TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Infrastructure Management System for Road Administration” to be held in Japan from 26.08.2018 to 29.09.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline-28.06.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Infrastructure Management System for Road Administration” to be held in Japan from 26.08.2018 to 29.09.2018 under Technical Cooperation Program of the Government of Japan.

2. The training program aims the participants to learn general road administration and the proceeding system for constructing roads steadily. Through this learning, participants develop a sense of responsibility as administrative engineers and improve their ability to work.

3. The applying organizations are expected to nominate officers in charge of road administration in Central/Regional Government, and expected to be assigned to a leading position in the future with more than 5 years of experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally), under the age of 40 years. More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:

   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether cleared from vigilance angle;
   c) Age;
   d) Whether working in North East State/J&K;
   e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure
from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in two copies) to this Department in JICA’s prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than 28.06.2018. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link http://persmin.gov.in/otraining/index.aspx.

Under Secretary to the Government of India
Tele no: 26165682

To

a) Secretary, Ministry of Road Transport and Highways, Transport Bhawan, New Delhi.
b) Secretary, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi.
c) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
e) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
f) NIC with request to post the circular along with the JICA’s circular on this Department’s website.
This information pertains to one of the knowledge Co-creation Program 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 is 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.
Concept

**Background**
This program is targeted at national and local governments that are behind in road construction and aiming to establish a real Infrastructure Management system immediately. For that reason, this course has practical training contents for administrative engineers including the following: (a) Management System to develop road construction efficiently and steadily, (b) Management System to foster cooperation between the national government and local governments and between the government and the private sector, (c) Management System to ensure the quality of infrastructure. In addition, this course includes the following subjects concerning road administration that developing countries have an interest in, such as environmental issues, traffic congestion, rapid urbanization and natural disasters. The participants in this course will be able to improve the overall ability of administrative management.

**For what?**
The participants will learn general road administration and the proceeding system for constructing roads steadily. Through this learning, participants develop a sense of responsibility as administrative engineers and improve their ability to work.

**For whom?**
This program is offered to
(a) Mid-level officers in charge of road administration in central/regional governments who are expected to be assigned to a leading position in the future.
(b) Officers of national or local governments who are in charge of road administration.

**How?**
Participants will have opportunities to learn experience of Hokkaido’s infrastructure development and administration for sustainable road management. Participants will analyze problems/constraints in their infrastructure management system and road administration in comparison with Hokkaido’s experiences. Finally participants will prepare a final report to make recommendations for improving their management system for road administration based on lessons learned from the program.
II. Description

1. **Title (J-No.):** Infrastructure Management System for Road Administration (J18-04192)

2. **Course Period in JAPAN**
   August 26, 2018 to September 29, 2018

3. **Target Regions or Countries**
   Former Yugoslav Republic of Macedonia, Ghana, India, Malawi, Myanmar, Papua New Guinea, Philippines, Tanzania, Tonga, Viet Nam.

4. **Eligible/Target Organization**
   This program is designed for mid-level officers in charge of road administration in central/regional governments who are expected to be assigned to a leading position in the future.

5. **Course Capacity (Upper Limit of Participants)**
   10 participants

6. **Language to be Used in this Program:** English

7. **Course Objective:**
   The participants will get hints regarding good infrastructure development and management system for road administration.

8. **Overall Goal:**
   Participants will be able to successfully carry out road management with their stakeholders based on practical experience and knowledge learned through this program.
**Expected Module Output and Contents:**
This program consists of the following components. Details on each component are given below:

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Subject/Agenda</th>
<th>Methodology</th>
</tr>
</thead>
</table>
| Participants will be able to understand critical points of road administration system to develop infrastructure effectively and efficiently. | Overview and establishing process of Hokkaido regarding  
- Comprehensive Development Plan of Hokkaido  
- Integrated transportation system  
- Regulatory frame-work and implementation body for road administration  
- Subsidy system for road construction  
- Issues in road construction such as environmental considerations and cost reduction | Presentation \  Lecture \  Discussion |
| Participants will be able to understand the necessary concepts of construction technologies and construction design techniques for maintaining qualitative uniformity of infrastructure in harsh natural environments. | - Overview of road construction technologies  
- Quality control management of pavement design and asphalt pavement  
- Face slope design  
- Storm drainage design  
- Overview of construction management  
- New technologies of road construction | ditto |
| Participants will be able to understand critical points of road construction and management system for road maintenance for quality maintenance and improvement of infrastructures. | - Mechanism of order for road construction  
- Quality maintenance for procurement of construction  
- Specification of construction, check, and inspection  
- Overviews of Construction Management such as cost, process, quality and safety  
- Safety measures for road construction  
- Road maintenance management  
- Inspection and measures for aging of bridge  
- Repair methods for paved road  
- Road management and road inventory  
- Risk management and patrol for roads  
- Site visit for bridge construction, road marker and traffic sign | ditto |
Participants will be able to understand approaches and measures for managing social issues caused by road administration such as urbanization, environment protection, disaster management and citizen participation.

| - Traffic congestion  
| - Mitigation, plow up and greening  
| - Reclamation facility of co-product from construction works in Sapporo  
| - Risk management and patrol for roads  
| - Transparency and citizen participation for public works |

| Preparation for final report and presentation |
| Presentation |

Participants will be able to analyze administrative challenges related to the organization to which they belong and prepare proposals for their solutions.

| Presentation Lecture Discussion |
| Presentation |
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) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:
   Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either person who is engaged in the said field or directly related to program subject.

(1) Essential Qualifications
   1) Current Duties: officer in charge of road administration in Central/Regional Government, and expected to be assigned to a leading position in the future
   2) Experience in the relevant field: have more than 5 years’ experience in the field of road as officer /manager
   3) Educational Background: be a graduate of college or university
   4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 70 or more (This program includes participation in discussions and presentations, which requires 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.
   6) Others: must be flexible, proactive and cooperative to do team works in the Program.
(2) Recommendable Qualifications
1) Expectations for the Participants: enthusiastic personality who can facilitate to make various stake-holders into one team.
2) Age: Less than forty (40) years.
3) Competent English speaker (TOEFL iBT Reading 18, Listening 17, Speaking 22, Writing 20 more or Total Core is 77 more)
4) University graduate or equivalent
5) More than 3 years’ experience in the relevant field

3. Required Documents for Application
(1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).
(2) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
*Photocopy should include the followings:
   Name, Date of birth, Nationality, Sex, Passport number and Expire date.
(3) 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) Submission of a Movie “Me and my surroundings”
   Should include your name and daily work activities in your office and field within 1 minute in English and less than 200 Mb. The available formats are .mov, MP4, AVI and WMV.
   After your authorities have accepted your application to this program, please contact us to get the URL to upload your movie ASAP. The contact person is Ms. Chinatsu Tateyama and her email address is Tateyama-Chinatsu@jica.go.jp.

4. Procedures for Application and Selection:
(1) Submission of the Application Documents:
   Closing date for applications: July 16th, 2018. 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 July 20th, 2018.
(2) Selection:
   After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this
program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance
Notification of results will be made by the JICA office (or the Embassy of Japan) not later than July 27th, 2018.

5. Document(s) to be submitted by accepted candidates:
Inception Report -- to be submitted by August 10th, 2018:
Before coming to Japan, only accepted candidates are required to prepare a Country Report (detailed information is provided in the ANNEX "Inception Report"). The Inception Report should be sent to JICA by August 10th, 2018, preferably by e-mail to Mr. Takekawa (Takekawa.Ikuo@jica.go.jp), cc: Ms. Tateyama (Tateyama-Chinatsu@jica.go.jp)

6. Conditions for Attendance:
(1) to enable you to deepen your understanding on the course, you are recommended to familiarize with the background of Hokkaido development by the video, using the link: https://www.youtube.com/watch?v=ZTw5Dtcu8o4
(2) to strictly adhere to the program schedule.
(3) not to change the program topics.
(4) not to extend the period of stay in Japan.
(5) not to be accompanied by family members during the program.
(6) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
(7) to refrain from engaging in any political activities, or any form of employment for profit or gain.
(8) 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.
(9) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
1. Organizer:
   (1) Name: JICA Hokkaido (Sapporo)
   (2) Contact: Mr. Takekawa (Takekawa.Ikuo@jica.go.jp)
                Ms. Chinatsu Tateyama (Tateyama-Chinatsu@jica.go.jp)

2. Implementing Partner:
   (1) Name: under selection
   (2) URL: ditto

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:

<table>
<thead>
<tr>
<th>JICA Hokkaido International Center (JICA Hokkaido, Sapporo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku, Sapporo, Hokkaido, 003-0026 Japan</td>
</tr>
<tr>
<td>Tel : 81(<em>)-11(**)-866-8383  Fax :81(</em>)-11(**)-866-8382</td>
</tr>
<tr>
<td>(where “81” is the country code for Japan, and “11” is the local area code)</td>
</tr>
</tbody>
</table>

   If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative
   accommodations for the participants.

   JICA Hokkaido (Sapporo) has the following equipment for the participants.

   <Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air
                  Conditioning, In-room Safe, TV sets (CNN, NHK(BS), DVD/VHS Video Player)

   *ATTENTION:* There are no slippers or towels. Soap, shampoo & conditioner,
                 toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at
                 the front desk.

5. Expenses:
   The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
   (2) Expenses for study tours (basically in the form of train tickets.)
   (3) Free medical care for participants who become ill after arriving in Japan (costs
       related to pre-existing illness, pregnancy, or dental treatment are not included)
   (4) Expenses for program implementation, including materials
For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation:
A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.
1. Pre-departure orientation is held at JICA office to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. They will see a video, “TRAINING IN JAPAN”, and will receive a textbook and a cassette tape, “SIMPLE CONVERSATION IN JAPANESE”. A brochure, “GUIDE TO TRAINING IN JAPAN” will be handed to each selected candidate before or at the orientation.

2. Participants who successfully complete the training will be awarded a certificate by JICA.

3. Climate in Sapporo

<table>
<thead>
<tr>
<th>Month</th>
<th>High (°C)</th>
<th>Ave. (°C)</th>
<th>Low (°C)</th>
<th>Snow (cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>-1</td>
<td>-4.4</td>
<td>-8.4</td>
<td>58</td>
</tr>
<tr>
<td>Feb.</td>
<td>-0.8</td>
<td>-4.4</td>
<td>-8.5</td>
<td>83</td>
</tr>
<tr>
<td>Mar.</td>
<td>3.4</td>
<td>6.5</td>
<td>-4.2</td>
<td>64</td>
</tr>
<tr>
<td>Apr.</td>
<td>11.4</td>
<td>12.2</td>
<td>2.1</td>
<td>2</td>
</tr>
<tr>
<td>May</td>
<td>17.8</td>
<td>16</td>
<td>7.3</td>
<td>11.9</td>
</tr>
<tr>
<td>Jun</td>
<td>21</td>
<td>19.8</td>
<td>11</td>
<td>16.4</td>
</tr>
<tr>
<td>Jul</td>
<td>24.2</td>
<td>22.1</td>
<td>17.1</td>
<td>16.7</td>
</tr>
<tr>
<td>Aug</td>
<td>26.3</td>
<td>21.7</td>
<td>11</td>
<td>12.8</td>
</tr>
<tr>
<td>Sep.</td>
<td>15.9</td>
<td>15</td>
<td>4.1</td>
<td>6.3</td>
</tr>
<tr>
<td>Oct.</td>
<td>7.8</td>
<td>11.1</td>
<td>-1.6</td>
<td>0.4</td>
</tr>
<tr>
<td>Nov.</td>
<td>1.7</td>
<td>11.4</td>
<td>-5</td>
<td>-5</td>
</tr>
<tr>
<td>Dec.</td>
<td>-0.8</td>
<td>4.1</td>
<td>-1.6</td>
<td>5</td>
</tr>
</tbody>
</table>

*Typical Seasonal Wear
(July-September) Long sleeves, short sleeves, Light jacket

The daily minimum temperatures of Sapporo in August and September are 14.2-19.1 Celsius. You need to prepare adequate clothing such as wind breaker, jacket and long shirt since temperature of some areas where you would visit may be colder than Sapporo.

4. Recreation

1) Participants can use an indoor swimming pool and gymnasium located next to JICA Hokkaido (Sapporo). The charges are paid by JICA.

2) JICA encourages international friendship exchange between the participants and local communities. Therefore, it would be helpful for participants to bring national costumes and materials such as slides, videos, and music cassettes or CDs which explain respective cultures in their countries.

5. Equipment of JICA Hokkaido (Sapporo).

JICA Hokkaido (Sapporo) has the following Audio-Visual equipment for training.

- Video recorder, Overhead projector, Slide Projector, Multimedia Projector (available to use Microsoft Power Point)

6. School Visit

JICA encourages participants to interact with the local community, and in this context, JICA will arrange a visit to local school during their stay in Japan. If the participant
wishes to bring items to show to Japanese pupils, here are some suggestions: Textbooks (primary school), traditional toys and games, national costume, musical instruments, typical crafts using local materials, traditional cooking/eating utensils, pictures showing daily life, small national flag, local newspaper. (Bringing these items is not a requirement.)
Inception Report

1. Purpose
The inception report aims to share and clarify your issues in infrastructure management system for road management with us and other participants. It will lead us to find out appropriate solutions through the program.

2. Instructions
1) Should be written in English and summarized in approximately 4 (four) pages.
2) Should cover ALL “Items” below.
3) Every participant may have 5 minutes to give an oral presentation at the beginning of the course.

3. Outline of the Participant's Organization
(Example)

```
Ministry/Local Government
xxxxxxxxxxx

xxxxxxxxxxx
Department

xxxxxxxxxxx
Department

xxxxxxxxxxx
Department

xxxxxxxxxxx
Division

xxxxxxxxxxx
Division

xxxxxxxxxxx
Division

xxxxxxxxxxx
Section

xxxxxxxxxxx
Section
```
4. Describe your job experiences
(Please write all experiences from your graduation of University. You may add tables when necessary)

<table>
<thead>
<tr>
<th>Period</th>
<th>From</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outline of duties
Please check the box/boxes where you belong:

1) Sector
- Road
- River
- Port
- Airport
- Waterworks
- Sewerage
- Park
- Urban Planning
- Irrigation
- Water Resources
- Others (  )

2) Types of Work
- Planning
- Designing
- Survey
- Construction
- Supervision/Execution
- Management
- Operation and Maintenance
- Finance and Management
- Order Administration
- Land Acquisition
- Assessment
- Others (  )

3) Your role
- Assistant
- Chief
- Manager
- Others (  )

<table>
<thead>
<tr>
<th>Period</th>
<th>From</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
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</tbody>
</table>

Outline of duties
Please check the box/boxes where you belong:

4) Sector
- Road
- River
- Port
- Airport
- Waterworks
- Sewerage
- Park
- Urban Planning
- Irrigation
- Water Resources
- Others (  )

5) Types of Work
- Planning
- Designing
- Survey
- Construction
- Supervision/Execution
- Management
- Operation and Maintenance
- Finance and Management
- Order Administration
- Land Acquisition
- Assessment
- Others (  )

6) Your role
- Assistant
- Chief
- Manager
- Others (  )
5. Basic Information of Road and related matters in your country

(1) Road

a) Outline of Road Construction in your country

In your country

<table>
<thead>
<tr>
<th>Types of Road</th>
<th>Length</th>
<th>% of Paved Road *</th>
<th>Status of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express way/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorways</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Road *Roads managed by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Gov.</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prefectural/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Road *Roads managed by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prefecture/Municipality (City Council).</td>
<td>km</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>km</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**"Paved Road" includes both asphalt pavement and concrete pavement.**

b) Standards for road in your country

Regarding in your country,

1) Do you have Standards of Road Structure?  □Yes □No
2) Do you have Standards of Road Pavement?  □Yes □No
3) Do you have Regulations on Traffic Safety Facilities? □Yes □No
4) Do you have Standards of Road Management? □Yes □No

If you answered “yes” for all 1) to 4),

5) Are these national standards or standards of local government?  □

6) Are these standards based on AASHTO (American Association of State Highway and Transportation Officials) or any other European Standards?  □

7) Please specify some names of law regarding road.  □

8) Does the Government bear all budgets for road construction and management?  □
Or the Government grants a subsidy for some extent?  □
9) Which is more popular, asphalt pavement or concrete pavement?

( )

(2) Other Information
- Annual rainfall: ________ (mm/yr)
- Average water consumption: _______________ (Liter/day/person)
- Main source of waterworks:
  Eg) Well, Underground Water, River Water
  Urban area:____________________
  Rural area:____________________
- Treatment penetration rate of Sewerage (Percentage of national population actually connected to public water treatment plant)
  Urban area:_____________%
- Orbital Public Transportation in Urban area:
  Please check the transportation your country has:
  [ ] Railway [ ] Subway [ ] Tram [ ] Monorail
  [ ] Others ( )
- Area of Parks in Urban area: _____________ (㎡/person)
- In general, is concrete used in the construction work kneaded at the work place or it is carried from the plant?
  ( )
- Do you have traffic signal system in the urban area?

6. Outline of Inception Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| Challenging in your organization | 1. Administration aspect  
2. Technical aspect |
| Expectation to the program for mitigating your challenges.  
(specify what you want to learn/ find out) | |
| Main Theme which you would like to include as final report  
※Regarding “What is final report?”, please see “What is Inception report” below. | Theme:  
Reason: |
Request for necessary materials:
(specify if there are any materials or information you wish to have from relevant Japanese organization) *

* Note: Due to the regulation of copyright, there may be limitations of softcopy or materials for participants to bring back to respective countries.
* There are limitations of materials translated in English regarding some national standards of Japan.

* What is the final report?

(1) Purpose of the final report:
To sort out and summarize your findings through participating in the program.
To propose measures to mitigate your challenges regarding your infrastructure management system and road administration.

(2) Contents of final report:
You can choose any item and number of words in your final report but it should comply with the above purpose. Following are example items for your reference.

① Summary of the report:
Describe the summary of whole report.

② Findings from the program:
Describe your findings and recognitions.

③ Analysis for your findings
Describe analyses on your findings and recognitions that are applicable for your challenges concerning infrastructure management in your country.

④ Recommendations
Propose your recommendations for your organization to improve the situation regarding infrastructure management and road administration.

(3) Presentation of final report:
You may make a presentation on your final report. Approximately 15 minutes are allocated for each participant including a Q & A session. PowerPoint is recommended as the medium for presentations.
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, JOVC 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 and 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.
For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Hokkaido International Center (JICA Hokkaido, Sapporo)
Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku
Sapporo, Hokkaido 003-0026 Japan
TEL: +81-11-866-8393 FAX: +81-11-866-8382
Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?
It depends on the type of training and dialogue program you are applying for.

- **Application for Group and Region Focused Training Program**
  Official application and Parts A and B including Medical History and Examination must be submitted.

- **Application for Country Focused Training Program including Counterpart Training Program**
  Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted.

2) How many parts does the Application Form consist of?
The Application Form consists of three parts as follows:

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

**Part A. Information on the Applying Organization**
This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,

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

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

3. Privacy Policy

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

2) Limitations on Use and Provision
JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:
(a) In cases of legally mandated disclosure requests;
(b) In cases in which the provider of information grants permission for its disclosure to a third party;
(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

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

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

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

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person’s work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

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

Article 2. Details of use of works used for training

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

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

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

2. Number: (Please write down as shown in the General Information)
   J 0 - 

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):
   1)  2)  3)  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: __________________________

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: __________________________
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.
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 viewpoints: 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)*

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

3. **Information about the Nominee (nos. 1-9 are all required)**
   1) **Name of Nominee** (as in the passport)
      - **Family Name**
      - **First Name**
      - **Middle Name**

4. **Nationality** *(as shown in the passport)*

5. **Date of Birth** (please write out the month in English as in “April”)

6. **Sex** *( ) Male ( ) Female*

7. **Religion**

6) **Present Position and Current Duties**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Department / Division</th>
<th>Present Position</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of employment by the present organization</th>
<th>Date</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of assignment to the present position</td>
<td>Date</td>
<td>Month</td>
<td>Year</td>
</tr>
</tbody>
</table>

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**
9) Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Address:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home</th>
<th>Address:</th>
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<tbody>
<tr>
<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>FAX:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person in emergency</th>
<th>Name:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Relationship to you:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
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<tr>
<td></td>
<td>FAX:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

10) Others (if necessary)

4. Career Record
1) Job Record (After graduation)

<table>
<thead>
<tr>
<th>Organization</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
</tr>
</thead>
<tbody>
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</table>

2) Educational Record (Higher Education)(required)

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>Period From Month/Year</th>
<th>To Month/Year</th>
<th>Degree obtained</th>
<th>Major</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>Period</th>
<th>Field of Study / Program Title</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</table>

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Speaking</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Reading</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Writing</td>
<td>( )</td>
<td>( )</td>
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<td>( )</td>
</tr>
</tbody>
</table>

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages ( )

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
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<tbody>
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<td></td>
<td>( )</td>
<td>( )</td>
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</table>

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


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

4 Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.
6. Expectation on the applied training and dialogue program

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

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

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

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

JICA’s Information Security Policy in relation to Personal Information Protection
- JICA will properly and safely manage personal information collected through this application form in accordance with JICA’s privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither
provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the Citizens’ Cooperation Activities.

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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<table>
<thead>
<tr>
<th>Print Name:</th>
</tr>
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</table>
1. Present Status

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes &gt;&gt; Name of Medication</th>
<th>, Quantity</th>
</tr>
</thead>
</table>

(b) Are you pregnant?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Name of Medication</th>
<th>, Quantity</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Name of Medication</th>
<th>, Quantity</th>
</tr>
</thead>
</table>

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

2. Medical History

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes &gt;&gt; Name of illness</th>
<th>, Place &amp; dates</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes &gt;&gt; Name of illness</th>
<th>, Place &amp; dates</th>
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</table>

(c) High blood pressure

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Present Condition</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
<th>Present Condition</th>
</tr>
</thead>
</table>

(d) Diabetes (sugar in the urine)

<table>
<thead>
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<th></th>
<th>No</th>
<th>Yes</th>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
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3. Other:

Any restrictions on food and behavior due to health or religious reasons?

<p>| | |</p>
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</table>

Print Name:

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.