

F.No.12040/21/2023-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 Mehrauli Road, New Delhi-110067
Dated: 10.08.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Operation and Maintenance of Urban Water Supply System (Water Distribution and Service)” to be held in Japan from 29.10.2023 to 01.12.2023 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 “Operation and Maintenance of Urban Water Supply System (Water Distribution and Service)” to be held in Japan from 29.10.2023 to 01.12.2023 under the technical cooperation program of the Government of Japan.

2. The program aims to provide participants with valuable insights into Japanese practices for managing drinking water distribution and supply services.

3. The applying organizations are expected to nominate officers /engineers responsible for Water Distribution and Service of operation and maintenance of urban water supply with at least five (5) years’ practical experience in that area; have competent command over spoken and written English; must be in good health (both physically and mentally); be age between thirty (30) and forty four (44) years. More information may be seen in the general information brochure.

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

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

5. The course covers the cost of round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances

for (accommodation, living expenses, outfits, shipping and stopover); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, 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 **17.08.2023**. 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.


10.08.2023

(Deshraj Yadav)

Under Secretary to the Government of India

Tele no: 26194167

Copy to: (Through DoPT's website)

- a. Secretary, Ministry of Housing and Urban Affairs, Govt. of India, New Delhi.
- b. Secretary, Ministry of Jal Shakti, Govt. of India, New Delhi.
- c. Secretary, Department of Drinking Water and Sanitation, Govt. of India, 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, JICA India Office, 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 brochure and application format on this Department's website.



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Operation and Maintenance of Urban Water Supply System (Water Distribution and Service) (B)



Course Number: 202210199J001

Course Period: October 29 - December 1, 2023




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.

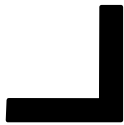
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

都市上水道維持管理（給・排水）（B）



How do we manage urban water supply system?

Gain insight to an essence of operation and
management of urban water supply system
more practical, more interactive,
more inspirational
from the experiences of Japan.



Outline



This training program is designed for field engineers in urban drinking water supply management, specifically those involved in the distribution and provision of practical techniques.



The program aims to provide participants with valuable insights into Japanese practices for managing drinking water distribution and supply services.



It includes face-to-face sessions held in Japan, along with site visits and field trips for hands-on learning opportunities.



Conducted entirely in English, the program offers participants the chance to improve their language skills while learning about water distribution practices in Japan.



Scheduled from October 30 to November 30, 2023, the course capacity is limited to 10 participants.



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, 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

It has been recognized that more than 1.1 billion people around the world have no access to safe drinking water. The Sustainable Development Goals (SDGs) target to ensure “by 2030, achieve universal and equitable access to safe and affordable drinking water for all” with sustainable management. This has led to an increasing need for such courses that enable to attain those goals.

Objectives

This course aims to transfer and disseminate practical knowledge and skills for the field engineers who are currently engaged in operation and maintenance, specifically on water distribution and services at urban water supply systems. It is expected for the organizations in charge of urban drinking water supply in developing countries to share and apply the acquired knowledge and skills of the participants in their home countries.

To Whom?

Job Areas and Organizations

Experienced engineers in urban drinking water supply management organizations, with 5+ years of experience in water distribution and service, and in leadership positions for providing technical instructions to other personnel.

Organizations that demonstrate a strong commitment to utilizing the program's opportunities will be highly valued in the selection process.

Targeted Countries

Laos, India, Nepal, Palestinian Authority, Malawi, Mozambique, Rwanda, Tajikistan, Ukraine

JICA will award a certificate to participants who successfully complete the program.

When?

Face-to-Face Program Period

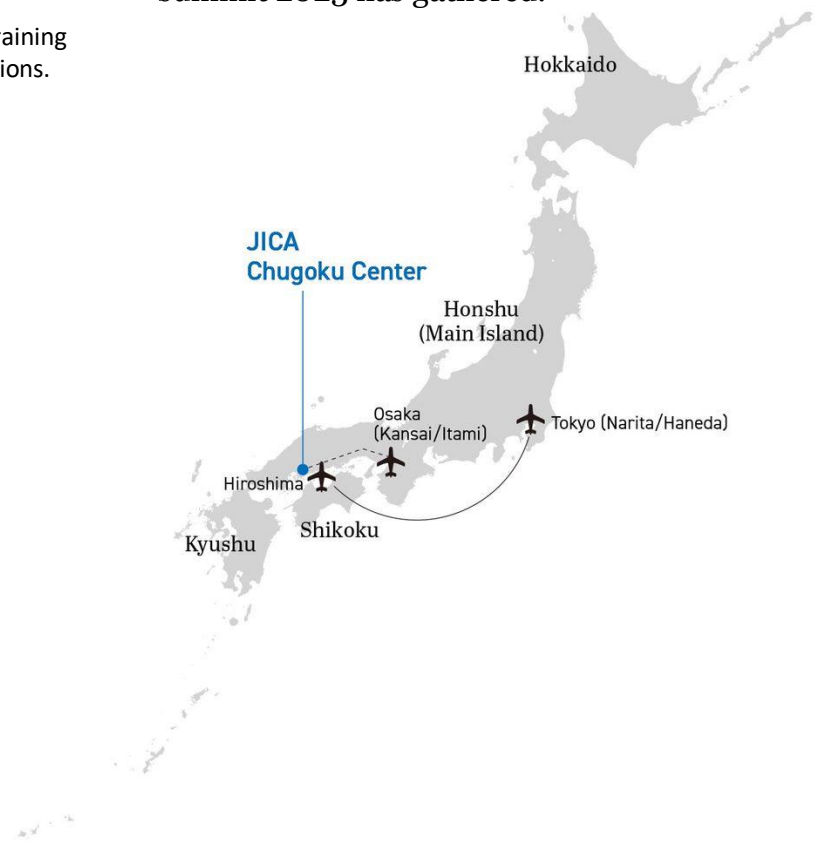


From October 29, 2023
to December 1, 2023

The training will be conducted in-person;
however, it may be transitioned to online training
depending on the status of COVID-19 infections.

Where?

This training course is organized by JICA Chugoku Center and implemented by the Waterworks Bureau of the City of Hiroshima. Lectures will be held at Hiroshima city, and participants will stay in accommodations of JICA Chugoku during the training period. There will be opportunities to visit a variety of facilities including water and sewage maintenance and management, as well as the advanced facilities maintained by the City of Hiroshima. Additionally, participants will have the chance to visit the Hiroshima Peace Memorial Park, where the leaders of the G7 summit 2023 has gathered.



How?

How to Learn

- Lectures
- Field Visits
- Exercises
- Discussions
- Presentations



Watch



Listen



Experience



Study



Interact



Discuss



Present

Language

English

Commitment to the SDGs



Program Structure

Module 1: Preliminary Phase in a participant's home country

Participants will be able to summarize the present status, issues and problems concerning their respective countries in Job/ Reports.

Modules 2: Outline of Water Utility in Japan / Introduction to Reflection and Review of the Learning

Participants will be able to understand Outline of Water Supply Utilities of Japan and to be able to explain to the other personnel.

Modules 3: Planning, Maintenance and Management of Distribution Network

Participants will be able to acquire the knowledge and skills of planning and maintenance of distribution network.

Modules 4: Introduction and visit to a water purification plant

Participants will be able to acquire the knowledge and skills of WPP Maintenance and Water Quality Control.

Modules 5: Development of Action Plan / Presentation of Action Plan

Participants will be able to draw up an Action Plan aimed at dissemination of the knowledge and technique by utilizing the outcomes of the Core Phase Program in Japan.

Contents of Programs (subject to minor changes)

Job Country Report Presentation

Overview of Water Supply Business in Japan

Biological Purification Method

Outline of Hiroshima City's Waterworks Project

Water Supply Planning Procedures

Water Distribution Facility Planning

Leakage Prevention

Hydraulic Calculation

Operation and Maintenance of Water Treatment Plants

Water Quality Management

Water safety planning

Overview and Maintenance of Water Distribution Facilities

Facility Information Management

Pipeline Renewal

Accident and Disaster Countermeasures

Repair of Burst Water Pipes

Overview and Current Status of Water Distribution System

Action plan preparation and presentation

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 operations. Applying organizations are expected to use the program for those specific purposes.
- (2) This course offers enriched content and facilitation schemes that have been developed in collaboration with prominent organizations in Japan. These special features are designed to meet the specific requirements of applying organizations and effectively facilitate them in finding solutions to their issues and problems.
- (3) Applying organizations are encouraged to carefully nominate the most qualified candidates to address the specific issues or problems mentioned above. This entails thoroughly reviewing the qualifications outlined in section 2 below.
- (4) Applying organizations are also expected to be prepared to utilize the knowledge and skills acquired by the nominees for addressing the aforementioned issues or problems.

2. Nominee Qualifications

Nominees should meet the following qualifications as expected by the applying organizations.

(1) Essential Qualifications

- 1) To be engineers responsible for “Water Distribution and Service” of operation and maintenance of urban water supply.

2) To be currently engaged in urban water supply field offices, such as water distribution or service division, and have at least five (5) years' practical experience in that area. *If candidate will not meet essential qualifications, we'll request the replacement of candidate.

3) To have a strong commitment and capacity to disseminate acquired techniques and knowledge after return.

4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more. (This course includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. (Please attach an official certificate for English ability such as TOEFL, TOEIC etc. if possible).

5) Computer Skills: Proficiency in Microsoft Word, Excel, and PowerPoint

Participants will be expected to use these software programs for their assignments, and no additional support will be provided.

6) Health: Applicants must be in good physical and mental health to participate in the program in Japan. To minimize the risk of exacerbating symptoms associated with respiratory tract infections, it is important to declare any history of illnesses such as hypertension, diabetes, cardiovascular disease, heart failure, or chronic respiratory illness in the Medical History section of the application form. Pregnant applicants are advised not to apply due to potential health and safety risks to both the mother and fetus.

(2) Recommended Qualifications

1) Current Duties: In charge of dissemination and education activities for engineers, extension workers, and farmers.

2) Computer Skills: Proficient in Microsoft Word (including spell and grammatical check), Excel (including table calculations such as "SUM", "AVERAGE", "Relative and Absolute Cell References", and "STDEV"), and PowerPoint (including completion of presentation slides).

3) Age: Between the ages of (30) and (44) years old



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 require any assistance due to difficulties or disabilities, please indicate the necessary accommodations in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) section of the application form. This information will be reviewed and used to provide reasonable accommodations.

- (2) **Photocopy of Passport:** It is recommended that you submit your passport along with your application form. If you do not have your passport at the time of application, you should submit a photocopy of it as soon as it becomes available. The photocopy should include your name, date of birth, nationality, sex, passport number, and expiry date.
-

4. Procedures for Application and Selection

(1) Submission of the Application Documents

The deadline for submitting the application is subject to the local deadline set by the **JICA overseas office or the Embassy of Japan**. However, all required application materials must reach the JICA Center in Japan **no later than August 30, 2023.**

(2) Selection

The selection process begins with the JICA office (or the Embassy of Japan) receiving the application documents through proper channels from the applicant's government. The JICA office will conduct initial screenings and then forward the documents to the JICA Center in Japan for further evaluation. The selection will be made by the JICA Center in consultation with relevant organizations in Japan. The applicants' organizations that demonstrate the best intention to utilize the opportunity of this program will be highly regarded during the selection process. However, the qualifications of applicants who belong to the military or military-related organizations and/or who are enlisted in the military will be examined on a case-by-case basis by the Government of Japan, consistent with the Development Cooperation Charter of Japan. The examination will take into consideration their duties, positions in the organization, and other relevant information in

a comprehensive manner. The selection process may include online interviews with prospective participants.

(3) Notice of Acceptance

The results of the selection process will be notified by the JICA overseas office (or the Embassy of Japan) **no later than September 13, 2023**.

5. Conditions for Participation

The KCCP program has several conditions that participants are required to adhere to, including:

- (1) Strictly following the course schedule.
- (2) Not changing the air ticket, flight class, or lodging arrangements made by JICA.
- (3) Not leaving Japan during the course period (except for programs longer than one year).
- (4) Not bringing or inviting any family members (except for programs longer than one year).
- (5) Abiding by the instructions and conditions set by the nominating and Japanese governments for the course.
- (6) Observing the rules and regulations of the program implementing partners and establishments.
- (7) Not engaging in political activities or any form of employment for profit.

- (8) Discontinuing the program if the participant violates Japanese laws or JICA's regulations, or engages in illegal or immoral conduct, or suffers a critical illness or serious injury and cannot continue the course. The participant will be responsible for any costs associated with treatment except for medical care specified in the "5. Expenses, Administrative Arrangements" section.
- (9) Returning the total or a part of the expenditure for the KCCP depending on the severity of the violation if the participant violates laws and ordinances.
- (10) Not driving a car or motorbike, regardless of possessing an international driving license.
- (11) Observing the rules and regulations at the participant's accommodation.
- (12) Refunding allowances or other benefits paid by JICA in the case of a schedule change.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Chugoku Center (JICA CHUGOKU)
Chugoku is the name of the region located in the western part of Japan's main island, Honshu. It comprises five prefectures, and JICA Chugoku is responsible for overseeing development cooperation activities in these five prefectures.

 - (2) **Program Officer:** Mr. MARUO Seiji (cicctp@jica.go.jp)
TEL: +81-82-421-6300 / **FAX:** +81-82-420-8082
-

2. Implementing Partner

- (1) **Name:** The Waterworks Bureau, the City of Hiroshima
 - (2) **URL:** https://www-water-city-hiroshima-lg-jp.translate.google/?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja&_x_tr_pto=wapp
 - (3) **Contact:** Planning and General Affairs Division
(kikakusomu@city.hiroshima.lg.jp)
-

3. Travel

- (1) JICA will cover the cost of a round-trip ticket between an international airport designated by JICA and Japan.
 - (2) The travel insurance provided by JICA will only cover the period from arrival in Japan until departure from Japan. Any travel outside of Japan will not be covered by the insurance.
-

4. Accommodation in Japan

During the training program in Japan, JICA will provide the following



accommodations for participants:

JICA Chugoku Center (JICA CHUGOKU)

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, JAPAN

TEL: +81-82-421-6300 / FAX: +81-82-420-8082

(The country code for Japan is "81," and the local area code for Hiroshima is "082.")

If the JICA CHUGOKU accommodations are unavailable, JICA will make arrangements for alternative lodging for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

6. Other Information

Accepted participants are recommended;

- to bring a laptop computer (PC).
- to prepare formal clothes (not too formal) for participation to official events (courtesy call etc.) as well.
- to bring a bag or daypack for short trip

7. Pre-departure Orientation

The Participants will receive a pre-departure orientation at their respective country's JICA office (or the Embassy of Japan) prior to their departure to Japan. During the orientation, they will be provided with information about the travel to Japan, conditions of the course, and other relevant matters.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/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>

8. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf





Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Website: Facility Guide for JICA Chugoku Center

English/French/Spanish/Russian

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



For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not



easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



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



Correspondence

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

Further, address correspondence to:

JICA Chugoku Center (JICA CHUGOKU)

Address: 3-3-1, Kagamiyamai, Higashihiroshima, Hiroshima 739-0046, JAPAN

TEL: +81-82-421-6300 FAX: +81-82-420-8082

**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.



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:			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		
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Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)

2. Course Number: (the number as “xxxxxxxxJxxx” shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

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

Family Name /Surname

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First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

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

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

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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