

F.No.12040/14/2024-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-67

Dated: 22.05.2024

**TRAINING CIRCULAR**

**Subject:** Knowledge Co-Creation Program on “Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)” to be held from 9<sup>th</sup> to 14<sup>th</sup> October, 2024 (online) and from 15<sup>th</sup> October to 13<sup>th</sup> December 2024 (in Japan) 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 “Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)” to be held from 9<sup>th</sup> to 14<sup>th</sup> October, 2024 (online) and from 15<sup>th</sup> October to 13<sup>th</sup> December 2024 (in Japan) under the Technical Cooperation Program of the Government of Japan.

2. The program aims to share the various efforts to reduce disaster risks on important public infrastructures from natural disasters (flood, earthquake, tsunami, and sediment related disasters) and disaster recovery based on the Japan’s experiences, leading to improved disaster risk reduction, prevention, mitigation and restoration for infrastructure in participating organizations.

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

- i) Current Duties & Experience in the relevant field:** Civil engineers of Central or State government with at least 5 years of experience in infrastructure management (except for building / housing).
- ii) Educational Background:** University graduates or equivalent in the area of civil engineering.
- iii) English Language Qualification:** Language: have a competent command of English.
- iv) Health:** Must be in good health (Both physically and mentally).
- v) Age:** Between the ages of twenty-five (25) and forty-five (45) years
- vi) Gender Equality and Women’s Empowerment:** Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women’s empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

More details of the program may be seen in the brochure.

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

- (a) Whether he/she has attended any foreign training program in the past? If so, the duration/details thereof
- (b) Whether he/she is cleared from vigilance angle
- (c) Age
- (d) Whether he/she is working in North East State/J&K
- (e) A brief in 50-100 words justifying the nomination

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; accommodation arranged by JICA; allowances for meals, living expenses and stopover; expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the 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/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **25.06.2024**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) and application form may be seen on the website of DoPT.



(Deshraj Yadav)

Under Secretary to the Government of India  
Tele No: 011-26194167

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

- a. Secretary, Ministry of Ports, Shipping and Waterways, Gol, New Delhi.
- b. Secretary, Ministry of Road Transport and Highways, Gol, New Delhi
- c. Secretary, Ministry of Jal Shakti, Gol, New Delhi.
- d. Secretary, Department of Water Resources, RD & GR, Gol, New Delhi.
- e. Secretary, Ministry of Environment, Forests & Climate Change, Gol, New Delhi.
- f. Secretary, Ministry of Home Affairs, Gol, New Delhi.
- g. Director General, Coast Guard Headquarters, Directorate of Personnel, Gol, New Delhi.
- h. Secretary, Department of Agriculture & Farmers Welfare Gol, New Delhi.
- i. Secretary, Department of Rural Development, Gol, New Delhi.
- j. Chairman, National Disaster Management Authority, Gol, New Delhi.
- k. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- l. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- m. NIC with request to post the circular along with the JICA's circular on this Department's website.



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Disaster Risk Reduction and Management on Infrastructure (River, Road, and Port)



Course Number: 202311695J001

Course Period: October 9 – December 13, 2024

Online Program: October 9 – October 14, 2024

Program in Japan: October 15 – December 13, 2024




NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

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

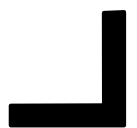
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

課題別研修 インフラ施設（河川・道路・港湾）災害対策とマネジメント



# **How can we make Disaster Risk Reduction through our engineering countermeasures?**

Acquire knowledge of the various efforts such as the way to reduce the damage on important public infrastructures from natural disasters and disaster recovery based on the Japan's experiences.



# Outline

This program is designed for civil engineers who are in charge of the maintenance and management of the public engineering facilities.

The program aims to share the various efforts such as the way to reduce the various disaster risks on important public infrastructures from natural disasters (flood, earthquake, tsunami, and sediment related disasters) and disaster recovery based on the Japan's experiences, leading to the improved disaster risk reduction, prevention, mitigation and restoration for infrastructure in participating organizations.

The sessions will be held online self-study in your country and face-to-face study in Japan.

The period of the program is from October 9 to December 13, 2024.

All sessions are carried out in English.

Course Capacity:  
9 participants from  
9 countries



## JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated “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.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

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## Background

In recent years, natural disasters which could shake the foundations of regions and nations are occurring more frequently and intensely all over the world. As a result, economic damage and loss are expanding. In developing countries, natural disasters such as flood, earthquake, tsunami, sediment related disasters have caused serious damages to public infrastructure (road, river, port, water supply and sewerage system, electric power supply, etc.) and recovering such public infrastructure requires a great deal of reinvestment and time. In this way, it repeatedly impedes social and economic development.

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## Overall Goal

Damage caused by natural disasters in infrastructure (rivers, roads, and ports) is reduced, and better restoration is properly carried out in the organizations where participants belongs.

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## Course Objective

Participants acquire knowledge for construction and maintenance of infrastructures taking into account the risk of natural disasters, countermeasure for mitigation, and methods for early recovery and build back better.

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# To Whom?

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## Job Areas and Organizations

This program is offered to civil engineers who are involved in infrastructure management (river, road and port, but NOT for building and housing) from the viewpoint of investigation, planning, implementation or maintenance.

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## Targeted Countries

Belize, Chile, India, Indonesia, Malawi, South Africa, Sri Lanka, Timor-Leste, and Viet Nam

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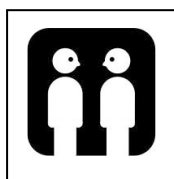
# When?

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## Online Self-study Program Period

From October 9  
to October 14, 2024



## Face-to-face Program Period (In Japan)

From October 15  
to December 13, 2024

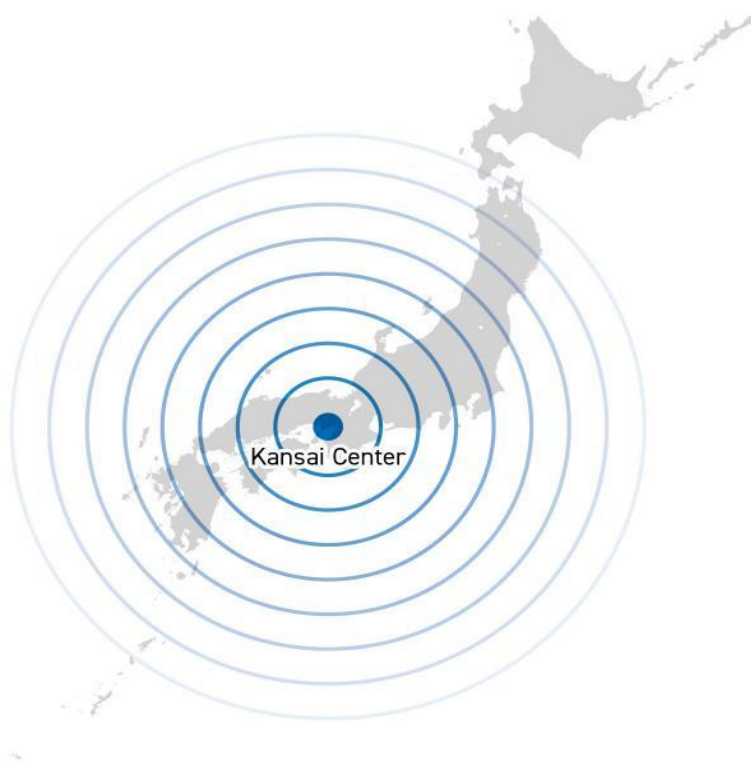
【Arrival Date】  
October 15, 2024  
【Departure Date】  
December 13, 2024

# Where?

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This course is carried out mainly at JICA Kansai Center.

Program Period	Where
Online self-study	In your country
Face-to-face	JICA Kansai in Kobe



# How?

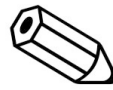
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## How to Learn

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



Watch



Study



Experience



Discuss



Present



Interact

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## Language

English

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## Commitment to the SDGs



# Program Structure

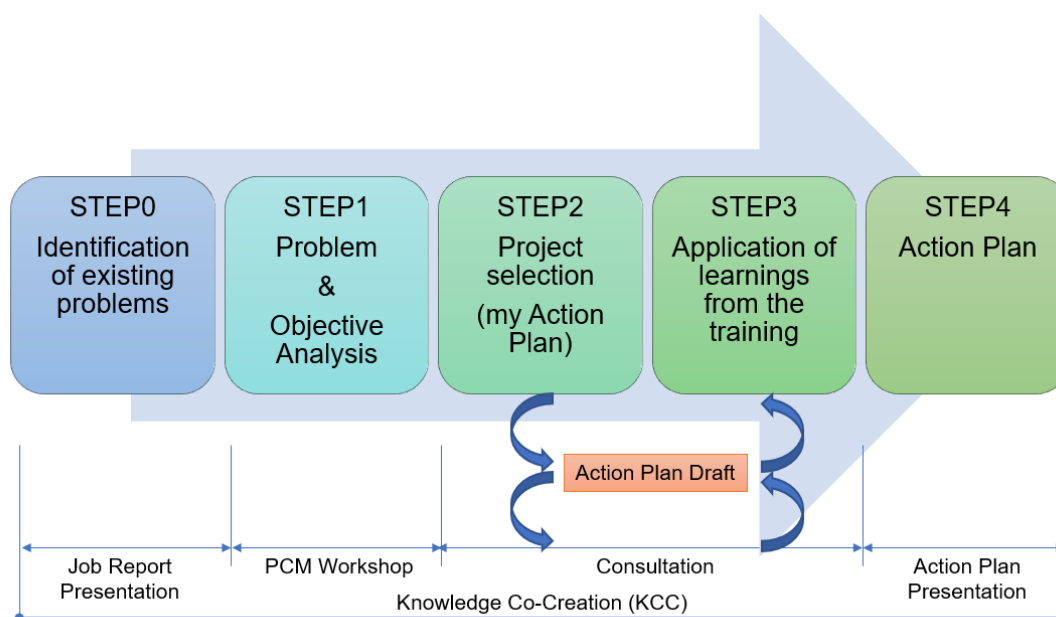
This program consists of the following components. Details on each component are given below:

<p><b>Preliminary Phase in your country</b>  <b>Online Self-study program period</b>  <b><u>From October 9 to October 14, 2024</u></b></p>		
<p>Participants are required to do following things before coming to Japan in your home country:</p> <ul style="list-style-type: none"> <li>✓ Preparation and submission of Job Report and Basic Information Matrix (BIM) (As for the details, please see the ANNEX1)</li> <li>✓ View videos through internet (ex. Natural Disasters in Japan, Disaster Prevention facilities in Japan and etc.) to gain more knowledge and motivation to participate in the program before coming to Japan.</li> </ul>		
<p><b>Core Phase in Japan</b>  <b>Face-to-face Program Period</b>  <b><u>From October 15 to December 13, 2024</u></b></p>		
Expected Module Output	Subjects/Agendas	Methodology
<p>&lt;1&gt;            To be able to explain the similarities and differences of the feature of natural disasters between the participating countries and Japan.</p>	<p>(1) Job report presentation            (2) Natural disasters in Japan            (3) Natural disasters and its analysis in each country            (4) Transition of disaster risk reduction technologies in Japan</p>	<p>Lecture            Presentation            Field visit</p>

<p>&lt;2&gt; To be able to explain the national, prefectural and municipal governmental policies on Disaster Risk Reduction (DRR) , a regional disaster management plan and a plan for building a disaster-resilient society.</p>	<p>(1) Disaster management policies/plans/measures at different levels (2) Disaster management project (3) Ports and Harbors in Japan</p>	<p>Lecture Field visit  <ul style="list-style-type: none"> <li>• Key Wide-Area Disaster Management Base, etc.</li> </ul> </p>
<p>&lt;3&gt; To be able to explain structural measures (hard measures) such as the methods of DRR on infrastructure (river, road and port) and of post-disaster restoration and reconstruction.</p>	<p>(1) Countermeasures for Sediment Disasters (2) River Improvement Project (3) Landslide Countermeasures Project (4) Road Project (Road · Bridge) (5) Disaster Restoration Project (6) Engineering techniques for emergency restoration / reconstruction methods</p>	<p>Lecture Field visit  <ul style="list-style-type: none"> <li>• River Office</li> <li>• Sabo Office</li> <li>• Tide Gates</li> <li>• Tsunami Evacuation Tower, etc.</li> </ul> </p>
<p>&lt;4&gt; To be able to explain non-structural measures on DRR such as weather forecast, early warning system, information sharing system.</p>	<p>(1) Response to disasters by Meteorological Observatory (weather forecast/earthquake) (2) Flood forecasting system and its operation (3) Earthquake Disaster Prevention, Mitigation and Restoration System for Lifeline (4) Creation of Disaster Reduction Awareness</p>	<p>Lecture Workshop Field visit  <ul style="list-style-type: none"> <li>• Town watching and Hazard Map making</li> <li>• Public Works Research Institute</li> <li>• Disaster Reduction and Human Renovation Institution</li> </ul> </p>

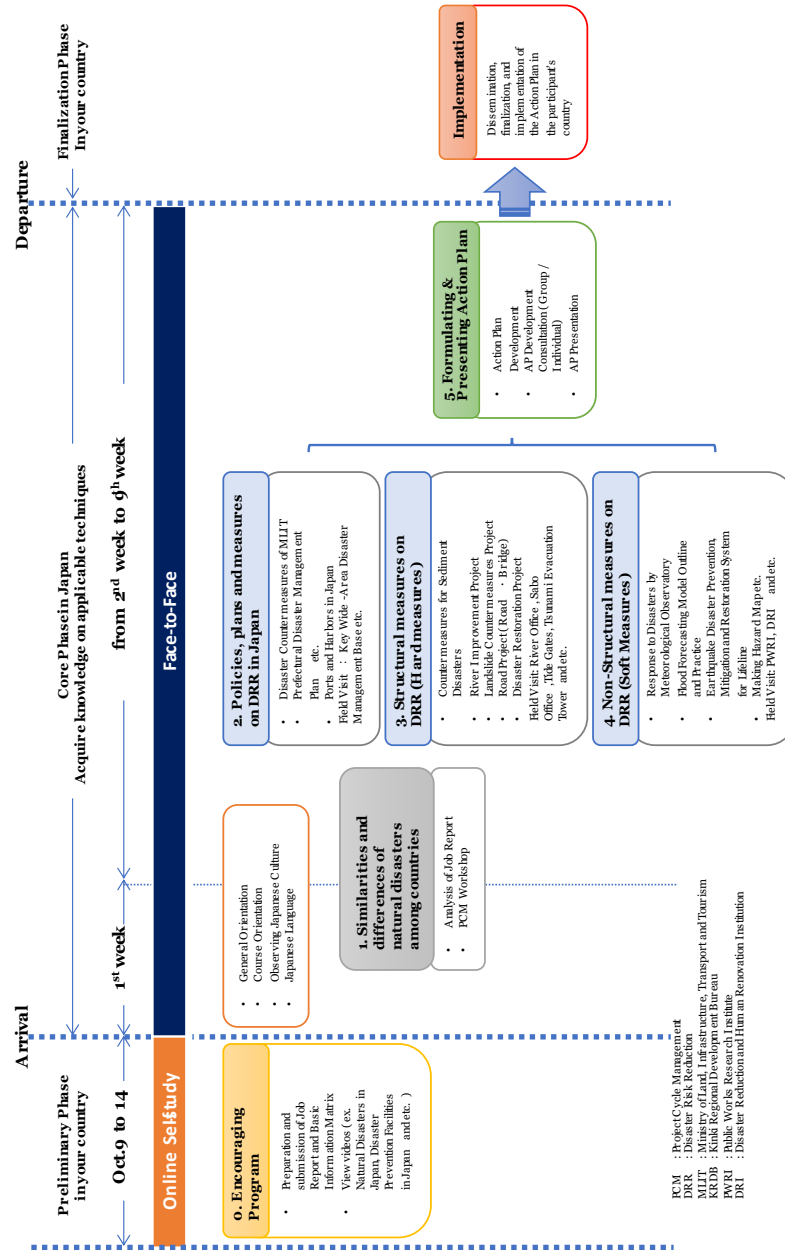
<p>&lt;5&gt; To formulate/ present Action Plan and propose applicable techniques/ knowledge to participant's organization.</p>	<p>(1) Problem analysis, solution finding (2) Preparation of Action Plan* (3) Presentation of Action plan</p>	<p>Workshop Consultation Presentation</p>
<p><b>Finalization Phase in your country</b> <u>After going back to your home country</u></p>		
<p>Expected Module Output</p>	<p>Activities</p>	
<p>To implement the Action Plan</p>	<p>Dissemination, finalization and implementation of the Action Plan in the participant's country</p>	

\*Action Plan Preparation Steps are as follows;



# Program Structure

FY2024



# Voice

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## Past Program Alumni Comments



RAJI Tosin Sheriff

Nigeria

Due to its climate and topology, Japan experiences one of the highest numbers of natural disasters in the world every year despite being a country with relatively small land mass. With Japanese determination and doggedness, Japan has been able to combine some of its olden days and modern technologies driven by scientific facts, and evidence to fortify its Infrastructural defense system against the occurrence of future disasters.

The Disaster Risk Reduction and Managements on Infrastructure was designed with top-notch tested and trusted soft and hard countermeasures of Japanese knowledge in disaster preparedness and Response making. It is very beneficial and helpful for me as a planner for building a critical infrastructure protection framework against natural and economic disaster for effective service delivery and sustainability.



WICAKSONO Dimas Yudha

Indonesia

This comprehensive, detailed, and inspiring course has been essential to my life. Observing, learning, and understanding behind some of the world's most advanced disaster resilience infrastructure is such a humbling experience. These courses cover both hard and soft measures, emphasizing holistic thinking. Site visits and knowledge exchange meetings enhance practical learning. Japan seamlessly integrates resilient infrastructure into daily life, from safe school sites to stringent building codes. Cultural



awareness of natural forces, such as tsunami stone monuments and early warning systems, shapes behavior and create awareness beyond generations. All of this gives me a better understanding and a broad approach to planning infrastructure resilient to disaster and integrates well into how people live.

# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section “2. Nominee Qualifications” below.

## 2. Nominee Qualifications

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

### (1) Essential Qualifications:

**The participants must be a civil engineer of central or local government with at least 5 years of experience in infrastructure management (except for building/ housing) with meeting the following criteria.**

#### 1) **Educational Background:**

Should be university graduates or equivalent in the area of civil engineering.

#### 2) **English Language Qualification:**

Have a competent command of English which is equal to TOEFL iBT 80 or more (This training program includes active participation in discussions, which requires HIGH competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.)



### 3) **Health:**

Must be in good health to participate the program in Japan. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, If you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form).

### 4) **Technical Requirements for the Online Self-study Program (Computer)**

#### ✓ **Technology Proficiency:**

- Basic computer skills such as, sending/receiving e-mail with attachments, and using a web browser.
- This program may be delivered using the following services; Web Conferences (Ex. Zoom or MS Teams), Cloud Storage (Ex. Google Drive, Gigapod), and YouTube.

#### ✓ **Internet Connection:**

- High Speed Broadband Connection (at least 2Mbps) from your office or your home.

\*In principle internet access charge incurred for this course shall be borne by you/your organization.

### <Minimum Requirement>

#### ✓ **Hardware:**

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel i3 or equivalent; 2GHs or higher
- Memory: 2GB of RAM or higher
- Hard Drive Space: 2GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

\*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

#### ✓ **Hardware and Software which may be required:**

- Webcam Microphone, and Audio output Device (Speaker or Headset)
- Zoom Client for Meeting (<https://zoom.us/download>)



## **(2) Recommended Qualifications**

- 1) Age:** between the ages of twenty-five (25) and forty-five (45) years old.
- 2) Gender Equality and Women's Empowerment:** Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## **3. Required Documents for Application**

**(1) Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

**(2) Photocopy of Passport or ID:** 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.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

**(3) English Score Sheet (photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

## **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 Kansai Center in Japan by **July 8, 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 **no later than August 23, 2024.**

## **5. Additional Documents to be Submitted by Accepted Participants**

Accepted participants should submit the following documents by **September 23, 2024** to [Nishioka.Midori@jica.go.jp](mailto:Nishioka.Midori@jica.go.jp)

<A> Job Report (PPT)

<B> Basic Information Matrix (Excel)

As for details, please see ANNEX1.

## **6. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics,
- (3) not to record or share the online contents without JICA's permission,
- (4) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP,
- (5) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (6) 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),
- (7) not to bring or invite any family members (except for programs longer than one year),
- (8) 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,
- (9) to observe the rules and regulations of the program implementing



- partners to provide the program or establishments,
- (10) not to engage in political activities, or any form of employment for profit,
  - (11) 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 "5.Expenses", "Administrative Arrangements",
  - (12) 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,
  - (13) not to drive a car or motorbike, regardless of an international driving license possessed,
  - (14) to observe the rules and regulations at the place of the participants' accommodation, and
  - (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

**Center:** JICA Kansai Center (Kobe city in Japan)

**Program Officer:**

Ms. NISHIOKA Midori (Nishioka.Midori@jica.go.jp)

Ms. MAEDA Yoko (Maeda.Yoko@jica.go.jp)

## 2. Implementing Partner

**Name:** Ministry of Land, Infrastructure, Transportation and Tourism,  
Kinki Regional Development Bureau

**URL:** <https://www.kkr.mlit.go.jp/profile/gaiyou/ro3e.html>

## 3. Travel to Japan:

**Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

**Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

**Note: If you return home country for your own reasons, JICA will not cover the cost.**

## 4. Accommodation in Japan:

Basically, JICA will arrange the following accommodations for the participants in Japan

JICA Kansai Center (JICA Kansai)

Address: 1-5-2 Wakinohama Kaigandori, Chuo-ku, Kobe,  
Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341

Please refer to facility guide of JICA Kansai at its URL,

<https://www.jica.go.jp/kansai/english/office/index.html>



## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, 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/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 6. 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.

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9lSYcTY">https://www.youtube.com/watch?v=v2yU9lSYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WlQSDjI">https://www.youtube.com/watch?v=m7l-WlQSDjI</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=i1BQqdpXQb4">https://www.youtube.com/watch?v=i1BQqdpXQb4</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

## 7. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.



- (2) For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- (3) Participants are recommended to bring laptop computers for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access.
- (4) Participants are requested to bring athletic shoes and backpack (or small suitcase). Athletic shoes are necessary for field visit and backpack (or small suitcase) is necessary when you go out for a short trip to other cities so that you don't need to bring everything.
- (5) Allowances, such as for living, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
- (6) It is very important to exchange some currency to Japanese Yen before the arrival. It will be quite difficult to exchange money once the program starts, due to the limitation of time and facilities.

# Annex1:

## Job Report and BIM

(Only for accepted participants)

Should be sent by September 23, 2024  
to Nishioka.Midori@jica.go.jp (Ms. NISHIOKA Midori)

### < A > Job Report

#### 1. Style

- (1) Job report should be prepared by Microsoft® Power Point.
- (2) Job report should cover the following five elements
  - 1) The missions of participants' organization and his/her own duty.
  - 2) Natural disasters which typically occur in participant's country, and that have occurred in recent years
  - 3) Experience(s) of natural disaster management in participant's duties
  - 4) Problems and issues at participant's organization that need to be solved or improved from a perspective of "disaster risk reduction on infrastructures (river, road, and port). Please describe them along the following angles.
    - Disaster mitigation
    - Restoration from natural disasters
    - Maintenance and management
    - Disaster risk reduction measures
    - Others
  - 5) Objectives to participate in this program

Note: Please use some tables, figures and pictures for better understanding of other participants and lecturers (e.g. pictures taken before and after disasters).

- (3) The report should be about 10 slides (Power Point). On each slide, please indicate only main points (NOT long-winded sentences).

#### 2. Language : English

#### 3. Job Report Presentation:

- (1) Job report presentation is planned to be held at the beginning of the program.
- (2) Each participant has 15-20 minutes to make a presentation and 5 minutes for Q&A.





## < B > Basic Information Matrix

The Basic Information Matrix aims to sum up basic information about disasters and share them with other participants and instructors. The Basic Information Matrix is divided into three parts. The first section is asking some data on disaster for Infrastructure. The second section is the information related to assistance by Development Partners. The third section is asking the information on the budget of disaster prevention. It would be desirable that each participant fills out this part in cooperation with respective country's JICA office.

### 1. Style

- (1) Basic Information Matrix (BIM) should be sent by Microsoft® Excel, not by PDF file.

### 2. Language: English

## Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)

### Basic Information Matrix

Your Name & Country		
<b>[1] Information on Disaster for Public Works</b>		
1-1-1 Geographic & Geological conditions		
1-1-2 Climatic Division, Annual Rainfall, Peak Rainfall per 1 hour	Climatic Division	
	Annual Rainfall	
	Peak Rainfall per 1 hour	
1-1-3-(a) Existence of Hydrological	Rainfall	

Observation Statistical Data (Please select "√" if the observation is carried out, or "X" if not.)	Water Level	
	Tide Level	
1-1-3-(b) Existence of sharing information system from the hydrological observation to the organization in charge of infrastructure (Please select "√" if such system exists, or "X" if not)		
1-1-3-(c) Existence of disaster related information sharing system from the hydrological observation to citizens. (Disaster related information : Weather warning information and information regards to natural disasters such as earthquake, tidal wave, tsunami, landslide, flood, volcanic activity, etc.) (Please select "√" if the system is existed, or "X" if not)	Weather warning information	
	Disaster related information	
	Earthquake	
	Tidal wave	
	Tsunami	
	Landslide	
	Flood	
	Volcanic Activity	
1-1-4-(a) Please indicate most typical disasters in your country and the situation in the past.		

1-1-4-(b) Existence of record/statistical data of the past natural disasters. (Please select "√" if such record/data exists, or "X" if not)		
1-1-5 Disasters which your organization and government try to tackle with high priority. (Please choose disasters within the above answers (1-1-4-(a)))		
1-1-6 Please indicate some countermeasures plan such as long-term plan, maintenance plan, etc., and some hard/soft countermeasures which currently your organization are implementing against the natural disasters which are mentioned in the above question 1-1-5.		
1-1-7 Please indicate challenges and policies/technologies which are required to implement 1-1-6.		
1-2-1 Existence of Law(s) and/or System(s) about Disaster Restoration related to 1-1-4 and 1-1-5. (Please select "√" if such law(s) and/or system(s) exist for the following infrastructure, or "X"if not)	Road	
	River	
	Port	
	others	
1-2-2 Design basis and standards that prescribes post-disaster construction methods (Please describe outline of them on the each box if such design basis exists)	Road	
	River	
	Port	

	others	
1-3-1 "intangible" system(s) against disasters (e.g. a hazard map to show prediction of damages by disasters, water level gauge and early warning system etc.)		
1-3-2 Maintenance manual which is based on the lesson learned from the past disasters in your organization. (Please describe outline of them if such maintenance manual exists)		
1-4 Technologies and countermeasures (hard/soft) which you want to learn in Japan.		
<b>【2】 Assistance by Development Partners(donors)</b>		
2-1 Past, Present and Future Projects related to this course supported by Japan		
2-2 Project or Assistance by other donors/countries		
<b>【3】 Budget for Disaster Prevention</b>		
3-1 How the organization budgets for disaster preparedness projects		
3-2 Percentage of the national budget (or the budget of the local government to which you belong) that is spent on advance disaster management		
3-3 Percentage of the national budget (or the budget of the local government to which it belongs) allocated to disaster response.		

# Annex2:

## Schedule in FY2023

### <For your reference only>

Date	Time	Type	Place to Visit	Subject	
18-Oct	Wed			Encouraging Program: On-line self study program (1)	
19-Oct	Thu			Encouraging Program: On-line self study program (2)	
20-Oct	Fri			Encouraging Program: On-line self study program (3)	
21-Oct	Sat				
22-Oct	Sun				
23-Oct	Mon			Encouraging Program: On-line self study program (4)	
24-Oct	Tue			Arrival in Japan (from Madagascar & Nigeria)	
25-Oct	Wed			Arrival in Japan (from Albania, Indonesia & Malawi)	
26-Oct	Thu	10:00	12:30	JICA Kansai Seminar Room 41 (4th Floor)	Briefing / General Orientation by JICA
		13:30	15:00		Course Orientation by Construction Services in Kinki Region (CSKR)
27-Oct	Fri	10:00	12:00	L JICA Kansai SR 41 (On-line via Teams)	JICA's Cooperation for Disaster Risk Reduction
		13:00	15:00	L JICA Kansai SR 41	Disaster Reduction and Investment for Disaster Resilient Infrastructures Q&A Session for Promotion of Disaster Reduction Policies based on Evidence and Lessons learnt
		15:00	17:00	D	Self-introduction and Introduction of Participating Countries
28-Oct	Sat		N	No Official Schedule	
29-Oct	Sun	9:00	10:30	L JICA Kansai SR 41	*What is Rekishi Kaido? What is Japaneseness?
		11:00	12:00	O Kobe City	Takenaka Carpentry Tools Museum (lunch at JICA Kansai)
		14:15	15:15	P Kyoto City	Tea Ceremony (Fukujen, Kyoto)
		15:45	17:00	O	Kinkaku-ji (Golden Pavilion)
30-Oct	Mon	10:00	10:30	L JICA Kansai SR 42	Guidance on Job Report Presentation
		10:30	11:30	L	Guidance on Action Plan Preparation
		11:30	12:30	D	Learning Action Plan from Ex-participants
		13:30	16:00	L	River Planning and Management Policy of Kinki Regional Development Bureau (KRDB), Ministry of Land, Infrastructure, Transport and Tourism (MLIT)
		16:30	18:00	L JICA Kansai SR 42	Japanese Language Class
31-Oct	Tue	10:00	12:00	O Earthquake Memorial Museum	The Great Hanshin Awaji Earthquake Memorial Museum - Disaster Reduction and Human Renovation Institute
		13:30	16:00	L JICA Kansai SR 42	Road Development in Japan
1-Nov	Wed	10:00	12:30	L JICA Kansai SR 41	Disaster Response of Kinki Regional Development Bureau (KRDB)
		13:30	15:00	L	Restoration from disasters (disaster assessment)
		15:00	16:30	L	Road Maintenance
		17:00	18:30	L	Japanese Society and its People
2-Nov	Thu	10:00	15:30	O Intex Osaka	Construction Technology Expo
3-Nov	Fri				No Official Schedule (National Holiday: Culture Day)
4-Nov	Sat				No Official Schedule
5-Nov	Sun				No Official Schedule
6-Nov	Mon	10:00	12:30	P JICA Kansai SR 41	Job Report Presentation (1)
		13:30	16:00	P JICA Kansai SR 41	Job Report Presentation (2)
7-Nov	Tue	10:00	12:30	P JICA Kansai SR 41	Visualization of Issues (Issue Analysis) - PCM (1)
		13:30	16:00	P JICA Kansai SR 41	Visualization of Issues (Issue Analysis) - PCM (2)
8-Nov	Wed	10:00	12:30	P JICA Kansai SR 41	Analysis of the problems in your country - PCM (3)
		13:30	16:00	P JICA Kansai SR 41	Analysis of the problems in your country - PCM (4)

9-Nov	Thu	10:00	12:30	D	JICA Kansai SR 41	Review (1)
		14:30	15:00	L	Hanshin Expressway Earthquake Museum	Outline of Hanshin Expressway Company
		15:00	15:30	L		BCP of Hanshin Expressway Company
		15:30	17:00	O		Explanation of Hanshin Expressway Earthquake Museum
10-Nov	Fri	10:00	10:15	O	KRDB, MLIT	Disaster Prevention and Relief Center, KRDB
		10:30	12:30	D	KRDB, MLIT	Technical Exchange with Officers of Kinki Regional Development Bureau (KRDB), MLIT
		13:30	15:00	L	CSKR	Activities on prevention/mitigation of damages by weather disasters in JMA
		15:00	16:30	L	CSKR	Earthquake Information & Tsunami Warning Service
11-Nov	Sat			N	No Official Schedule	
12-Nov	Sun			N	No Official Schedule <b>(Submission of Action Plan 1st Draft by 24:00 - Problem Tree)</b>	
13-Nov	Mon	10:00	12:00	L	Yodo River Dams Integrated Control Office	Integrated Control of Dams in Yodo River System
		13:00	13:30	O	Amagase Dam	Amagase Dam
		13:30	15:00	O	Amagase Dam	Amagase Dam Redevelopment Project
		15:15	16:00	O		Byodoin Temple
14-Nov	Tue	10:00	11:10	L/O	Kema Pump Station	Yodo River Improvement Works (L), Kema Pump Station / Yodo Great Weir (O)
		11:20	11:50	O	Shirokita Fluvial Lagoon and Super Levee	Shirokita Fluvial Lagoon and Super Levee
		13:30	17:00	L/O	Sakura-deai Kan /Katsura River	River Improvement Methods by Utilizing Nature and Disaster Management Projects(Groin Works)
15-Nov	Wed	09:30	11:00	L	Nishi-Osaka Flood Control Office	Disaster Risk and Countermeasures in Osaka Prefecture
		11:00	12:30	L		Comprehensive Flood Control Measures and Storm Surge Measures of Osaka Prefecture
		13:00	14:30	O	Tsunami Storm Surge Disaster Prevention Station	Tsunami and Storm Surge Disaster Prevention Station
		15:00	15:30	O	Shirinashi River Tide Gate	Shirinashi River Tide Gate
16-Nov	Thu	10:00	10:40	O	Hanazono Multipurpose Flood Retarding Basin	Hanazono Multipurpose Flood Retarding Basin
		10:40	11:10	O	Matsubara-minami Regulating Reservoir	Matsubaraminami Regulating Reservoir
		11:30	12:00	O	Wakae Vertical Shaft	Wakae Vertical Shaft
		13:30	14:30	L	Sayamaike Museum	History of Civil Engineering Technology, Civil Engineering Projects
		14:30	16:00	O	Sayamaike Museum, Sayamaike Dam	Sayamaike Museum, Sayamaike Dam
17-Nov	Fri	09:30	11:00	L	JICA Kansai SR41	Overview of New Urban Improvement Projects (Inland Area Development and Reclamation Projects) in Kobe
		11:00	12:30	L		Reconstruction and Revival of the Port of Kobe
		13:30	16:00	L		Framework of Earthquake Disaster: Prevention, Mitigation and Restoration of Lifeline Systems
18-Nov	Sat			N	No Official Schedule	
19-Nov	Sun			N	(Move to Tsukuba )	
20-Nov	Mon	10:00	12:00	L/O	Tsukuba Central Research Institute, PWRI (Public Works Research Institute)	Reinforced Soil Retaining Wall (L) Test Facility 1 :Geogrid Reinforced Soil Wall Test Facility 2: Geotechnical Dynamic Centrifuge in PWRI
		13:30	16:00	L		Road Slope Disaster Management in Japan
21-Nov	Tue	10:00	12:30	P	Tsukuba Central Research Institute, PWRI	Flood Forecasting Model Outline and Practice (1)
		13:30	16:00	P		Flood Forecasting Model Outline and Practice (2)
22-Nov	Wed	9:30	11:30	D	JICA Tsukuba MR 1	Review (2) (Move to Moriya, Ibaraki Prefecture)
		13:30	15:00	L	TAKUWA Corporation Ltd	Sensors for Preventing Water and Sediment Related Disasters
		15:00	16:00	O		TAKUWA Technical Innovation Center (Move to Tokyo)
23-Nov	Thu			O	Tokyo	(National Holiday: Labor Thanksgiving Day) Infrastructure in Metropolitan Area (Tokyo Aqua Line, Tokyo Tower)

24-Nov	Fri	09:30	11:00	L	JICA Tokyo	Measures against Disasters Implemented by MLIT
		11:00	12:30	L		International Cooperation by MLIT
		13:30	16:00	L		Introduction of Japanese Disaster Risk Reduction Technology
25-Nov	Sat					(Move back to Kobe)
26-Nov	Sun			N		No Official Schedule <b>(Submission of Action Plan 2nd Draft by 24:00 - Latest Problem Tree+Table of Contents)</b>
27-Nov	Mon	10:00	12:30	L	JICA Kansai SR41	Introduction of Technologies for Slope Protection
		14:00	15:00	L	Kinki Coastal Area Disaster Prevention Center	Disaster Countermeasure at Ports and Harbors in the Kinki Region
		15:00	16:30	O		Key Wide-Area Disaster Management Base in Sakai Zone 2 of Sakai Senboku Port
28-Nov	Tue	9:00	12:00	L/P	JICA Kansai SR41/ Aotani area, Kobe	Lecture and Town Watching for Developing Hazard Map
		13:30	16:00	P	JICA Kansai SR41	Developing Hazard Map
29-Nov	Wed	10:00	12:30	L	JICA Kansai SR41	Role of SABO Works and Technology of Countermeasures for Sediment Disasters
		13:30	16:30	O/L	JICA Kansai SR41 Mt. Maya	Mt. Maya Masonry Erosion Control Facilities and Reforestation (O) , Forest Conservation Measures for Rokko Mountain Range (L)
30-Nov	Thu	10:00	12:00	D	JICA Kansai SR41	Review (3)
		14:45	16:45	O	Kamenose Landslide Museum	Kamenose Landslide Prevention Project
1-Dec	Fri	10:45	13:15	L/O	Tanabe City Hall, Tsunami Evacuation Tower	Disaster Risk Management and Crisis Management of Tanabe City (L), Tsunami Evacuation Tower (O)
		13:30	14:30	O	Tsunami Evacuation Route in Tanabe City	Development of Evacuation Routes Using Road Slopes in Times of Tsunami
2-Dec	Sat			N		No Official Schedule
3-Dec	Sun			N		No Official Schedule <b>(Submission of Action Plan 3rd Draft by 24:00 - Almost 80% completion)</b>
4-Dec	Mon	9:30	12:00	L/O	Kobe Port and Harbor Office	Disaster Restoration of Port and Harbor Facilities at Port of Kobe (Move to Hiroshima)
		15:15	17:00	O	Hiroshima Pref.	Hiroshima Peace Memorial Park and Peace Memorial Museum
5-Dec	Tue	10:15	11:00	O	Miyajima, Hiroshima Pref.	Sabo Dam and Torrent Control Work at Momijidani River
		11:30	12:15	O		Itsukushima Shrine (Move back to Kobe)
6-Dec	Wed	10:00	12:15	L/O	Okura Beach	Project for Improvement of Toban Coastal Protection Facilities (L), Okura Beach (O)
		13:30	16:00	O	Akashi Kaikyo Bridge	Akashi Kaikyo Bridge (Bridge Exhibition Center, Main Tower)
7-Dec	Thu	10:00	12:30	D	JICA Kansai SR31+32	Action Plan Preparation (1)
		13:30	16:00	D		Action Plan Preparation (2)
8-Dec	Fri	10:00	12:30	D	JICA Kansai SR31+32	Action Plan Preparation (3)
		13:30	16:00	D		Action Plan Preparation (4)
9-Dec	Sat			N		No Official Schedule
10-Dec	Sun			N		No Official Schedule <b>(Submission of Action Plan 4th Draft by 24:00 - Draft for Presentation)</b>
11-Dec	Mon	10:00	16:00	P	JICA Kansai SR31+32	Action Plan Presentation
12-Dec	Tue	10:00	11:00		JICA Kansai SR31+32	Evaluation Meeting
		11:15	12:00		JICA Kansai Briefing Room (2F)	Closing Ceremony
13-Dec						Departure from Japan

# 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 Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386/0341 FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" 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
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	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		
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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**

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

**5) Passport/Visa**

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

\*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 requested 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
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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.?

[ ] No	[ ] 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>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

[ ] No	[ ] Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( _____ )
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(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.?

[ ] No	[ ] Yes: Please specify ( _____ )
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(b) Have you or/and your family members had tuberculosis?

[ ] No	[ ] Yes: Please specify ( _____ )
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[ ] No	[ ] Yes: Please specify ( _____ )
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(d) Have you ever had any sleeping, eating or other disorders?

[ ] No	[ ] Yes: Please specify ( _____ ) Name of medicine taken if any ( _____ )
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**3. Other Medical Issues/Conditions**

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

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\* Are you pregnant?

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

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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](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**

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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)

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- 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