

F.No.12040/07/2024-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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

Dated: 26.02.2024

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Ecotourism for officials on Nature Conservation” to be held in Japan from 19.05.2024 to 21.06.2024 under the Technical Cooperation Program of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Ecotourism for officials on Nature Conservation” to be held in Japan from 19.05.2024 to 21.06.2024 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to strengthen the capacity of administrators in charge of promoting/developing nature conservation plans/projects including ecotourism in/around nature reserves.

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

- i) Current Duties: National/ local administrators involved in the promotion/ development of conservation/ project plans or persons who is nominated by administration agency;
- ii) Experience in the relevant fields: More than three (3) years.
- iii) Be nominated by their governments;
- iv) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above
- v) Health: must be in good health to participate in the Program;
- vi) Age: It is preferable to be up to 45 years of age in principle and more information may be seen in the general information brochure.

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

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

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

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **22.03.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(VIJAY S)

Deputy Secretary to the Government of India  
Tele No: 011-26165058

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

- a. Secretary, Ministry of Environment, Forests & Climate Change, GoI, New Delhi.
- b. Secretary, Ministry of Tourism, GoI, New Delhi.
- c. Secretary, Ministry of Home Affairs, GoI, New Delhi.
- d. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- e. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f. 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

**Ecotourism for Officials on Nature Conservation**

**課題別研修「自然環境行政官向けのエコツーリズム」**

**JFY 2024**

**Course No.: 202311645J001**

**Course Period in Japan: From May 19, 2024 to June 21, 2024**

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.

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 United Nations designated the year 2002 as “the International Year of Ecotourism” to encourage more people to see tourism from the viewpoint of sustainable development. Ecotourism aims to help people experience and understand local natural environments and traditional culture, contributing to better conservation of these assets as well as community development.

The World Tourism Organization (WTO) defines sustainable tourism as tourism that conserves not only natural resources but also historical heritage and tangible/intangible resources including tradition and culture, as well as tourism in which visitors cherish precious sightseeing resources and contribute to their passage to the next generation. In many developing countries, tourism is an important industry that brings foreign currency, and is valued in terms of regional development advantages such as the creation of job opportunities in the relevant areas and regional economic revitalization. Equal emphasis on the development and conservation of tourism resources is a vital issue. At the same time, environmental conservation is a highly important and urgent issue in economic and social development.

## **For what?**

This program aims to strengthen the capacity of administrators in charge of promoting/developing nature conservation plans/projects including ecotourism in/ around nature reserves.

## **For whom?**

Participants shall have opportunities to:

- 1) visit national parks, Ramsar sites and historical places,
- 2) practice some field activities such as hiking, canoeing, and
- 3) have discussions with the program leader, lecturers and other participants to achieve program objective.

## **How?**

Participants shall have opportunities to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## II. Description

**1. Title (Course No.)**

Ecotourism for Officials on Nature Conservation (202311645J001)

**2. Course Duration in Japan**

May 19 to June 21, 2024

**3. Target Regions or Countries**

Albania, Congo, Democratic Republic of the Congo, Fiji, Gabon, India, Timor-Leste, Vietnam

**4. Eligible / Target Organization**

National and local governmental organizations involved in the promotion/development of conservation/project plans for natural environments.

**5. Capacity**

8 participants

**6. Language**

English

**7. Objective**

Participants in the course will learn mechanisms and techniques required for planning and implementation of sustainable ecotourism in regard to environmental, economic and social aspects.

**8. Overall Goal**

Participants will gain an understanding of how to promote and develop conservation and project plans incorporating ecotourism in/around nature reserves.

**9. Expected Module Output and Contents**

This program consists of the following components.

**(1) Preliminary Phase** (before the course starts)

*Participants make required preparation for the Program in the respective country. Submitting Inception Report to the JICA overseas office in respective country and JICA Hokkaido Center (Obihiro) by **April 5, 2024***

Expected Module Output	Activities	Methodology
Inception Report is formulated.	Formulation and submission of Inception Report to JICA Overseas Office in the respective country and JICA Hokkaido Center (Obihiro) ( Please refer to Annex, Attachment-1) .	Making report

**(2) Core Phase in Japan (From May 20 to June 20, 2024)***Participants dispatched by the organizations attend the Program implemented in Japan.**\* Some lectures will be conducted in combination with video viewing***Expected Module Output 1:** The concept of ecotourism, an outline of the nature conservation area system including national parks in Japan, and methods of conservation and monitoring of natural resources as related to tourism can be explained.

Topics	Details	Methodology
Japan's policies on ecotourism	Learn about the Japanese Government's ecotourism promotion policies from related laws and regulations and promotional projects in Japan.	Lecture
Management/operation of national parks in Japan	Learn about policies required for the conservation and use of the natural environment from examples highlighting the management/operation of national parks in Japan.	Lecture
Local resource development for ecotourism	Learn about "treasure hunting", the method of finding natural and cultural resources in the community, and designing phenology calendar featuring flora, fauna, events and lifestyle of the community and its application for community development and/or community-based tourism.	Lecture Discussion
Overview of ecotourism	Learn about the principles and basics of ecotourism through examples from around the world.	Lecture Discussion
Ecotourism in local community	Learn about the principles and basics of ecotourism under the National Park, the World Heritage and the Ramsar Convention through examples in the Kushiro Wetland.	Observation
Eco tours in national park	Learn about the methods of monitoring in natural parks/reserves and its significance from examples of wetland monitoring in the Kushiro Wetland as a Ramsar site.	Lecture
Eco tours in Ramsar site	Learn about necessity of consideration and guidelines for eco tours in habitats where rare wild animals such as Red-crowned cranes live from the example of a canoe program in Ramsar site.	Lecture
Ramsar site and ecotourism	Learn about the process and methods of executing and practicing the guidelines considering for environmental conservation and the habitats for wild animals.	Lecture

**Expected Module Output 2:** Mechanisms for collaboration among related ministries, local governments, private companies and tour operators in planning and implementing ecotourism can be explained.

Topics	Details	Methodology
Ecotourism in partnership with local nature conservation	Learn about wetland conservation activities initiated by local residents from the example of trust efforts to conserve the Kiritappu Wetland, a registered Ramsar site.	Observation

Green tourism and ecotourism	Learn about the management and operation of the Tokachi Millennium Forest, the facility for promoting public awareness of forest conservation in the community from the point of ecotourism.	Observation
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<b>Expected Module Output 3:</b> Needs and methods for environmental education can be explained
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Topics	Details	Methodology
Green tourism and ecotourism (Segway tour)	Learn about how to plan eco tour programs to raise awareness of environmental and landscape conservation through a Segway tour in the Tokachi Millennium Forest.	Practice
Eco tour programs in National Park (Lake Shikaribetsu)	Learn about how to plan eco tour programs to raise awareness of environmental and wildlife conservation through Air Trip (zip-line to experience animal behavior from how animals see) in the national park.	Practice
Nature conservation and ecotourism (Nakasatsunai Art Village)	Learn about how to plan eco tour programs to raise awareness of environmental and landscape conservation through a trail walk in Nakasatsunai Art Village.	Practice
Eco tour programs in national park (Mt. Nupkaushinupri)	Learn about eco tour programs using the natural environment surrounding Lake Shikaribetsu (Mt. Higashi Nupkaushinupri) that considers wildlife conservation through a trekking tour.	Practice
Regional-based eco tour programs	Learn about how regional industries can be utilized in ecotourism from an environmentally-friendly eco tour program using native Hokkaido horses.	Practice
Ecotourism development in local community	Learn about the development of programs that tourists can easily participate in, and the expected benefits of environmental education through the facility in Nature Park.	Practice
Ecotourism and facilities in national park	Learn about awareness raising activities, including environmental education programs and the method of an effective museum display at visitor centers and nature trail.	Practice
Eco tours in cooperation with local community	Learn about the example of an environmental education facility, which is funded by private companies, developed by the government, and managed by the local private organization, and their cooperation with the local government through the Designated Administrator System (public-private partnership).	Practice

**Expected Module Output 4:** Needs and methods for community-participatory (community-based) tourism can be explained.

Topics	Details	Methodology
Nature conservation and ecotourism (Lake Toro)	Learn about regional efforts including canoe tours as a side business by fishermen in the national park/Ramsar site, and independent efforts to conserve/manage the water environment to understand the relationship between regional industry-based eco tours operated by the local residents and environmental conservation.	Practice
Local industry and ecotourism	Experience eco tours and activities using what the local residents do on a daily basis as local resources, which lead to community development and community pride. Learn about the use of local produce in tourism and the importance of community cooperation.	Observation
Nature conservation and ecotourism (Kenbokki Island)	Learn about eco tour programs that utilize regional characteristics and industries with consideration of the natural environment from the example of a Kenbokki Island tour operated by local fishermen.	Practice

**Expected Module Output 5:** It becomes possible to consider conservation plans and project plans incorporating ecotourism by using findings obtained in 1) to 4) in an integrated manner.

Topics	Details	Methodology
Program introduction	Introduction of this Knowledge Co-Creation Program (Group and Region Focus)	Lecture
Inception Report presentation	Understand individual participants' work details, issues and expectations for this program.	Presentation
Program review and briefing	Briefing to introduce every program prior to experiencing them, and review them to share the lessons and thoughts gained through the experiences.	Lecture
Guidance of Final Report making	Receive advice from the course leader on the summarization of issues in participants' home countries and the feasibility of final report	Lecture Making report
Final Report presentation	Present what participants have learned and propose the plan each participant will implement in each country after this program.	Presentation

\*The schedule is subjected 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. Participating organizations are expected to utilize 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 program 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) Current duties: National/ local administrators involved in the promotion/ development of conservation/ project plans or persons who is nominated by administration agency.
- 2) Experience in the relevant fields: More than three (3) years
- 3) Be nominated by their governments
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop 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)
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

#### (2) Recommended Qualifications

- 1) Expectations for the Participants : Sufficient physical strength to engage in field activities.
- 2) It is preferable to be up to 45 years of age in principle.
- 3) 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: 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. Fill in Attachment-1 of this General Information, and submit it along with the Application Form. (Detailed information is provided in VI.ANNEX: Attachment 1) Inception Report must be sent to JICA overseas office in respective country (please contact JICA office for the e-mail address) and JICA Hokkaido Center (Obihiro) <[obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)> as well. (The title of the e-mail should be "Ecotourism for Officials on Nature Conservation")

#### 4. Procedures for Application and Selection

##### (1) Submission of the Application Documents

Closing date for application to the JICA Hokkaido Center (Obihiro), Japan: **April 5, 2024**

**Note: Please confirm the closing date set by the JICA overseas office (or the Embassy of Japan) in your country to meet the final date in Japan.**

##### (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

Notification of results shall be made by the JICA overseas office (or the Embassy of Japan) in respective country to the respective Government by **not later than April 19, 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)

(2) **Program Officer:** Mr. TAKEBAYASHI Tsugumi

(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](mailto:obic_kccp@jica.go.jp)

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

### 2. Implementing Partner

(1) **Name:** Kushiro International Wetland Centre (KIWC)

(2) **URL:** <https://www.kiwc.net/english/>

### 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 will not be covered.

### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Hokkaido Center (Obihiro) (JICA Obihiro) Address: 1-2, Minami 6, Nishi 20, 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)
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If there is no vacancy at JICA Obihiro, JICA will arrange alternative accommodation(s) for the participants. or when conducting program outside Obihiro region, JICA will arrange alternative accommodations 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 GUIDEBOOK," 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 Embassy of Japan), 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

<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>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Hokkaido (Obihiro)	<a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a>

## V. Other Information

### 1. Certificate

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

### 2. 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 for malaria with you because it is quite difficult to obtain it in Japan.

### 3. Climate

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

		<b>Obihiro (Hokkaido)</b>		<b>Kushiro (Hokkaido)</b>		<b>Tokyo</b>	
		May	June	May	June	May	June
Temperature (°C)	Maximum	18.2	21.3	12.6	15.8	23.6	26.1
	Average	11.6	15.2	8.6	12.2	18.8	21.9
	Minimum	6.2	10.8	5.4	9.5	14.6	18.5
Humidity (%)		69	79	80	87	68	75
Precipitation (mm)		84.7	81.1	115.7	114.2	139.7	167.8

(Japan Meteorological Agency 2023)

### 4. Currency Exchange

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

### 5. Ceremony

The program includes some ceremonies, for which it is recommended to bring appropriate clothes.

### 6. Things to bring

It is **necessary** to bring:

- **Laptop Computer**

During the training program, participants would have opportunities to make some reports and PPT slides for the presentation the end of the training. We will not provide a computer.

Please bring your own laptop computer, USB flash memory, and suitable conversion plug for Japanese one. Most of accommodations have internet access.

- **Daypack and trainers/running shoes/cap**

Participants would have opportunities to have field activities including mountain climbing from the beginning of the training. Therefore, participants are requested to

bring daypack and trainers/running shoes from your country.

### 7. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the training period;

- 1) rain jackets & trousers
- 2) work jackets & trousers
- 3) rubber boots
- 4) Hat with anti-insect net

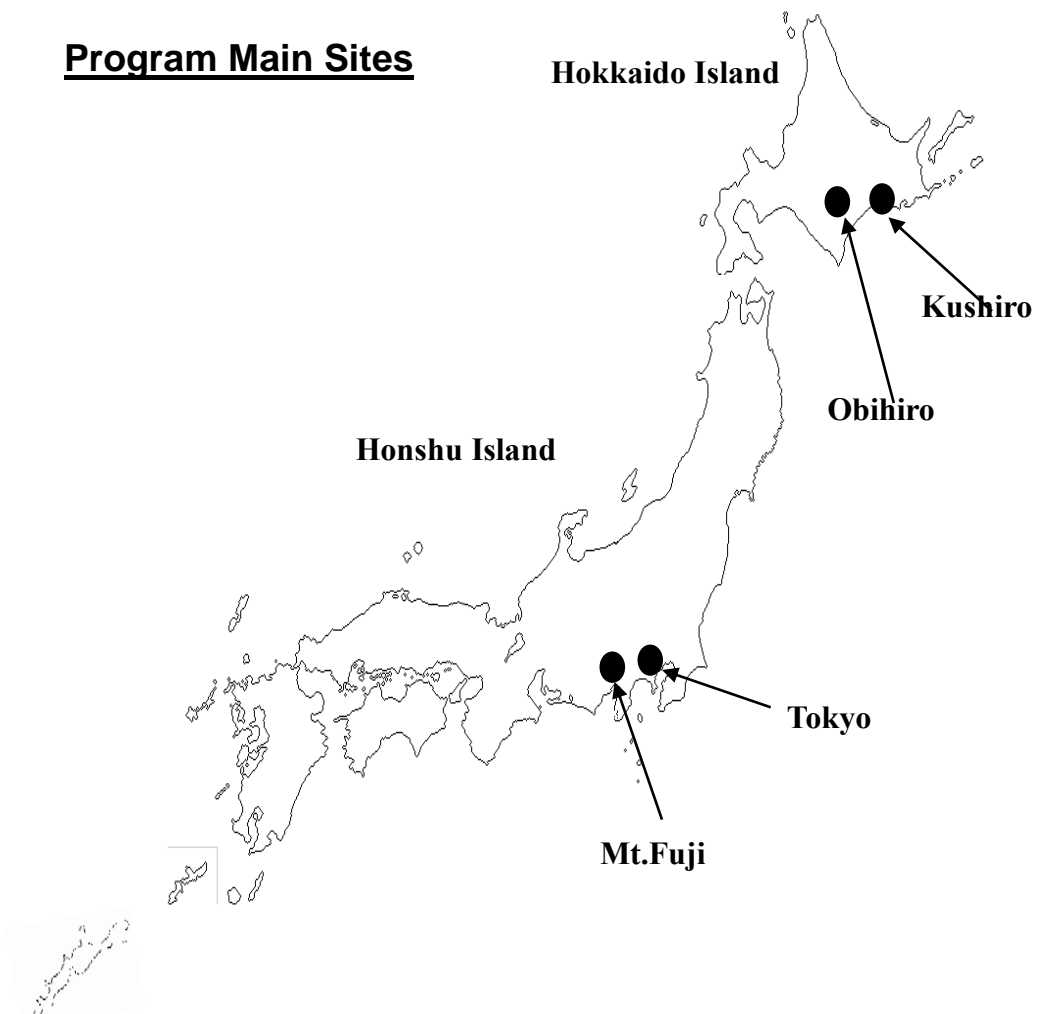
### 8. School visit

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).

### 9. Field Trip

During the program, participants have opportunities to have field trips in Hokkaido and Honsyu island.



# VI. Annex

Attachment-1

## Inception Report

Applicants are requested to prepare the Inception Report on the following issues, and submit it to the JICA overseas office in respective country (please contact each JICA office for the e-mail address) and JICA Hokkaido Center (Obihiro) <[obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)> by **April 5, 2024** (The title should be “Eco-Tourism for Officials on Nature Conservation”).

### 1. Purposes

- (1) To clarify issues and problems presently faced in your 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.

### 2. Contents

#### (1) **Background information**

- 1) Brief information of your country/ the region you live and work in Geographic status, population, climate and the relevant information.
- 2) Profile of organization Introduction of organization you belong to. Describe the organization chart.

#### (2) **Issues of your work**

##### 1) Work you are in charge of

Describe specific project(s) to promote ecotourism that your organization is/was engaged in. (issue analysis)

##### 2) Problems/issues your country faces in

Describe the problems/issues caused by tourism in your country/ province/area.

##### 3) Future prospects

Describe your image/idea how to resolve the problem/issue you mentioned above.

##### 4) Your current concepts of ecotourism

Describe your current concepts and ideas what ecotourism is.

\*This might be changed through this course participation; however, we would appreciate it if you could share your present thoughts about ecotourism.

### 3. Layout

You could utilize MS Power Point as well. As mentioned below, you need to present your Inception Report using MS Power Point. Then it is more efficient to formulate Inception Report utilizing MS Power Point. Typewritten in English, 5-10 pages (12-point font, double spaced, A4 size paper)

### 4. Note:

**DO NOT** write the Inception Report in **BLOCK CAPITALS (all caps)** as writing in capital letters can be difficult to read.

Participants are requested to **make a presentation** using MS Power Point (around 8 slides) for 10 minutes on their inception reports at the beginning of the program.



## 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.



**Contact Information for Inquiries**

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

**JICA Hokkaido Center (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](https://www.jica.go.jp/obihiro/english/office/index.html)

E-mail: [obic\\_kccp@jica.go.jp](mailto: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
<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:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the ( ) options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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





**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



**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

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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

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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