

**P**ROJECT-TYPE  
TECHNICAL  
COOPERATION

1984

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
PLANNING DEPARTMENT

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JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
PLANNING DEPARTMENT

国際協力事業団	
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## I. The Japan International Cooperation Agency and its Functions

### 1-1 History and Functions

The Japan International Cooperation Agency (hereinafter referred to as "the Agency" or "JICA") was established on August 1, 1974 as the implementing agency of Government-sponsored technical cooperation for developing countries and as an agent to administer emigration services.

The Agency performs its activities for international cooperation in accordance with the said Law and also for the smooth and efficient implementation of its program, the Agency is striving to obtain a wide range of cooperation from the relevant government agencies, local public bodies and private organizations in Japan by keeping close contact with them and to act in concert with the governments of developing countries and the related international organizations.

The functions of the Agency fall under the following categories

#### (1) Technical Cooperation

- a) Acceptance of trainees
- b) Dispatch of experts
- c) Provision of equipment
- d) Project-type technical cooperation

Technical cooperation centres

Health and medical cooperation

Population and family planning cooperation

Agriculture, forestry and fisheries development cooperation

Industrial development cooperation

- e) Development survey

#### (2) Capital Grant Assistance

#### (3) Japan Overseas Cooperation Volunteers (JOCV)

#### (4) Investing in and Financing of Development Project

#### (5) Emigration Services

#### (6) Recruiting and Training of Qualified Personnel for Technical Cooperation

The budget of the Agency consists of Grants, Investments and Funds in Trust. And the fund required for carrying out its technical cooperation activities is budgeted by the Japanese Government under its Official Development Assistance (ODA) Programme.

## 2. Outline of Project-Type Technical Cooperation

The technical cooperation programs of JICA for their implementation consist of three basic components: namely, technical training in Japan and abroad, the dispatch of Japanese experts and the provision of equipment and materials.

These three types of technical cooperation can be implemented independently, but in the interest of better coordination and more effectiveness, they sometimes are combined to form a new type of technical cooperation which is called the "project-type technical cooperation".

This aims at integrated technical cooperation making it possible to implement a specific technical cooperation project comprehensively and systematically from planning to implementation with a project support system established in Japan.

The objective of the project-type technical cooperation is the transfer of technology to engineers, technicians, medical staff, farmers, extension officers and so on in the recipient country by means of their participation in development projects of respective fields. The fields are agriculture, forestry, fisheries, medical care, public health, population and family planning, vocational training, mining and manufacturing, small-scale industry, and researches related to these fields.

Implementation of the project-type technical cooperation is carried out systematically and comprehensively over a period of several years with specific site in the recipient country as its operational base.

For this purpose, JICA provides technical cooperation by combining effectively the dispatch of various teams, assignment of experts, provision of equipment and materials, technical training of counterpart personnel in Japan, while the recipient country



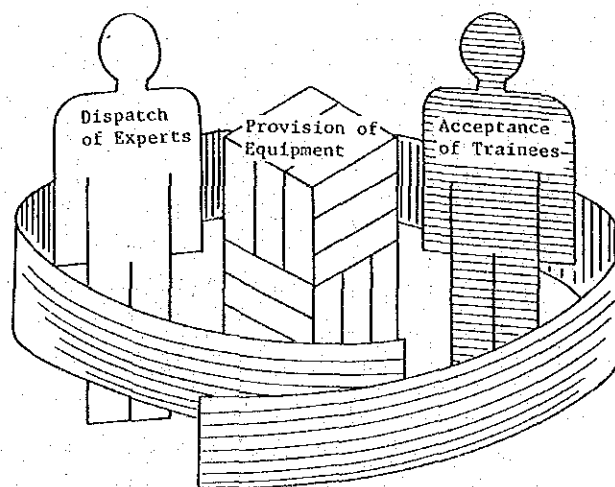
provides land, building, facilities, etc., which will serve as the project base as well as the local experts who will work as counterpart personnel with the Japanese experts. The recipient country is also to be born local costs such as operational expenses.

As for the normal procedure of implementation, a Record of Discussions (R/D) is prepared for each project and is signed by the Japanese executing agency (JICA) and the authority concerned in the recipient country. This recommends to respective governments for their acceptance, details of the implementation plan as well as the obligations to be observed by the two parties concerned.

On the basis of this recommendation, both governments execute the project defined in the R/D by reaching mutual agreement on the implementation of each one of the three components mentioned earlier: i.e. counterpart training in Japan, dispatch of Japanese experts and the provisions of equipment and materials.

The project-type technical cooperation contributes directly to the transfer of technology with an integrated sequence of activities for a long period and on a large scale. At the same time it aims at meeting basic human needs of the recipient country.

Therefore, this type of technical cooperation plays an important role among Japanese technical cooperation programs. Recently there has been an increase in number of requests for this type of cooperation, and the nature of such requests tends to be more comprehensive, larger in scale (in combination with financial cooperation) and more advanced and specialized in technical requirement than in the past.



Project-Type Technical Cooperation

### 3. Project-Type Technical Cooperation Programme

#### 3-1 Five programs under Project-Type Technical Cooperation Scheme

There are five programs under the present project-type technical cooperation scheme. All programs are implemented through effective combination of such elements as the dispatch of various teams, assignment of experts, the provision of equipment and materials and technical training in Japan.

Number of Project-Type Technical Cooperation Projects  
(according to the cooperation period in the R/D)

	1976	1977	1978	1979	1980	1981	1982
Technical Cooperation Center Program	18	22	24	25	29	30	37
Health and Medical Cooperation Program*	16	18	25	25	29	37	38
Agricultural, Forestry and Fisheries Cooperation Program	17	26	27	30	35	40	42
Industrial Development Cooperation Program	4	5	9	10	11	18	18
Total	55	71	85	90	104	125	133

\*The includes four projects of the Population and Family Planning Cooperation Program.

Performance of Project-Type Technical Cooperation Projects

(¥1 million)

	1976	1977	1978	1979	1980	1981	1982
Technical Cooperation Center Program	1,375	1,855	2,464	2,892	2,824	4,362	4,113
Health and Medical Cooperation Program*	1,395	2,405	2,147	2,541	3,303	3,717	4,440
Agricultural, Forestry and Fisheries Cooperation Program	1,723	3,012	3,742	4,275	5,141	5,013	6,504
Industrial Development Cooperation Program	358	905	636	727	833	1,154	1,539
Total	4,815	8,176	8,988	11,435	12,101	14,326	16,596

\*This includes the Population and Family Planning Cooperation Program.

Geographical Distribution of Project-Type  
Technical Cooperation Projects

(%)

	Technical Co- operation Center pro- gram	Health and Medical Co- operation Program*	Agricultural and forestry Cooperation Program	Industrial Development Cooperation Program	Total
Asia	56.2	56.6	77.7	62.8	64.5
Africa	7.9	16.3	4.4	4.9	8.7
The Middle East	17.8	6.9	1.2	0	7.3
Latin America	17.3	19.5	14.7	31.3	18.0
Others	0.2	1.7	2.0	0.9	1.5

\*This includes the Population and Family Planning Cooperation Program.  
Total performance from 1954 to 1982.

(1) Technical Cooperation Center Program

This program was begun in 1960 and is aimed at the development of human resources in various fields such as vocational training, telecommunication, marine products processing, maritime transport. These are important for the economic and social development of developing countries.

Concrete examples of activities under the program are as follows.

- a) Cooperation in training engineers, skilled workers and instructors.
- b) Cooperation in research and development, experimental works involving tests for practical application.
- c) Cooperation in development and improvement of production techniques.
- d) Cooperation in regional development.
- e) Cooperation in school education.

(2) Health and Medical Cooperation Program

This program was started in 1966 as Medical Cooperation Program, and the Public Health Program was added in 1977. It is intended to contribute to the improvement of social welfare in developing countries suffering from epidemic and endemic diseases, by promoting medical care and improving the national health in the fields of parasites, viruses, tuberculosis, cancer, heart disease, public health, nurse training and so forth. For that purpose cooperation is offered for the improvement of medical care education, research and prophylactic measures, local medical care services and environmental sanitation.

(3) Population and Family Planning Program

In F.Y. 1980, this program was separated from the Public Health and Medical Cooperation Program. In order to cope with serious population problems which developing countries are facing, comprehensive family planning projects intimately related not only to birth control but also to guidance for maternal and child health as well as public health are being implemented.

(4) Agricultural, Forestry and Fisheries Cooperation Program

The agricultural cooperation program was started in 1967 and expanded to include forestry cooperation in 1977. As an example, this program offers cooperation for the development of human resources as well as for improving technology in the fields of rice cultivation, upland farming, sericulture, livestock breeding, forestry, and fish farming, and so on. At the same time it aims at improving the infrastructure required for the autonomous development of agriculture, forestry and fisheries.

Concrete examples of activities under this program are as follows:

- a) Cooperation in the establishment of training centers and model farms for the dissemination and popularization of improved techniques;
- b) Cooperation in the improvement and diffusion of technology;
- c) Cooperation in improving the production infrastructure such as irrigation and drainage;
- d) Cooperation in regional agricultural development projects through combination of the contents of items 1) through 3) above-mentioned;
- e) Cooperation in agricultural training and research centers, and experimental laboratories.

(5) Industrial Development Cooperation Program

This program was begun in 1978 replacing the old Development Technology Cooperation Program, and is intended to create and promote specific local industries or economic activities such as small-and-medium-scale industry. This aid combines the aid vis-a-vis planning and preparation of policies, the development of human resources research and development, development of industrial technology, etc., and implements them for comprehensive and multifarious points of view.

#### 4. Flow of Project-Type Technical Cooperation

The flow of project-type technical cooperation is shown in the chart.

In order to bring the whole process of the cooperation smoothly to successful completion when the recipient country can take over and operate the project by it self, it is necessary to always pay attention to the progress of the project in the whole procedural flow which takes up a number of years from beginning to end.

##### 4-1 Applications Stage

###### (1) Request

- a) A request from a recipient country for the Technical Cooperation is normally channelled through the Japanese Embassy. The request must be supported by detailed information.
- b) The Embassy will then convey the requested project to JICA through the Ministry of Foreign Affairs of Japan.

###### (2) Screening of the Project

JICA will study and examine the outline of the Project through the detailed information, and if it finds the Project appropriate, JICA will consult with the Ministries and other organization concerned for deciding dispatch of the Preliminary Survey Team for the Project.

##### 4-2 Preparation Stage

###### (1) Preliminary Survey

This survey aims at;

- a) Identification of the outline of the Project proposal
- b) Clarification of the problems to be solved for the implement action
- c) Formulation of the appropriate Master Plan for Japan's cooperation not only through discussion and mutual exchange of views with the authorities concerned of the recipient country, but also through fact-finding investigations.

(2) Expert-team survey

Supplementary survey will be carried out for the formulation of appropriate Master Plan for technical cooperation from the technical point of view, if necessary.

(3) Implementation Survey

This survey aims to make up and finalize concrete technical cooperation plan for the implementation of the project through discussions and exchange of view with the receiptment country. Based on the result of the discussions, both sides prepare and sign the Record of Discussions (R/D) and the Tentative Implementation Plan (TIP). After signing of R/D and TIP, technical cooperation will commence.

4-3 Implementation Stage

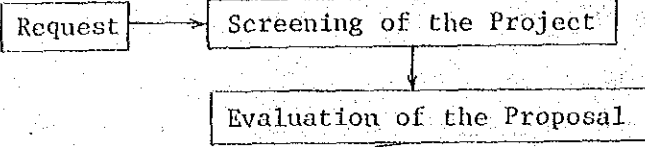
(1) Mutual Consultation and Technical Guidance

JICA will send mutual consultation and technical guidance teams in order to review the progress of the implementation of the project during the course of the implementation and to assess whether cooperation plan should be modified for the successful implementation of the project. These teams will formulate the Annual Work Plan, based on the results of review.

(2) Evaluation

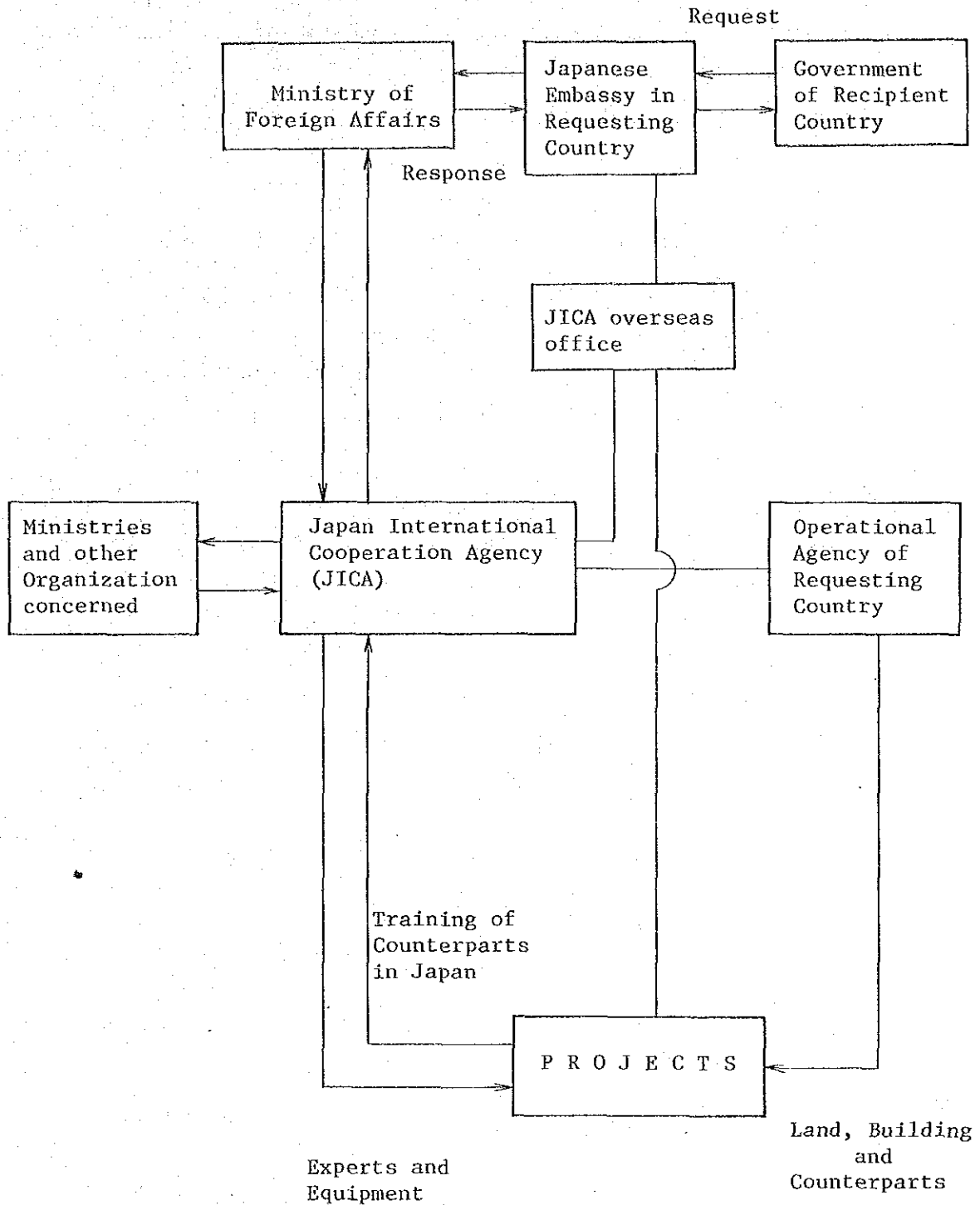
Evaluation team will be dispatched in order to evaluate totally the effect of cooperation and the progress of the implementation of the project, at the end of cooperation period.

Flow Chart of Project-Type Technical Cooperation

Stage	Flow & Works
Applications	 <pre> graph TD     Request[Request] --&gt; Screening[Screening of the Project]     Screening --&gt; Evaluation[Evaluation of the Proposal]             </pre>
Preparation	<p data-bbox="496 544 802 589">Preliminary Survey</p> <ul data-bbox="584 611 1377 880" style="list-style-type: none"> <li>- Identification of the outline of the Project pro-Proposal</li> <li>- Identification of the outline of the Project Proposal</li> <li>- Clarification of the problems to be solved for the Implementation</li> <li>- Formulation of the appropriate master plan</li> </ul> <p data-bbox="496 891 802 936">Expert-term Survey</p> <ul data-bbox="584 947 922 969" style="list-style-type: none"> <li>- Supplementary survey</li> </ul> <p data-bbox="496 981 839 1025">Implementation Survey</p> <ul data-bbox="584 1037 1270 1104" style="list-style-type: none"> <li>- Singing of Record of Discussions (R/D) and Tentative Implementation Plan (TIP)</li> </ul>
Implementation	<ul data-bbox="584 1126 1358 1261" style="list-style-type: none"> <li>- Assignment of the Japanese expert (Form A1)</li> <li>- Acceptance of counterpart personnel (Form A2-A3)</li> <li>- Provision of equipment (Form A4)</li> </ul> <p data-bbox="496 1283 810 1328">Mutual Consultation</p> <ul data-bbox="584 1350 1182 1384" style="list-style-type: none"> <li>- Formulation of Annual Work Plan (AWP)</li> </ul> <p data-bbox="496 1406 794 1451">Technical Guidance</p> <ul data-bbox="584 1473 1182 1507" style="list-style-type: none"> <li>- Formulation of Annual Work Plan (AWP)</li> </ul> <p data-bbox="496 1529 671 1574">Evaluation</p> <ul data-bbox="584 1597 999 1630" style="list-style-type: none"> <li>- Evaluation of the Project</li> </ul>
Self-Reliance	<p data-bbox="504 1682 1361 1738">Self-reliant operation of the project by the receipt country</p> <ul data-bbox="504 1771 735 1850" style="list-style-type: none"> <li>(a) Follow-up</li> <li>(b) After-care</li> </ul>



5. Mechanism of Project-Type Technical Cooperation



## 6. Procedure of Implementation (After R/D and TIP)

### 6-1 Assignment of the Japanese Experts

Upon request by A1 form from the recipient country, JICA selects and assigns experts necessary for the implementation of the Project in the line with R/D and TIP.

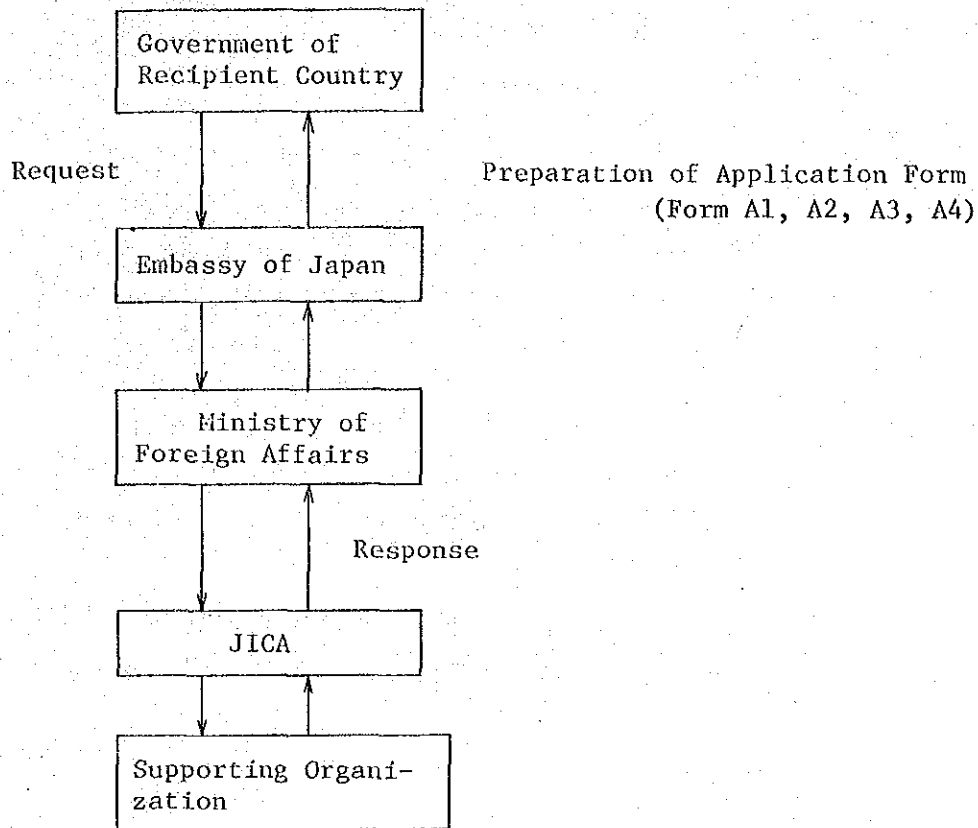
Experts consist of long-term (more than one year) and short-term (less than one year) experts.

### 6-2 Acceptance of Counterpart personnel

Upon request by A2-3 form from the recipient country, JICA provides technical training and/or observation study in Japan to counterpart personnel necessary for the implementation of the Project in line with R/D and TIP.

### 6-3 Provisions of Equipment

Upon request by A4 form from the recipient country, JICA provides equipment, machinery and materials necessary for the implementation of the project in line with R/D and TIP.



a) Experts

- ① Selection and requirement of Japanese experts
- ② Preparation of BI form for agreement from the recipient country
- ③ Dispatch of Japanese experts

b) Training of Counterpart Personnel in Japan

- ① Set up of the training plan (schedule and curriculum)
- ② Acceptance

c) Equipment

- ① Selection of equipment to be provided
- ② Preparation of specification of equipment
- ③ Procurement and shipping

## 7. MEASURE TO BE TAKEN BY BOTH GOVERNMENT

### I. JAPANESE SIDE

- (1) To dispatch experts at its own expense;
- (2) To provide machinery and equipment at its own expense;
- (3) To receive an adequate number of counterpart personnel for technical training in Japan at its own expense.

#### [Remarks]

- a) Machinery and equipment are delivered in C.I.F.
- b) Japan is taking single-gear budget system and fiscal year starts from April
- c) The Japanese cooperation is implemented on the basis of the Note attached A1 - A4 Form submitted by the recipient government.

### II. RECIPIENT GOVERNMENT

- (1) To provide necessary service for counterpart personnel and administrative personnel for the implementation of the Project;
- (2) To provide land, building and facilities necessary for the implementation of the Project;
- (3) To provide machinery, equipment and other materials necessary for the implementation of the Project other than those provided by Japan;
- (4) To provide travel allowance for the Japanese experts for the official travel within the recipient country;
- (5) To provide a vehicle with a driver for the Japanese experts during their working hours and from and to their residences;
- (8) To provide suitably furnished accommodations for the Japanese experts and their families;
- (7) To bear the following expenses;
  - a) expenses necessary for the domestic transportation of machinery and equipment provided by Japan as well as for their installation, operation and maintenance.

- b) customs duties, internal taxes and other charges imposed on in respect of machinery and equipment provided by Japan
  - c) expenses necessary for the provision of texthocks
  - d) all running expenses necessary for the implementation of the Project
- (8) To provide the Japanese experts and their families with the priviledges, exemptions and benefits such as free medical services and exemptions from income tax and customs duties no less favaurable then those granted to the experts of third countries or international organizations performing similar missions;
- (9) To ensure that the knowledge and techniques aquired in Japan by counterpart personnel are utilized effectively for the implemen-  
tation of the Project.



Appendix I

Standard Form of Record of Discussions (R/D)





THE RECORD OF DISCUSSIONS  
BETWEEN THE JAPANESE IMPLEMENTATION SURVEY TEAM  
AND THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF \_\_\_\_\_  
ON THE JAPANESE TECHNICAL COOPERATION  
FOR \_\_\_\_\_ PROJECT

The Japanese Implementation Survey Team (hereinafter referred to as "JICA") and headed by Mr. \_\_\_\_\_ visited from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of working out the details of the technical cooperation program concerning \_\_\_\_\_ Project in \_\_\_\_\_.

During its stay in \_\_\_\_\_, the Team exchanged views and had a series of discussions with the \_\_\_\_\_ authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned project.

As a result of the discussions, both parties agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

---

Leader  
Implementation Survey Team  
Japan International  
Cooperation Agency,  
JAPAN

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of Japan and the Government of \_\_\_\_\_ will cooperate with each other in implementing \_\_\_\_\_ Project (hereinafter referred to as "the Project") for the purpose of \_\_\_\_\_ and thus contributing to \_\_\_\_\_

2. The Project will be implemented in accordance with the Master Plan which is given in I of Annex.

II. DISPATCH OF JAPANESE EXPERTS

1. In accordance with the laws and regulations in force in Japan, the Government of Japan will take necessary measures through JICA to provide at its own expense services of the Japanese experts as listed in II of Annex through the normal procedures under the Colombo Plan Technical Cooperation Scheme (technical cooperation scheme of the Government of Japan).
2. The Japanese experts referred to in 1 above and their families will be granted in \_\_\_\_\_ the privileges, exemptions and benefits no less favourable than those accorded to experts of third countries (performing similar missions in \_\_\_\_\_) working in \_\_\_\_\_ under the Colombo Plan Technical Cooperation Scheme.

III. PROVISION OF MACHINERY AND EQUIPMENT

1. In accordance with the laws and regulations in force in Japan, the Government of Japan will take necessary measures through JICA to provide at its own expense such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in III of Annex through the normal procedures under the Colombo Plan Technical Cooperation Scheme (technical cooperation scheme of the Government of Japan).

2. The Equipment will become the property of the Government of \_\_\_\_\_ upon being delivered c.i.f. to the \_\_\_\_\_ authorities concerned at the ports and/or airports of disembarkation, and will be utilized exclusively for the implementation of the Project in consultation with the Japanese experts referred to in II of Annex.

IV. TRAINING OF \_\_\_\_\_ PERSONNEL IN JAPAN

1. In accordance with the laws and regulations in force in Japan, the Government of Japan will take necessary measures through JICA to receive at its own expense the \_\_\_\_\_ personnel connected with the Project for technical training in Japan through the normal procedures under the Colombo Plan Technical Cooperation Scheme (technical cooperation scheme of the Government of Japan).
2. The Government of \_\_\_\_\_ will take necessary measures to ensure that the knowledge and experience acquired by the \_\_\_\_\_ personnel from technical training in Japan will be utilized effectively for the implementation of the Project.

V. SERVICES OF \_\_\_\_\_ COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. In accordance with the laws and regulations in force in \_\_\_\_\_, the Government of \_\_\_\_\_ will take necessary measures to secure at its own expense the necessary services of \_\_\_\_\_ counterpart and administrative personnel as listed in IV of Annex.
2. The Government of \_\_\_\_\_ will allocate the necessary number of suitably qualified personnel corresponding to each Japanese expert to be dispatched by the Government of Japan as specified in II of Annex for the effective and successful transfer of technology under the Project.

VI. MEASURES TO BE TAKEN BY THE GOVERNMENT OF \_\_\_\_\_

1. In accordance with the laws and regulations in force in \_\_\_\_\_, the Government of \_\_\_\_\_ will take necessary measures to provide at its own expense:

- (1) Land, buildings and facilities as listed in V of Annex;
- (2) Supply or replacement of machinery, equipment, instrument, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than those provided through JICA under III above;
- (3) Transportation facilities and travel allowance for the official travel of Japanese experts within \_\_\_\_\_;
- (4) Suitably furnished accommodations for the Japanese experts and their families.

2. In accordance with the laws and regulations in force in \_\_\_\_\_, the Government of \_\_\_\_\_ will take necessary measures to meet:

- (1) Expenses necessary for the transportation of the Equipment within \_\_\_\_\_ as well as for the installation, operation and maintenance thereof;
- (2) Customes duties, internal taxes and any other charges, imposed on the Equipment in \_\_\_\_\_;
- (3) All running expenses necessary for the implementation of the Project.

## VII. ADMINISTRATION OF THE PROJECT

1. The \_\_\_\_\_ will bear overall responsibility for the implementation of the Project.
2. The \_\_\_\_\_, as the Head of the Project, will be responsible for the administrative and managerial matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendation and advice on technical and administrative matters concerning the implementation of the Project to the Head of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the \_\_\_\_\_ counterpart personnel on matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of the Project, a Joint Committee will be established with the function and composition as referred to in VI of Annex.

## VIII. CLAIMS AGAINST JAPANESE EXPERTS

The Government of \_\_\_\_\_ undertakes to bear claims, if any arises, against the Japanese experts engaged in the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in \_\_\_\_\_ except for those arising from the willful misconduct or gross negligence of the Japanese experts.

## IX. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

## X. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be \_\_\_\_\_ years from \_\_\_\_\_.

However, there will be a general review by the Joint Committee on the progress of the implementation of the Project during the third year of the cooperation period in order to assess whether the term of cooperation should be modified for the successful implementation of the Project.

ANNEX

I. MASTER PLAN

1. Objectives of the Project
2. Objectives of the Japanese Technical Cooperation

II. JAPANESE EXPERTS

1. Team Leader
2. Coordinator
3. Experts in the fields of:

Note: Short-term experts may be dispatched when necessity arises, for the smooth implementation of the Project.

III. LIST OF EQUIPMENT

IV. LIST OF \_\_\_\_\_ COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Head of the Project
2. Counterpart Personnel in the fields of:
3. Administrative Personnel
  - (1) Administration
  - (2) Accounting
  - (3) Other necessary supporting staff

V. LIST OF LAND, BUILDING AND FACILITIES

1. Land ( \_\_\_\_\_ )
2. Building and facilities

## VI. THE JOINT COMMITTEE

### 1. Functions

The Joint Committee will meet at least once a year and whenever necessity arises, and work:

- (1) To formulate the Annual Work Plan of the Project in line with the Tentative Schedule of Implementation formulated under the framework of this Record of Discussions;
- (2) To review the overall progress of the technical cooperation program as well as the achievements of the above-mentioned Annual Work Plan;
- (3) To review and exchange views on major issues arising from or in connection with the technical cooperation program.

### 2. Composition

(1) \_\_\_\_\_ Side:

- (a) Chairman:
- (b) Members

(2) Japanese Side:

- (a) Team Leader
- (b) Coordinator
- (c) Other experts and personnel concerned to be dispatched by JICA, if necessary
- (d) Resident Representative of \_\_\_\_\_  
Office, JICA

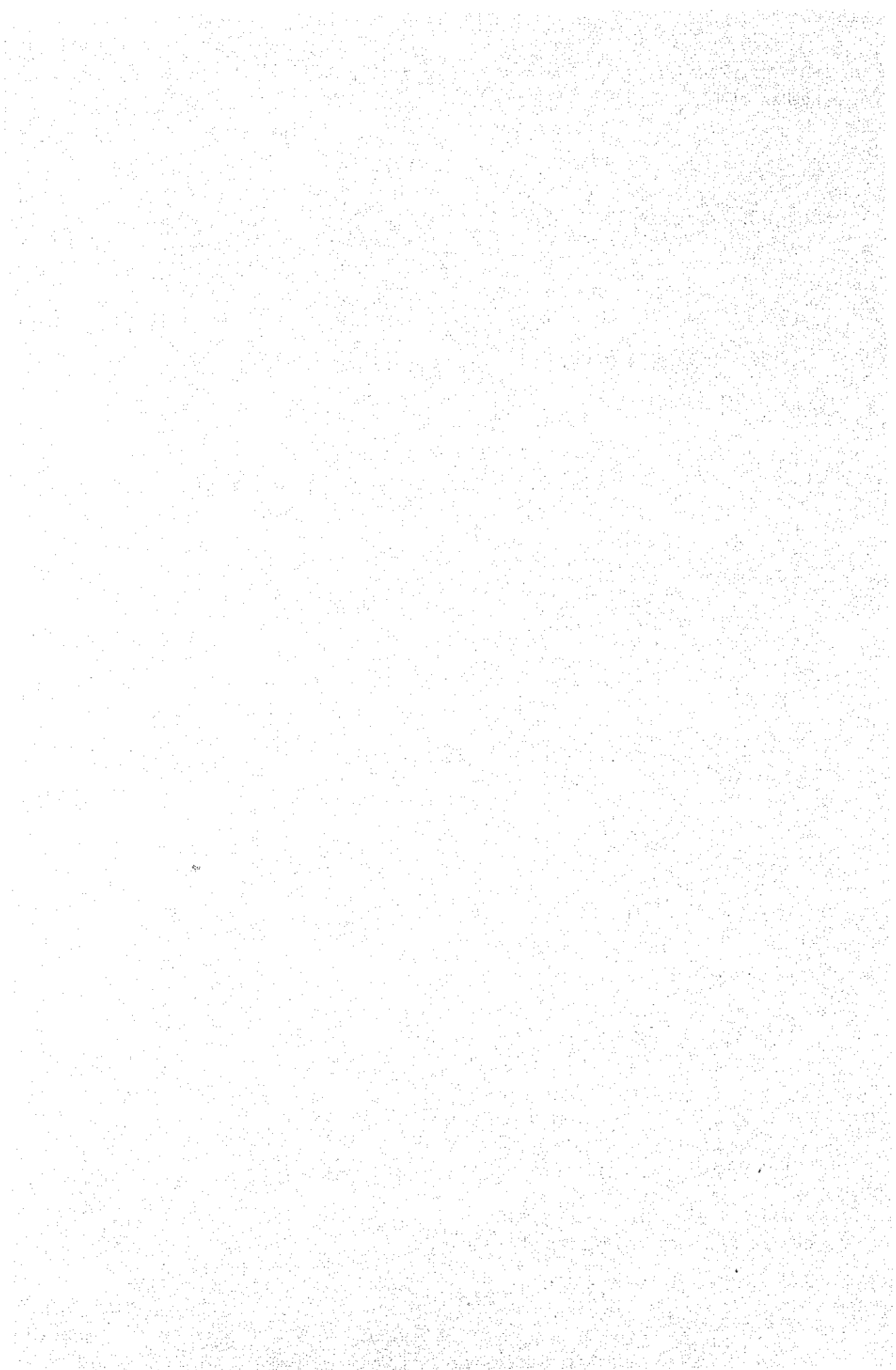
Note: Officials of the Embassy of Japan may attend the Joint Committee as observers.





Appendix II

Form of Application

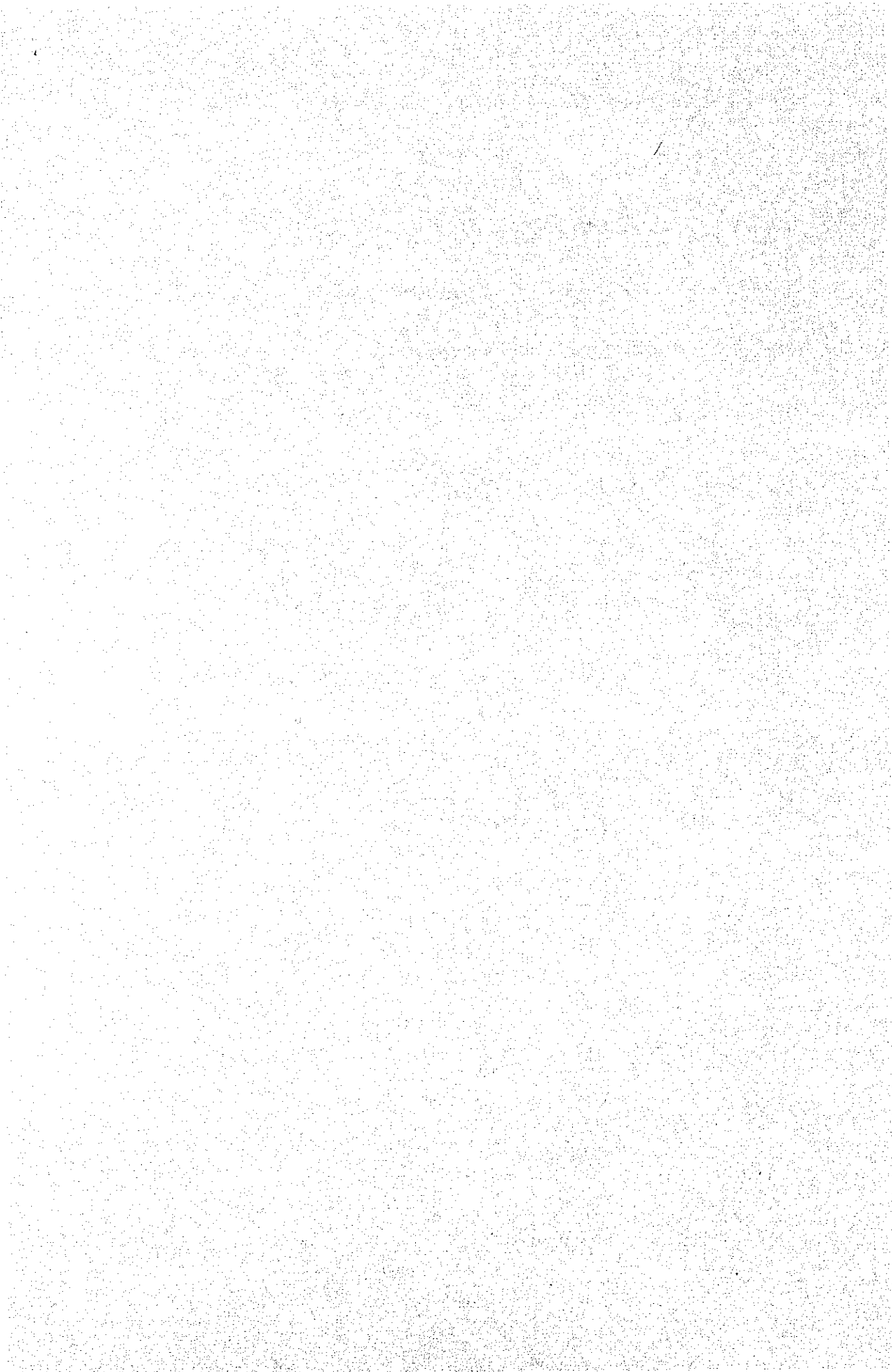


1. Forms for the COLOMBO PLAN AREA

Form A.1 APPLICATION FOR EXPERT

Form A.2-3 APPLICATION FOR A TRAINING AWARD

Form A.4 APPLICATION FOR EQUIPMENT



THE COLOMBO PLAN  
COUNCIL FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA

APPLICATION FOR EXPERT

By the Government of ..... to the Government of .....  
for an expert in .....

- Notes- (a) This form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical assistance required. Full and accurate completion of this application form will avoid much reference back and lead to speedier action.
- (b) The requisite number of copies of the Form A 1, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.

<p><b>1. Back ground Information</b> This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).</p>	
<p><b>2. Specification for the post.*</b> (a) post title (b) duties for which the expert will be responsible. These should preferably be listed, and it is important to give as much detail as possible. (c) authority to whom expert will be responsible (d) Qualification and experience required and approximate age limits (e) number of personnel required.</p>	
<p><b>3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the expert</b></p>	
<p><b>4. Terms and condition of appointment:</b> (a) duration (b) actual place of employment, nearest town and post office (c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married man with family: (i) daily allowance for food if accommodation only provided (ii) daily rate for accommodation and food if neither are provided in kind</p>	

\* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

<p>4. Terms and conditions of appointment (Cont'd.)</p> <p>(d) daily and nightly rates of subsistence payable when away from base on duty</p> <p>(e) are costs of internal travel paid or car provided?</p> <p>(f) what leave arrangements are suggested?</p> <p>(g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependents, if any</p> <p>(h) is expert free from income tax?</p> <p>(i) will personal effects imported on first arrival be cleared free of custom duty?</p> <p>(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties?</p> <p>(k) approximate date on which the expert is required to arrive in receiving country</p> <p>(l) any other information</p>	
<p>5. Proposals for apportionment of costs of salary and allowance and passages</p>	
<p>6. Previous steps, if any, to fill the post:</p> <p>If any previous attempt has been made to fill the post under the Colombo Plan (including ICA) or from any external source (UN, Specialised Agency or other) please indicate:</p> <p>(a) to whom application was addressed, with date</p> <p>(b) result or present stage of negotiations</p> <p>(c) are other experts working in this area in associated projects or have there been reports by these experts experts working in this field previously? If so, are any available?</p>	
<p>7. Correspondence: Name, postal and telegraphic address of official to whom correspondence regarding this application should be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Application accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....

# COLOMBO PLAN FOR TECHNICAL CO-OPERATION

## APPLICATION FOR A TRAINING AWARD

by the Government of.....

The requisite number of copies of this application should be duly endorsed by the appropriate Foreign Aid Department of the requesting Government and forwarded to the donor Government concerned through the appropriate channels. Simultaneously a copy should be sent to the Colombo Plan Bureau, P. O. Box 596, Colombo 4, Sri Lanka.

Please affix a recent passport photograph here.

For a course of training in: (Give details of training required and specify the country in which training is required. The country of training could be the country requested to finance the training or a third country).

**PART A. Details of the candidate (to be completed by the candidate)**  
**PLEASE USE CAPITAL LETTERS THROUGHOUT IF NOT TYPE-WRITTEN**

1. Full name (in normal order) :

State the name by which you wish to be addressed in official correspondence :

2. Date of Birth  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;">Day</td> <td style="width: 33%;">Month</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Day	Month	Year				* Male/Female * Married/Single	If married, state number and ages of dependant children	Nationality	Religion
Day	Month	Year								

\* Delete whichever is inapplicable

---

 ii. Full Postal Address :

(a) Home address

Telephone number

(b) Official address

Telephone number

Cable address

---

 4. Name and address of person to be notified in an emergency :

Telephone number

Relationship of this person to candidate

---

 5. Educational Record (Secondary and Tertiary only)

Educational Institution	Location	Years attended		* Degrees, diplomas and certificates (if any) and subjects studied	Special fields of study
		From	To		

\* If post-graduate training or a research attachment is required, documentation must be attached showing the following details of the first degree : (a) subjects studied and time allocated per subject (b) marks obtained (where appropriate) and grades or class of degree obtained.



If academic training is required, please give names and addresses of two academic referees :

Name :

Name :

Address :

Address :

Present Post :

Present Post :

6. Employment Record:

Titles of Posts held	Dates of service	Name & Address of Employer	Type of Organisation (Indicate whether public, private/joint enterprise)	Brief description of your duties indicating personal responsibilities
Present Post				
Last two Posts (a)				
(b)				

---

PART B. Statement and Declaration by the Candidate :

---

1. Statement by the candidate (one copy in his own handwriting). (Great care should be taken in completing this section as it will influence the nature of the training to be provided if the application is accepted; you should consult your Head of Department about its completion).

(a) Give a brief description of the work of your Ministry/Department or organisation and the service it provides :

(b) Describe your own job :

(c) What work do you expect to be doing on your return home after training ?

(d) How will training in.....(country) be of benefit to you in carrying out the job you will be doing on your return ?

2. Declaration to be completed and signed by the candidate.

.....of.....  
(in capital letters, in normal order) (country)

if accepted for a training award I agree :

- (a) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the.....Government in respect of this course of training;
- (b) to follow the course of study or training and abide by the rules of the university or other institutions or establishments at which I undertake to study or train ;
- (c) to refrain from engaging in political activities ;
- (d) to declare to the.....Government any monies I am offered or paid during my training and undertake not to accept any paid employment without the consent of the Government;
- (e) if I am in default of condition (d) in any way, to refund to the.....Government the whole or such part as may be required, of any maintenance grant paid to me when called upon to do so;
- (f) to assist with such evaluation procedures as may be required ;
- (g) to return to.....(country) as soon as my award ceases;
- (h) I fully understand the grant of a training award may be subsequently withdrawn if I fail to make adequate progress or for other cause as decided by the nominating Government in consultation with the.....Government.

Signature of candidate..... Date.....

PART C. Statement by candidate's Director or Head of Department on the kind of training required :

1. Why does your department want this training to be provided ?

2. How is this purpose related to the programme of activities of your organisation?



7. Training required :

(a) Subjects in which training is required:

(b) Type of training required : i.e. formal course, practical training, observation tour or research (please give details). If more than one type of training is required, indicate the proportion of time to be spent on each:

(c) If practical training is requested, in what type of organisation should this be obtained?

(d) Are there any local or regional facilities for this type of training ?

(e) If not, are there proposals for establishing this type of training in your country or in the region ? If so, please give details and likely date of establishment:

8. (a) The standard or level at which training is to commence. (If the course required appears in any compendium of training courses, the compendium, reference number and the name of the course should be given):
- (i) First Degree or appropriate Level :
  - (ii) Post-graduate, e.g. M.Sc. or Diploma :
  - (iii) Other :
- (b) The Length of training required :
- (c) (i) Approximate date from which training is required :
- (ii) Notice required before candidate can be released from post to come to.....for training :
- (d) Please give details, or otherwise write none
- (i) of any previous technical assistance award for training in.....not included in PART A, Question 5 :
  - (ii) of any other similar training the candidate has received outside his/her own country, not included in PART A, Question 5 :
  - (iii) of any approach to a training establishment in.....by or on behalf of the candidate :
  - (iv) of any other application by or on behalf of the candidate for a training award from another source, e.g. the UN or other agencies :

Signature of Head of Department.....Date.....

**PART D: General Information and Official Nomination (to be completed by an Official of the nominating Government).**

**1. Official Background Information :**

Please comment on the answers in Part C and on the relationship of this request to the Government's plans for social and economic development:

**2. Official Nomination :**

(a) I certify that :

- (i) I have examined the educational, professional or other certificates quoted in Part A of this form and I am satisfied that they are authentic and related to the candidate.
- (ii) I approve the candidate's statement in Part B.
- (iii) The candidate has a knowledge of spoken and written English sufficient to enable him/her to follow the course of training for which he/she is nominated and to converse easily on everyday matters.

(b) (i) I attach an up-to-date medical report (within the last six months) showing that the candidate is considered fit to attend the proposed course of training in.....

\*A further medical report will be forwarded should more than six months have elapsed by the time the offer of training is made.

\*I also attach an up-to-date \*X-ray report/\*X-ray plate of the candidate's chest.

\*An up-to-date \*X-ray report /\*X-ray plate of the candidate's chest will be forwarded when an offer of training is made.

[\*delete whichever is inapplicable]

(ii) I nominate him/her accordingly on behalf of the Government of.....

Signed.....

Rank or Title.....

Date.....

THE COLOMBO PLAN  
COUNCIL FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA  
Equipment for Training or Research Institutes and for Equipment accompanying Experts

## APPLICATION

By the Government of .....  
from ..... (Country)

*Notes*—(a) This Form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical cooperation required. The careful completion of this application form will avoid much reference back and lead to speedier action. Separate forms A 4 should be used for requests for equipment for each individual institute or project.  
(b) The requisite number of copies of the Form A 4, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.

<p><b>1. Background Information</b></p> <p>Please describe as concisely as possible the general outlines of the project for which the equipment is required, indicating whether the latter is (a) for use by an expert in the performance of his duties (b) for a training scheme of institution or (c) for a research institution. If either (b) or (c) please say whether the equipment is for the establishment of a new institution or the expansion or re-organisation of an existing one (e.g., by the provision of a new department, &amp;c.). The name and exact location of the institution, its approximate cost and the authority responsible for it should be stated. Where appropriate details should be given of the availability of any services required for the operation of the equipment. This would include operation by electricity (i.e. type of current, periodicity, voltage and any variations, phases, frequency etc. and if D.C. is the only current available please give full details), water reticulation or steam gas etc. Details of similar equipment already in use should be given.</p>	
<p><b>2. Description of equipment required.</b></p> <p>Please give a full description of each item and general specifications where possible. The manufacturer and estimated cost of each item if known together with details of the proposed end use of item should be given. Where applicable, give details of any special packing or tropic proofing required and indicate whether hand-books or instruction data supplied in English will suffice. If appropriate, please indicate any required priorities or phasing of deliveries and advise whether adequate facilities exist for maintenance and servicing of the type of equipment requested. (If lengthy, detailed lists should be annexed: it would be convenient to have separate annexures for (a) films, (b) books and (c) other equipment.)</p>	
<p><b>3. Has this equipment request already been directed to any other Agency of Colombo Plan country and if so to whom was it addressed and with what result?</b></p>	
<p><b>4. Has the list of equipment already been discussed with representatives of the supplying country/ies? If so, please indicate what stage the discussions have reached</b></p>	
<p><b>5. Furnish full particulars in respect of—</b> (a) Consignee; (b) Official to receive documents and enquiries; and (c) Clearing agent at port of entry.</p>	



( 2 )

6. Where equipment is required for use by an expert  
Please indicate—  
(a) The country or agency from which the expert has been requested or obtained.  
(b) His duties and length of secondment (a reference to the relative Form A. 1 will suffice when the expert is being provided by the country to whom the equipment request is addressed).  
(c) What use is proposed for the equipment when the expert's period of secondment terminates?  
(d) By what date is the equipment required?

7. Where equipment is required for Training or Research Institutions  
Please indicate—  
(a) Nature and standard of training or research to be undertaken  
(b) Total number of students to be accommodated from within the country or from elsewhere in the Region, the qualifications for admission, the duration of courses, and the annual output of trainees  
(c) Whether there is already a similar institute(s) in existence in the country. If so, please give details  
(d) Whether buildings are already available. If not has construction started and when is it expected to be completed?  
(e) Whether qualified staff to handle the equipment has been recruited or is proposed to be recruited locally.  
If not is it proposed:—  
(i) to recruit foreigners under aid-programmes?  
(ii) to train locally recruited personnel abroad in handling equipment? (the reference numbers of any Forms A. 1 or A. 2 relating to such requests should be quoted)  
(f) Taking into account the answers to (d) and (e) above, what is the date by which the equipment is required and the date on which training or research work is to commence.  
(g) Whether any assistance in drawing up the Scheme has been obtained from outside experts? (Any specialist reports or Government surveys (e.g., Educational Committee Reports, etc.), bearing on the request should be provided if possible)

8. Correspondence  
Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Proposal accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....



2. Forms for the others

Form A.1 APPLICATION FOR EXPERT

Form A.2 } APPLICATION FOR A TRAINING AWARD  
Form A.3 }

Form A.4 APPLICATION FOR EQUIPMENT



**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN**

**PROPOSAL**

By the Government of .....

for an expert, i. e., .....

to the Government of Japan.

*Notes.* - This form has been devised for the general guidance of the Government agencies concerned (JAPAN) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical co-operation required. The careful completion of this proposal form will avoid much reference back and lead to speedier action.

**1. Back ground Information**

This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).

**2. Specification for the post.\***

(a) post title

(b) duties for which the expert will be responsible. These should preferably be listed, and it is important to give as much detail as possible.

(c) authority to whom expert will be responsible.

\* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

2. Specification for the post (Cont'd.)	
(d) Qualification and experience required and approximate age limits	
(e) number of personnel required.	
3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the expert	
4. Terms and conditions of appointment:	
(a) duration	
(b) actual place of employment, nearest town and post office	
(c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married man with family:	
(i) daily allowance for food if accommodation only provided	
(ii) daily rate for accommodation and food if neither are provided in kind	
(d) daily and nightly rates of subsistence payable when away from base on duty	
(e) are costs of internal travel paid or car provided?	
(f) what leave arrangements are suggested?	
(g) extent to which free hospital and medical treatment is to be provided for the expert and his accompanying dependents, if any	
(h) shall the expert be exempted from the payment of income tax and charges of any kind imposed on or in connection with any allowances to be remitted from overseas?	
(i) (i) shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of equipment, machinery, materials and medical supplies as well as personal and household effects belonging to the expert and his family, including one refrigerator, one sewing machine, one radio and other electrical appliances?	
(ii) In case a car is not provided to the expert by the host government, shall the expert be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of a car?	

<p>4. <i>Terms and conditions of appointment (Cont'd.)</i></p> <p>(j) does host government undertake to indemnify expert in respect of damages awarded against him for actions performed in the course of his official duties?</p> <p>(k) approximate date on which the expert is required to arrive in receiving country</p> <p>(l) any other information</p>	
<p>5. Previous steps, if any, to fill the post:</p> <p><i>If any previous attempt has been made to fill the post from any external source (UN, Specialised Agency or other) please indicate:</i></p> <p>(a) to whom application was addressed, with date</p> <p>(b) result or present stage of negotiations</p> <p>(c) are other experts working in this area in associated projects or have there been experts working in this field previously? If so, are any reports by these experts available?</p>	
<p>6. Correspondence:</p> <p>Name, postal and telegraphic address of official to whom correspondence regarding this application should be forwarded</p>	

Signed \_\_\_\_\_

on behalf of the Government of \_\_\_\_\_

Date: \_\_\_\_\_

**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN**

**PROPOSAL**

By the Government of .....

for the provision of training facilities in .....

*Notes:* This form has been devised for the general guidance of the Government agencies concerned (Japan) in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical co-operation required. The careful completion of an application in this form will avoid much reference back and lead to speedier action.

<p><b>1. Background Information</b></p> <p>Please indicate as concisely as possible the general nature of the project, development, training programme, or other scheme which has given rise to the specific proposal below. The object of the training course being proposed should be clearly explained, together with an indication as to how the services of the personnel nominated for training will be subsequently utilized.</p>	
<p><b>2. Training facilities required:</b></p> <p>Please indicate as fully as possible:—</p> <p>(a) the type of training, subject or course required, i. e., academic training, observation tour or practical attachment. If more than one type of training is required, period in each should be stated</p>	
<p>(b) the standard or level at which the training is to commence and the standard it is desired to attain</p>	
<p>(c) ultimate purpose or object of the training, and the capacity in which it is intended that the participants shall be subsequently employed</p>	



<p>(d) approximate length of training thought necessary for the purpose indicated above</p>	
<p>(e) (where technician-level training is sought)</p> <p>If training facilities in this field and at this level are available in the region, please indicate why training is being sought outside the region</p>	
<p>3. Prospective participants:</p>	
<p>(a) Has participant(s) already been nominated? If so, nomination Form A. 3 should be completed and should accompany this application</p>	
<p>(b) If no participant has yet been nominated please give the reasons and state when it is expected that the nomination will be made. In order to assist in ascertaining whether the training facilities are available or can be specially arranged, please also state—</p>	
<p>(i) The proposed educational qualification or standard to be held by the participant(s)</p>	
<p>(ii) The nature of the employment and practical experience it is expected the participant(s) would possess</p>	
<p>(iii) The number of participants for whom facilities are required, and whether it is desired that they should all receive training at the same time or in batches at intervals</p>	

<p>4. Previous efforts to obtain these training facilities:</p> <p>If application has already been made to the United Nations, the Specialized Agencies, other Technical Assistance Programmes direct, or to Governments, or private agencies, please state:—</p> <p>(a) date of application</p> <p>(b) to whom addressed</p> <p>(c) result or present stage of the application</p>	
<p>5. Correspondence:</p> <p>Please indicate person and address to which any correspondence regarding this application can be addressed. The telegraphic address and telephone number should also be given</p>	

Signed: .....

on behalf of the Government of .....

Date: .....

**TECHNICAL COOPERATION  
BY THE GOVERNMENT OF JAPAN**

**FORM OF NOMINATION**

By the Government of.....  
for a course of training in.....  
requested in Form A 2, No. .... dated.....

PART I (to be completed by nominee)

PLEASE PRINT OR TYPE

I..... of  
(use block letters, surname last)

..... certify that the statement made by me in part II of this form are true,  
(Country)

complete and correct to the best of my belief.

If accepted for a Training Award, I undertake to:-

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the host Government in respect of this course of training.
- (b) Follow the course of study or training, and abide by the rules of the University or other institution or establishments with which I undertake to study or train.
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain.
- (d) Submit any progress reports which may be prescribed.
- (e) Return to my home country at the end of my course of study or training.

I also fully understand that if granted a Training Award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause determined by the host Government.

.....  
(Signature of Nominee)

Date: .....

---

 Contd.....2.

**PART II (to be completed by nominee)**  
(Personal details)

**PLEASE PRINT OR TYPE**

1. (a) Surname (b) Forenames	2. Sex Male/Female
3. Home address	
4. Date and place of birth	
5. Marital status	
6. Nationality	
7. Name and address of person to be notified in emergency	

**8. Education Record:**

Educational Institution	Location	Years Attended From To		Degrees, Diplomas and Certificates if any	Special Fields of Study

9. Please indicate details of any professional qualifications, or special industry certificates which you possess	
10. Employment Record (listing most recent post first) (a) Present or most Recent Post (Description of your work, indicating your personal responsibility)	

Name of Employer	
Address of Employer	
Type of Organisation	
Your position	Dates of Service
(b) Previous Post (Description of your work, indicating your personal responsibility)	
Name of Employer	
Address of Employer	
Type of Organisation	
Your position	Dates of Service
(c) Previous Post (Description of your work, indicating your personal responsibility)	
Name of Employer	
Address of Employer	
Type of Organisation	
Your Position	Dates of Service

11. It would be useful if you would give a statement of not more than 500 words regarding your experience and requirements for training. This statement should be approved by your Government.

<p><b>PART III</b> (to be completed by an authorized official of the nominating Government .....</p>	
<p>1. Observations of the nominating Government on:</p>	
<p>(a) The nominee's personal qualities, education and employment record and knowledge of English;</p>	
<p>(b) His general fitness to benefit fully from the course of training for which he is being nominated;</p>	
<p>(c) Any special reasons for his selection; and</p>	

Contd. ....5.

(ii) Description of the post he will be required to fill on the satisfactory completion of this training

2. Official Nomination

on behalf of the Government of .....

I certify that

- (a) I have examined the educational, professional or other certificates quoted by the nominee in Part II of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have examined the medical certificate produced by the nominee which states that he is medically fit and free from any infectious disease and that having regard to his physical and mental history there is no reason to suppose that the nominee is other than fit to undertake the journey to ..... and to remain under training in that country.
- (c) The nominee has a knowledge of spoken and written English sufficient to enable him to follow the course of training for which he is being nominated, and that he can converse easily on everyday matters.
- (d) That the class of sea travel appropriate to the applicant's status in tourist/first class.

I nominate him accordingly on behalf of the Government of .....

Signed: .....

Rank or Title: .....

Date: .....

3. CORRESPONDENCE:

Please indicate person and address to which any correspondence regarding this form can be addressed. The telegraphic address should also be given

## APPLICATION FOR EQUIPMENT

By the Government of ..... to the Government of Japan  
under the Technical Co-operation Plan for (1) Near and Middle East and Africa, (2) Latin America, or (3) Other Asian Area

- Notes:--(1) This form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical assistance required. The careful completion of this application form will avoid much reference back and lead to speedier action.
- (2) The requisite number of copies of the Form A 4 duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.
- (3) The equipment to be supplied by the Government of Japan will become the property of the requesting government upon receipt of the shipping documents through the Japanese Embassy. Since the equipment is supplied on C.I.F. basis, it is requested that the recipient government will meet:
- customs duties, internal taxes and other similar charges, if any, imposed in respect of the equipment, and
  - expenses necessary for the transportation, installation, operation and maintenance of the equipment.

## 1. Background Information

Please describe as concisely as possible the general outlines of the project for which the equipment is required, indicating whether the latter is (a) for use by an expert in the performance of his duties (b) for a training scheme of institution or (c) for a research institution. If either (b) or (c) please say whether the equipment is for the establishment of a new institution or the expansion or re-organisation of an existing one (e.g., by the provision of a new department, etc.). The name and exact location of the institution, its approximate cost and the authority responsible for it should be stated. Where appropriate details should be given of the availability of any services required for the operation of the equipment. This would include operation by electricity (i.e. type of current, periodicity, voltage and any variations, phases, frequency etc. and if D.C. is the only current available please give full details), water reticulation or steam gas etc. Details of similar equipment already in use should be given.

## 2. Description of equipment required.

Please give a full description of each item and general specifications where possible. The manufacturer and estimated cost of each item if known together with details of the proposed end use of item should be given. Where applicable, give details of any special packing or tropic proofing required and indicate whether handbooks or instruction data supplied in English will suffice. If appropriate, please indicate any required priorities or phasing of deliveries and advise whether adequate facilities exist for maintenance and servicing of the type of equipment requested. (If lengthy, detailed lists should be annexed; it would be convenient to have separate annexures for (a) films; (b) books and (c) other equipment.)

3. Has this equipment request already been directed to any other Agency or country and if so to whom was it addressed and with what result?

4. Has the list of equipment already been discussed with representatives of the supplying country/ies? If so, please indicate what stage the discussions have reached.

5. Furnish full particulars in respect of—  
(a) Consignee;   
(b) Official to receive documents and enquiries; and   
(c) Clearing agent at port of entry.



( 2 )

<p>6. Where equipment is required for use by an expert Please indicate—</p> <p>(a) The country or agency from which the expert has been requested or obtained.</p> <p>(b) His duties and length of secondment (a reference to the relative Form A. 1 will suffice when the expert is being provided by the country to whom the equipment request is addressed).</p> <p>(c) What use is proposed for the equipment when the expert's period of secondment terminates?</p> <p>(d) By what date is the equipment required?</p>	
<p>7. Where equipment is required for Training or Research Institutions Please indicate—</p> <p>(a) Nature and standard of training or research to be undertaken</p> <p>(b) Total number of students to be accommodated: from within the country or from elsewhere in the Region, the qualifications for admission, the duration of courses, and the annual output of trainees.</p> <p>(c) Whether there is already a similar institute(s) in existence in the country. If so, please give details.</p> <p>(d) Whether buildings are already available. If not has construction started and when is it expected to be completed?</p> <p>(e) Whether qualified staff to handle the equipment has been recruited or is proposed to be recruited locally. If not is it proposed:—</p> <p>(i) to recruit foreigners under aid-programmes?</p> <p>(ii) to train locally recruited personnel abroad in handling equipment? (the reference numbers of any Forms A. 1 or A. 2 relating to such requests should be quoted)</p> <p>(f) Taking into account the answers to (d) and (e) above, what is the date by which the equipment is required and the date on which training or research work is to commence.</p> <p>(g) Whether any assistance in drawing up the Scheme has been obtained from outside experts? (Any specialist reports or Government surveys (e.g., Educational Committee Reports, etc.), bearing on the request should be provided if possible)</p>	
<p>8. Correspondence Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded</p>	

Signed .....

on behalf of the Government of .....

Date: .....

For use only by Donor Government

Proposal accepted/rejected/withdrawn

on behalf of the Department of .....

Date: .....

# Performance of Technical Cooperation

This map shows on-going projects as of May 1, 1984



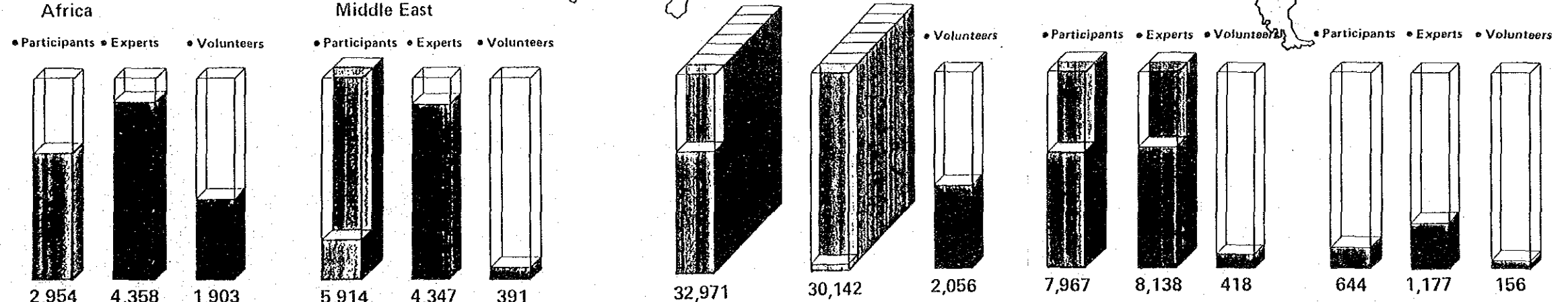
**Total Number of Participants, Experts and Volunteers (JOCV)**

Participants **50,450**

Experts **48,162**

Volunteers **4,924**

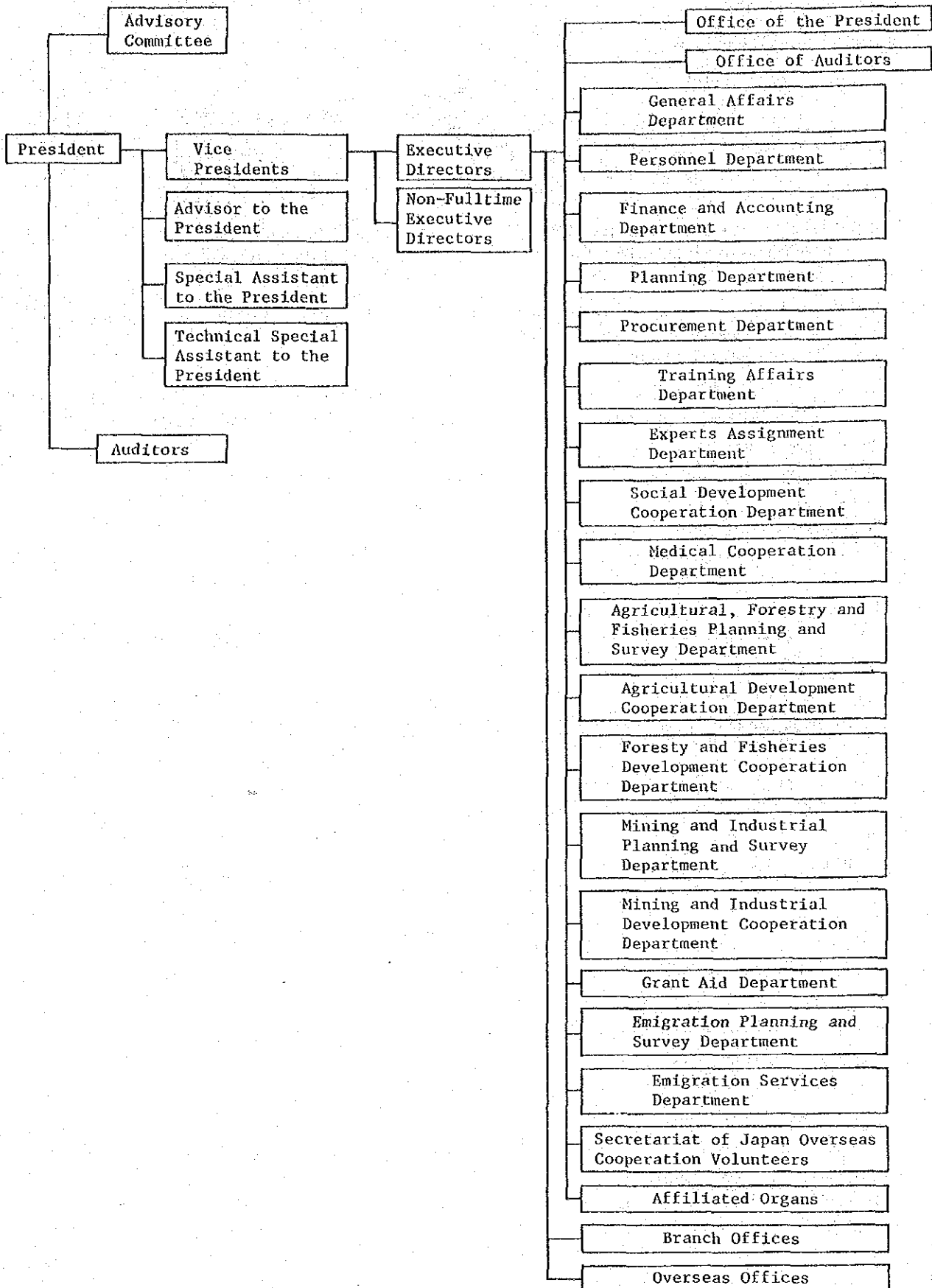
as of March 31, 1984





ORGANIZATIONAL CHART

(as of July, 1984)



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