Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)

No. 2019/E(Trg)/10/11       New Delhi, dt. 4-8.08.2019

TRAINING CIRCULAR

The General Managers
All Indian Railways including Pus
CORE/Allahabad
Metro Railway/Kolkata.

The Directors
IRICEN/Pune
IRIEEN/Nasik
IRISET/Secunderabad
IRITM/Lucknow
IRIMEE/Jamalpur.

The Director Generals
RDSO/Lucknow
NAIR/Vadodara.

The Chief Administrative Officers
DMW/Patiala
COFMOW/New Delhi.

Sub: Knowledge Co-Creation Program on “Level Up Training for Operation and Management Organization of Urban Railways” in Japan from 3rd to 18th December, 2019.

Ministry of Finance, Department of Economic Affairs (DEA) is sponsoring a Knowledge Co-Creation Program on “Level Up Training for Operation and Management Organization of Urban Railways” to be held in Japan from 3rd to 18th December, 2019. In this connection, please find enclosed Training Circular of DEA dt. 2nd August, 2019.

2. The programme is designed for The course is intended for organizations that implementation agencies of urban railways projects funded by Japanese ODA Loan.

3. The following forms need to be duly completed and certified by the participant and the competent authority.

   (i) Prescribed application form together with the medical history questionnaire.
   (ii) DEA’s prescribed proforma – duly countersigned by competent authority.
   (iii) Country Report (Two copies).

Other details (i.e. General Information, DEA proforma, Guidelines, Application Form etc.) may be seen and downloaded from Ministry of Finance, Department of Economic Affairs (DEA)’s website www.dea.gov.in under the link “Foreign Training and Employees Corner”.

4. Willing officers are requested to forward their application through proper channel by 05.09.2019 to the undersigned for forwarding the same to Department of Economic Affairs, Ministry of Finance. However, an advance copy of application complete in all respects (except DEA proforma) of the nominated candidate can be sent directly to “Mr. Toru Uemachi, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001”. Nominations received after the prescribed date will not be considered.

  (Jitendra Kumar)
  Dy. Director, Estt (Training)
  Railway Board
  Tele: 011-23047251
  Email: trainingbranch.rb@gmail.com

DA : As above.
TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Level Up Training for Operation and Management Organization of Urban Railways" in Japan from 3rd to 18th 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 organizations that implementation agencies of urban railways projects funded by Japanese ODA Loan. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (Annex-I). Number of slots available for India is one.

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

3. The course is sponsored by the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.

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

   i. Sponsoring Government’s application form together with the medical history questionnaire.
   ii. DEA’s prescribed proforma - duly countersigned by competent authority (Annex-III).
   iii. Country Report (Two copies).
Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

Level Up Training for Operation and Management Organization of Urban Railways
課題別研修「都市鉄道事業者レベルアップ研修」

JFY 2019
NO. 201984923-J002
Course Period in Japan: From December 3 to December 18, 2019
Follow-up Period in Home Country: March 2020

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

'JICA Knowledge Co-Creation 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

Background
Sound management of urban railways (i.e. safe and frequent operation, proper operation and management (O&M), business administration, etc.) is necessary for sustainable urban transportation. Safety and stable operation of urban railways are keys to increase the modal share of mass rapid transit system and decrease the traffic jams in urban areas.

In Japan, urban railways systems have been managed sustainably for decades, and accumulated vast information and experiences in urban railway management. These know-how and lessons learned from Japan’s experiences will be shared to participants from developing countries to increase the level of safe O&M of urban railways systems in their respective countries.

For what?
This program is designed for urban railway companies to improve the level of (1) Station service and (2) Rolling stock maintenance.

For whom?
This program is offered to staffs who are engaging in (1) Station service or (2) Electric Multiple Unit (EMU) Rolling Stock maintenance of urban railway companies and any organization that operate and maintain urban railways which JICA or Japan have supported.

How?
This program consists of lectures, practical exercises and observation tours focusing on (1) Station service and (2) EMU Rolling stock maintenance of urban railways. Participants will formulate an Action Plan describing what they will do after they return to their home country, where they will put the knowledge and ideas they have acquired and discussed in Japan to their daily work.
II. Description

1. Title (Course No.):
   Level Up Training for Operation and Management Organization of Urban Railways
   (201984923-J002)

2. Course Period in JAPAN
   December 3, 2019 to December 18, 2019

   *Follow-up Period In Home Country: March 2020

3. Target Regions or Countries
   Egypt, India, Indonesia, Myanmar, Philippines, Thailand and Viet Nam

4. Eligible / Target Organization
   This program is designed for organizations that implementation agencies of urban
   railways project funded by Japanese ODA Loan.

5. Course Capacity (Upper limit of Participants)
   8 participants
   (4 for Station Service and 4 for EMU Rolling Stock. At least 1 for each field from
   each countries.).

6. Language to be used in this program: English

7. Course Objective:
   To understand the issues related to improvement of the Station Service or EMU
   Rolling Stock maintenance of urban railways for safety, and to propose an
   improvement plan for urban railway management suitable to your country
   considering the current situation.

8. Overall Goal
   To improve the safe and reliable operation and management of the urban railway in
   participants' countries.

9. Expected Module Output and Contents:
   (1) Expected Module Output
   The participants are expected to:
   a) be able to explain the importance of safe and efficient operation of urban railways.
   b) understand the management system and organization of Japanese railway
      companies and to be able to consider applying that understandings to your country.
   c) understand the operation and maintenance methods of Japanese urban railways
      and to be able to consider applying that understandings to your country.
   d) propose an improvement plan for the management system of the urban railways
      suitable to your country / organization.
(2) Contents

<table>
<thead>
<tr>
<th>Theme</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railway Safety in Japan</td>
<td>1) Technology and History of improvement of railway safety in Japan</td>
</tr>
<tr>
<td></td>
<td>2) Government rules and regulations for the railway safety.</td>
</tr>
<tr>
<td></td>
<td>3) Companies' rules, regulations, structure and manuals for the railway</td>
</tr>
<tr>
<td></td>
<td>safety</td>
</tr>
<tr>
<td>Advanced technology and technique to</td>
<td>To enhance the skills and knowledge for operation</td>
</tr>
<tr>
<td>improve safety of O&amp;M.</td>
<td>and maintenance of railway of each competence group from the lectures</td>
</tr>
<tr>
<td></td>
<td>and experiences of Japanese operators</td>
</tr>
<tr>
<td></td>
<td>1) Station Service</td>
</tr>
<tr>
<td></td>
<td>2) EMU Rolling Stock Maintenance</td>
</tr>
<tr>
<td>Extraction of problems and formulation of</td>
<td>Country Report Presentation</td>
</tr>
<tr>
<td>improvement plans</td>
<td>Report making of Action Plan and its presentation</td>
</tr>
</tbody>
</table>

Note: The above contents may be subject to change.
Please be noted that this program is designed to focus on urban railways, therefore, the contents of high-speed rail and non-electrified railways are not covered.

(3) Methodology
Lecture, site visit, OJT training and discussion

10. Follow-up seminar:
Upon the request by the participants of this program, JICA will support to hold the follow-up seminar in the participants' home country. Following fund can be shared by JICA and participants' organization.

<table>
<thead>
<tr>
<th>support by JICA</th>
<th>funded by Participants' Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch of Japanese Experts</td>
<td>Invitation of local participants</td>
</tr>
<tr>
<td>Venue for the seminar</td>
<td>Per diem (accommodation if necessary) for local participants</td>
</tr>
<tr>
<td></td>
<td>Refreshment at the seminar</td>
</tr>
</tbody>
</table>
III. Conditions and Procedures for Application

1. Expectations to the Participating Organizations:
   (1) This program is designed for organizations that implementation agencies of urban railways project funded by Japanese ODA Loan. Participating organizations are expected to use the project for those specific purposes.
   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:
   Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications
   1) Current Duties: be engineer, technician or officers of the designated fields in the urban railway company such as commuter rail, underground railway, LRT (Light Rail Transit) and MRT (Mass Rapid Transit)
   2) Experience in the relevant field: have more than three (3) years of experience in the designated field of railway business. Please indicate one of the following fields which you are engaged and have an experience.
      ① Station Service
      ② EMU Rolling Stock Maintenance
   3) Educational Background: be a university graduate or have an equivalent educational background
   4) Language: be proficient in spoken and written English (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
   Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.
3. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan). Typing in the form will be recommended to avoid misunderstanding.

Please indicate the fields ① Station Service or ② EMU Rolling Stock maintenance above in the application form.

(2) Attachments: to be submitted with the Application Form.
(2)-1 Photocopy of passport: If you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
(2)-2 Nominee’s English Score Sheet: If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
(2)-3 Questionnaire Please fill in Questionnaire (Please see “VI. Annex”) 

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 October 1 (Tuesday), 2019.

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

(3) Notice of Acceptance
Notification of results will be made by the JICA office (or the Embassy of Japan) not later than by October 23 (Wednesday), 2019.

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5. **For Accepted Applicants Only**

Accepted applicants are required to submit the Country Report by **November 11 (Monday), 2019**:

<Documents to be submitted>
- **Country Report:**
  (a) **Purpose**
  At the beginning of the program in Japan, each participant is requested to deliver a presentation about each participant’s country. Purpose of the presentation is to share each country’s situation among participants, Transportation Bureau, City of Yokohama, Railway Bureau, Ministry of Land, Infrastructure, Transport and Tourism (implementing partner), and JICA to discuss the issues that need to be solved.

  (b) **Instruction for the preparation**
  - **Format:**
    Visual material for presentation (ex. MS Power Point)
    (Detailed information is provided in **VII. Country Report Guidance** to be submitted.)
  - **Font:**
    Please use font size 24 or more
  - **Number of Slides:**
    The report should not exceed 20 slides.

6. **Conditions for Attendance:**

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

1. Organizer:
   (1) Name: JICA TOKYO
   (2) Contact: Ms. Junko Sasaki (ticsee@jica.go.jp)

2. Implementing Partner:
   (1) Name: International Policy and Project Division, Railway Bureau, Ministry of
c Land, Infrastructure, Transport and Tourism (MLIT)
   URL: http://www.mlit.go.jp/index_e.html
   (2) Name: Transportation Bureau, City of Yokohama

3. Travel to Japan:
   (1) Air Ticket: The cost of a round-trip ticket between an international airport
designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan.
      Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:
   JICA will arrange the following accommodations for the participants in Japan:

<table>
<thead>
<tr>
<th>JICA Tokyo Center (JICA TOKYO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan</td>
</tr>
<tr>
<td>TEL: 81-3-3485-7051  FAX: 81-3-3485-7904</td>
</tr>
<tr>
<td>(where &quot;81&quot; is the country code for Japan, and &quot;3&quot; is the local area code)</td>
</tr>
</tbody>
</table>

   If there is no vacancy at JICA TOKYO, JICA will arrange alternative
 accommodations for the participants. Please refer to facility guide of JICA Tokyo at
its URL, https://www.youtube.com/watch?v=JWyCOMj3iiE (YouTube)

5. Expenses:
The following expenses will be provided for the participants by JICA:
   (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
   (2) Expenses for study tours (basically in the form of train tickets.)
   (3) Free medical care for participants who become ill after arriving in Japan (costs
      related to pre-existing illness, pregnancy, or dental treatment are not included)
   (4) Expenses for program implementation, including materials
      For more details, please see "III. ALLOWANCES" of the brochure for participants
titled "KENSHU-IN GUIDE BOOK," which will be given before departure for
Japan.
6. **Pre-departure Orientation:**
   A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

7. **Clothes in Japan:**
   It is recommended to bring one set of formal suits for courtesy calls to high officials and official ceremonies, as well as a warm jacket for winter season because the temperature in Tokyo in December will be between 3-8 degrees Celsius.
V. Other Information
Reference information on the Railways in Japan is shown below, which may help you to gain a general view of the Railways in Japan.

Railway Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

Japan Railway & Transport Review
http://www.ejrcf.or.jp/jtr/start.html

Railway Technical Research Institute
https://www.rtri.or.jp/eng/

Japan Subway Association
http://www.jarnet.or.jp/en/
For **ALL Applicants**

<Both Group “Station Service” and “EMU Rolling Stock”>

**VI. ANNEX Questionnaire**

*Please fill the contents below and submit with the Application Form.*

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Organization / Your position:</td>
</tr>
<tr>
<td>Course of Training: (1) Station Service (2) EMU Rolling stock Maintenance</td>
</tr>
</tbody>
</table>

1. Your specific interests or concerns you would like to know through the program.

   

2. What are the challenges of your work in the field of the training you are facing in your position? Please describe in details.

   

3. Your plan to share your achievement or outcome of this program in your organization. Please describe when, to whom and how.

   

11/16
Only For Group "Station Service"

1. Please attach your organization chart of the station.

2. What kind of Station Service you would like to acquire? Please write down it in particular.

3. What kind of Station Service you would like to know through the program and utilize it after returning to your country?

4. Please write down Station Service in your country (or your organization) in details.
Only For **Group “EMU Rolling Stock”**

1. Please write down your experience regarding maintenance of cars in details.  
   (ex. maintenance staff for 3 years, training officer for 4 years, design and planning experience for 2 years, supervisor for 1 year, etc.)

2. Please write down your request what you would like to know especially through program.  
   (ex. overall transport safety in railways, maintenance techniques of vehicle structure, important points of maintenance, facilities for maintenance, inspection procedure, etc.)
For Accepted Applicants only

VII. Country Report Guidance

- **Format:** visual material for presentation (ex. MS Power Point)
- **Submission:** Please send it to the following e-mail address by **November 11 (Monday), 2019**
  e-mail address: tictee@ilca.go.jp

When sending e-mail, please include the course title, “Level Up Training for Operation and Management Organization of Urban Railways (201984923-J002)” and the name of your country.

1. Contents of the Country Report
   The report should include the following information.

   **A. Organization profile**
   (1) Organization
   (2) Organization status (e.g. national railway, state owned company or privatized)
   (3) Number of employees, number of stations, number of rolling stock units
   (4) Average number of daily train runs, passenger line network (km)
   (5) Annual number of passengers, annual passenger kilometers
   (6) Share of the domestic railway, share of domestic passenger transport
   (7) Financial situation (operating revenue, operating income, net income, total assets, total debt, total shareholders equity, etc.)

   **B. Issues to be addressed**
   Railway management issues and problems at your organization in relation to the contents of the program, such as sales, finance, human resources development, facilities maintenance, and research and development.

2. Remarks
   (1) The Country Report Presentation will be held on Dec. 4(Wednesday), 2019. Japanese railway related companies will attend the presentation. We will distribute the printed copies of your country reports to the audience, so please make sure to submit it before the deadline
   (2) Please prepare visual material which is suitable for the presentation (ex. MS Power Point, please do not make it in word file).
   (3) For countries with more than 2 participants, it is recommended to make 1 combined country report.
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs, 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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adapt 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 Tokyo Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051  FAX: +81-3-3485-7904
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

<table>
<thead>
<tr>
<th>Duration of Training</th>
<th>No. of years of service completed in Govt. as on the date of FTP</th>
<th>Upper age limit as on the date of FTP</th>
<th>Cooling off period</th>
<th>Limit on participation in number of trainings in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto one week</td>
<td>5 years</td>
<td>Less than 58 years</td>
<td>Six months</td>
<td>Two FTPs of duration of less than one week in a calendar year</td>
</tr>
<tr>
<td>One to Two weeks</td>
<td>7 years</td>
<td>Less than 58 years</td>
<td>One year</td>
<td>One FTP of duration of one to two weeks in a calendar year</td>
</tr>
<tr>
<td>More than two weeks</td>
<td>8 years</td>
<td>Less than 58 years</td>
<td>Two years</td>
<td>One FTP of duration more than two weeks in a period of two years</td>
</tr>
</tbody>
</table>

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. Whenever 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 application 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):

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post held</th>
<th>Ministry/Department/Organization</th>
<th>Nature of work</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Dates &amp; Duration of training</th>
<th>Subject/title of training</th>
<th>Name of the training institution</th>
<th>Source of funding</th>
</tr>
</thead>
</table>

Signature of the candidate:

Office Phone:
Mobile No.

E-mail:

CERTIFICATE

Certified that Shri/Ms ____________________________ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the Competent administrative authority of the applicant with Name, Designation, Phone Number and E-mail (along with office seal):
Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

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

<table>
<thead>
<tr>
<th>Application for Group and Region Focused Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official application and Parts A and B including Medical History and Examination must be submitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application for Country Focused Training Program including Counterpart Training Program and Training related to ODA Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part B including Medical History and Examination will be submitted. Part A needs not to be submitted</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Official Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part A. Information on the Applying Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>This part is to be confirmed by the head of the relevant department/division of the organization which is applying.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part B. Information About the Nominee including Medical History and Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>This part is to be completed by the person who is nominated by the organization applying.</td>
</tr>
<tr>
<td>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 &quot;required&quot; items as is shown on the Form.</td>
</tr>
</tbody>
</table>

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
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)

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>
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<tbody>
<tr>
<td>Name:</td>
<td></td>
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<tr>
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<td>Official Stamp</td>
</tr>
<tr>
<td>Department / Division</td>
<td></td>
</tr>
</tbody>
</table>
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:

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Article 2. Details of use of works used for training
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(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.
Part A: Information on the Applying Organization
(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.
3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following viewpoints: 1) Course requirement, 2) Capacity / Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.
Part B: Information about the Nominee
(to be completed by the Nominee)

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

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

2. Number: (Please write down as shown in the General Information) (required)
   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
   5) Date of Birth (please write out the month in English as in "April")
   4) Religion

6) Present Position and Current Duties

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Division</td>
</tr>
<tr>
<td>Present Position</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Date of employment by the present organization</td>
</tr>
</tbody>
</table>

7) Type of Organization

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

8) Outline of duties: Describe your current duties
9) Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>FAX:</td>
</tr>
<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>FAX:</td>
</tr>
<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

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

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages ( )

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


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

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

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

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

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

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

I certify that the statements I have made in this form are true and correct to the best of my knowledge. If accepted for the program, I agree:

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

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA’s privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent 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
1. Present Medical Status
(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td>[ ] Yes: Name of illness ( ), Name of medicine ( )</td>
</tr>
</tbody>
</table>

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

(b) Are you pregnant?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td>[ ] Yes: Months of pregnancy ( months)</td>
</tr>
</tbody>
</table>

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td>[ ] Yes: What are you allergic to? ( )</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. Past Medical History
(a) Have you had any significant or serious illness?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td>[ ] Yes: Please specify ( )</td>
</tr>
</tbody>
</table>

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

<p>| | |</p>
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<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No</td>
<td>[ ] Yes: Please specify ( )</td>
</tr>
</tbody>
</table>

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.
I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Print Name</td>
</tr>
</tbody>
</table>

Date: _________________________

Signature: _________________________

Print Name: _________________________
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.

(ii) 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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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<tr>
<th>Print Name:</th>
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