

F.No.12040/24/2024-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: 14.08.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Food Safety, Hygiene and Quality Control in Supply Chain Management of Milk, Meat and Eggs” to be held in Japan from 17.02.2025 to 24.04.2025 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 “Food Safety, Hygiene and Quality Control in Supply Chain Management of Milk, Meat and Eggs” to be held in Japan from 17.02.2025 to 24.04.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program aims at developing human resources who understand the mechanisms and techniques on hygiene and quality control in production, processing, and distribution processes (Farm-to-Table) of foods of animal origin and contribute to the supply system development for those foods through One Health Approach.

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

i) Government officials and persons involved in hygiene and quality control in the production, processing, and distribution of foods of animal origin

ii) Current Duties: Hygiene/quality control, auditing, guidance, or research in the production, processing, and distribution of foods of animal origin.

iii) Experience in the relevant field: having more than 3 years of practical experience in safety and quality management of foods of animal origin.

iv) Language Proficiency: having command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This program includes active participation in discussions, which requires high competence in English. An official certificate for English ability such as TOEFL, TOEIC etc. may be attached, if possible)

v) 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 have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

vi) Age: under forty-five (45) years old and **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 has worked 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 outfits and shipping 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 government officials/officers from CCA/State/UTs government 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 **08.11.2024**. 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.


(V. Niang Langel)
Section Officer (FT)
Tele No: 011-26194167

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

- a. Secretary, Department of Consumer Affairs, GoI, New Delhi.
- b. Secretary, Department of Food and Public Distribution, GoI, New Delhi
- c. Secretary, Ministry of Food Processing Industries, GoI, New Delhi
- d. Secretary, Ministry of Agriculture and Farmers Welfare, GoI, New Delhi.

- e. Secretary, Department of Agricultural Research and Education, GoI, New Delhi
- f. Secretary, Department of Fisheries, Animal Husbandry and Dairying
- g. Secretary, Ministry of Health and Family Welfare, GoI, New Delhi.
- h. 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).
- i. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- j. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Food Safety, Hygiene and Quality Control in Supply Chain
Management of Milk, Meat and Eggs**
課題別研修「畜産物(乳・肉・卵)の安全・衛生・品質管理技術強化」
JFY 2024

No. 202311538J001

Course Period in Japan: From February 17th 2025 to April 24th 2025

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

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.

I. Concept

Background

The ratio of meat and dairy products to food expense increases with improvement of income level. As economic development has been achieved in developing countries since 1980s, personal consumption of livestock products has been widely increasing and many countries are struggling to increase the supply. On the other hand, foodborne disease is of great global importance. Foodborne diarrheal diseases and zoonoses cause millions of deaths each year and great costs to society. Livestock animals play a particularly important role in foodborne diseases as they can be a source of pathogens in milk, meat, and eggs. Introducing hygienic measures and processing techniques in animal product value chain ensures safety and quality of the food and a stable supply of animal products by minimizing their deterioration and disposal.

For the purpose, development of human resources in livestock development and extension, food inspection, and animal product industry is required to improve methods and framework in hygiene and quality management in production, transportation, processing, storage, and distribution of food products of animal origin. This program is designed for countries which intend to improve animal production food safety.

This program, therefore, focuses on on-farm and in-plant measures for hygiene and quality control of animal products: meat, milk and eggs from cattle, pigs, and poultry.

For what?

This program aims at developing human resources who understand the mechanisms and techniques on hygiene and quality control in production, processing, and distribution processes (Farm-to-Table) of foods of animal origin and contribute to the supply system development for those foods through One Health Approach.

For whom?

This program is offered to food inspection supervisors and planning officers for livestock value-chain development and marketing, who are engaged in quality control and hygiene of foods of animal origin.

How?

The participants will take lectures and practices and join discussions to understand techniques and mechanisms of hygiene and quality control across the value chain of meat, dairy products, and eggs. Participants will then formulate a final report including an action plan describing what the participant will do in their country, putting the knowledge and ideas acquired and discussed in this program into their ongoing activities.

II. Description

1. Title (J-No.):

Food Safety, Hygiene and Quality Control in Supply Chain Management of Milk, Meat and Eggs (202311538J001)

2. Course Duration in Japan: February 17th, 2025, to April 24th, 2025

3. Target Regions or Countries:

Argentina, Bangladesh, Eritrea, India, Mozambique, Nigeria, Palau, Sri Lanka, Uruguay

4. Eligible / Target Organizations:

Government institutions, universities, research/ inspection institutions, and private organizations involved in hygiene and quality control in the production, processing, and distribution of foods of animal origin.

5. Course Capacity (Upper limit of Participants): 9 participants

6. Language to be used in this program: English

7. Course Objective:

To develop human resources who understand the mechanisms and techniques on hygiene and quality control in production, processing, and distribution processes (Farm-to-Table) of foods of animal origin and contribute to the supply system development for those foods through One Health Approach

8. Overall Goal:

Safe and quality foods of animal origin are stably supplied in the participating countries.

9. Expected Module Output and Contents:

This program consists of the following components.

Expected Module Output	Subjects/Agendas	Methodology
To understand food hygiene risks in each process of production, processing and distribution of meat, milk and eggs.	*One Health concept basics (application to safe, secure and sustainable livestock and food production) *Risks to the safety of meat, milk and eggs (microorganisms harmful to food, microbiological testing and analysis, food spoilage, residual chemical substances and contamination) *International standards of food safety	Lecture, Observation and Practices

<p>To understand farm-to-table hygiene management and the mechanism that supports food safety in Japan</p>	<p>*Livestock hygiene at production site (keep livestock healthy, on-farm measures for pathogen control and disease prevention, proper and prudent use of antimicrobials, animal rendering) * Food hygiene (in-plant hygiene measures, quality tests and inspection, distribution system) *Food safety (history of food accident, risk analysis, quality control, preservation techniques, food safety administration, mechanisms and organizations that support food safety,) *Traceability (from cattle ID to table meat) *HACCP (basic system construction methods, including the viewpoint of audit and consultation on food safety) *Dairy farming in Hokkaido</p>	<p>Lecture, Observation and Practices</p>
<p>To understand JICA's approach to food safety in its technical cooperation</p>	<p>*JICA's technical cooperation for safety of foods of animal origin (hygiene management of milk and meat)</p>	<p>Lecture</p>
<p>To sort out the issues on hygiene management and quality control of foods of animal origin of participants' country and formulate Action Plan for the solution based on what the participants learned in the program</p>	<p>*Guidance on Action Plan formulation and Presentation</p>	<p>Consultation, and Presentation</p>

※The schedule is subject to change due to the coordination of curriculum.

III. Eligibility and Procedures

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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Government officials and persons in the employ of the above "Eligible / Target Organizations"
- 2) Current Duties: Hygiene/quality control, auditing, guidance, or research in the production, processing, and distribution of foods of animal origin at the above "Target Organization"
- 3) Experience in the relevant field: have more than 3 years of practical experience in safety and quality management of foods of animal origin. Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This program includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 4) 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.
- 5) Attitude toward participation: Nominees who shall be regarded that they understand the contents of this program fully and have high motivation for learning through their Application form, Questionnaire, and Inception report.

(2) Recommended Qualifications

- 1) Age: Under 45 years old
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

* This course may involve beef/pork processing.

3. Required Documents for Application:

In case there are any missing documents or missing part, the nominee shall be excluded from the selection.

(1) Application Form: The Application Form is available at **the JICA overseas 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.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry 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) Inception Report: to be submitted with the application form (VI. ANNEX: Attachment-1) **by November 25, 2024.**

4. Procedure 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 the **JICA Hokkaido Center (Obihiro) in Japan by November 25, 2024.**

(2) Selection:

Primary screening is conducted at the JICA overseas office (or the mbassy of Japan) after receiving official documents from your government. The JICA Hokkaido Center (Obihiro) 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 December 9, 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 "5. Expenses", "IV. 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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokkaido Center (Obihiro) (JICA Obihiro)

(2) **Program Officer:** Ms. NISHIGAKI Misako

(3) **Contact:**

(Address) 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido 080-2470, Japan

(Tel) 81(*)-155(**)-35-1210 (Fax) 81(*)-155(**)-35-1250

Note: *: country code for Japan, **: area code for Obihiro

(Email) obic_kccp@jica.go.jp

(Website) www.jica.go.jp/obihiro/english/office/index.html

2. Implementing Partner

(1) **Name:** Tokachi Regional Activation Support Organization

(2) **URL:** <https://tokachi.biz/>

3. Travel to Japan

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

(2) **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.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan.

JICA Hokkaido Center (Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470,
Japan

TEL: +81-155-35-2001 FAX: +81-155-35-1250

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Obihiro, or when conducting program outside Obihiro region, JICA will arrange alternative accommodation(s) for the participants.

5. 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/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.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html

V. Other Information

1. Certificate

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

2. Notes for belongings

(1) Necessary to bring

- Laptop computer and Conversion plug for Japan

It will be necessary for making report and presentation. It is highly recommendable for the participants to bring their own computer (Please install anti-virus software and periodically check your computer and any memory media with it). In JICA Hokkaido Center (Obihiro), common computers are available for internet, preparing reports, etc., but the number is limited.

(2) Advisable to bring

Socks, Regular drugs such as headache and gastrointestinal medicine, masks

*Please understand that there are some places where you might be asked to wear a mask.

3. Items to be lent to participants by JICA

JICA will lend participants the following necessary items during the program period.

1) laboratory coat 2) rubber boots 3) winter jacket

Therefore, Participants don't need to take own items above.

4. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival at Narita (or Haneda) Airport if it is needed, since there is not enough time for currency exchange during the program.

5. For Your Health

It is advisable for participants to bring the household medicine. Especially in case you have or have had malaria, you are requested to bring the medicine with you because it is quite difficult to obtain it in Japan.

6. Courtesy Call to Obihiro City and Ceremony

The program includes courtesy call to Obihiro City and some ceremonies, for which it is recommended to bring appropriate clothes.

7. School visit

In order to promote international cultural exchange, all participants are invited to visit a Japanese local school and interact with the students during the program. To introduce your country, it is advisable for participants to bring items such as

(1) musical instruments, popular music CDs, traditional costume,

(2) small art crafts,

(3) digital photo data (e.g. foods, traditional dresses, houses, animals, tourist spot, and so on).

8. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes.

		Winter		/ Spring			/ Summer			/ Autumn		/ Winter	
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	4.7	11.4	17.7	21.1	28.8	30.1	35.6	35.5	32.8	23.6	20.2	8.2
	Average	-7.9	-6.1	17.7	8.8	13.4	18.0	22.8	23.7	20.1	11.6	5.6	-3.3
	Minimum	-22.3	-19.8	-10.0	-2.7	0.1	6.0	14.0	16.3	10.2	1.1	-7.4	-15.5
Humidity (%)		69	71	70	60	66	76	79	85	84	78	70	69
Precipitation (mm)		7.0	10.5	20.5	29.5	9.0	34.0	27.5	31.0	39.5	29.5	46.0	8.0

(Japan Meteorological Agency 2023)

VI. ANNEX:

Attachment-1

For all applicants

Inception Report

With the Application Form, the applicants should submit an Inception Report on the following issues. The Inception Report will be used for the screening of successful applicants as well as for the selection of the most suitable subject for the participants. Applicants should submit it to JICA overseas office (or the Embassy of Japan) in respective country **by November 25, 2024**

a. Purpose

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

- (1) General Information: Your Name / Organization / Country
 - (2) An introduction of work that applicants have been in charge of for the last one year.
 - (3) Basic information and problems on the hygiene and quality management of foods of animal origin in the country.
 - (4) Subject in which applicants are particularly interested in this program and the reasons.
- * (3), (4) are main part of the Inception report and (1), (2) is brief introduction.**

c. Layout

Typewritten in English, utilized MS PowerPoint (Maximum 10 pages).

d. Presentation *Participants only

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 5-10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's situation.

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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Hokkaido Center (Obihiro) (JICA Obihiro)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

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

E-mail: obic_kccp@jica.go.jp

**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.

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:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

(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:			Signature:		
Name:					
Title / Position				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

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.? (_____)
--------	--

(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>
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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 (_____)
--------	--------------------------------------

(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

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