

F.No.12040/08/2024-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: 28.03.2024

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Enhancing Capacity for Sustainable Fisheries Development” to be held in Japan from 27.05.2024 to 06.07.2024 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 “Enhancing Capacity for Sustainable Fisheries Development” to be held in Japan from 27.05.2024 to 06.07.2024 under the Technical Cooperation Program of the Government of Japan.

2. The program aims participants to gain knowledge to support fishers' organizations in resource management and resource utilization activities proactively conducted by themselves.

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

- i) Current Duties: Officers working at Fishery Administrative Organization/ Fishery Extension Organization/Fishers' Organization
- ii) Experience in the Relevant Field: have more than 3 years' experience in the field mentioned above 1).
- iii) Educational Background: must be a graduate of university or equivalent level.
- iv) Language Proficiency: Must have a competent command of spoken and written English proficiency. This workshop includes active participation in discussions, which requires high competence in English. Official certificate for English ability such as TOEFL, TOEIC etc, (be attached), if possible.
- v) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- vi) Age: Must be under 40 years of age and **more information may be seen in the general information brochure.**

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

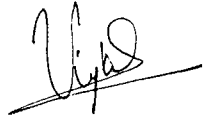
- a. Whether attended any foreign training program in the past? If so, the

- duration/details thereof;
- b. Whether cleared from vigilance angle;
  - c. Age;
  - d. Whether working in North East State/J&K;
  - e. A brief in 50-100 words justifying the nomination.

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

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **08.04.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Vijay S)

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

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

- a. Secretary, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India, New Delhi.
- b. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- c. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- d. NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**ENHANCING CAPACITY FOR  
SUSTAINABLE FISHERIES DEVELOPMENT  
課題別研修「持続的漁業開発のための能力強化」  
JFY 2024**

**Course No.: 202311543J001**

**Course Period in Japan: From May 27, 2024, to July 6, 2024**

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

JICA Knowledge Co-Creation Program (KCCP)

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

# I. Concept

## **Background**

Small-scale coastal fishing by subsistence fishers accounts for the majority of fishing industries in many developing countries. However, it is becoming increasingly important to promote sustainable and responsible fishing in these countries due to the depletion of marine resources caused by the improper resource management and degradation of marine environment. Thus, many of these countries are now taking measures toward these issues in accordance with the principals and goals addressed in 'Code of Conduct for Responsible Fisheries' which was adopted by FAO in 1995.

In order to effectively achieve long-term sustainable use of fish resources, it is significant to enhance capacity of the fishers' organizations and take their initiatives into the resource management processes. This training program offers participants to learn how to enhance capacity of the fishers' organizations by introducing fundamental requirements of the organization as well as basic knowledge for the fisheries resource management. The program aims participants to gain knowledge to support fishers' organizations in conducting resource management and resource utilization activities proactively by themselves.

## **For what?**

This training program offers participants to learn how to enhance capacity of the fishers' organizations by introducing fundamental requirements of the organization as well as basic knowledge of fisheries resource management.

## **For whom?**

This program is offered to public organizations such as Fishery Administrative Organization, Fishery Extension Organization, Fisher's Organization, who are involved in enhancement of fishers' organization for better resource management and resource utilization.

## **How?**

Participants are required to submit the Job Report which describes tasks and problems of their organizations and themselves. After arriving to Japan, participants will share the Job Report by presentation with other participants and lecturers in the training institution. During the program in Japan, participants will have opportunity to learn 1). basic knowledge on appropriate fisheries resource management and resources utilization. 2) coastal fisheries resource management system as well as roles, responsibilities and collaboration of fisheries administration and fisheries cooperatives in Japan. 3) multifunctional roles and effectiveness of the fishers' organizations through case studies in Japan and overseas. 4) problem analysis and solution finding skills as well as associated communication skills to effectively support fishers' organizations. At the end of the program, participants will have presentation of the Improvement Plan which introduces the project which is going to be implemented in the participant's respective countries after the training program.

## II. Description

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

Enhancing Capacity for Sustainable Fisheries Development (202311543J001)

**2. Course Duration in Japan**

May 27, 2024, to July 6, 2024

**3. Target Regions or Countries**

India/Egypt/Eritrea/Cameroon/Gambia/Coted'Ivoire/Pakistan/  
Papua New Guinea/Philippines/Vietnam/Malaysia

**4. Eligible / Target Organization**

Fishery Administrative Organization, Fishery Extension Organization, Fisher's Organization

**5. Capacity (Upper Limit of Participants)**

11 participants

**6. Language**

English

**7. Objective(s)**

Participants are able to formulate and implement problem solving plans which are necessary to enhance capacity of the fishers' organizations for responsible fisheries.

**8. Overall Goal**

The program aims participants to gain knowledge to support fishers' organizations in resource management and resource utilization activities proactively conducted by themselves.

## 9. Output and Contents

This course consists of the following components. Details on each component are given below.

<b>(1) Preliminary Phase</b>	
Participating organizations make required preparation for the Program in the respective country.	
Expected Module Output	Activities
Submission of Job Report	<ul style="list-style-type: none"> <li>- Formulation Job Report as instructed in <u>ANNEX</u>.</li> <li>- Power Point File for presentation of Job Report</li> </ul>

<b>(2) Core Phase</b>		
	Expected Module Output	Activities (Subjects)
1	To be able to acquire basic knowledge on sustainable fisheries development.	<ul style="list-style-type: none"> <li>- Introduction to Fisheries in Japan and its Policy</li> <li>- Fishing Gear Design</li> <li>- Fisheries Resource Management</li> <li>- Biological Resource Management</li> <li>- Fisheries Resource Management and Development</li> <li>- Code of Conduct for Responsible Fisheries</li> <li>- Fishery Resource Management Utilizing the Underwater Acoustics</li> <li>- Set-Net Fishery</li> <li>- Pot Fishery</li> <li>- Inland Fishery</li> <li>- Post-Harvest Treatment and Seafood Safety Fishery Processing</li> </ul>
2	To be able to understand coastal fisheries resource management system as well as roles, responsibilities, collaboration of fisheries administration and fisheries cooperatives in Japan.	<ul style="list-style-type: none"> <li>- Introduction to Fisheries in Japan and its Policy</li> <li>- Inland Fishery (Fishery Production in Biwa Lake)</li> <li>- Fishery Marketing in Japan</li> </ul>
3	To be able to understand multifunctional roles and effectiveness of the fishers' organizations through case studies in Japan and overseas.	<ul style="list-style-type: none"> <li>- Area Capability and Fishery Community Development</li> <li>- Fisheries Resource Management and Development</li> </ul>
4	To acquire problem analysis and solution finding skills to effectively support fishers' organizations.	<ul style="list-style-type: none"> <li>- Project Planning (Methods, Problem Analysis)</li> <li>- Final Report Formulation and Presentation</li> </ul>

**(3) Finalization Phase in a participant's home country**  
Participating will apply knowledge and skills acquired in the training in their respective country.

Expected Module Output	Activities
To implement the Action Plan	<ul style="list-style-type: none"><li>- Sharing and approval of the Action Plan back in the participant's organization</li><li>- Application and implementation of the Action Plan</li></ul>

## III. Eligibility and Procedures

### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

### 2. Nominee Qualifications

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

#### (1) Essential Qualifications

- 1) Current Duties: Officers working at Fishery Administrative Organization/ Fishery Extension Organization/Fishers' Organization
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field mentioned above 1).
- 3) Educational Background: must be a graduate of university or equivalent level.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency.

**This workshop includes active participation in discussions, which requires high competence in English.** Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.

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

#### (2) Recommended Qualifications

- 1) Age: be under 40 years of age.
- 2) 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)**

**(2) Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

**(3) English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

**(4) Job Report:** to be submitted with the application form. Fill in Annex of this General Information.

#### **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 material must arrive at **JICA Center in Japan** by April 19, 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.

##### **(3) Notice of Acceptance**

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than May 3, 2024.**

#### **5. Conditions for Participation**

The participants of KCCP are required

**(1)** to strictly observe the course schedule,

**(2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,

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

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kyushu Center (JICA Kyushu)

(2) **Program Officer:** Mr. OGATA Yoji ([Ogata.Yoji@jica.go.jp](mailto:Ogata.Yoji@jica.go.jp))

### 2. Implementing Partner

(1) **Name :** Faculty of Fisheries, Kagoshima University

(2) **URL :** <https://www.fish.kagoshima-u.ac.jp/en/>

### 3. Travel to Japan

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

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

JICA will arrange the following accommodation(s) for the participants in Japan: Basically, training will be conducted in Kagoshima Prefecture, with some visits outside the prefecture.

Just briefing for a few days, you can stay in JICA Kyushu Centre (JICA KYUSHU)

Address: 2-2-1, Hirano, Yahata-Higashiku, Kitakyushu-shi, Fukuoka,

805-8505, Japan

TEL : +81-93-671-6311 Fax: +81-93-671-0979

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

### 5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

### 6. Pre-departure Orientation\*

A pre-departure orientation will be held at respective country's JICA office (or the

Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

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

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WIQSDjl">https://www.youtube.com/watch?v=m7l-WIQSDjl</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>

## V. Other Information

### 1. Reports Presentation

#### (1) Job Report:

As written in the previous page, each applicant is required to submit his/ her own Job Report with Application Form. Accepted participants will have about 15 minutes presentation on his/ her Job Report in Power Point format at the earlier stage of the training course in order to share information with other participants as well as instructors.

#### (2) Action Plan:

Accepted participants will have a presentation of his/her Action Plan at the end of the training course. Action plan is to express one's idea and plan, which participants will carry out after their return, reflecting the knowledge and method they acquired from the training. Participants are highly recommended to have prior discussions within office and prepare for the theme and the content of his/ her Action Plan.

### 2. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

### 3. Others

- Please bring a Lap-top computer with you.
- Microsoft Word, Excel, PowerPoint is going to be used during the training.
- Laptops with Wireless LAN are preferable if you need to use internet.
- If you don't have a Lap-top, rental Lap-top with Microsoft Word, Excel and PowerPoint is available. It is forbidden to download any additional software to rental one. Please be noted that you are asked to handle it with your own responsibility.

# VI. Annex

## Detailed Information on Job Report

### 1. Objective of Job Report

This training program provides participants with the opportunity for solving real world problems, emphasizing the rational design and preparation for Action Plan by the participants. Job Report is the starting step of this work and it needs detailed preparation.

Job Report is supposed to be prepared in participants' home countries prior to departure for Japan. It is the basis of project planning and it is required to cover the following items.

### 2. Job Report Format

Kindly understand that this is NOT Country Report but Job Report which asks to describe your own Job and problems you are facing.

#### **(1) Introduction**

- 1) Name
- 2) Country
- 3) Overview of the fisheries sector
- 4) Organization the participant belongs to (Structure, number of staffs, main function, main facilities and equipment, etc.)
- 5) Detailed explanation of present job of the participant
- 6) Outline of the small scale fisheries sub-sector related to the enhancement of fishers' organization that the participant's organization is responsible for.

#### **(2) Problems and constrains that the participant is actually facing (within 500 words)**

- 1) Describe the technical, social, legal, institutional problems/constrains in development and enhancement of fishers' organization at a site in the participant's country requiring interventions. (An actual example of small area of a village or island is most welcome.)
- 2) Photos of fishing village, fishers, their catch, fishing boat, fishing gear, fish market, fishing port etc. and maps can be included to illustrate the magnitude of the problems.

#### **(3) Expectation for this training program (within 300 words)**

Describe what participants expect for this training program, connecting with problems and constrains you are facing. Explain which subject you are interested in.

## **For Your Reference**

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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





**Contact Information for Inquiries**

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

**JICA Kyushu Centre (JICA KYUSHU)**

Address: 2-2-1, Hirano, Yahata-Higashiku, Kitakyushu-shi, Fukuoka 805-8505 Japan

Tel: 81-93-671-6311 Fax: 81-93-671-0979

**Application Guideline for  
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

\*Supervisor: the head of the department/division of your organization

**Please be advised:**

- (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:			Official Stamp
Title / Position			



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

**5) Passport/Visa**

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

\*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

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

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

**7) Present Position**

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

**【Questionnaire on Relationship with the Military】**

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

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



**4. Experience and Eligibility**

**1) Career Background (After graduation and before taking the present position)**

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

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

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

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

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

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

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**4) Language Proficiency (Self-Assessment)**

1) Language to be used in the course (as shown in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor
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Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**5. Background and Purpose of Application**

**1) Current challenges in the organization in relation to the theme of the KCCP you are applying:**

Describe the issues that your organization/department intends to tackle by participating in this program.

**2) Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

**3) Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

**4) Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and Title/Position

Signature

**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**

**(Self-Declaration)**

**1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: ( _____ ) <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>
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**2. Medical History**

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

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

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The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

### 2. Privacy Policy

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The participants are requested to understand Privacy Policy of JICA as follows.

#### (1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

#### (2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.  
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

#### (3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

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The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.  
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

### **4. Portrait Right Policy**

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During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

## **DECLARATION** (to be signed by the Applicant)

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- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
  
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
  
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
 Agree /  Disagree
  
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature