

F.No.12040/04/2024-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: 14.02.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Municipal Solid Waste Management Practice" from 08.05.2024 to 11.06.2024 (**online**) and from 12.06.2024 to 18.07.2024 (**in Japan**) 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 "Municipal Solid Waste Management Practice" from 08.05.2024 to 11.06.2024 (**online**) and from 12.06.2024 to 18.07.2024 (**in Japan**) under the Technical Cooperation Program of the Government of Japan.

2 . This program aims to develop the capacity for municipal solid waste management of local government to practice more appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.).

3. The applying organizations are expected to nominate engineers or engineering officials of solid waste management at local governments with more than 3 years of experience in this field; be a university graduate; have competent command over spoken and written English; must be in good health (both physically and mentally); be between the ages of twenty-five 25 and fifty 50 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 clear 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 (meals, living expenses,

outfit and 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 **08.03.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.


14.02.2024
(Deshraj Yadav)

Under Secretary to the Government of India
Tele No: 011-26194167

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

- a. Secretary, Ministry of Environment, Forests & Climate Change, GoI, New Delhi.
- b. Secretary, Ministry of Housing and Urban Affairs, GoI, New Delhi.
- c. Secretary, Department of Rural Development, GoI, New Delhi.
- d. Secretary, Department of Water Resources and Ganga Rejuvenation, GoI, New Delhi.
- e. Secretary, Department of Drinking Water and Sanitation, GoI, New Delhi.
- f. Secretary, Ministry of New & Renewable Energy, GoI, New Delhi
- g. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them)
- h. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- i. NIC with request to post the circular along with the JICA's circular on this Department's website.



Online and Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Municipal Solid Waste Management Practice(A)



Course Number: 202311675-J001

Course Period:

The first phase (Online): From 8 May to 11 June 2024

The second phase (In Japan): From 12 June to 18 July 2024




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

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


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

都市固形廃棄物管理の実務 (A)



How do we improve urban solid waste management?

Gain insight to an essence of effective and
efficient urban solid waste management
from Japanese experiences.



Outline



This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of urban solid waste management.

The sessions will be held online and in Japan. The online session will include self-study and discussion with web conference.

All sessions are conducted in English.

The period of the program is from May 8 to July 18, 2024.

Course Capacity:11 participants



JICA Knowledge Co-Creation Program (KCCP)

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

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For What?

Background

Most familiar day-to-day public services are, in general, the responsibility of local government. Local governments play a significant role in the improvement of public health and welfare of residents, by implementing the local administration in an autonomous and comprehensive manner. A series of solid waste management such as planning, collection, intermediate treatment, recycling and final disposal is one of the most important public services supporting the healthy and comfortable life of residents. In reality, however, various factors such as improved standards of living, expansion of heavily populated urban area have led to a rapidly increased volume of waste with wider varieties.

Objectives

This program aims to develop the capacity for municipal solid waste management of local government to practice more appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)

To Whom?

Job Areas and Organizations

This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of municipal solid waste management.

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

Targeted Countries

Brazil, India, Indonesia, Kenya, Laos, Liberia, Papua New Guinea, Sudan, Ukraine, Zambia

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

When?

Program Period

Overall Period: From May 8 to July 18, 2024

This program consists of two types of study.

1. The First Phase

(May 8 – June 11*):



Online

Total learning hours**: 40

- Self-study on on-demand materials: 35 hours
- Online real-time lecture/workshop: 5 hours

*Including the achievement assessment period in June. Participants are expected to attend all online sessions except for urgent and uncontrollable matter and submit the achievement assessment sheet. Those who have completed the phase1 satisfactorily can attend the phase2 in Japan.

**Average under stable internet connection for working on the key contents (Except for homework)

Start Time of Online Real-time lectures/workshops

The participants are required to attend

every online real-time lecture/workshop at designated date and time. Accepted participants receive detailed time schedule after acceptance notification.

2. The Second Phase

(June 12 - July 18*):



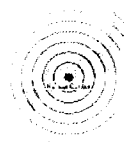
Face-to-Face in Japan

*If the program cannot be conducted in Japan, online contents will be provided during the above period.

Where?

This program is conducted online and face-to-face in Japan. In the first phase you will watch/read essential on-demand materials for your self-study at your own pace. As the online real-time lectures/workshops and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment.

For detail, see page 15.



How?

How to Learn

- Online Self-Study
- Online Real-time Sessions
 - Online Interactive Q&A Session
 - Lecture
 - Discussion
 - Presentation



- Visit in Japan
 - Observation
 - Discussion
 - Workshop
 - Presentation



Language

English

Commitment to the SDGs

**SUSTAINABLE
DEVELOPMENT
GOALS**



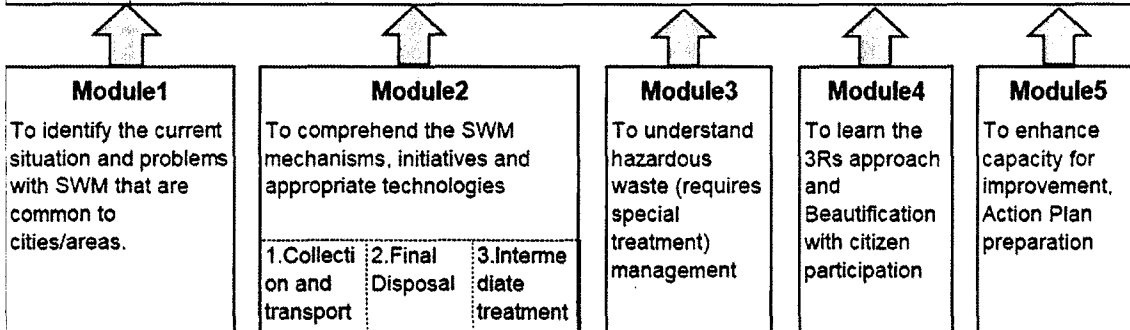
Program Structure

Overall Course Objectives:

Each participant proposes an action plan for central/local government of participating country to practice appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)



Out-comes	<ol style="list-style-type: none"> 1. Acquire a comprehensive understanding on the urban SWM issues. 2. Understand about appropriate technologies for <ol style="list-style-type: none"> 1) collection and transportation, 2) final disposal and 3) intermediate treatment such as incineration, crushing, sorting and recycling 3. Understand the theory of generation of hazardous waste (including medical waste), and the methodology of proper treatment. 4. Understand 3Rs approach and how to encourage citizens to take part in SWM activities. 5. Enhance capacity to analyze current challenges and examine countermeasures by preparation of the "Action Plan" for practical and feasible actions to mitigate waste problems.
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Phase 1 (Study online in a participant's home country)

(From 8 May to 31 May 2024)

- *Participants acquire basic information on solid waste management.*
- Read/watch materials provided through the Learning Management Service JICA-VAN (JICA Virtual Academy Network) (hereinafter referred as JICA-VAN) at their own pace. (Detailed information will be given after acceptance notification.)
- Attend every online real-time lecture/workshop at designated date and time.
- Post questions or answers about study materials among other participants to the Community of JICA-VAN.
- Exchange knowledge with other fellow participants who are also specialists of SWM in their service area by means of sharing information such as self-introductions.
- Consultation with participants' superior and/or colleagues what challenges/problems shall be addressed by utilizing knowledge that the participants will gain through the program (which are potential main topics for their Action Plan).
- Contact with an ex-participant, if possible, in the respective countries to get more idea about the program.
- Preparation of the presentation data of each Job Report, which shall be presented on the commencement of the Phase 2(in Japan).

Assessment for participants' achievement of Phase 1

(From 1 June to 11 June 2024)

- *Japanese course tutors and lecturers check participants' individual achievement of the Phase 1 to prepare the contents in Japan.*
- *Participants and their organization prepare for visit in Japan in the respective countries.*
- Response to internet questionnaire along the instructions by the course tutor not later than designated closing date (Detailed information will be given after acceptance notification.).
- There is a possibility that duration and method of the assessment can be changed according to the participants' progress.

Phase 2 (In Japan) (From 12 June to 18 July 2024)

- *Participants attend the sessions implemented in Japan.*
- *In this phase, participants will learn at first-hand by means of site visit practice or exchange with colleagues in Japan.*

Module 1: Current situation and problems with solid waste management system

<Objectives> Through the Job Report presentation as well as the introduction of solid waste problems that are common to cities/areas, each participant recognizes and shares the problems.

Participants also gain an overall view of mechanism and initiatives in contemporary solid waste management in the world.

Job Report Presentation

Information Sharing of Faced Problems and Challenges

Identification and Analysis of Problems

Solid Waste Management System in Japan and Other Countries

Preparation and Implementation of Solid Waste Management Plan in Local Government

Module 2-I Collection and transport

<Objectives> Participants learn about issues and problems concerning collection/transport service and improvement methods for better waste haulage system.

Outline of Collection/Transport Service in Local Government

Improvement Methods on Collection/Transport service

Minimization of Scatter of Waste

Introduction of 'Time and Motion Study'

Collection Service and Management System in Japan

Transfer Facilities and Transfer Operation

Site visit to observe waste collection service and maintenance of collection vehicles

Module 2-II Final disposal

<Objectives> Participants learn about theories and practical methods for planning, construction and operation of final disposal site as well as developing sanitary landfills to minimize the negative impact on the environment for residents living in the neighborhood.

Fundamental Theories on Sanitary Landfill

Planning and Selection of Final Disposal Site

Operation and Maintenance of a Final Disposal Site

Improvement Methods of Existing Open Dump Site

Introduction of 'Fukuoka Method'

Site visit of sanitary landfill

Module 2-III Intermediate treatment

<Objectives> Participants learn about types and characteristics of intermediate treatment such as composting, incineration, recycling, and others.

Types and Characteristics of Intermediate Treatment Systems

Outline of Composting & Recycling

Practice of 'Takakura Composting Method'

Introduction of Intermediate Treatment Facilities (Incineration, Recycling and Others)

Site visit to composting and biogas facility, waste sorting facility, waste to energy plant

Module 3: Hazardous waste (requires special treatment)

<Objectives> Regarding hazardous waste (including medical waste) that pollutes the environment as well as affects human health, participants learn about the theory of their generation and the methodology of proper treatment.

Outline of Hazardous Waste Management and Disposal

Outline of Industrial Waste Treatment in Japan

Management and Disposal of Medical Waste

Disaster Waste Management

Disposal of Industrial (Hazardous & Construction) Waste Subject to Special Management

Site visit to separation-collection station

Module 4: 3Rs approach and Beautification with citizen participation

<Objectives> Participants learn about an example of 3Rs approaches by local government and citizen participation as well as environmental education.

Waste Reduction Policy of a Local Government by Means of Collaboration with Citizens

Public Awareness Campaigns Regarding 3Rs Promotion as well as Environmental Education

Town-beautification Partnership

Module 5: Action Plan preparation

<Objectives> Through a series of lectures and workshops, participants find out a feasible way for improvement and make an Action Plan.

Discussion How to Minimize Problems on Solid Waste Management and Methods for Improvement

Workshop for Formulating the Draft Action Plan

Management Members

Course Leader

Mr. HIRAGA Ryo

Senior Technical Adviser, EX Research institute

37 years' experience on solid waste management in Osaka city government and 14 years' in EX Research institute, a private consultant company in Japan, and my major concern is how to improve solid waste management in developing countries.



Implementing Partner

The Tutors

Dr. TANAKA Shinichi

Senior Programme Officer, Global Environment Centre Foundation (GEC)

About 10 years' involvement in the JICA projects including the training program with the experience as an environmental engineer in a private research company helps me to understand the actual waste situation in developing countries and to provide you the technical advice and suggestion appropriately in each participating country.



Ms. NAKAJIMA Nao

Assistant Manager, Global Environment Centre Foundation (GEC)

I have conducted a variety of environmental projects in the field of solid waste management, climate change and water treatment. In particular, I have a lot of experiences related to climate change, but also have been involved in solid waste-related projects such as creating waste to energy projects that contribute to climate change and the waste management project in Laos.



Ms. HIGASHI Saori

Programme Officer, Global Environment Centre Foundation (GEC)

I am in charge of logistical support and assist your daily study in this course.

I would be happy if I could help each of you to finish this distance learning without any trouble.



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.
- (3) Participating organizations are also required to support participants to be able to attend the online lectures/workshops and allocate enough time and self-disciplined learning environment to learn with the on-demand study materials.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Engineers or engineering officials of solid waste management at local governments.
* The priority is given to local government's staffs; however, a staff of national government or public companies can be selected if they are in charge of support to local governments' solid waste management.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of solid waste management.
- 3) Educational Background: be a university graduate.
- 4) Language Proficiency: have a competent command of spoken and written

English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

5) Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, LMS(Learning Management System) "JICA Virtual Academy Network(JICA-VAN)"based on IBM Cornerstone, Zoom, Online Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b. Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- * Internet access charge incurred for this course shall be borne by your organization.

c. Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d. Software (which may be required)

- [OS] Latest version of Windows 10 / iOS / Android
- [Web browser] Latest version of Google Chrome/ Firefox/ Microsoft Edge Chromium/ Apple /Safari.
- *IE11 is NOT recommended.
- Zoom Client for Meeting (<https://zoom.us/download>)
- YouTube

* In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

- 6) 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.
- 7) Attendance Requirement: Participation both of Online and In-Japan program and submission of various assignments is an essential requirement for the completion of the course.

(2) Recommended Qualifications

- 1) Expectations for the Participants
 - Age: between the ages of twenty-five (25) and fifty (50) years
 - Gender Equality and Women's Empowerment:
Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
 - * If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport or ID:** 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(photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

- (4) **Job Report:** Nominees should prepare Job Report (using MSWord) according to Annex 1 and submit it with the Application Form. The Application Form without the Job Report will be rejected.
- (5) **Questionnaire on Internet Environment:** to be submitted with the Application Form. Fill in Annex 3 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 March 23, 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 April 10, 2024.**

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

Presentation material on Job Report (using PowerPoint): Participants will be

requested to make a presentation (within 15 minutes) and discuss on their Job Report in a discussion session at the beginning of the second phase.

6. Conditions for Participation

The participants of KCCP are required.

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (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", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Kansai Center (JICA Kansai)
 - (2) Contact: Ms. NAMBA Midori (Namba.Midori@jica.go.jp, jicaksic-unit@jica.go.jp)
-

2. Implementing Partner

- (1) Name: Global Environment Centre Foundation (GEC)
 - (2) URL: <https://gec.jp/>
-

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

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

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan TEL: 81-78-261-0383 FAX: 81-78-261-0342 (where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of Kansai Center at its URL: <https://www.jica.go.jp/kansai/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.

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.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/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>

7. Reference

PDF: KENSU-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



8. Other Information for the activities in Japan

- (1) **Computer:** Participants are strongly encouraged to bring their laptops for their convenience. During the program in Japan, participants are required to work on computers, including the preparation of the Action Plan (AP), etc. Most accommodations have internet access.
- (2) **Bring some money:** Allowances for daily living, outfit, or parcel shipping will be paid to your temporary bank account in Japan 2-5 days after you arrive in Japan. It is strongly advised to bring some cash for necessary expenses during the first 2-5 days of arrival. It is very important that your money is converted into Japanese Yen at any transit airport or International Airport in Japan immediately after your arrival.

Annex 1

Job Report

A. Preparation of Job Report
<p>Job Report will be used for the selection.</p> <p>Submission: <u>To be submitted together with your Application Form.</u> <u>Note: Application without this Job Report shall not be duly considered for selection.</u> <u>Please submit in form of Microsoft word data so that JICA Kansai can translate it into Japanese more efficiently.</u></p>

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1. Personal Profile

Name:	
E-mail address:	
Country / City:	
Organization name:	
Position/title:	
<p>Your experience on the municipal solid waste management (*Not only your present position but also previous jobs related with solid waste management. Please also write years that you were engaged in those positions.):</p>	

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget (US\$):	
Purposes/Goals:					
Major target group/area:					

Major area/type of activities (*An itemized style):	
Major associated organizations:	

3. Organization Chart

Please indicate a structure chart of your organization. Describe responsibility/function of each section and the number of officers in each section. In addition, show breakdown numbers of field workers such as waste collectors and operators at final disposal site.

4. Questionnaire sheet on your task on solid waste management

You are required to collect and specify the following information and data necessary for the program activities such as presentation of Job Report, practical sessions, discussion, preparation of Action Plan, and others.

(1) Outline of your responsibility

Name of area (city/municipality)	
Population of the area (city/municipality)	
Total area of the city/municipality	km ²
Total generated amount of solid waste in your area	tons/year
Problems on solid waste management	(Please specify)

(2) Waste collection services

<p>Target waste to be collected and transported</p>	<p><input type="checkbox"/>Household waste, <input type="checkbox"/>Waste by business activities, <input type="checkbox"/>Office waste <input type="checkbox"/>Industrial waste, <input type="checkbox"/>Others (please specify):</p>
<p>Providers who collect and transport waste</p> <p>What kinds of waste are collected by respective provider?</p>	<p><input type="checkbox"/>Local government, <input type="checkbox"/>Private sector, <input type="checkbox"/>Others (please specify):</p>
<p>Waste discharging/collection system</p>	<p><input type="checkbox"/>Door to door collection, <input type="checkbox"/>Station collection, <input type="checkbox"/>Bell collection, <input type="checkbox"/>If you may have special collection system, please specify:</p>
<p>Collection vehicle type(s) and numbers</p> <p>If you use another equipment for collection service, please specify.</p>	<p>Type:</p> <p>Number:</p>
<p>Collection fee system and how to charge the collection fee</p>	<p>US\$/month/household</p>

surroundings?	
Remarks	(Please specify)

(3) 3Rs (Reduce, Reuse, and Recycle)

What action(s) are you taking to promote 3Rs in your area(s)?	(Please specify)
Is there any law/regulation to promote 3Rs in your country?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
If yes, please itemize the name of the law/regulation and the year enacted.	
Remarks	(Please specify)

(4) Hazardous waste

Are there any special treatment methods for medical waste?	(Please specify)
--	------------------

Are there any special treatment procedures for industrial waste? (e.g., heavy metals, toxic chemicals, construction waste, etc.)	(Please specify)
--	------------------

(5) Others

What is the most serious problem / challenge to fulfill your task?	(Please specify)
--	------------------

B. Presentation of Job Report

- Accepted participants are requested to prepare for making a presentation of Job Report at the beginning of the second phase.
- The objectives of 'Job Report Presentation' session are sharing the current situation of your services in order to explore further improvement by exchanging knowledge among other participants, Japanese lecturers and concerning attendants.

Format:

- Please modify your Job Report (made in the section A above) into presentation using Microsoft PowerPoint®.
- Please visualize it by using pictures or maps etc.
- One presentation per one participant

Language: English

Presentation Time: A presentation time per a participant is within 15 minutes. The presentation session will be held at the beginning of the program. Details are to be informed after acceptance notifications.

Audience of your presentation: Some of Japanese lectures/experts, officers of Osaka city or other municipalities, private firms and other organizations involved in the program.

Annex 2

- Action Plan

- **What is Action Plan?**

During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program and in their organization after completion of the program.

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. The participants are recommended to focus on one topic she/he is able to carry out under the support of their organization.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Explanation of target area and your office
- c. Problems and causes
- d. Stakeholders
- e. Objectives (Goals)
- f. Activities and responsible bodies
- g. Policies
- h. Budget
- i. Implementation schedule
- j. Others

Tips for making more implementable Action Plan

According to the JICA Institution's research report '*An Empirical Study of the Conditions for Successful Knowledge Transfer in Training Programs*'

(https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q0000025y5-att/JICA-RI_WP_No.85.pdf),

more APs were observed to have been implemented in the participating organizations when;

- the organizations had identified problems to be solved and encouraged the

participants to explore on it through the program, and

- The participants communicated with their organization bilaterally during the program period (2014, Mikami and Furukawa).

It is recommendable for the participants to consult their superior and/or colleagues about which topics she/he will choose for the AP as well as to communicate with them while preparing their draft of AP.

Note:

Participants will have more detailed guidance during the program.

Annex 3

• Questionnaire on Internet Environment

This sheet is required to be submitted with the Application Form.

<p>Please check all you think applicable for your house, working place or other place where you will mainly work on the Phase 1(online program) *.</p> <p>Based on your answer, JICA will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer frankly.</p> <p>* Internet access charge incurred for this program shall be borne by you or your organization.</p>		
1-1 Do you have a following system to attend online program at your home or office etc.?		
①	Desktop or laptop PC	Yes or No (OS version:)
②	i-Pad	Yes or No
③	Smart Phone	Yes or No
④	Stable Internet connection (5Mbps speed)	Yes or No
⑤	Does ①/②/③has an audio input-output device?	Yes or No
⑥	Does ①/②/③has a web camera?	Yes or No
1-2 Have you ever attend online / web-based training?		Yes or No
①	When: Duration: Weeks	
②	Organizer:	
③	Course Name:	
1-3 Have you ever used those online systems below?		
①	Zoom	Yes or No
②	Microsoft Teams	Yes or No
③	You Tube	Yes or No
④	Giga Pod	Yes or No

⑤	Corner Stone (Learning Management System)	Yes or No
⑥	Other (Please specify):	
1-5 Can you watch a video with one to three hours length through one of applicable media listed above in your PC without serious problem?		Yes or No*
*If above answer is No, please specify the situation (i.e. obstacles to connect internet etc.):		
1-6 Do you have an email address available for communicating with the Japanese tutors?		Yes or No*
*If above answer is No, please specify the situation:		
1-5 Please let us know if you have any concerns or questions for participating the program.		

For Your Reference

JICA and Capacity Development

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are 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 overseas office or the Embassy of Japan.

Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code)

**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:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	
Department / Division	<input type="text"/>		
Office Address and Contact Information	Address: <input type="text"/>		
	Tel: <input type="text"/>	E-mail: <input type="text"/>	Fax: <input type="text"/>

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>	Official Stamp	



Department / Division		
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Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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

4. Experience and Eligibility

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

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

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

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

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

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

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

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

(_____)	<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>
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2. Medical History

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

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

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

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

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

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

(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 (_____)
-----------------------------	--

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

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

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