

ANNOUNCEMENT

REGIONAL TRAINING COURSE ON ADAPTATION TO CLIMATE CHANGE IN AFRICA THROUGH SOCIAL FORESTRY

28th January to 28th February 2019

Deadline for Receiving Duly Completed Application Forms: 7th December 2018

General Information and Application Form

INTRODUCTION

Climate change is evidently impacting on the natural resources and livelihoods as well as other social and economic activities that depend on tree-related products and services in Africa. It is also apparent that it is growing faster than our collective efforts can solve it. The complex nature of the recurrent and emerging challenges, implies that no single solution approach would suffice but a multi-dimensional strategy should be used. It is also recognised that the challenges continue to create additional demands for capacity development and the need to work through more comprehensive partnerships.

Japan International Cooperation Agency (JICA) and the Government of the Republic of Kenya through the Kenya Forestry Research Institute (KEFRI) in collaboration with at least 17 countries in eastern, central and southern Africa have been cooperating to build capacity through a series of regional training courses and follow-up visits on “Adaptation to Climate Change in Africa through Social Forestry” (hereinafter referred to as “the Course”) under JICA’s Third Country Training Programme (TCTP). To effect and articulate the partnership and course implementation, a Record of Discussions (RoD) was signed in September 2014 between the Chief Representative JICA Kenya Office and relevant Government of Kenya Ministries and Agency.

The Regional Training Course on Adaptation to Climate Change in Africa through Social Forestry comes after successful implementation of four previous Phases and 23 courses, namely: Regional Training Course for the Promotion of Social Forestry in Africa (1995-2004), the Regional Training Course on Enhancing Adoption of Social Forestry in Africa (2005-2008) and the Regional Training Course on Mitigating Climate Change in Africa through Social Forestry (2009-2014). To-date, a total of 491 participants from 20 countries in eastern, central and southern African countries have been trained. However, by the end of this Phase (2014 - 2018) at least 520 participants will have been trained in our region since 1995.

During this Phase (2014-2018), KEFRI in collaboration with JICA had planned to conduct a total of five (5) courses, thus once a year, with each course lasting five (5) weeks. In addition, a planned Follow-up Visits to five selected participating countries representing the three Regions was successfully undertaken in May 2016. It was encouraging to observe the enthusiasm and commitment with which institutions and ex-participants were engaged in implementing their action plans and integrating the farmer field school (FFS) extension

methodology.

KEFRI in collaboration with JICA plans to conduct the 5th Regional Training Course on “Adaptation to Climate Change in Africa through Social Forestry” from 28th January to 28th February 2019. Although this is the 5th Course, it will be the 24th in a series of Regional Social Forestry Courses conducted since 1995. It will also be the last Course within this Phase 2014-2018, hence the need to reflect on TCTP's future direction.

Two supporting ideas were advanced as follows: i) *what have Ex-participants done to date to make a positive impact on the forestry sector in participating countries?* and ii) *how exactly will each participant use the knowledge gained from this course to enhance environmental conservation and management, as well as to improve the livelihood of the people in their countries?* Therefore, the 5th Course will be held at KEFRI Headquarters in Muguga, Kenya, and conducted in accordance with the following conditions:

1. TITLE

The Regional course is entitled “Adaptation to Climate Change in Africa through Social Forestry”.

2. PURPOSE

The capacities of participating countries to implement adaptation measures to climate change are enhanced through participatory social forestry extension methodologies.

3. MODULE

The 5th Course will focus on Forestry Farmer Field School (FFS) extension methodology, conservation and management, livelihood as well as climate change.

4. OUTPUTS

At the end of the Course, the participants are expected to have:

- 4.1. Fully acquired knowledge and skills to practice forestry farmer field school social forestry extension methodology.
- 4.2. Enhanced their knowledge and ability to promote practical livelihood and resilience activities.
- 4.3. Enhanced their knowledge and skills to promote farmers incentives for participation in community based conservation and management through local organisations.
- 4.4. Developed practical action plans including monitoring and evaluation based on their country and institutional policies, strategies and plans.

5. DURATION

The duration of the course will be about (5) weeks. The course for JFY 2018-2019 (hereinafter referred to as “the 5th Course”) will be held from 28th January to 28th February 2019.

6. CURRICULUM

The Course curriculum will cover Module (1) which includes FFS and other topics ranging from participatory social forestry extension methodology (with specific reference to climate change) and livelihood, case studies to preparation of action plans.

7. PARTICIPATING COUNTRIES

The governments/organisations invited to nominate applicant(s) for the course will be from the following 17 countries: Botswana, Burundi, Ethiopia, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Somalia, Sudan, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

8. NUMBER OF PARTICIPANTS

The number of participants from the participating countries including Kenya shall be twenty-one (21). The number of Kenyan participants per course shall not exceed three. However, nominating countries can nominate and sponsor additional suitably qualified candidates at their own cost or other sponsorship.

9. QUALIFICATIONS FOR APPLICANTS

Applicants for the Course should:

- 9.1 Be citizens of the nominating countries,
- 9.2 Be nominated by their respective governments/ organizations in accordance with the procedures provided in 12 herein,
- 9.3 Be BSc./ Diploma holder or have an equivalent academic background in forestry or allied natural resources,
- 9.4 Be presently engaged in planning and implementation of environmental conservation, climate change and livelihood activities,
- 9.5 Be a staff of institutions that are directly involved in the planning and implementation of environmental conservation, climate change and livelihood activities,
- 9.6 Have practical experience of at least three (3) year in service,
- 9.7 Be under forty five (45) years of age,
- 9.8 Have a good command of spoken and written English (ensure that your hand written and signed application form is legible), and
- 9.9 Be in good health, both physically and mentally to complete the Course.

10. IMPLEMENTING AGENCY

The Course will be implemented in Kenya by the Kenya Forestry Research Institute (KEFRI).

11. PROCEDURE FOR APPLICATION

- 11.1 The Governments/organisations invited to nominate applicant(s) for the Course shall forward two (2) copies of the **Prescribed Application Form** for each nominee to

the Government of the Republic of Kenya through diplomatic channels before the commencement of the Course. One (1) copy should also be forwarded to the JICA offices in the participating countries (or JICA office responsible, if there is no office in the participating country).

11.2 The Government of the Republic of Kenya through KEFRI will inform the nominating Governments/organizations through diplomatic channels, and the JICA offices in the participating countries (or JICA office responsible) by letter, whether or not the applicant(s) has/have been accepted to the Course, no later than thirty (30) days before commencement of the Course. Within that period also, a summary of information on all the applicants accepted should be sent to the JICA Kenya Office.

12 PARTICIPATING COUNTRY/ORGANISATION

To bear and note the following:

- (i) Cost of **dispatching** application or acceptance documents or reports to **KEFRI** by postal or courier services as necessary.
- (ii) **Expenses incurred** by participants **in their countries** while preparing to attend the training, e.g. medical, local travel, passport, visa and accommodation. **Airport Tax** at every port of departure or entry where applicable.
- (iii) Seek **official approval** from the course organisers if you have to make arrangements to secure a flight ticket in your country **within two (2) days** of receiving a **Letter of Invitation** to the Course.
- (iv) Cost of **preparing** Country report and Good practice (electronic and print).
- (v) Field sessions are demanding, therefore, **one should be physically fit**.

13. OTHER INFORMATION

1. Kenya Forestry Research Institute (KEFRI) headquarters is located about 25 km northwest of Nairobi at an altitude of 2,073 m above sea level. The average annual rainfall is 1,540 mm with major rainy season in the months of April-June and minor rains in October-November. Because of the relatively high altitude, participants are advised to bring some warm clothing, particularly for the night.
2. The participants are requested to arrive in Nairobi on 27th January 2019 as per the E-ticket to be sent directly to them based on the address (es) provided in their Application Form.
3. **On arrival at Jomo Kenyatta International Airport** in Nairobi, the participants are requested to comply with the following arrival procedures:
 - (i) When port clinic, quarantine, immigration and customs clearance procedures have been completed, **the participants will be met by a KEFRI official** at the **Arrival Terminal** carrying a placard with the name of the training course and KEFRI.
 - (ii) Those who will be arriving on **flights other than originally booked** should inform KEFRI prior to their departure.

- (iii) The participants are required to strictly observe the Laws of Kenya.
 - (iv) The participants are required to strictly follow the course schedule.
 - (v) Requests to extend the period of stay in Kenya cannot be accepted.
 - (vi) The participants are requested to follow the return trip schedule designated by JICA/KEFRI.
4. Dependants of the participants are not entitled to any provision of expenses and services mentioned above. The participants are therefore, advised not to bring any dependants.

14. CONTACTS

14.1 Kenya Forestry Research Institute (KEFRI)

1. **Mailing Address (DHL or other Courier Services)**
The Director
Kenya Forestry Research Institute (KEFRI)
Social Forestry Training Centre (SFTC)
P.O. Box 20412 - 00200
Nairobi, KENYA
Attention: The Training Manager
2. **Telephone**
+254 722 157 414
+254 733 850 391 (Training Manager- Dr. Michael Mukolwe)
3. **E-mail:** director@kefri.org
michaelmukolwe@yahoo.com

14.2 Japan International Cooperation Agency (JICA) Kenya Office

1. **Mailing Address (DHL or other Courier Services)**
The Chief Representative
JICA Kenya Office
Rahimtulla Trust Towers 10th& 11th Flr
Upper Hill Road
P.O. Box 50572 – 00200
Attention: (Ms. Yoko Okonogi/Mr. John Ngugi)
Nairobi, KENYA
E-mail: ky_oso_rep@jica.go.jp

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.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows:

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization, which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization, which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

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 on the Form.

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 according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: <http://www.jica.go.jp/>, or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Training Programs under Technical Cooperation with the Government of Japan
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)

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2. Number: (Please write down as shown in the General Information)

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	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.

Date:	Signature:
Name:	
Designation / Position	Official Stamp
Department / Division	
Office Address and Contact Information	
	Address/Building/Street:
	Telephone:
	E-mail:

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.

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

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 view points; 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)**

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2. Number: (Please write down as shown in the General Information)

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

3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education) (required)

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

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

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

5. Language Proficiency (required)

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

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

¹ Good: Conversational accuracy and fluency in a wide range of situations: discussions, short presentations and interviews.

Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences and expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question and 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.

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

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

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

I certify that the statements I 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 the 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 the 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 exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:		Signature:	
Print name:			

MEDICAL HISTORY AND EXAMINATION	
E-mail:	

1. Present Status

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____) <i>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.</i>
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2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
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(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
	Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes	

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
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<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
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<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)

<input type="checkbox"/> Other >>> Specify (_____)
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(f) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
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Present Condition: (_____)

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

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

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

Date:	Signature:
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Print name:	
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E-mail:	
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