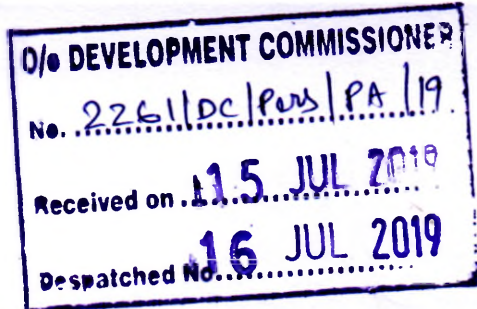




No.13-6/2019-BPC&TRG
Government of India
Ministry of Finance
Department of Economic Affairs



North Block, New Delhi,
11th July, 2019

TRAINING CIRCULAR

Subject:- Knowledge Co-Creation Program for Young Leaders (for FY 2019) on "Renewable Energy" in Japan from 17th November to 3rd December, 2019.

The Government of Japan has invited nominations for the above mentioned training course to be held in Japan under the Technical Cooperation Programme with India. The course is intended for officers in charge of introduction, promotion, maintenance and management of renewable energy at departments of energy policy of central government, local government organization and Public Service Corporation. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **fifteen(15)**.

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

3. The course is sponsored by the Government of Japan, who will provide round-trip air fare, accommodation and living allowance. JICA has also prescribed an age limit of 20 to 35 years for participation in the above course.

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

- (i) Sponsoring Government's application form together with the medical history questionnaire.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) Job Report.
- (iv) Form for Ex-post Questionnaire Survey.

5. Application Form **complete in all respects** is to be sent at the following address not later than **16.8.2019** positively:-

Shri Sanjay Kumar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi.

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

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

(Sanjay Kumar)

Under Secretary to the Govt. of India
Tele: 23095233

1. Joint Secretary(Admn.), Ministry of New and Renewable Energy, Block No. 14, C.G.O. Complex, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE

514
17.07.2019
SS(Cr)
18/7/19



Knowledge Co-Creation Program(Young Leaders) India

GENERAL INFORMATION ON

Course Title: Renewable Energy Course

再生可能エネルギーコース

Course No.: 201998811J002

Course Period in Japan: November 17, 2019– December 3, 2019

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

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

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

I. Concept

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

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for 17 days to be provided with opportunities to acquire knowledge on basic technologies and systems that contribute to future problem-solving efforts and raise their awareness of development issues in their own country.

II. Description

1. Title (No.): Renewable Energy Course (201998811J002)

2. Course Period in JAPAN: November 17, 2019– December 3, 2019

3. Target Country

India

4. Target Group

Officers in charge of introduction, promotion, maintenance and management of renewable energy at departments of energy policy of central government, local government organization and Public Service Corporation.

5. Number of Participants : 9 participants

6. Language to be used in this program: English

7. Course Objective:

Acquire knowledge of basic technologies and systems in the field of renewable energy in Japan, and improve their awareness of development issues in their own country.

8. Course Outline:

This program consists of the following components

<p>(1) Basic lecture and field visit of each renewable energy technology</p> <ul style="list-style-type: none"> a. Solar power generation b. Solar heat utilization c. Wind power generation d. Small hydropower generation e. Biomass power generation f. Geothermal generation g. Binary cycle generation
<p>(2) Lectures regarding :</p> <ul style="list-style-type: none"> a. Effective utilization technology of renewable energy by storage battery and smart grid. b. Construction of social systems to make effective use of hydrogen energy c. Japan's challenges in low carbon societies and renewable energy. d. Policy case study on revitalizing local communities using renewable energy
<p>(3) Summary and discussion on action plans</p>

<Model Schedule of the Program>

Date	Venue	Contents	Purpose
1	JICA Kyushu	Arrival	Preparation for start of technical training.
2		Briefing / Opening Ceremony	
3		<ul style="list-style-type: none"> • Lectures on Japanese society • Course Orientation 	
4		<ul style="list-style-type: none"> • Japan's Energy Policy • Job Report presentation 	To acquire knowledge of basic technologies and systems in the field of renewable energy in Japan
5		<ul style="list-style-type: none"> • Introduction to Renewable Energy • Comparison of Renewable Energy • Introduction to Small-scale Hydropower • Small-sized Wind Turbine and its utilization 	
6		<ul style="list-style-type: none"> • Photovoltaic power generation (1) • Photovoltaic power generation (2) 	
7		<ul style="list-style-type: none"> • Visit: Environment Museum <p>Discussion: Reflection and Facilitation</p>	
8		Day Off	
9		<ul style="list-style-type: none"> • Kyushu Electric Power's approach to renewable energy and overseas business • Hydrogen Society of Kitakyushu City 	
10		<ul style="list-style-type: none"> • Visit: Kitakyushu City Activities, Next-generation energy park, Wind power and solar power generation equipment, Biomass power generation 	

11	Oita Prefecture Beppu city	<ul style="list-style-type: none"> • Viewing of Geothermal Power Generation • Visit: A large-scale storage battery facility Bizen substation • Visit: Geothermal hot spring area Beppu • Visit: Solar powered bio toilet in Oita 	To be able to explain the utilization in Japan of storage battery, geothermal power generation, biomass power generation, small hydropower generation and binary
12		<ul style="list-style-type: none"> • Visit: Actual condition of small hydroelectric power facility, Kibaruro Land Improvement Zone • Visit: Actual Binary Geothermal Power Generation- Sugawara Power Station 	
13	Fukuoka Prefecture Miyama city Kitakyushu City	<ul style="list-style-type: none"> • Visit: Photovoltaic power generation and biomass power generation, local government business of Miyama city • Visit: Waste Disposal Plant, Kitakyushu City Empress Plant 	
14	JICA Kyushu	• Action plan preparation instruction / presentation instruction	To clarify priority policy issues and countermeasures for renewable energy.
15		Day Off	
16		<ul style="list-style-type: none"> • Action plan presentation • Evaluation session • Closing ceremony 	
17		Departure	

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

III. Conditions and Procedures for Application

1. Nominee Qualifications:

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

(1) Essential Qualifications

All applicants must:

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

(2) Recommendable Qualifications

- 1) Expectations for the Participants: not have made any previous visits to Japan
- 2) Educational Background: be a graduate of university
- 3) Applicants must have minimum knowledge of engineering such as Renewable energy, PV system, electrical power network system, micro-grid and so on.
- 4) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program

2. Required Documents for Application

- (1) Application Form:** The Application Form is available at the JICA India Office. Each applicant should fill out it in English.

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

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

*Photocopy should include the followings:

- Name, Age, Religion, Nationality, Sex, Education, Interest and Experience
- (3) Job Report: Job Report on the main issues concerning the target area in the country to be submitted. Detailed information is provided in the ANNEX. Each applicant should write it by yourself.
 - (4) Contact person for ex-post questionnaire on KCCP program for young leaders: You will be required to submit Contact person for ex post questionnaire on KCCP for young leaders ' filled with the information about the appropriate person in applicant's organization to whom JICA send the questionnaire on the monitoring purpose of the program. The person is expected to be their supervisor or the person in their human resources department, who can observe any changes of their attitudes toward their tasks after participating the program. See Annex 2 ' of 'VII Annex'.

3. Procedures for Application and Selection:

(1) Submission of the Application Documents:

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

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the **JICA Center in JAPAN by September 13, 2019**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA India Office will conduct screenings, and then forward the documents to the **JICA Kyushu Center** in Japan. Selection will be made by the JICA Kyushu 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

The JICA India Office will make notification of results **not later than October 11, 2019.**

4. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA KYUSHU

(2) **Contact:** Ms. Yoko Ogawa , Training program Division (kictip@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association

(2) **URL:** <http://www.kita.or.jp/>

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

JICA Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu, Fukuoka, Japan

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

(where "81" is the country code for Japan, and "93" is the local area code)

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

<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000a0cdx5-att/kyushu01.pdf>

5. Expenses:

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

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.)

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

5. Pre-departure Orientation:

A pre-departure orientation will be held at the JICA India Office, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Report and Presentation

(1) Job report

Each applicant is required to submit the own Job Report. Participants will have a presentation of Job Report up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

2. Participants who have successfully completed the program will be awarded a certificate by JICA.
3. Participants are recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, finalizing Job report etc.
4. Allowances will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days stays after your arrival.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport, Narita International Airport in Tokyo. It is quite difficult to exchange money after that, due to no facility or time during the training program.
6. The field trip is arranged during the training program. It would be convenient if you bring small bag.
7. The General orientation is programed to provide basic knowledge of Japanese general situation to Participants and to promote technical training before the start of technical training.

VI. ANNEX:

<Job Report>

Please make sure that your writing fits in one page (A4 size) in English

1) What type of work are you currently doing?

Please briefly explain what department or division you are in and what your job involves.

Examples:

- Work for Ministry of Energy as engineering official/administrative official
- Work for public electric company as engineer
- Work at public institute for renewable energy development

2) What are the issues encountered through work?

Please write about any issues related to "renewable energy" you come to realize through your work.

Examples:

- Lack of human resource who can develop policy or measures to apply the renewable energy to society
- Difficulties of practical application and management of the technology

3) What would you like to acquire through this training?

Based on the "issues" you have, please write briefly what you would like to know.

Examples:

- Would like to understand methods/technology of the renewable energy (please describe precisely which technology you are interested in, if you have.)
- Would like to understand practical policy or action for the renewable energy

4) What type of renewable energy have you applied in your country?

Please answer using symbols shown under the box.

Photovoltaic	Wind	Small hydro	Biomass	Geothermal

◎ : Major ○ : Yes, applied ▲ : Not yet, but planning

VII. ANNEX:

REQUEST FOR COOPERATION ON EX-POST QUESTIONNAIRE SURVEY ON KCCP FOR YOUNG LEADERS

JICA conducts ex-post questionnaire surveys on the ex-participants of KCCP for Young Leaders to understand how the ex-participants have been utilizing the knowledge acquired in Japan in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department, who can observe any changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to the participants and the person mentioned below within 1 year after the program.

We kindly ask for your understanding and cooperation for implementing the survey.

【Contact Person's Information】

Name			
Designation / Position			
Department / Division			
Office Address and Contact Information	Address:		
	E-mail:		
	Tel:		Fax:

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "*adopt and adapt*" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Kyushu Center (JICA KYUSHU)

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

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

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. Filling up of application forms:-

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

4. Nominations:-

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

5. Clearances:-

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

Abbreviations:-

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

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of birth		3. Male/Female	
4. Educational Qualifications			
5. Service to which officer belongs		6. Date of regular appointment	
7. Details of Posts held during the last five years (starting from present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work
8. Name of training programme applied for and its relevance to the candidate			
9. Papers etc. If any published by the candidate			
10. Details of Foreign Training Programmes attended during the last two years			
S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution
			Source of funding
Signature of the candidate:			
Office Phone: Mobile No.:			
E-mail:			
<u>CERTIFICATE</u>			
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.			
Signature of the Competent administrative authority of the applicant with Name, Designation, Phone Number and E-mail (along with office seal)			

Guidelines of Application Form for the JICA Training Program for Young Leaders

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

1. How to complete the Application Form

In completing the application form, please be advised to

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

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

2. Privacy Policy

1) Scope of Use

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

CONFIDENTIAL

2) Limitations on Use and Provision

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

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

3) Security Notice

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

3. Copyright policy

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

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

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

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

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for training

(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

Application Form for the JICA Training Program for Young Leaders

(to be completed by the Nominee)

- Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted)

3. Information about the Nominee

- 1) Name of Nominee (as in the passport)

Family Name

[illegible]

First Name

[illegible]

Middle Name

[illegible]

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

CONFIDENTIAL

9) Contact Information

Office	TEL	Mobile (Cell Phone)
	FAX	E-mail
	Address	
Home	TEL	Mobile (Cell Phone)
	FAX	E-mail
	Address	
Contact person in emergency	Name	
	Relationship to you	
	Address	
	TEL	Mobile (Cell Phone)
	FAX	E-mail

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

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3) Training or Study in Foreign Countries: *please write your past visits to Japan specifically as much as possible, if any.*

Institution	City	Period		Field of Study / Program Title	
		From	To		
	Country	Month	Year	Month	Year

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

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

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

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.

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6 Expectation on the applied training and dialogue program

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

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

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

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7. Declaration (to be signed by the Nominee) (required)

I hereby declare that the information I have made known to you is true and correct to the best of my knowledge and belief in relation to the program I apply.

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

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1-3, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1-3 and will not use for any purpose other than the following 1-3 without prior approval of an applicant itself.
 1. To provide technical training to technical training participants from developing countries.
 2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities.
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
- (i) to observe Japanese laws and ordinances during my stay. If I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature
	Print Name:

8. Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date	Signature	
Name:	Official Stamp	
Designation / Position		
Department / Division		

MEDICAL HISTORY AND EXAMINATION**1. Present Status**

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

() No () Yes >> Name of Medication () Quantity

(b) Are you pregnant?

() No () Yes () months

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

() No () Yes >>> () Medication () Food () Other

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

()

*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.***2. Medical History**

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

Past: () No () Yes >> Name of illness () Place & dates ()

Present: () No () Yes >> Present Condition ()

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

Past: () No () Yes >> Name of illness () Place & dates ()

Present: () No () Yes >> Present Condition ()

(c) High blood pressure

Past: () No () Yes

Present: () No () Yes >> Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past: () No () Yes

Present: () No () Yes >> Present Condition ()

Are you taking any medicine or insulin? () No () Yes

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

() Stomach and () Liver Disease () Heart Disease () Kidney Disease

Intestinal Disorder

() Tuberculosis () Asthma () Thyroid Problem

() Infectious Disease >>> Specify name of illness ()

() Other >>> Specify ()

(e') Has this disease been cured?

() Yes () No (Specify name of illness)

Present Condition ()

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

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

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

Date:

Signature

Print Name:

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Supplementary Information

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

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

(1) Religion

(2) Food Restrictions

I cannot eat:

☐ Pork

Because of:

☐ Religious belief

☐ Allergy

☐ Others

☐ Beef

Because of:

☐ Religious belief

☐ Allergy

☐ Others

☐ Fish

Because of:

☐ Religious belief

☐ Allergy

☐ Others

☐ Eggs

Because of:

☐ Religious belief

☐ Allergy

☐ Others

☐ Others

Because of:

☐ Religious belief

☐ Allergy

☐ Others

(3) Alcohol & Smoking

☐ I drink.

☐ I don't drink.

☐ I smoke.

☐ I don't smoke.

(4) Pets

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

☐ Dog

☐ Cat

Others

Printed Name of the Applicant	Date	Signature of Applicant