **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)

- (4) **Country Report (Annex I):** to be submitted with the Application Form.  
Application Form without the Country Report can not be accepted.

#### 4. Procedures for Application and Selection

##### (1) Submitting the Application Documents

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by November 13<sup>th</sup>, 2019.)

##### (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 December 4<sup>th</sup>, 2019.

#### 5. Document(s) to be submitted by accepted candidates.

Country Report in Power Point format - Before coming to Japan, only accepted candidates are required to prepare the Country Report in Power Point format.  
Details will be informed to the accepted participants at the acceptance letter.



#### **6. 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 Kyushu Center (KIC)
- (2) **Contact:** [kictp@jica.go.jp](mailto:kictp@jica.go.jp)

### **2. Implementing Partner**

- (1) **Name:** Kitakyushu Forum on Asian Women (KFAW)
- (2) **URL:** <http://www.kfaw.or.jp/index.html.en>

### **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.

#### **[KITAKYUSHU]**

JICA Kyushu Center (JICA KYUSHU / KIC)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

#### **[TOKYO] \*Participants will stay in Tokyo about one week.**

JICA Tokyo Center (JICA TOKYO / TIC)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC/TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/index.html>

### **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 "KENSU-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. Reports Presentation**

#### **(1) Country Report**

As written in the previous page, each applicant is required to submit his/her Country Report with Application Form. Then, accepted participants will have a presentation on his/ her Country Report at the earlier stage of the training course in order to share information on gender issue with other participants as well as instructors. Details for the Country Report Presentation will be informed to the accepted participants with the acceptance letter.

#### **(2) Action Plan**

Accepted participants will have a presentation on his/her Action Plan at the end of the training course. Action plan is to express ideas and plans, which will be carried out after the return of the countries, reflecting the knowledge and method each participant acquired from the training. Participants are highly recommended to have prior discussions within office and prepare for the theme and the content of his/her Action Plan.

#### **(3) Remarks**

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

## Annex 1

### Gender Mainstreaming Policies for Government Officers (B) (JFY 2019) Country Report

Name	
Country	
Name of Organization	
Department / Division	
Present Position	
E-mail	

**Remark: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 3 pages.**

- (1) Organizational structure of your organization  
\*Present the organizational structure and show your position in the chart.
- (2) Major national policies/plans on promotion of gender equality
  - a) Name of National Machinery for Gender Equality in your country
  - b) Which are currently implemented in your country (e.g. National Policy on Gender Equality and National Action Plan on Gender Equality, etc.)
  - c) Three Priority issues
  - d) Cooperation with relevant organization (other ministries, administrative bodies, agencies, NGO etc.)
- (3) Situation of Gender Mainstreaming in your country
  - a) Three major challenges/obstacles
  - b) The countermeasures (Program/Project) for the above problem, which are now being implemented or is planned to be carried out by your organization
- (4) Your position in your organization
  - a) Job descriptions
  - b) Specific problems related to gender mainstreaming that you want to address in your position
  - c) Specific actions that you want to take in solving the problems
- (5) Gender Responsive Budget (GRB)
  - a) Who leads your country's GRB efforts (national women's machinery, finance ministry, researchers, etc.)?
  - b) Who are involved (line ministries, local government units, etc.)?
  - c) What institutional mechanisms are in place to support GRB (gender focal points, budgeting cells, etc.)?
  - d) What tools do you use?

## Annex 2

### The Schedule of Gender Mainstreaming Policies for Government Officers 2019(A)

\*for your reference

Date		AM	PM	Arrangements
9-Jun	Sun	Arrival		JICA Kyushu
10-Jun	Mon	Briefing	Program Orientation Japanese Class	JICA Kyushu
11-Jun	Tue	General Orientation (Politics and government organization, Education)	General Orientation (Economy) Japanese Class	JICA Kyushu
12-Jun	Wed	Course Orientation, Introduction	International Standards & Gender Equality	JICA Kyushu
13-Jun	Thu	Country Report, Presentation -Sharing Challenges in Gender Mainstreaming	Country Report, Presentation -Sharing Challenges in Gender Mainstreaming	JICA Kyushu
14-Jun	Fri	Gender Responsive Budget	Gender Responsive Budget	JICA Kyushu
15-Jun	Sat	(Day off)		JICA Kyushu
16-Jun	Sun	(Travel from Kitakyushu to Tokyo)		JICA Tokyo
17-Jun	Mon	Gender Statistics	Gender Statistics	JICA Tokyo
18-Jun	Tue	Gender Statistics	Gender Statistics	JICA Tokyo
19-Jun	Wed	Gender Mainstreaming Policies	Women and Violence I Women and Health (Reproductive Health and rights)	JICA Tokyo
20-Jun	Thu	Gender Equality in Japanese Family Law	Gender Mainstreaming in Agricultural Village 1	JICA Tokyo
21-Jun	Fri	Gender Sensitive Training and Gender Analysis	Gender Sensitive Training and Gender Analysis	JICA Tokyo
22-Jun	Sat	Gender in Disaster Risk Reduction	(Travel from Tokyo to Kitakyushu)	JICA Kyushu
23-Jun	Sun	(Day off)		JICA Kyushu
24-Jun	Mon	Gender Responsive Project Cycle Management(PCM)	Gender Responsive Project Cycle Management(PCM)	JICA Kyushu
25-Jun	Tue	Gender Responsive Project Cycle Management(PCM)	Gender Responsive Project Cycle Management(PCM)	JICA Kyushu
26-Jun	Wed	Formulation of your own Gender Responsive Action Plan	Formulation of your own Gender Responsive Action Plan	JICA Kyushu
27-Jun	Thu	Activities of Kitakyushu Forum on Asian Women (KFAW) Municipal Gender Equality Center "MOVE"	Women and Violence II	JICA Kyushu
28-Jun	Fri	Gender Mainstreaming in Agricultural Village 1	Women's group of making and selling Processed Vegetables	JICA Kyushu
29-Jun	Sat	(Day off)		JICA Kyushu
30-Jun	Sun	(Day off)		JICA Kyushu
1-Jul	Mon	Gender Mainstreaming in School Education I	Gender Mainstreaming in School Education II	JICA Kyushu
2-Jul	Tue	Gender Mainstreaming in Nursery School	Gender Mainstreaming in Media	JICA Kyushu
3-Jul	Wed	Preparation of Action Plan	Preparation of Action Plan	JICA Kyushu
4-Jul	Thu	SDGs Challenge in Kitakyushu City	Promotion of Gender Mainstreaming Policies in Local Government	JICA Kyushu
5-Jul	Fri	Gender and Environment	Exchange Program on Gender Mainstreaming with Japanese High School Students	JICA Kyushu
6-Jul	Sat	(Day off)		JICA Kyushu
7-Jul	Sun	(Day off)		JICA Kyushu
8-Jul	Mon	Evaluation Meeting	Preparation of Action Plan	JICA Kyushu
9-Jul	Tue	(One day trip to Hiroshima)	Women and Peace	JICA Kyushu
10-Jul	Wed	Action Plan Presentation	Action Plan Presentation Closing Ceremony	JICA Kyushu
11-Jul	Thu	Departure		-

## *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 Kyushu Center (JICA Kyushu)**

**Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka  
805-8505, Japan**

**TEL: +81-93-671-6311 FAX: +81-93-671-0979**

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. **should also satisfy themselves** about the **eligibility conditions** prescribed by the sponsoring foreign Government/agency **before** sending the nominations to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that **submission of undertaking form is not necessary in respect of fully funded training programmes** and the candidate can mention 'Not Applicable' in the form.

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviations:-

JICA - Japan International Cooperation Agency SCPTA - Singapore Cooperation Programme Training Award  
IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

## DEA PROFORMA FOR FOREIGN TRAINING

1. Name		3. Male/Female	
2. Date of birth		6. Date of regular appointment	
4. Educational Qualifications		5. Service to which officer belongs	
7. Details of Posts held during the last five years (starting from present):			
5.No.	Post held	Ministry/Department/ Organization	Nature of work
8. Name of 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 training	Subject/title of training	Source of funding
Signature of the candidate:			
Office Phone:			
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 Authority \_\_\_\_\_

Signature of the Competent administrative authority of the applicant with Name, Designation, Phone Number and E-mail ( along with office seal)



## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

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

##### >Application for Group and Region Focused Training Program

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

##### >>Application for Country Focused Training Program including Counterpart Training Program and Training related to ODA Loan

Part B including Medical History and Examination will be submitted. Part A needs 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 ☒ 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.

### **4. Copyright policy**

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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.



Japan International Cooperation Agency

**CONFIDENTIAL**

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			





**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.



Japan International Cooperation Agency

**CONFIDENTIAL**

**3) Future Plan of Actions:** Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

**4) Selection of the Nominee:** Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

### Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every item" As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below

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

[illegible]

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

J	0	-					
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**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 \_\_\_\_\_

Monti

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

3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 8

**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		



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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>2</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>3</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>4</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 have 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 a 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 said 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 any copyright holder's rights for documents or products produced during 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

**MEDICAL HISTORY**

## 1. Present Medical Status

(a) Do you currently use any medicine or have regular medical check-up by a physician for your illness?

☐ No ☐ Yes Name of illness ( ) Name of medicine ( )

If yes, please attach your doctor's letter (preferably written in English) that describes current status of your illness and agreement to join the program.

(b) Are you pregnant?

☐ No ☐ Yes Months of pregnancy ( ) months

(c) Are you allergic to any medication or food?

☐ No ☐ Yes What are you allergic to? ( )

(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. Past Medical History

(a) Have you had any significant or serious illness?

☐ No ☐ Yes Please specify ( )

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

☐ No ☐ Yes Please specify ( )

## 3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below

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
Date	Signature
	Print Name