

F.No.12040/27/2024-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: 04.10.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Human Resources Development Administration - Through the Promotion of Technical and Vocational Education and Training” from 5th – 13th November 2024 (online) and from 18th November to 6th December 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 “Human Resources Development Administration - Through the Promotion of Technical and Vocational Education and Training” from 5th – 13th November 2024 (online) and from 18th November to 6th December 2024 under the Technical Cooperation Program of the Government of Japan.

2. The aim of this program is to enhance the HRD system of the participating countries by referring to the experiences, know-how, current situation, and challenges in HRD in Japan and by making a comparative study on HRD including management of TVET, among Japan and the participating countries. Thus, the program will contribute to the enhancement of HRD in the respective countries.

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

1) Current Duties: be ranked as Director General or Director of a department in the central government who is presently engaged in HRD administration focusing on TVET,

2) Educational Background: be a graduate of university or equivalent,

3) Language: have a competent command of spoken and written English which is equal to TOEFL 550, TOEFL CBT 213, and TOEIC 730 or higher (This course includes active participation in discussions and Action Plan development, thus requires high competence of English ability.)

4) PC skill: have basic PC skill to use Word, PowerPoint (This course includes activities with PC; making presentation of Job Report, and Action Plan etc.)

5) The participants need to prepare a PC, internet access and study environment to participate in the program smoothly

6) Age: between the ages of thirty-five (35) and fifty-five (55) years old and **more details of the program may be seen in the brochure.**

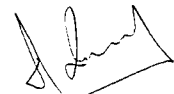
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

- (a) Whether 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 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 arranges and living allowances borne by JICA.

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 **09.10.2024**. 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.



(Deshraj Yadav)

Under Secretary to the Government of India

Tele No: 011-26706310

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

- a) Secretary, Ministry of Education, Gol, New Delhi.
- b) Secretary, Ministry of Micro, Small and Medium Enterprises, Gol, New Delhi.
- c) Secretary, Department of Science Technology, Gol, New Delhi.
- d) 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).
- e) Senior Representative, Japan International Cooperation Agency, 16th 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.



Online and Face to Face

Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

“Human Resources Development Administration
-Through the promotion of Technical and
Vocational Education and Training-”

課題別研修「職業能力開発行政」(遠隔研修 + 来日研修)

JFY 2024

NO. 202311500J001

Online Program: November 5th to 13th, 2024
Training in Japan: November 18th to December 6th, 2024

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)’

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

I. Concept

Background

Human Resources Development (HRD) is one of the most important policies to lead the countries to economic development and realization of a better life for the citizens. Many countries have promoted Technical and Vocational Education and Training (TVET) as one of the main factors to contribute for HRD in order to increase income and reduce poverty.

In the recent industrial development, these countries are facing the necessity to improve TVET administration, responding to the change in the labour market. In this program, lectures and discussions on how to enhance the quality of TVET of the participating countries will be offered by introducing the outline of HRD administration on occupational skills in Japan, and knowledge of historical background of TVET on occupational skill and labour market in Japan, as well as having the opportunity for sharing experiences and challenges in HRD among Japan and participating countries.

For what?

The aim of this program is to enhance the HRD system of the participating countries by referring to the experiences, know-how, current situation, and challenges in HRD in Japan and by making a comparative study on HRD including management of TVET, among Japan and the participating countries. Thus, the program will contribute to the enhancement of HRD in the respective countries.

For whom?

The program is for officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy.

How?

Participants will acquire the necessary knowledge and skills through the following contents:

- ① orientation for socio-economic background of Japan,
- ② lectures on the administration of HRD and challenges in TVET institutions in cooperation with the private sector,
- ③ study tours for fact-findings of HRD in Japan including observation of TVET institutions and National Skills Competition.
- ④ discussions to facilitate the participants to structure their ideas of HRD

Participants will formulate an Action Plan describing what they will do in their on-going activities after going back to their home countries, putting the knowledge and ideas acquired and discussed during the program.

II. Description

1. Title (Course No.)

Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training (202311500J001)

2. Periods

(Online): November 5th to November 13th, 2024

(Training in Japan): November 18th to December 6th, 2024

3. Target Regions or Countries

Indonesia, Philippines, Cambodia, Timor-Leste, Vietnam, Bangladesh, India, Marshall Islands, Papua New Guinea, Grenada, Egypt, Ethiopia, Zambia, Angola, and Serbia.

4. Eligible / Target Organization: This program is designed for governmental departments in charge of HRD especially on TVET

5. Program Capacity (Upper limit of Participants): 16 participants

6. Language to be used in this program: English

7. Overall Goal: Each institution to which the participants belong shall utilize the results of this program to promote and improve the development of Human Resource Development Administration so that it could formulate and implement policies suitable for the situation of the economy and industry of the respective country.

8. Program Objective: Participants are expected to understand the current issues and challenges in HRD in Japan and to study the frameworks for HRD through TVET and how to practice them, as well as to draft a specific Action Plan to improve current issues and to enhance HRD by applying the knowledge and ideas acquired in this program.

9. Guidance on Online Program: The participants shall take the online program provided by the Japanese implementing partner with the procedures shown below;

- (1) Before the start of this program, Japanese implementing partner will send the finalized program schedule and the Job Report Guide.
- (2) A week before starting, Japanese implementing partner will conduct ZOOM Connection Tests and a brief guidance on its usage.
- (3) All participants shall attend the opening ceremony set by Japanese implementing partner.
- (4) Following the opening ceremony, Japanese implementing partner will organize a program orientation meeting and several online webinars from November 5 to November 13, 2024.

<Note>

The participants may share the lecture materials with their colleagues only within their organizations. **The use beyond the participant's organizations**

is strictly prohibited due to copyright restrictions not only in online program but also in the training in Japan.

10. Expected Module Output and Contents: This program consists of the following components. Details on each component are given below (subject to minor changes) :
*Program of JFY2024 is attached in “VI. Tentative Schedule “as reference.

Online program		
Expected Module Output	Subjects/Agendas	Methodology
1. To understand the economic and social situation, organization of occupational skill development administration, countermeasures and challenges in Japan	(1) Overview of HRD Administration in Japan	Webinar
	(2) Framework of public vocational program system	Webinar
	(3) Overview of Technical and Vocational Education in Japan	Webinar
	(4) Operation and management of vocational training institution	Webinar
	(5) Public-Private-Partnership in vocational training	Webinar
Face to face program		
Expected Module Output	Subjects/Agendas	Methodology
1. To understand the development of public and private partnership in the field of HRD	(1) Public-Private-Partnership in vocational training	Field visit
2. To understand the management system of HRD and its evaluation system	(1) Operation and management of vocational training institution	Webinar Field Visit
	(2) Challenges for introduction and operation of CBT	Lecture / Discussion
	(3) Skills Promotion system in Japan	Lecture Field Visit
3. To understand the education/program systems that promote employment opportunities and employment security.	(1) Challenge for Employment promotion	Lecture Field Visit
4. To analyze challenges in participant's own country and to formulate Action Plan describing what the participants will do for improvement and further progress after they go back to home country	(1) Job Report presentation	Presentation Discussion
	(2) Guidance on making an Action Plan	Lecture
	(3) JICA's Cooperation in TVET	Lecture
	(4) Problem analysis and goal setting	Lecture/ Practice
	(5) How to proceed with project activity	Lecture
	(6) Action Plan making	Practice

	(7) Action Plan presentation	Presentation
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Finalization Phase in the participant's home country
After returning to respective country, Participating organizations develop the final outputs by making use of results brought back by participants.

Expected Module Output	Activities
To share the action plan and implementation in each participant's home country	(1) Presentation and discussion on the Action Plan in each participating organization to disseminate acquirements in his/her organization
	(2) Review and discuss the Action Plan

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) This program 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.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before the commencement of the program. Participating organizations are also expected to make the best use of the results achieved by their participants.

2. Responsibility of the Participating Organization:

The participating organization is to be responsible to support the participant for receiving KCCP and seeking the possibility of implementation of the Action Plan formulated by the participant.

3. Nominee Qualifications:

Applying Organizations are expected to select the nominee who comply with the following qualifications:

(1) Essential Qualifications

- 1) Current Duties: be ranked as Director General or Director of a department in the central government who is presently engaged in HRD administration focusing on TVET,
- 2) Educational Background: be a graduate of university or equivalent,
- 3) Language: have a competent command of spoken and written English which is equal to TOEFL 550, TOEFL CBT 213, and TOEIC 730 or higher (This course includes active participation in discussions and Action Plan development, thus requires high competence of English ability.)
- 4) PC skill: have basic PC skill to use Word, PowerPoint (This course includes activities with PC; making presentation of Job Report, and Action Plan etc.)

- 5) The participants need to prepare a PC, internet access and study environment to participate in the program smoothly
- 6) Age: between the ages of thirty-five **(35)** and fifty-five **(55)** years old

(2) Recommendable Qualifications

Gender Consideration: JICA is promoting Gender Equality. Women are encouraged to apply for the program.

4. Required Documents for Application

(1) Application Form: Available at the respective country's JICA office (or the Embassy of Japan).

** The Application Form should be typewritten in English*

(2) Photocopy of passport: Should be submitted with the application form. If not, it is requested that a photocopy of any other official identification be submitted.

*Photocopy should include the followings: Name, Date of Birth, Nationality, Sex, Registration Number, Expire Date and the picture of a holder.

(3) Nominee's English Score Sheet: to be submitted with the application form if the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

5. Procedure for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Yokohama Center in Japan** by **October 4, 2024.**)

(2) Selection:

After receiving the documents through proper channels from each government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan,

taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

The respective country's JICA office (or the Embassy of Japan) shall make notification of results to the respective Government by not later than **October 18, 2024.**

6. Document(s) to be submitted by accepted candidates:

- Presentation material (PPT) of the Job Report -- shall be submitted by **November 8, 2024.**

※Accepted candidates are required to prepare the necessary materials to make a presentation as explained in Annex: No.1 and 2 of this General Information.

7. Conditions for Attendance

Participants are required:

- (1) To complete the WBTs.
- (2) To strictly adhere to the program schedule.
- (3) Not to change the program topics.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Yokohama
- (2) **Contact:** Ms. KONO Yukiko (yictt1@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Japan International Cooperation Center (JICE)
- (2) **Contact:** Ms. NISHIDA Kimiko (vt@jice.org)

V. Other Information

1. Participants are requested to prepare reference materials that will help Job Report presentation. The following items are valuable:
 - the most recent short and long term official policies and strategies for TVET,
 - reports and photos of the TVET management activities which the participants

- are currently engaged in, and
- other project reports related to the participants' field of study or work.
2. Participants are required to prepare and work on their computers during the program.
 3. Participants are recommended to listen to the experience from the ex-participants of previous programs, and to look through the ex-participants' Job report for reference.
 4. Participants are requested to share the awareness of the problem within the organization in order to formulate an Action Plan.

A participant who has successfully completed the program will be awarded a certificate by JICA.

VI. Tentative Schedule

Online Program (※JST: Japan Standard Time: UTC +9:00) and Training in Japan

Date	Time	Content	
		Type	Theme
30 Oct (Wed)	16:00 ~ 17:30		Connection test & guidance
5 Nov (Tue)	16:00 ~ 16:30		Opening Ceremony
	16:30 ~ 17:00		Program Orientation
	17:00 ~ 18:00	Lecture	Overview of Japan and TVET
6 Nov (Wed)	16:00 ~ 18:30	Lecture	Overview of HRD administration in Japan
7 Nov (Thu)	16:00 ~ 18:30	Lecture	Overview of TVE in Japan
8 Nov (Fri)	~		
9 Nov (Sat)			
10 Nov (Sun)			
11 Nov (Mon)	16:00 ~ 16:30		Review
	16:30 ~ 18:30	Lecture	Framework of Public vocational training
12 Nov (Tue)	16:00 ~ 18:30	Lecture	Operation and Management of VT institution
13 Nov (Wed)	16:00 ~ 18:00	Lecture	PPP (Collaboration with industry) in VT institution
	18:00 ~ 18:30		Review / Briefing for program in Japan

Face-to-face program in Japan

Date	Time			Content	
				Type	Theme
17 Nov (Sun)		~			Arrival in Japan
18 Nov (Mon)	10:00	~	12:00		Briefing by JICA
	13:30	~	16:00	Presentation	Job Report presentation
19 Nov (Tue)	9:30	~	12:30		
	13:30	~	15:30	Lecture	Guidance for making an Action Plan
	15:30	~	16:00		Briefing for study tour
20 Nov (Wed)		~			Move for Nagoya
	14:00	~	16:00	Observation	Tokai Polytechnic College
21 Nov (Thu)	10:00	~	12:00	Observation	Company and TVET school
	14:00	~	16:00		
22 Nov (Fri)	10:00	~	12:00	Observation	Gifu Polytechnic Center
	13:30	~	16:30	Visit	Nagoya Castle
23 Nov (Sat)	9:00	~	15:00	Observation	National Skills Competition / Abilympics
	16:00	~	18:00		Return for Yokohama
24 Nov (Sun)		~			
25 Nov (Mon)	10:00	~	12:00		Review
	13:00	~	16:00	Lecture	Skills Promotion systems in Japan
26 Nov (Tue)	9:30	~	12:00	Observation	Polytechnic University
	13:30	~	15:30	Observation	Human Resources Development Center for Persons with Disabilities
27 Nov (Wed)	9:30	~	10:00		Review
	10:00	~	12:00	Lecture	Challenges for Employment Promotion
	14:00	~	16:00	Visit	Hello Work KOHOKU
28 Nov (Thu)	10:00	~	12:00	Lecture and discussion	Challenges for Introduction and Operation of CBT
	13:00	~	15:00		
29 Nov (Fri)	10:00	~	12:00	Observation	Company and TVET school
	14:00	~	16:00		
30 Nov (Sat)		~			
1 Dec (Sun)		~			
2 Dec (Mon)	9:30	~	10:00		Review
	10:00	~	11:30	Lecture	JICA's Support on TVET

	13:30	~	16:30	Lecture	Problem analysis
3 Dec (Tue)	10:00	~	12:00	Lecture	How to proceed with project activity
	13:30	~	16:30	Lecture	Making an Action Plan
4 Dec (Wed)	9:30	~	16:30	Practice	Making an Action Plan
5 Dec (Thu)	9:30	~	16:30	Practice	Making an Action Plan
6 Dec (Fri)	9:30	~	12:30	Presentation	Action Plan presentation
	13:30	~	16:00		
	16:00	~			Evaluation meeting / Closing Ceremony
7 Dec (Sat)		~			Departure

VII. ANNEX

ANNEX: No.1

Job Report

to be submitted before commencement of the online program

Participants are required to prepare and submit Job Report and be typewritten in English. When the participants make the report, it is preferable to analyse the present and future situations and problems/challenges in administration in HRD through TVET. Implementing partner will send a template of report to participants by e-mail for reference. The Report should be **typed in English** and be **submitted by e-mail** to implementing partner's email by **November 8, 2024**.

The purpose of Job Report presentation is to share the current situation and make comparative review among the participants in order to clarify the issues to be solved in their own organizations.

The major contents of the presentation are;

- (1) General information of the country: geography, population and workforce, employment, economy
- (2) Administration in HRD of the country: education system, administrative organ related to TVET, major policy, laws and regulation, feature of TVET (major targets, programs, enrollment and placement, etc.), current situation, etc.
- (3) Challenge: Duties, Issues and special interests the participant has.

Presentation will be held in the initial part of this program in Japan.

Each participant will make presentation based on the report in about 15 minutes (depending on the number of participating countries and participants).

ANNEX: No.2

Action Plan

to be formulated at the end of the program

Each participant is required to prepare an Action Plan.

1. **What** is an Action Plan?

Each participant is required to submit an Action Plan, stating the plan that they will carry out after returning home, reflecting the knowledge and methods they have acquired from the program.

2. **Why** are participants required to prepare an Action Plan?

JICA needs to assess the usefulness and applicability of the program to help improve/develop the field/subject in the participants' countries/regions/organizations. The Action Plan will support this evaluation with sharing the information acquired in the program to all the colleagues and supervisors concerned and improve program management in your institution.

3. **When** should the Action Plan be prepared?

Participants should start to prepare a draft of the Report in the midst of the period of the program, and repeatedly revise and improve it during the rest of the period. The completed paper should be submitted to JICA by the end of the program.

Notes on making the Action Plan:

The participant should make a presentation by using Power Point, and describe a plan for applying the content of the program to his/her work after returning home.

- (1) Brief introduction of participant's organization /institution and,
- (2) Most advantageous acquirements/lessons you got in this program, and
- (3) Action Plan that covers the following items. Not include "Killer assumption". Try to several ways to achieve the target.

* Killer assumption means one of the premises that the plan becomes unfeasible if it cannot be achieved.

Main Components of the Action Plan

- 1. Title of the project that you are going to challenge**
- 2. Problem analysis (Problem tree)**
- 3. Objective of the project with specific target**
- 4. Overall goal desired to be after reaching the project objective**
- 5. Background/reasons to challenge for the project**
- 6. Actions to be taken with work procedures**
- 7. Key performance indicator for monitoring the result**
- 8. Resources needed/Potential barriers**
- 9. Responsibility in charge of the actions including involving other dep**

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, program programs, JOCV programs, etc.

Within this wide range of programs, they have long occupied an important place in JICA operations. Conducted in Japan (in ordinary situations), they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 400 pre-organized programs 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 and are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of

explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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 office or the Embassy of Japan. Further, address correspondence to:

JICA Yokohama Center

Address: 2-3-1 Shinko, Naka-ku, Yokohama, Kanagawa 231-0001, Japan

TEL: +81-45-663-3221 FAX: +81-45-663-3265

RE: < External email > Fwd: RE: Sending General Information Booklet (KCC Program on Human Resource Development Administration)

SH ShekarD.ID@jica.go.jp <ShekarD.ID@jica.go.jp>
Tue, 01 Oct 2024 11:29:24 AM +0530 •
To "KAILASH KUMAR ASO-DoP&T" <kailash.k@nic.in>

Dear Mr. Kailash Kumar,

With reference to your mail trailing below, we would like to inform you that the living allowance for the captioned program would also be borne by JICA.

Regards

Shekar Devasagayam
JICA India Office

From: KAILASH KUMAR UPPER DIVISION CLERK, DOPT <kailash.k@nic.in>
Sent: Tuesday, October 1, 2024 9:39 AM
To: ShekarD, ID[ShekarD ID] <ShekarD.ID@jica.go.jp>
Subject: < External email > Fwd: RE: Sending General Information Booklet (KCC Program on Human Resource Development Administration)

< This mail was sent from an EXTERNAL sender. >

Dear Sir,

Living allowance not mentioned the brochure, please clarify the living allowance born by JICA.

REGARDS

KAILASH
DOPT

==== Forwarded message =====

From: <ShekarD.ID@jica.go.jp>
To: "Deshraj Yadav" <deshraj.yadav@gov.in>
Cc: "V Niang Langel" <vniang.l14@nic.in>, "KAILASH KUMAR ASO-DoP&T" <kailash.k@nic.in>
Date: Mon, 30 Sep 2024 16:53:09 +0530
Subject: RE: Sending General Information Booklet (KCC Program on Human Resource Development Administration)

==== Forwarded message =====

Dear Mr. Deshraj Yadav,

In continuation of the earlier mail trailing below, kindly take note of the undermentioned points:-

1. The airfare to and fro Japan would be borne by Japan International Cooperation Agency (JICA)
2. The cost for accommodation in Japan would be borne by Japan International cooperation Agency (JICA)
3. The health insurance after reaching Japan would be borne by Japan International Cooperation Agency (JICA)
4. The travel insurance would be included in the air ticket.

Regards

Shekar Devasagayam
JICA India Office

From: ShekarD, ID[ShekarD ID]
Sent: Friday, September 27, 2024 4:08 PM
To: deshraj.yadav@gov.in
Cc: V Niang Langel <vniang.l14@nic.in>; KAILASH KUMAR ASO-DoP&T <kailash.k@nic.in>; Wakamatsu, Eiji[若松 英治] <Wakamatsu.Eiji@jica.go.jp>; Hirata, Momo[平田 桃] <Hirata.Momo@jica.go.jp>; Moromi, Chika[諸見 知佳] <Moromi.Chika@jica.go.jp>
Subject: Sending General Information Booklet (KCC Program on Human Resource Development Administration)

Dear Mr. Deshraj Yadav,

Please find attached herewith the above for further necessary action at your end. The hard copy of the same will reach you shortly.

We sincerely apologize for the very short processing time given for this program. However, we would request you to kindly issue the Training Circular for this program **as soon as possible**.

Regards

Shekar Devasagayam
JICA India Office

**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

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)**2. Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

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

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

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

2) Nationality (as shown in the passport)			
3) Sex (for VISA application)	() Male	() Female	
4) Date of Birth	Date	Month (ex. April)	Year
			Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin American and the Caribbean Countries only.

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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

4. Experience and Eligibility
1) Career Background (After graduation and before taking the present position)

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

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

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

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

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

***Only Applicants for KCCP (Group and Region Focused) are 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.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (_____), Name of medicine (_____) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: (_____) <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.?

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

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
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3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

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