

# THE TECHNICAL COOPERATION PLAN BY THE GOVERNMENT OF JAPAN

## APPLICATION

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 application form will avoid much reference back and lead to speedier action.

### 1. Background 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-**

*(Contd.)*

- (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><b>4. Terms and conditions of appointment (Contd.)</b></p> <p>(i) 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><b>5. Previous steps, if any, to fill the post:</b></p> <p>If any previous attempt has been made to fill the post 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 experts working in this field previously? If so, are any reports by these experts available?</p>	
<p><b>6. Correspondence:</b></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: .....