

F.No.12040/13/2024-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067
Dated: 20.05.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Comprehensive Urban Transportation Planning” to be held in Japan from 02.10.2024 to 01.11.2024 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Urban Transportation Planning” to be held in Japan from 02.10.2024 to 01.11.2024 under the Technical Cooperation Program of the Government of Japan.

2 . This program aims to acquire knowledge and skills on analyzing urban transportation issues based on demand forecast, traffic survey and formulation of transportation plan, through lectures, site visits, and discussions.

3. The applying organizations are expected to nominate administrative officers in the central/local government or governmental organizations, responsible for the formulation of urban transport programs or projects for at least 5-years experience in the relevant field. The applicant should be university graduates or equivalent; have competent command over spoken and written English; Age: forty-five (45) years old or under; must be in good health to participate in the program in Japan. 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; accommodation arrange by JICA; allowances for (meals, living expenses and stopover); expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs related to preexisting illness, pregnancy, or dental treatment are not included).

6. It is requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly

authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **25.06.2024**. Nominations received after the prescribed date 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: 011-26194167

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

- a. Secretary, Ministry of Road Transport & Highways, Gol, New Delhi.
- b. Secretary, Ministry of Housing and Urban Affairs, Gol, New Delhi.
- c. Secretary, Ministry of Railways, Gol, 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, 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.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Comprehensive Urban Transportation Planning



Course Number: 202311597J001

Course Period: October 2 - November 1, 2024



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

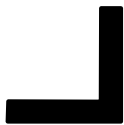
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

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



Imagine your
country having
accessible public
transport for all.
How can we make
it happen?

Gain insight to the essence of
reliable urban transportation,
more comprehensive, more innovative,
and more inspirational
from the experience of Japan.



Outline

This program is designed for officials in the government or governmental organizations who are responsible for formulating policies and implementing projects on urban transportation.

The sessions will be held face-to-face in Japan.

All sessions are carried out in English.

The period of the program in Japan is from October 2 to November 1, 2024.

Course Capacity for Group and Region Focus: 19 participants.



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

Recently traffic congestion caused by urbanization has become one of the most serious issues in cities in the developing countries. Urban transportation plan not only plays a vital role alleviating traffic congestion, but also greatly affects the determination of urban structure, thus it needs to be aligned with urban development plans.

Objectives

This program aims to acquire knowledge and skills on analyzing urban transportation issues based on demand forecast, traffic survey and formulation of transportation plan, through lectures, site visits, and discussions.

To Whom?

Job Areas and Organizations

This program is designed for officials of government or governmental organizations who are responsible for urban transportation programs or projects.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bosnia-Herzegovina, Cambodia, Columbia, Democratic Republic of the Congo, Ecuador, Egypt, India, Indonesia, Jordan, Kenya, Kosovo, Laos, Mozambique, Pakistan, Papua New Guinea, Philippines, Serbia, Tajikistan, and Vietnam

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

When?

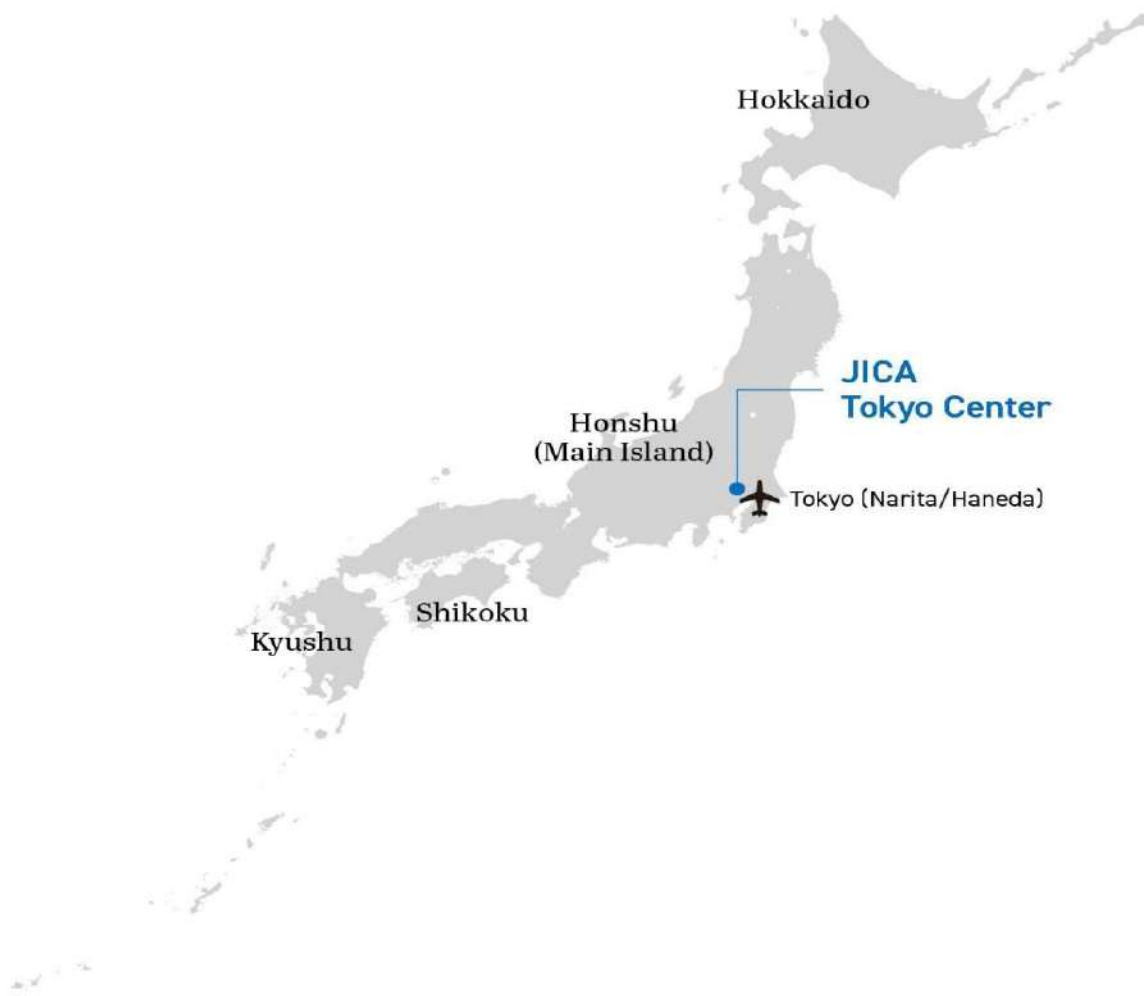
Where?

Program Period in Japan



From October 2, 2024
to November 1, 2024
no program on October 14, 2024
(national holiday in Japan)

This course is organized by JICA Tokyo and carried out mainly in the Tokyo Metropolitan Area.



How?

How to Learn

- Lectures
- Field Visits
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

This program consists of the following 3 phases.

1. Before arrival to Japan

	Activities
Self-learning	-Pre-program reading materials will be provided
Basic Data on Urban Transportation	-Submit basic data related to urban transportation (for details, please refer to Annex)
Country Report	-Preparation of Country Report (for details, please refer to Annex)

2. Program in Japan

Outputs	Example of Contents (※)
Deepen the understanding of issues and solutions on urban transportation through experience of Japan	<ul style="list-style-type: none"> -Urban Transportation Plan in Japan -Urban Public Transportation (new transportation system) -Urban Public Transportation (LRT, Railway, Bus) -Traffic Management -TODs -Accessibility in Urban Transport -Mobility Management
Acquire comprehensive knowledge through lectures and discussions on how to formulate urban transport plans	<ul style="list-style-type: none"> -Urban Transport Planning -General Urban Traffic Survey (Traffic Survey, Demand Forecast, Economic and Financial Analysis, Environmental and Social Consideration, etc.) -Urban Public Transportation Plan (Railway, Bus) -Urban Transport Policy -Case Studies
Clarify major issues in urban transport planning in participant's countries and prepare an Action Plan to solve the issues	<ul style="list-style-type: none"> -Consultation and Guidance on the Preparation of Action Plan -Presentation of Action Plan (by each participant)

※There may be some minor changes in the contents for this year's program, as and if necessary.

3. Upon return to your home country

	Activities
Back-to-the-office Reporting	Share and discuss what you learned in Japan with your superior(s) as well as your colleagues, including a presentation of the Action Plan.

Management Members

Course Advisor

Dr. NAKAMURA Hideo

Professor

Department of Civil Engineering, College of Science and Technology
Nihon University



Dr. NAKAMURA has long experience on urban planning as a government officer. He had worked in Ministry of Land, Infrastructure, Transport and Tourism more than 20 years. He had also served for local government as an executive officer. Since 2016, he has been Professor of Nihon University. He received a Ph.D. (in engineering) in 2015.

Implementing Partner (Course Leader)

Ms. WATANABE Tamaoki

General Manager

Operations Division, Overseas Department
ALMEC Corporation



Mr. WATANABE is a recognized urban transport planning professional with 25 years of experience, holding for over 10 years the position of Group Manager for the Transport Management Planning, Overseas Department of Almec Corporation. Having occupied a senior position in multiple projects, he gained extensive experience in public transport and more general in urban transport in developing cities and is used of working for donor organizations.

Program Officer

Ms. KAMIYA Machiko

Senior Assistant Director

Economic Infrastructure Development and Environmental Division
Tokyo Center
Japan International Cooperation Agency (JICA)



Message: Welcome to JICA Knowledge Co-creation Program (KCCP)! Here, knowledge sharing is not one-way flow. We welcome participants who can share their experience, who can actively participate in discussions, and who are willing to learn from each other. We look forward to meeting you in October!

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) In this connection, applying organizations are expected that they nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in “2. Nominee Qualification” below.
 - (3) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
-

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be administrative officers in the central/local government or governmental organizations, responsible for the formulation of urban transport programs or projects.
- 2) Educational Background: be university graduate or equivalent.
- 3) Language Proficiency: have a competent command of English (This course includes discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if available)

4) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (FORM4. QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the Application Form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

1) Age: forty-five (45) years old or under

2) Experience in Relevant Field: have five (5) years of professional experience in urban transport planning or management.

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 FORM4. QUESTIONNAIRE ON MEDICAL STATUS AND 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 a photocopy of passport as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Gender, Passport Number, Expiry Date, Machine Readable Zone

(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. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).

(All required materials must arrive at JICA Center in Japan by **July 10, 2024**)

(2) Selection

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

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan. All applicants need to fill out “Questionnaire on Relationship with the Military” under FORM3. INDIVIDUAL APPLICATION FORM of the Application Form.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than August 7, 2024.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

- Basic Data on Urban Transportation: by **September 18, 2024**
- Country Report: by **September 18, 2024**

Please see Annex (page 17) for details.

6. 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,
- (4) not to bring or invite any family members,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
 - (2) Program Officer: Ms. KAMIYA Machiko (ticttee@jica.go.jp)
-

2. Implementing Partner

- (1) Name: ALMEC Corporation
 - (2) URL: [ALMEC Corporation/Message](#)
-

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK 2024” which will be given before departure for Japan.

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

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

4. Pre-departure Orientation

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

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

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

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

5. Reference

PDF: KENSHU-IN GUIDEBOOK 2024

For more detailed terms and conditions



Annex (for accepted candidates)

1. Basic Data on Urban Transportation

Deadline: September 18, 2024

How: Online Questionnaire

(URL for the online questionnaire will be sent to the accepted candidate's email address after the Acceptance Notice)

Participants are requested to answer basic data on urban transportation (road length, road density, urban population, and others).

2. Country Report

Deadline: September 18, 2024

How: Uploading to JICA-VAN

(How to access JICA-VAN will be informed to the accepted candidate after the Acceptance Notice)

You are requested to make a 10-minute presentation using MS Power Point and present it at the beginning of the course.

Format:

- MS Power Point: The presentation shall not exceed eight (8) slides.
- Font: Please use font size 24 or more.

Contents:

The presentation shall include the following topics:

1. Overview of Urban Area (1 slide)
 - Urban structure
 - Socio Economic Profile of Urban Area
2. Organizations and Legal Systems related to Urban Transport/Urban Public Transport (1 slide)
 - Organizations
 - Legal Systems
3. Overview of Country and Urban Transportation (2 slides)
 - Outline of Urban Transport (Traffic Demand, Modal Share and others)

- Urban Public Transport Systems and Networks and Road Networks
- 4. Issues and Challenges Regarding Urban Transport/Urban Public Transport (3 slides)
 - Issues and Problems Regarding Urban Transport/Urban Public Transport
 - Proposed Projects and On-going Projects for Solving Urban Transport Issues
- 5. Expectation for this Program (1 slide)
 - Your Expectation
 - Expectation from your Organization

(Note)

- It is advised that that presentation is made visually using charts ad pictures.
- The presentation should focus on **Issues and challenges that you face in your country**. Please do not prepare a presentation on just a mere introduction of your country.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

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

Cover page (p1) and Outline page (p3) Pictures

Photo 1, 7, 8, 11, 12: @JICA

Photo 2, 5, 6, 9, 10, 13 : @JICA/Shinichi Kuno

Photo 3: @JICA/Mika Tanimoto

Photo 4 : @JICA/Atsushi Shibuya



Correspondence

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

Further, address correspondence to:

JICA Tokyo Center (JICA Tokyo)

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 (main phone number) FAX: +81-3-3485-9655 (main fax number)

("81" is the country code for Japan, and "3" is the local area code)

RE: [External email]Re: Sending General Information Booklet (KCC Program on Comprehensive Urban Transportation Planning)

From : ShekarD ID <ShekarD.ID@jica.go.jp>

Wed, May 15, 2024 11:35 AM

Subject : RE: [External email]Re: Sending General Information Booklet (KCC Program on Comprehensive Urban Transportation Planning)

To : KAILASH KUMAR ASO-DoP&T <kailash.k@nic.in>

Cc : Deshraj Yadav <deshraj.yadav@gov.in>, V Niang Langel <vniang.l14@nic.in>

Dear Mr. Kailash Kumar,

With reference to your mail trailing below, we would like to inform you that the accommodation fees for the captioned KCC Program would be borne by Japan International Cooperation Agency (JICA).

Regards

Shekar Devasagayam
JICA India Office

From: KAILASH KUMAR ASO-DoP&T <kailash.k@nic.in>
Sent: Wednesday, May 15, 2024 10:23 AM
To: ShekarD, ID[ShekarD ID] <ShekarD.ID@jica.go.jp>
Cc: Deshraj Yadav <deshraj.yadav@gov.in>; V Niang Langel <vniang.l14@nic.in>
Subject: [External email]Re: Sending General Information Booklet (KCC Program on Comprehensive Urban Transportation Planning)

[This mail was sent from an EXTERNAL sender.]

_/**/
Sir,

Ref: trail mail.

In the attachment, it is not clear, who will bear the Accommodation fee.

with regards

Kailash Kumar
ASO/DFFT
Department of Personnel & Training
Training Division

From: "ShekarD ID" <ShekarD.ID@jica.go.jp>
To: "Deshraj Yadav" <deshraj.yadav@nic.in>

Cc: "V Niang Langel" <vniang.114@nic.in>, "KAILASH KUMAR ASO-DoP&T" <kailash.k@nic.in>, "Wakamatsu Eiji" <Wakamatsu.Eiji@jica.go.jp>, "Kato Maria2" <Kato.Maria2@jica.go.jp>, "Moromi Chika" <Moromi.Chika@jica.go.jp>

Sent: Tuesday, May 14, 2024 12:12:18 PM

Subject: Sending General Information Booklet (KCC Program on Comprehensive Urban Transportation Planning)

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.

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:

- 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

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