

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI-1**

F.No.7(18)/2011-WS

Dated the 17<sup>th</sup> Feb., 201118<sup>th</sup>

OFFICE MEMORANDUM

**Subject: Asian Disaster Reduction Center (ADRC) Visiting Researcher Program.**

The Asian Disaster Reduction Center (ADRC) Kobe, Japan has invited the applications from member countries to implement the Visiting Researcher Program in 2011 by inviting experienced professional who wish to further upgrade their knowledge and skills on disaster risk management by participating in various types of activities to be facilitated by ADRC.

The objective of the programme is promotion of multilateral cooperation for disaster risk reduction in Asia. **The programme for the current year is planned as 1<sup>st</sup> Term (July-December, 2011); and 2<sup>nd</sup> Term (January-June 2012).** The eligibility for the programme is as under:-

- (iii) **Applicants must be an experienced professional who has engaged in activities related to disaster risk management and will continue to do so after their return to home countries;**
- (iv) **Applicant must possess sufficient command of English to be able to undertake their assignments during their stay in Japan.**

**Number of Visiting Researchers and Periods of Research**

ADRC will accept eight visiting researchers at maximum annually. They will be grouped into the following two terms:

**1<sup>st</sup> Term: four visiting researchers from July through December 2011**

**2<sup>nd</sup> Term: four visiting researchers from January through June 2012**

During the above periods, visiting researchers are expected to be engaged in research activities for up to four months at ADRC in Kobe, Japan.

**Duties and Responsibilities:**

(1) Visiting researchers shall:

- (d) be engaged in research activities based on their own research plan and according to assistance by ADRC.
- (e) Participate in training courses, e.g. visits to various organizations and sites in Japan, a series of lectures, to be facilitated by ADRC.
- (f) Also participate in ADRC activities as appropriate, e.g. information compilation on natural disasters and governments activities of their own countries, seminars and meetings organized by ADRC;

(2) During their terms of assignment, visiting researchers are not allowed to be engaged in no other than ADRC's activities without a prior agreement between the government of the country and ADRC. Also, they are not allowed to leave their duty station (ADRC in Kobe, Japan) during their terms of assignment without a prior agreement between the government and ADRC.

**Stipend and Expenses:**

- (1) ADRC will provide each visiting researcher a single guest room (fully furnished) and daily allowance (JPY3,500 per day) during the term of assignment. The cost of heating, lighting, water and communication at their guest rooms will be borne by visiting researchers;

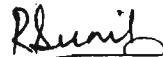
Contd....2/-

- (2) ADRC will cover the most economical round-trip air ticket from home country to Kobe, Japan;
- (3) ADRC will also cover half of traveler's Insurance during staying in Japan. ADRC does not cover visiting researcher's insurance for round-trip between home country and Kobe, Japan.

**Eligibility Conditions:** All experienced Scientists/professional who <sup>are</sup> ~~have~~ engaged in activities related to disaster risk management and will continue to do so after their return to home countries.

The Officers, who are desirous to attend the said programme may send their nomination (in the enclosed proforma) through proper channel latest by 28.02.2011 for onward transmission to Ministry of Home Affairs so that the same may be forwarded to ADRC alongwith desired documents for their consideration. Copy of letter dated 06.01.2011 received from ADRC, Kobe may be accessed from the ICAR Website for further information/reference.

The Officers who have already attended this programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ADRC, Kobe.

  
(RAJASHREE SUNIL)  
UNDER SECRETARY(W.S)

**DISTRIBUTION:**

1. All DDGs, ICAR Hqrs., KB, KAB-I&II (with request to recommend the name of eligible Scientists(s) from their respective Division.)
2. The Directors of all Research Institutes.
3. ISO, DIPA, KAB for uploading the same to ICAR website. *(along with forwarding)*
4. Guard File.

50-2/2011 - DM-11

3



## Asian Disaster Reduction Center

5F., 1-5-2 Wakoinohamakaigan-dori Chuo-ku, Kobe 651-0073  
TEL: (+81) 78-262-5540 FAX: (+81) 78-262-5546 Email: rep@adrc.asia

6 January 2011

Dear ADRC partners,

### Call for Application: ADRC Visiting Researcher Program 2011

I have the pleasure to inform you that the ADRC calls for applications for the ADRC Visiting Researcher Program from our member countries.

Through the ADRC Visiting Researcher Program, forty nine officials from different member countries have stayed at the ADRC in Kobe, Japan since 1999 when this program started. They have made precious contribution to the objectives of ADRC. We also hope that they also have gained some expertise through this program and developed good relationships with colleagues from other member countries as well. I would like to express my great appreciation to those who have participated in the program or helped us in conducting it.

Since fiscal year 2009, we have increased the number of visiting researchers from four to eight people at maximum: normally half of them for the period from July to December and another half for the period from January through June. More details and the relevant forms are attached to this letter.

I hope that you find this program useful for your organization and your country and look forward to applications.

For more details of this program, please contact the person below who is in charge of this program:

Ms. Miki KODAMA (adrcvvp@adrc.asia)

Again, thank you very much for your kind attention and cooperation.

Yours sincerely,

Atsushi Koresawa  
Executive Director  
Asian Disaster Reduction Center

Enclosures:

- Guidelines and Application Forms of the ADRC Visiting Researcher Program

2011/2011-11  
9-1-11  
19/11  
18-1-2011  
18-1-11  
45  
CO (2011-11)



6 January 2011

## Guidelines Application to ADRC Visiting Researcher Program 2011

### 1. Objectives

Toward the promotion of multilateral cooperation for disaster risk reduction in Asia, the Asian Disaster Reduction Center (hereinafter "ADRC") continues to implement the Visiting Researcher Program in 2011 by inviting experienced professionals from the ADRC member countries who wish to further upgrade their knowledge and skills on disaster risk management by participating in various types of activities to be facilitated by ADRC.

### 2. Qualifications

- (1) Applicants must be an experienced professional\* who has engaged in activities related to disaster risk management and will continue to do so after their return to home countries;
- (2) Applicants must possess sufficient command of English to be able to undertake their assignments during their stay in Japan.

\*Not only the personnel who belong to the ADRC counterpart organizations, but also those who are members of the DRR-related organizations, such as research institutes and NGOs in the ADRC member countries, can apply for the Program if the head of the ADRC counterpart organizations recommend them.

### 3. Number of Visiting Researchers and Periods of Research

ADRC will accept eight visiting researchers at maximum annually. They will be grouped into the following two terms:

- 1st term: four visiting researchers from July through December 2011
- 2nd term: four visiting researchers from January through June 2012

During the above periods, visiting researchers are expected to be engaged in research activities for up to four months at ADRC in Kobe, Japan.

### 4. Duties and Responsibilities

- (1) Visiting researchers shall:
  - a. be engaged in research activities based on their own research plan and according to assistance by ADRC;
  - b. participate in training courses, e.g. visits to various organizations and sites in Japan, a series of lectures, to be facilitated by ADRC;
  - c. also participate in ADRC activities as appropriate, e.g. information compilation on natural disasters and governments' activities of their own countries, seminars and meetings organized by ADRC;
- (2) During their terms of assignment, visiting researchers are not allowed to be engaged in no other than ADRC's activities without a prior agreement between the government of the country and ADRC. Also, they are not allowed to leave their duty station (ADRC in Kobe, Japan) during their terms of assignment without a prior agreement between the government and ADRC.

### 5. Stipend and Expenses

- (1) ADRC will provide each visiting researcher a single guest room (fully-furnished) and daily allowance (JPY3,500 per day) during the term of assignment. The cost of heating, lighting, water and communication at their guest rooms will be borne by visiting researchers;
- (2) ADRC will cover the most economical round-trip air ticket from home country to Kobe, Japan;
- (3) ADRC will also cover half of traveler's insurance during staying in Japan. ADRC does not cover visiting researcher's insurance for round-trip between home country and Kobe, Japan.

18.1.11

D. (M. III)

SoC



## 6. Application Procedures

Applicants must submit the following documents through a recommending agency:

- (1) Application form (with a photo): **Form (A)**
- (2) Medical certificate: **Form (B)**
- (3) Academic certificate of the highest degree (photocopy or original)
- (4) Employment certificate (original)  
(English translation must be attached if it is in other language.)
- (5) Recommendation letter: **Form (C)**  
(to be signed by the head of the ADRC counterpart organization in each member country)

## 7. Selection and Notification

- (1) Selection will be made by screening application documents, in particular taking into account the level of contribution that proposed research activities can be relevant to the activities of ADRC.
- (2) In selection, priority will be given to those countries which pay membership fee and which have not sent visiting researchers before;
- (3) If the number of visiting researchers to be accepted for one term exceeds the upper limit, the term of assignment may be altered after negotiation;
- (4) In case a selected visiting researcher is not able to arrive at ADRC during a designated term, the member country in question should notify ADRC without delay. In this case, ADRC may select a substitute from the list of candidates.

## 8. Submission

Mail to the following address (due **11 March 2011**).

Asian Disaster Reduction Center  
1-5-2-5F Wakinohamakaigan-dori, Chuo-ku, Kobe 651-0073, Japan

## 9. For inquiries or further information:

Ms. Miki KODAMA  
Phone: +81-78-262-5540 Fax: +81-78-262-5546 E-mail: [adrcvvp@adrc.asia](mailto:adrcvvp@adrc.asia)

**APPLICATION FORM  
FOR  
THE ASIAN DISASTER REDUCTION CENTER VISITING RESEARCHER (2011)**

To: Shigeru Itoh  
Chairman of the Asian Disaster Reduction Center

(PHOTO)  
\*Paste a recent  
(taken within 6  
months)  
full-faced  
photograph of  
the Applicant  
here.

I hereby apply for the Asian Disaster Reduction Center  
Visiting Researcher position with all the necessary  
relevant documents enclosed herewith.

I declare that the statement contained herein and in  
the enclosed papers is true and correct in every respect.

• Date:

• Applicant Signature:

• Name:

\_\_\_\_\_

(Family Name)

\_\_\_\_\_

(Given Name)

\_\_\_\_\_

(Middle Name)

• Present Home Address:

\_\_\_\_\_

\_\_\_\_\_

• Telephone No.:

\_\_\_\_\_

• Facsimile No.:

\_\_\_\_\_

• E-mail Address:

\_\_\_\_\_

• Nationality:

\_\_\_\_\_

• Gender:

( ) Male

( ) Female

• Date of Birth:

\_\_\_\_\_

Day-Month-Year

• Marital Status:

( ) Single

( ) Married

• Place of Birth:

\_\_\_\_\_

City-Province-Country

• Desired Term of Visiting Researcher (Please check a box with x):

( ) (1) Jul.-Dec. 2011

( ) (2) Jan.-Jun. 2012

If the above term is not available, which option is preferable for you?

( ) (1) I can change the term to another.

( ) (2) I cannot change my proposed term.

[Organization of the Applicant]

• Name of Organization: \_\_\_\_\_

• Address (Should be written correctly in English to prevent miss-delivery of notice on results of screening):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Telephone No.: \_\_\_\_\_

• Facsimile No.: \_\_\_\_\_

• E-mail Address: \_\_\_\_\_

• Name and Title of the Organization's Head:  
\_\_\_\_\_  
\_\_\_\_\_

• Activities of the Organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Position and Detailed Assignments of the Applicant at the Organization:

Position: \_\_\_\_\_

Detailed Assignments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Family of the Applicant]

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address

relationship:		Age:	
Name:		Nationality:	
Occupation:			
Residing with applicant or not:			
Status of residence (period of stay)			

**[Contact or Friend in Japan (if any)]**

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address

**[Personal History]**

Start with the most recent professional careers and education.

Indicate names of firms of employment, schools attended and/or finished in details.

**Professional careers**

Month	Year	Details
(Current)	2011	

**Education**

Month	Year	Details

**Experiences of Living Outside the Applicant's Own Country (if any)**

Name of Country	Duration	Reason or Object

**[Language]**

• Native Language \_\_\_\_\_

• Language Ability: Describe specifically, e.g. "Excellent", "Good", "Fair", "Poor", "None"

	Speaking & Listening	Reading	Writing
English			
Japanese			

**[Research Plan during the Term of Assignment]** (\*Use additional papers, if necessary.)

**Subjects or Fields of Research:** *Real/Para Real World*

*Address:*

**Research Methodologies Applied:**

**How the research results can be applied to your country?**

7

17

健康診断書

Form(B)

MEDICAL CERTIFICATE

氏名 Name :	
生年月日 Date of Birth :	性別 Sex :
現住所 Present Home Address :	

Weight 1. (体重)	kg	Eye Disease 4. (眼疾)	
Stature 2. (身長)	cm	Eyesight 5. (視力)	left      Right
Internal Examination 3. (内診)		Color Blindness 6. (色神)	
		Blood Pressure 7. (血圧)	mm/IH
		Urine 8. (尿)	
		Ear Disease 9. (耳疾)	
		Sedimentation Rate 10. (血沈)	
		Tuberculin Test 11. (ツベルクリン反応)	
X-ray Photo 12. (X線撮影)		Medical History 13. (既往症)	
Indirect (間接撮影)	Direct (直接撮影)	Remarks 14. (特記事項)	
<p>A direct X-ray photo should be attached in case of abnormality.</p> <p>異常ある場合は直接撮影写真を添付して下さい</p>			

I hereby swear that all the above information is correct. (上記の記載事項に誤りがない事を証明いたします)

Name of hospital  
(病院名) :

Address  
(所在地) :

Date  
(年月日) :

Name of certifier  
(証明者名) :

Signature  
(署名) :

RECOMMENDATION LETTER FOR  
ADRC VISITING RESEARCHER PROGRAM 2011

To: Shigeru Ito  
Chairman of the Asian Disaster Reduction Center

Applicant's Name: \_\_\_\_\_

Acknowledged that all the statement given by the above-mentioned person in the application documents enclosed herein is true and correct, and that he/she is fully eligible for assignments of ADRC Visiting Researchers, I hereby recommend him/her for the above mentioned post.

Use the following space (and additional sheets as necessary) to enter our recommendation remarks, focusing on the significance of the applicant's proposed research activities, and the applicant's suitability for such activities)

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_