TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Capacity Development for Investment Promotion” to be held in Japan from 06.06.2018 to 07.07.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline – 23.04.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Capacity Development for Investment Promotion” to be held in Japan from 06.06.2018 to 07.07.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to strengthen the capacity of officials of, such as Investment Promotion Agency (IPA) (or equivalent organization) as a FDI promotion expert. This KCCP especially focuses on acquiring the practical skill and knowledge to effectively promote their country to potential investors. FDI promotion experts are expected to have professional knowledge on investment procedure, regulations and information about private sectors of their countries.

3. The applying organizations are expected to nominate officers of foreign direct investment promotion with more than 3 years of work experience in the fields, concerned. 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); be between the ages of 25 to 45 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 23.04.2018. 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.

(P. K. Pathak)
Under Secretary to the Government of India
Tele no: 011-26165682

To,

a) Secretary, Department of Investment & Public Asset Management (Ministry of Finance) 4th Floor, Block No.14, CGO Complex, Lodhi Road, New Delhi.
b) Secretary, Department of Industrial Policy & Promotion, Udyog Bhawan, New Delhi.
c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
d) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
e) NIC with request to post the circular along with the JICA’s circular on this Department’s website.
Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON
Capacity Development for Investment Promotion (A)
課題別研修「投資促進のためのキャパシティ・ディベロップメント(A)」

JFY 2018
NO. J1804146 / ID. 1884652
Course Period in Japan: From June 6, 2018 to July 7, 2018

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**

Today, foreign direct investment (FDI) is considered as an important accelerator of economic growth in developing countries. FDI is expected to bring benefits to developing countries, such as job opportunities, new technology and activation of local economy. Government and public organizations, such as Investment Promotion Agency (IPA) play a crucial role in promoting quality FDI by setting clear strategy and preparing appropriate incentives and business environment to invite FDI.

From investor’s point of view, investment involves big risk and opportunity. Investment decision requires careful assessment of information. However, it is sometimes difficult for foreign investors to acquire correct and latest information about developing countries.

With the increasing international competition, effective promotion of their countries to the potential investors is the key to attract FDI to developing countries. It is essential for developing countries to let the potential investors know the strength of their country, such as business environment, human resources and market potential. Therefore, it has become more and more important for IPA to enhance the capacity to understand the needs of investors, prepare the necessary data/information and promote their country to promising investors.

**For what?**

This program intends to strengthen the capacity of officials of IPA (or equivalent organization) as a FDI promotion expert. This KCCP especially focuses on acquiring the practical skill and knowledge to effectively promote their country to potential investors. FDI promotion experts are expected to have professional knowledge on investment procedure, regulations and information about private sectors of their countries.

**For whom?**

This program is offered to governmental organizations in charge of Inward FDI promotion.

**How?**

Participants are expected to learn by lectures, site visits and group discussions. This program focuses on gaining practical knowledge with market-oriented approach by case-studies and hands-on experience.

During the program, participants will visit several Japanese investment promotion agencies and Japanese companies. Participants will learn about successful measures of country promotion by examining other countries’ cases.
II. Description

1. Title (J-No.): Capacity Development for Investment Promotion (A) (J1804146)

2. Course Period in JAPAN
   June 6, 2018 to July 7, 2018

3. Target Regions or Countries
   India, Indonesia, Egypt, Seychelles, Nigeria, Morocco, Equatorial Guinea, South Africa, Iran, Lebanon, Argentina, Ecuador, Cuba, Dominican Republic, Brazil

4. Eligible / Target Organization
   Governmental / public organizations which promote foreign direct investment (FDI) to their countries, such as Investment Promotion Agency (IPA).

5. Course Capacity (Upper limit of Participants)
   15 participants

6. Language to be used in this program: English

7. Course Objective:
   Based on the knowledge and insight gained during the KCCP program, an action plan to promote FDI to their countries will be formulated and implemented by the participant’s organization.

8. Overall Goal
   This program aims to strengthen the capacity of the participant’s country to promote quality FDI.
9. **Expected Module Output and Contents:**
This program consists of the following components. Details on each component are given below:

<table>
<thead>
<tr>
<th></th>
<th>Expected Module Output</th>
<th>Subjects/Agendas</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participants can explain investment climates in their countries effectively to potential investors based on analysis of their countries.</td>
<td>*Key information and data sources identified.</td>
<td>*Pre-study report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Information gaps relevant to decision making of potential investors identified.</td>
<td>*Discussion</td>
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<td></td>
<td></td>
<td>*SWOT analysis implemented.</td>
<td>*Lecture</td>
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<td></td>
<td></td>
<td></td>
<td>*Site Visit</td>
</tr>
<tr>
<td>2</td>
<td>Participants can understand current trends in FDI promotion under the economic globalization.</td>
<td>*Importance of global production and distribution networks understood.</td>
<td>*Pre-study report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Target sector identified with a focus on processes and functions.</td>
<td>*Discussion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Relevant administrative procedures and issues identified.</td>
<td>*Lecture</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*Site Visit</td>
</tr>
<tr>
<td>3</td>
<td>Participants can build their own strategies to promote FDI to their countries.</td>
<td>*Organizational mandates identified.</td>
<td>*Pre-study report</td>
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<tr>
<td></td>
<td></td>
<td>*Stakeholders identified.</td>
<td>*Discussion</td>
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<td></td>
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<td>*Strategy drafted.</td>
<td>*Lecture</td>
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<tr>
<td></td>
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<td></td>
<td>*Site Visit</td>
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</tbody>
</table>
<Sample Schedule>

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td>Briefing&lt;br&gt;JICA Program Orientation&lt;br&gt;PREX Program Orientation&lt;br&gt;Lecture: How we learn from Japan and other countries&lt;br&gt;Japanese Languages</td>
</tr>
<tr>
<td>2nd week</td>
<td>Lectures: Understanding Japanese System such as Economy and Education&lt;br&gt;Lectures: FDI in Globalization&lt;br&gt;Lectures and Discussion: Why does your country aim to attract FDI?&lt;br&gt;Lectures and Discussion: What roles does Investment Promotion Agency play?&lt;br&gt;Reviewing</td>
</tr>
<tr>
<td>3rd week</td>
<td>Lectures: Present situation of FDI to Japan&lt;br&gt;Lectures: Understanding Japanese Companies&lt;br&gt;Field visits: Visiting to Japanese Companies&lt;br&gt;Lectures: Understanding each industry and its process&lt;br&gt;Discussion: Which industries and process should be targeted in your strategy?&lt;br&gt;Reviewing</td>
</tr>
<tr>
<td>4th week</td>
<td>Lectures: Understanding Japanese Companies&lt;br&gt;Lectures: Understanding each industry and its process&lt;br&gt;Field visits: Visiting to Japanese Companies&lt;br&gt;Reviewing</td>
</tr>
<tr>
<td>5th week</td>
<td>Preparing Action Plan: What is your strategy to attract FDI?&lt;br&gt;Presentation of Action Plan&lt;br&gt;Evaluation Meeting&lt;br&gt;Closing Ceremony</td>
</tr>
</tbody>
</table>

The contents of the program might be changed without prior notice.
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 administrative officials of foreign direct investment promotion or an equivalent level of knowledge who will continue working in the same field after the course.
       2) Experience in the relevant field: have more than 3 years’ experience in the field of 1).
       3) Educational Background: be a graduate of university.
       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:
       1) Age: between the ages of twenty-five (25) and forty-five (45) years

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 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.,
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 May 9, 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 May 14, 2018.

5. Document(s) to be submitted by accepted participants:
   Before coming to Japan, only accepted participants are required to prepare a Pre-study Report. Pre-study Report shall be made by Powerpoint and be sent by e-mail to JICA-Kansai, organizer of this course before your leaving. Please check the format of the Pre-study Report in ANNEX 2.

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.
IV. Administrative Arrangements

1. Organizer:
   (1) Name: JICA Kansai
   (2) Contact: Mr. Sumihiro Shigematsu
      E-mail: Shigematsu.Sumiihiro@jica.go.jp and jicaksic-unit@jica.go.jp

2. Implementing Partner:
   (1) Name: Pacific Resource Exchange Center
   (2) Contact: International Department (prexhrd-pr@prex-hrd.or.jp)
   (3) URL: 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  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 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), and
   (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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

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**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 accommodation, living, clothing, 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.
**VI. ANNEX:**

**Inception Report**
*(please submit with the Application Form)*

Please answer the following questions. This report must be type written in English in less than 2 pages. Please submit the inception report *with* your Application Form.

**Country :**
**Name :**

<table>
<thead>
<tr>
<th>Q1</th>
<th>Basic information of your organization; mission, organization structure, number of staffs etc. Please attach the organization chart if you have one.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2</td>
<td>Please list up organizations related to FDI promotion in your country, and add brief explanation on each organization. (Please attach the chart to show the relationship among the organizations, if possible.)</td>
</tr>
<tr>
<td>Q3</td>
<td>Please describe your country’s current basic direction of FDI promotion.</td>
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<tr>
<td>Q4</td>
<td>Please name 3 main sectors that your country wants to invite FDI, and describe the reasons to choose the sectors.</td>
</tr>
<tr>
<td></td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
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<td>3.</td>
</tr>
</tbody>
</table>
This assignment is only for the accepted participants.

This report must be typed written in English in Powerpoint which covers the following items. Please submit the pre-study report summarized within 12 pages of slides by May 25, 2018 to Mr. S. Shigematsu, Shigematsu.Sumihjiro@jica.go.jp of JICA Kansai.

Country: __________________________________________________________________________
Name: ______________________________________________________________________________

1. Country Profile (1 slide)
   1) Population
   2) Population Density
   3) GDP
   4) GDP Growth Rate
   5) GDP per Capita Income
   6) Inflation Rate
   7) Major Exported Items and Major Imported Items

2. Current Trend of Foreign Direct Investment (1 slide)
   1) FDI inflow to your country (by sectors and country)
   2) Investment Contribution to GDP
   3) Number of companies with foreign capital in your country

3. The purposes that your country wants to attract FDI.
   FDI will effect on economy and society of your country, sometime positively and negatively. What positive influences would you like to have by FDI?

4. Investment Promotion Strategy
   Identifying priority sectors (industries) is very important to enhance investment promotion. For the identified priority sectors, provide a brief outline on the following issues.
   1) The Position in the National Economy
      a) the industry’s share in overall GDP (xx% of the GDP generated by this industry): a pie chart might be highly useful in this.
      b) The industry’s share in terms of national workforce (xx% of workers are involved in this industry): a pie chart might be highly useful in this.
   2) A simple profile of the enterprises in the industry (number of enterprises (domestic/ foreign), and other information that you think are important)
3) Market orientation: is it an export oriented industry or domestic market oriented one?

4) Any relevant industrial policy by your government?

5) (if possible) describe a simple production flow of the industry.
   An example: The Bread Industry's production flow
   Process 1: wheat cultivation (agriculture)
       → Process 2: refining wheat into flour (food processing)
       → Process 3: bread producing (using flour as main ingredient)
   You might want to use a flow chart, if you find that useful.

5. SWOT Analysis of your country in the field of investment promotion
   What SWOT do you have when you attract FDI?
   a) Strength
      Compare competitiveness with other countries and mention why they are strength for your country.
   b) Weakness
   c) Opportunity
   d) Threat

<table>
<thead>
<tr>
<th>S (internal strength) of your country</th>
<th>O (external opportunity) of your country</th>
</tr>
</thead>
<tbody>
<tr>
<td>W (internal weakness) of your country</td>
<td>T (external threat) of your country</td>
</tr>
</tbody>
</table>

6. Organizations and Jobs
   1) The mission of your organization
   2) The organization structure of your organization and number of staff (please attach the organization chart)

7. Current issues/problems about FDI promotion in your country. (7 & 8 in 1 slide)

8. What policies/measures are currently taken to solve the issues/problems mentioned above? (7 & 8 in 1 slide)
Action Plan

What is Action Plan?
During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific environmental problem and a concrete solution for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Therefore, Action Plan should be both concrete and practical. Try to make your Action Plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

<Contents of Action Plan (Recommended)>
1. Outline of the country
   - Use relevant and positive info/ data
   - Transparency and accountability in information and data provision
2. Outline of the target sector(s)
   - Position selected sector into the Global Value Chain
   - Make reference to Bilateral Trade Agreements/ Regional Trade Agreements (if relevant)
3. Outline of organizational mandate and the relevant procedures
   - Outline procedures
   - Make clear authorities in charge
   - Advertise what YOU can do
4. Institutional strategy
   - Identify support areas
   - Identify stakeholders (government, non-government, national, international)
   - Implementation and coordination

Note: Participants will have more detailed guidance during the program in Japan.
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 International Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0388  FAX: +81-78-261-0465
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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Designation / Position</td>
<td>Official Stamp</td>
</tr>
<tr>
<td>Department / Division</td>
<td></td>
</tr>
<tr>
<td>Office Address and Contact Information</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Designation / Position</td>
<td>Official Stamp</td>
</tr>
<tr>
<td>Department / Division</td>
<td></td>
</tr>
<tr>
<td><strong>Part A: Information on the Applying Organization</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>(to be confirmed by the head of the department / division)</td>
<td></td>
</tr>
</tbody>
</table>

### 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 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)*

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

| J | 0 | - |       |

**3. Information about the Nominee (nos. 1-9 are all required)**

1) Name of Nominee (as in the passport)

   **Family Name**
   
   **First Name**
   
   **Middle Name**

2) Nationality *(as shown in the passport)*

3) Sex *(Male/Female)*

4) Religion

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

6) Present Position and Current Duties

   **Organization**
   
   **Department / Division**
   
   **Present Position**

   **Date of employment by the present organization**

   **Date of assignment to the present position**

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

**Attach the nominee’s photograph (taken within the last three months) here**

Size: 4x6

(Attach to the documents to be submitted.)
<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office</strong></td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>TEL:</td>
</tr>
<tr>
<td>Mobile (Cell Phone):</td>
</tr>
<tr>
<td>FAX:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td><strong>Home</strong></td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>TEL:</td>
</tr>
<tr>
<td>Mobile (Cell Phone):</td>
</tr>
<tr>
<td>FAX:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td><strong>Contact person in emergency</strong></td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Relationship to you:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>TEL:</td>
</tr>
<tr>
<td>Mobile (Cell Phone):</td>
</tr>
<tr>
<td>FAX:</td>
</tr>
<tr>
<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>From Month/Year</th>
<th>To Month/Year</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Degree obtained</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From Month/Year</td>
<td>To 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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) Mother Tongue

3) Other languages ( )

Certificate (Examples: TOEFL, TOEIC)

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 divulgation, 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
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<td></td>
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</tbody>
</table>

Print Name:
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>Yes</th>
<th>Name of Medication</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Are you pregnant?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Duration (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Medication</th>
<th>Food</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

[Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.]

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

<table>
<thead>
<tr>
<th>Past:</th>
<th>Yes</th>
<th>Name of illness</th>
<th>Place &amp; dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present:</th>
<th>Yes</th>
<th>Present Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Past:</th>
<th>Yes</th>
<th>Name of illness</th>
<th>Place &amp; dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present:</th>
<th>Yes</th>
<th>Present Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

(c) High blood pressure

<table>
<thead>
<tr>
<th>Past:</th>
<th>Yes</th>
<th>Present Condition (mm/Hg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present:</th>
<th>Yes</th>
<th>Present Condition (mm/Hg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

(d) Diabetes (sugar in the urine)

<table>
<thead>
<tr>
<th>Past:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Stomach and Intestinal Disorder</th>
<th>Liver Disease</th>
<th>Heart Disease</th>
<th>Kidney Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>Asthma</td>
<td>Thyroid Problem</td>
<td></td>
</tr>
<tr>
<td>Infectious Disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Has this disease been cured?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No (Specify name of illness)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Condition:</th>
</tr>
</thead>
</table>

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:  
Signature:  
Print Name: