

F.No.12040/06/2024-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067

Dated: 21.02.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Comprehensive Engineering on Water Supply Systems: Practical Training for Water Supply System” to be held in Japan from 18.06.2024 to 10.08.2024 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Engineering on Water Supply Systems: Practical Training for Water Supply System” to be held in Japan from 18.06.2024 to 10.08.2024 under the Technical Cooperation Program of the Government of Japan.

2. This program is designed for governmental, semi-governmental, or corporate organizations in charge of public water supply with urban water supply system to learn comprehensive measures and techniques for waterworks in supplying safe and drinkable water continuously.

3. The applying organizations are expected to select nominees who meet the following qualifications.

- i) Current Duties: waterworks engineers;
- ii) Experience: have at least three (3) years of practical experience for those university graduate or equivalent; OR at least seven (7) years of practical experience for those polytechnic graduates or equivalent;
- iii) Educational Background: be university graduates or have equivalent: technical qualifications in waterworks engineering;
- iv) Language: have a good command of spoken and written English which is equivalent to TOEFL CBT 200;
- v) Health: must be in good health, both physically and mentally, to participate in the Program;
- vi) Age: Less than forty (40) years old is desirable and more information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a. Whether attended any foreign training program in the past? If so, the duration/details thereof;

- b. Whether cleared from vigilance angle;
- c. Age;
- d. Whether working in North East State/J&K;
- e. A brief in 50-100 words justifying the nomination.

5. The course covers the cost of round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (meals, living expenses, outfit, shipping and stopover); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **25.03.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Deshrāj Yadav)

Under Secretary to the Government of India

Tele No: 011-26194167

Copy to: - (Through DoPT's website).

- a. Secretary, Department of Water Resources, River Development and Ganga Rejuvenation, GoI, New Delhi.
- b. Secretary, Department of Drinking Water and Sanitation, GoI, New Delhi.
- c. Secretary, Ministry of Urban Development, GoI, New Delhi.
- d. Secretary, Ministry of Rural Development, GoI, New Delhi.
- e. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- f. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- g. NIC with request to post the circular along with the JICA's circular on this Department's website.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Comprehensive Engineering on Water Supply Systems(B)

Practical Training for Water Supply System



Course Number: 202313586J001


Course Period: June 18- August 10, 2024



NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

上水道施設技術総合(B)



How do we tackle the bottlenecks to supply safe and continuous water?

Learn various and valuable assets of
waterworks experiences in City of Sapporo.



Outline

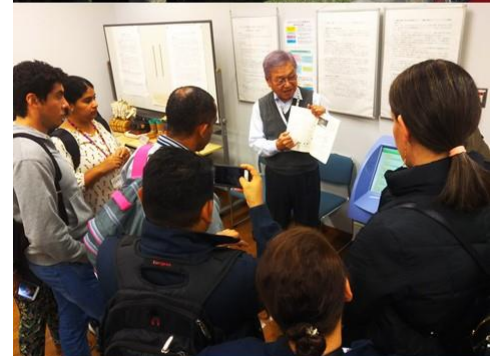
This program is designed for governmental, semi-governmental, or corporate organizations in charge of public water supply with urban water supply system to learn comprehensive measures and techniques for waterworks in supplying safe and drinkable water continuously .

The sessions will be held in Japan.

All sessions are carried out in English.

The period of the program is from June 18 to August 10, 2024.

Course Capacity:
7 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 6

When?

(Online Program Period, Face-to-Face Program Period) 7

Where?

(Place Where the Program Take Place) 7

How?

(How to Learn, Language, Commitment to the SDGs) 8

(Program Structure) 8-11

(Engineer, Organizer, Coordinator, Program Officer) 12

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 13

(Required Documents for Application) 14

(Procedures for Application and Selection) 14

(Conditions for Participation) 15

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan,
Accommodation in Japan, Expenses, Pre-departure Orientation) 17-19

Annex

(Job Report) 20

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 22

Correspondence

(For Enquiries and Further Information) 24

For What?

Background

It is critically important to supply safe and drinkable water from the point of view of Basic Human Needs; however, its resource distribution is extremely skewed in respective countries.

United Nations estimates that one-thirds of world population has still limited access to proper water supply; forcing more than one billion people without safe drinking water due to insufficient management and technical capacity, financial arrangements, public awareness activities and so on.

Objectives

Participants learn comprehensive measures and techniques for waterworks in supplying safe and drinkable water continuously.

To Whom?

Job Areas and Organizations

This program targets to waterworks expert, professional engineer including junior engineer and officer of central and local government organizations.

Targeted Countries

Nepal, Fiji, India, Malawi, Kazakhstan, Tajikistan, Sudan

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

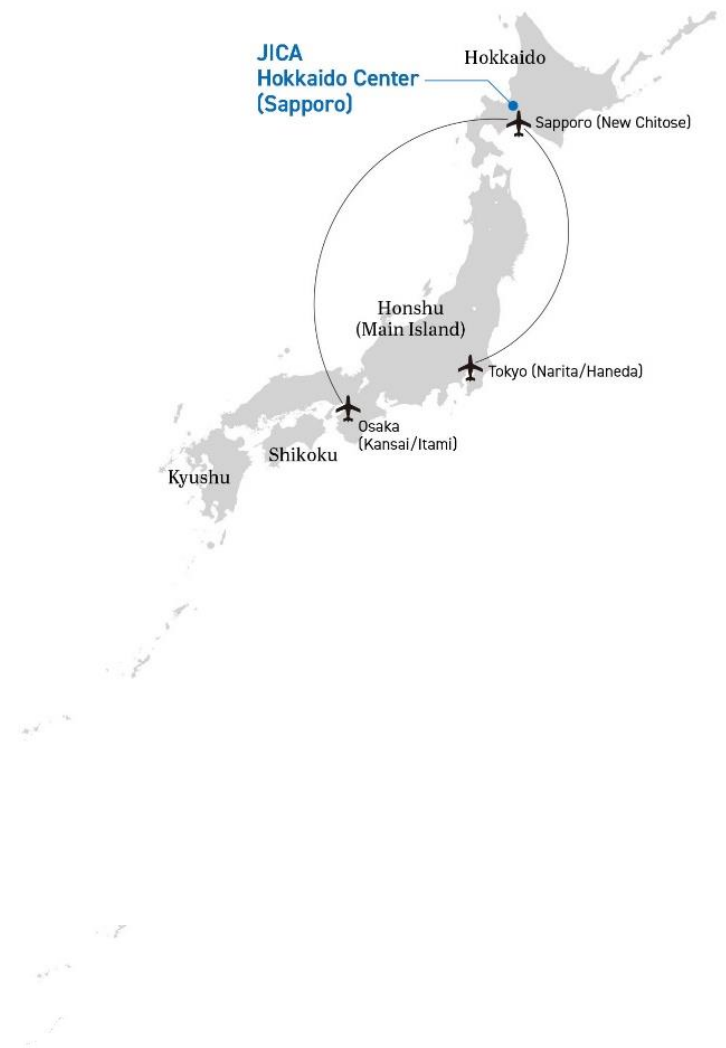
Programme In Japan

June 18 to August 10, 2024

Where?

This course is carried in Hokkaido, Japan, organized by JICA Hokkaido Center.

Waterworks Bureau, City of Sapporo is the major implementation partner of this program and it has a long and rich experience of JICA training program.



How?

How to Learn

- Online Self-Study
- Q&A Session
- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Watch



Listen



Experience



Study



Chat



Discuss



Present

Language

English

Commitment to the SDGs



Program Structure

This program consists of the following components.

(1) Preliminary Phase in a participant's home country

Participating organizations make required preparation for the Program in the respective country.

1) Job Report (Closing Date: May 17, 2024)

-Preparation of YOUR Job Report under consultation within YOUR ORGANIZATION

※See Annex for Job Report Instruction

2) On-line learning through on-demand movies

It is highly recommended to learn through these movies BEFORE the departure to Japan, although the participants may have some chances of on-line learning during the stay in Japan. The links to the movies will be sent the participants after the selection.

a) Outline of waterworks of Sapporo and Japan

- Water Supply in Sapporo
- 50 years of Sapporo Water Works
- Water Supply in Japan

b) Water supply planning

- Waterworks Planning
- Water Demand Forecasting

c) Water treatment

- Fundamentals of Water Treatment Processes
- Operation Management of WPP
- Maintenance of WPP
- Computer Monitoring and Control
- Water Quality Management
- Moiwa WPP Field Trip

d) Water distribution

- Application Example of Computer Control System for Distribution Network
- Leak Prevention
- Water Leak Prevention Work
- Distribution Pipe Installation Plan
- Block Distribution
- Distribution and Service Pipes Management System Mapping and Filing
- Design and Estimate of New Installation of Distribution Pipes

e) Others

- Promotion of Environmentally-friendly Management
- Sapporo Waterworks Museum (Virtual Reality)

(2) Core Phase in Japan ※contents are subject to minor change
(June 18 to August 10, 2024)

1) Introduction to water supply planning, water resources and water intake

Water source

- Water quality control
- Visit to dam, lake and deep well-Water source development & water problems caused by algae
- Design of pumping facilities for water well
- Drilling technology for water well
- Water quality assessment with Aquatic Organisms

2) Water quality management and water purification technologies

- Water purification plant
- Sludge treatment plant
- Integrated Operation of water purification plant
(Control Room, back washing of filter, startup & finishing of water treatment plant, jar-test, injection of chemicals)
- Mechanism of water purification process
- Maintenance of water purification plant
- Design of water purification plant
- Advanced water purification (Ozonation and UF membrane)
- History of water quality management
- Water safety plan

3) Water delivery and distribution, and countermeasure against water leakage

- Water supply & distribution in Sapporo
- Distribution reservoir, pumping station, flow meter
- Pipeline maintenance
- Distribution pipe laying plan
- Design & quantity calculations for new installation of distribution pipes
- Construction site of distribution/service pipes
- Network analysis of distribution pipes (EPANET)

- Pipe manufacturing plant (ductile & PE)
 - Metering, settlement, charge collection
 - Leak prevention planning
 - Detection of leak prevention
- 4) Case study, effective water supply mechanism - roles of public administration, regulations, management body, tariff system and human resource development
- Outline of water supplies in Japan and Sapporo
 - Sustainable Water Management -Asset management for water supply
 - Planning and demand projection
 - Eco-friendly water supply business
- 5) Presentation of Action Plan
- *You will be able to make a feasible action plan that solves challenges in your division (section, unit, team, etc.) by the end of this course referring to the above module.

Problem Identification

- Job Report presentation
- Problem Analysis
- Group discussion
- Review discussion

Action Plan

- Lecture for the importance
- Mid-term consultation
- Finalizing consultation
- Presentation

(3) Post-Core Course Phase in a participant's home country

((October 2024 to September 2025)

Participating organizations get feedback and recommendations from the participants through sharing the Action Plan

Management Members

Waterworks Bureau , City of Sapporo

Mr. KOYAMA Yoshitaka

Chief Engineer for technical training division

He is civil engineer. He has been engaged in JICA KCCP program for more than 10 years. He is the project manager of partnership project with Nepal Water Supply Corporation.



Mr. OGAWA Yamato

Engineer for technical training division

He is civil engineer. He has been engaged in JICA Knowledge Co-Creation Program (KCCP) for 4 years. He is in charge of planning , preparing and implementing technical trainings for bureau staff and foreign engineer.



Mr. NAMIKI Sota

Engineer for technical training division

He is civil engineer. He has been engaged in JICA KCCP program for 2 years. He is in charge of planning , preparing and implementing technical trainings for bureau staff and foreign engineer.



HIECC(Hokkaido International Exchange and Cooperation Center)

Mr. MORIUCHI Takeo

Program Organizer

He has many experience of JICA KCCP program in Hokkaido.



Training Coordinator

Mr. SUGAI Yoshito

He has extensive experience in coordinating the KCCP program, and has been the Training Coordinator for many courses including water sector.



Program Officer

Mr. MATSUMOTO Kenichi

JICA, Hokkaido Center

Message: Greetings from Japan! Somebody says ‘a drop of water is worth more than a sack of gold to a thirsty man’ In this program, we focus on how we can assure that most precious resources for us is available at any time, any volume and at reasonable price. Let's gain a new perspective on your work through discussions with the lecturer and other participants!



Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation having their participants attend by carrying out the activities of the Preliminary Phase described in Program Structure.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in Program Structure.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: waterworks engineers
- 2) Experience: have at least three (3) years of practical experience for those university graduate or equivalent; OR at least seven (7) years of practical experience for those polytechnic graduates or equivalent
- 3) Educational Background: be university graduates or have equivalent: technical qualifications in waterworks engineering.

- 4) Language: have a good command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This programs includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible).
※Past programs have shown that participants without a functional command of English find themselves unable to make progress in this training program.
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: Less than forty (40) years old is desirable
- 2) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

- (1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).
- (2) Photocopy of passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it
*Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
- (3) English Score Sheet: to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS).
- (4) Job Report (ANNEX): to be submitted with the application form.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA**

overseas office (or the Embassy of Japan).

(All required material must arrive at JICA Center in Japan by **April 9, 2024**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than April 26 2024**.

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the

- course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of “3.Expenses”, “Administrative Arrangements”,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
 - (10) not to drive a car or motorbike, regardless of an international driving license possessed,
 - (11) to observe the rules and regulations at the place of the participants’ accommodation, and
 - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Hokkaido (Sapporo)
 - (2) Program Officer: Mr. MATSUMOTO Kenichi (Matsumoto.Kenichi@jica.go.jp)
-

2. Implementing Partner

- (1) Waterworks Bureau, City of Sapporo
<http://www.city.sapporo.jp/suido> (Japanese Only)
 - (2) HIECC(Hokkaido International Exchange and Cooperation Center)
<http://www.hiecc.or.jp/index.asp>
-

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

4. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan,

conditions of the course, and other matters.

Part I: Knowledge Co-Creation Program and Life in Japan
--

https://www.youtube.com/watch?v=SLurfKugrEw

Part II: Introduction of JICA Hokkaido Center
--

https://www.jica.go.jp/sapporo/english/office/index.html

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



PDF: Facility Guide for JICA Hokkaido Center

English/French/Spanish/Russian

<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>



Video: Welcome to JICA Hokkaido
Introduction of JICA Hokkaido

<https://youtu.be/ZTw5Dtcu8o4>



Annex

JOB REPORT

Applicants are required to prepare and submit a “**Job Report**” with **Application Form**.

The report should be prepared in **English** and in the format of **Microsoft Power Point**, since all the participants are expected to make a presentation on it after starting course. In addition, since all the reports will be translated into Japanese in advance, your prompt submission of the report will be highly appreciated. Expected contents of the report are given below:

1. Purpose

To introduce, and share information about your situation and issues of waterworks management with lecturers and participants.

2. INSTRUCTIONS:

1) Should be written in **English** by using such as Microsoft PowerPoint” etc.

Hand writing is unacceptable.

2) Should cover **ALL** “Items” below

3) If applicant’s organization does not have water supply system, such as Ministry of Water and/or its branch office in region, please select one city water company where applicant’s office is located or which applicant try to improve.

4) Based on the Job Report, **every participant** will have around 10 minutes to give an oral presentation at the beginning of the course.

3. The following items should be included on your Job Report using such as Microsoft PowerPoint

- 1) Your country, name and present position
- 2) Current issue related to the water supply system in your targeting area and the main Strategies to overcome it
- 3) Most critical issue which your division (section, unit, team, etc.) aims to find the solutions
- 4) The mandate/The duty which you are engaged in for a solution to above mentioned issue
- 5) Future project/plan which participants are likely to be involved.
- 6) Your expectation from this training program specifically

NOTE: It is highly recommendable for participants to send PHOTOS (especially those which clearly show the problems in water supply system). Please be advised to include the detailed “PHOTOS” which clearly show the water supply system or relevant materials, which will be highly useful to know the situation of water system you’re in charge area.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

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



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido (Sapporo))

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku , Sapporo,Hokkaido, 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

("81" is the country code for Japan, and "11" is the local area code

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



Japan International Cooperation Agency

CONFIDENTIAL

CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	
Department / Division	<input type="text"/>		
Office Address and Contact Information	Address: <input type="text"/>		
	Tel: <input type="text"/>	E-mail: <input type="text"/>	Fax: <input type="text"/>

(If necessary) Confirmation by the organization in charge

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:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	



Department / Division		
-----------------------	--	--

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM**To be filled by Applicant.***1. Course Title:** (as shown in the GI)**2. Course Number:** (the number as “xxxxxxxxJxxx” shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant**1) Name of Applicant (as shown in the passport)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname**First Name****Middle Name**

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry date of passport	Date	Month	Year
USA visa possession*	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

**Applicants from Latin American and the Caribbean Countries only.*

6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

***If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.**

(YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
(YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
(YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
(YES / NO) an civilian organization but with military personnel or a military division within the organization
(YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

***Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

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

2) Academic Background (University, College or Higher Education)

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

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

***Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.**

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

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ()	() Excellent	() Good	() Fair	() Poor
---------------------------	---------------	----------	----------	----------

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)****1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (_____), Name of medicine (_____) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
-----------------------------	---

(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
-----------------------------	---

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

(_____) <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
-----------------------------	---

(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
-----------------------------	---

(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
-----------------------------	--

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature