

F.No.12040/15/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67

Dated: 19.07.2022

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Development of the Sustainable and Reliable Logistics system in Asian Region” to be held from 26th September to 3rd October 2022 (online) and from 12th October to 2nd November 2022 (in Japan) (tentative) 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 “Development of the Sustainable and Reliable Logistics system in Asian Region” to be held from 26th September to 3rd October 2022 (online) and from 12th October to 2nd November 2022 (in Japan) (tentative) under the Technical Cooperation Program of the Government of Japan.

2. This training program aims to make participants by themselves grasp the issues and bottlenecks in logistics sector in their respective countries or in Asian region and discuss deeply how to settle them from various point of view.

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

- a) Current Duties: To be officials currently engaged in policy making in the field of logistics sector at governmental(central) or public organizations.
- b) Experiences in the relevant field: have more than 3 (three) years' experience in the field of logistic sector.
- c) Educational background: to be university graduates or has the equivalent educational history.
- d) Language: have a competent command of spoken and written.
- e) Health: must be in good health, both physically and mentally (Pregnant applicants are not recommended to apply due to the potential risk of health and life issues).
- f) Age: between the ages of twenty-five (25) and forty five(45) years.
- g) Gender consideration: JICA is promoting gender equality. Women are encouraged to apply for the program and more details of the program may be seen in the brochure.

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

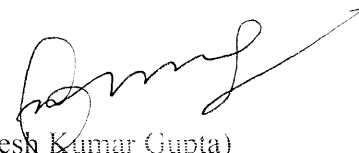
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;

- (d) Whether working in North East State/J&K;
(e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); 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 IOD 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 **25.07.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Jitesh Kumar Gupta)
Section Officer(FT & IGOT-I)
Tele No: 26165682

Copy to:

- a) Secretary, Ministry of Ports, Shipping and Waterways, Pariwahan Bhawan, Parliament Street, New Delhi.
- b) Secretary, Ministry of Road Transport and Highways, Transport Bhawan, Parliament Street, New Delhi
- c) Secretary, Ministry of Consumer Affairs, Food and Public Distribution, Department of Consumer Affairs, Krishi Bhavan, New Delhi 110001.
- d) Secretary, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhavan, New Delhi 110001
- e) Secretary, Ministry of Railways, Rail Bhavan, New Delhi – 110003.
- f) Secretary, Ministry of Food and Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi -110001.
- g) Secretary, Ministry of Commerce & Industry, Department of Commerce, Udyog, Bhavan, New Delhi.
- h) Secretary, Ministry of Commerce & Industry, Department of Department for Promotion of Industry and Internal Trade, Udyog Bhavan, New Delhi.
- i) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- j) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- k) NIC with request to post the circular along with the JICA's circular on this Department's website.



【Online & In Japan】 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
DEVELOPMENT OF THE SUSTAINABLE AND RELIABLE
LOGISTICS SYSTEM IN ASIAN REGION

課題別研修「アジアにおける持続的な物流システムの構築」
JFY 2022

NO. 202107884J001

Course Period

<u>Online</u>	September 26 (Mon)-October 3 (Mon)
<u>In Japan</u>	October 12 (Wed)-November 2 (Wed) (tentative)

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

JICA Knowledge Co-Creation Program (KCCP)

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

Smooth and prompt cargo transport is essential in an economic activity and largely affects socio-economic development of a country in terms of optimum allocation of material resources. The "Physical Distribution" is a comprehensive activity to transport cargo or freight in a correct and prompt manner.

In recent years, the cargo transport industry has rapidly developed and it has been diversified and modernized through application of advanced technology. However, the cargo transport in a large number of developing countries is not fully developed and that is one of the major factors to hinder the potentiality of its economic development.

Promotion of the cargo transport and improvement of its quality are urgent necessities for the future prospect in those countries. Especially Asian region has been the center of production and linked together by the supply chain under the progress of economic integration and cooperation among neighboring countries. The efficient and effective logistic system development is the key issue for the further development of the region.

For what?

This training program aims to make participants by themselves grasp the issues and bottlenecks in logistics sector in their respective countries or in Asian region and discuss deeply how to settle them from various point of view.

For whom?

This program is offered to officials who are currently engaged in policy making in the field of logistics system in Asian Region at governmental level or in public organization.

How?

This course is designed to provide the opportunity to the participants,

- 1) Prepare inception report in which participant will analyze their current situation/bottlenecks to improve their logistic system.
- 2) Understand the policy/history of development/current system of logistics in Japan through lectures and site visits and discuss its applicability/adaptability to their own country/region.
- 3) Formulate action plan and discuss with other participants to increase the feasibility of the action plan.

II. Description

1. Title

Course Name: Development of the Sustainable and Reliable Logistics System in Asian Region
Course Number: 202107884J001

2. Course Period

Online: September 26 (Mon)-October 3 (Mon), 2022

*Online Program will be mainly held 5 hours each day during the said period.

In Japan: October 12 (Wed)-November 2 (Wed), 2022 (tentative)

*Departure from Japan: November 3 (Thu), 2022

[NOTE] In the context of the COVID-19 pandemic, please note that the course “In Japan” shall be changed or cancelled.

3. Target Regions/Countries

Indonesia, Philippines, Thailand, Cambodia, Laos, Mongolia, India, Sri Lanka, Tajikistan

4. Eligible Target Organization

This program is designed for ministries or agencies in charge of logistic systems.

5. Course Capacity (upper limit of participants)

9 participants

6. Language to be used in this program: English

7. Course Objective:

- 1) Each participant is expected to identify key issues and problems of logistics system in his/her own country by taking this course.
- 2) Each participant is expected to create an action plan for solving the identified policy problems in his/her own country.

8. Overall Goal

Improvement of logistics system will be promoted in respective country toward the integration of the system in Asian region.

9. Expected Module Output and Contents:

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

9-1. Preliminary Phase in a participant's home country (August, 2022) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Expected Module Output	Activities
Country and Inception reports to be formulated	Formulation and revision of Country and Inception Reports Preparation for the presentation

9-2. Online Phase in each country September 26 (Mon)-October 3 (Mon), 2022 (Japan Time)		
Expected Module Output	Subjects/Agendas	Methodology
Each participant is expected to identify the problems of the logistics services or systems in his/her home country, to establish a) efficient and environmentally-friendly logistics system and b) cold chain logistics system of high quality.	Country/Inception reports presentation	Online presentations and discussions
	Logistics in Japan	Online lectures
	Logistics policy in Japan	
	Logistics business (trucking service, Air cargo service, Freight forwarding)	

[NOTE] The software to use in the online phase will be Google applications and Teams/Zoom.

9-3. Phase in Japan (subject to be changed or cancelled due to the pandemic conditions) October 12 (Wed)-November 2 (Wed), 2022 (Japan Time)		
Expected Module Output	Subjects/Agendas	Methodology
1) Through lectures, field/technical visits and discussions, each participant is expected to get to know the details about policy-making for efficient and reliable logistics system. 2) Each participant is required to create an Action Plan for improving the logistics system in	Green Logistics	Lectures, field visits and discussions
	Cold Chain Logistics	
	Port Logistics	
	Freight Railway Transportation	
	Refrigerated warehouse	
	Truck cargo terminal	
	Material handling equipment manufacturer	
	Truck driver training center	Presentations and
Formulation of Action Plan		

his/her country.	Action Plan presentation	Discussions
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Program Schedule (tentative)

[NOTE] The detailed schedule will be shared with the accepted applicants with the Notice of Acceptance.

Time Zone GMT+5.0: Tajikistan GMT+5.5: India, Sri Lanka, GMT+6.5: Thailand GMT+7: Indonesia, Cambodia, Laos GMT+8: Philippines, Mongolia, (GMT+9: Japan)
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[Online Phase]

Date	Time (GMT+9)	Topic Outline
September 26 (Mon)	13:00-15:00	- Kick-off meeting
September 27 (Tue)	13:00-15:00 16:00-18:00	- Opening Ceremony - Program orientation - Country/Inception Reports presentation
September 28 (Wed)	13:00-15:00 1600-18:00	- Logistics in Japan - Logistics policy in Japan
September 29 (Thu)	13:00-15:00 16:00-18:00	- Truck transportation - International airfreight
September 30 (Fri)	n/a	- Self-study
October 1 (Sat)	n/a	- Self-study
October 2 (Sun)	n/a	- Self-study
October 3 (Mon)	13:00-15:00 1600-18:00 18:00-19:00	- Cross-border logistics - Freight forwarding - Orientation on Japan visit

[Phase in Japan]* Subject to be changed or cancelled due to the pandemic conditions.

Date	Subject
1 st Week (October 12-16)	<ul style="list-style-type: none"> - Arrive Japan. (Quarantine if necessary.) - Briefings (online) - Program orientation (online) - Cultural program-study simple Japanese (online)
2 nd Week (October 17-23)	<ul style="list-style-type: none"> - Green logistics (online) - Port logistics (online) - Freight rail load transportation (online) - Cold chain logistics - Visit refrigerated warehouse - Visit logistics warehouse
3 rd Week (October 24-28)	<ul style="list-style-type: none"> - Visit truck terminal - Visit traffic safety training institute. - Visit automatic material handling systems and equipment demo center. Visit automation warehouse - Guidance for making action plan
3 rd Week (October 31-November 2)	<ul style="list-style-type: none"> - Work on action plan. - Action plan presentation - Closing ceremony
November 3	<ul style="list-style-type: none"> - Depart Japan

[NOTE] In the context of the COVID-19 pandemic, there is still a possibility that the course in Japan will be changed or cancelled.

* Lectures will be mainly offered by MLIT (Ministry of Land, Infrastructure, Transportation & Tourism) and other related organizations.

* Details will be shared to the accepted applicants, together with the Notice of Acceptance.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- 1) This program is designed primarily for organizations with the intention to address specific issues or problems identified in their operations. Applying organizations are expected to utilize the program for these specific purposes.
- 2) In this concept, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- 3) In addition, after being accepted to the program and before the start of the online phase, the participating organizations are expected to support participants to select possible topics or ideas for their Action Plans which address the issues or the problems mentioned in 1. 1) above.
- 4) The participating organizations are expected to relieve the participants of their daily obligations and provide maximum consideration to devote himself/herself to the full attendance at the Online Phase. Based on this arrangement, all applicants are requested to submit a “Written Pledge” (see Attachment-3) along with the Application Form.
- 5) The participating organizations are also expected to hold knowledge-sharing sessions within the organization and support the implementation of the Action Plan after the participants finish the Online Phase and phase in Japan, in order to make the best use of knowledge to be acquired through the program.

In order to enter Japan, regardless of nationality, participants will need to follow the border control measures of the Government of Japan:
<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

2. Nominee Qualifications:

Applying organizations are expected to select nominees who meet the following qualifications during the whole period of both online program and phase in Japan. It is requested that they relieve a participant’s obligations to devote himself/herself to his/her duties during the period of online lectures and other online activities in each country as well as the entire period in Japan.

2-1. Essential Qualifications

- 1) Current Duties:
 - a) To be officials currently engaged in policy making in the field of logistics sector at governmental(central) or public organizations.
 - b) To be expected to assume the role of logistics sector in the near future at governmental (central) or public organizations.
 - c) Must not be engaged in the field of road construction, infrastructure maintenance, and traffic investigation.
 - d) To be officials engaged in the field of logistic integration in the Asian

region.

e) To be officials involved in the projects with Japan in the field of logistics sector and Japan Transport Partnership or who will possibly be engaged in near future.

- 2) Experiences in the relevant field: have more than 3 (three) years' experience in the field of logistic sector
- 3) Have an authority to implement an Action Plan (refer to the section explaining about Action Plan) along with the member of the solution development team.
- 4) Educational background: to be university graduates or has the equivalent educational history.
- 5) Language: have a competent command of spoken and written English (Many participants in the past find themselves unable to make progress in their training because of inadequate knowledge of English.)
- 6) Health: must be in good health, both physically and mentally, to participate in the program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues. 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) Those who participated in this training program or in the related program to it in the past are disqualified as applicants for this training program.
- 8) ICT: it is required to meet the following conditions:
 - possession of a PC or a Tablet with web camera and microphone
 - can access to the Internet with a speed of 5Mbps or more
 - can download and use Google applications and Teams/Zoom and others

[Note] If there are any concerns of Network Environment, please contact the JICA office in your country.
- 9) Recommendable Qualifications
 - a) Age: between the ages of twenty-five (25) and forty five (45) years
 - b) Gender consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

1) Application form

The application form is available at JICA Office in your country (or the Embassy of Japan). Application form should be typed in English in Microsoft Word format.

* 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 your passport

Please submit the copy of your passport which you will carry when entering Japan, together with the application form. If you cannot make it in time, you are requested to submit its photocopy as soon as you obtain it.

*The photocopy of your passport should include: your name, date of birth, nationality, sex, passport number and expiration date.

3) Written Pledge

Format/template of the Written Pledge is shown in Attachment-3. Participants who attend the programs committing against the contents of the written pledge, will not be considered as a member with successful completion of the program.

4) Questionnaire

Format/template of the Questionnaire is shown in Attachment-4. If you need any assistance for preparation of the learning environment, please consult with the nearest JICA office.

5) Nominee's English Score Sheet: must be submitted with the application form. Any official documentation of the candidate's English ability (e.g., TOEFL, TOEIC, IELTS) is recommended to be attached as well.

4. Procedures for Application and Selection:

1) Submitting the Application Documents:

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

JICA office in your country (or the Embassy of Japan) will assemble the application forms and will send them to **JICA Yokohama in JAPAN** by: **August 4 (Thu), 2022, Japan Time.**

As mentioned in 3.1) above, the application form should be typed in English in Microsoft Word format.

2) Selection:

Primary screening is conducted at local JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Yokohama 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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 15 (Mon), 2022.**

5. Important deadlines for accepted applicants

1) **Photocopy of your passport:** should be submitted **as soon as you receive notice of acceptance.** for ERFS application to enter Japan.

*Photocopy should include the followings:

Your name, date of birth, nationality, sex, passport number and expire date.

2) **Country and Inception Reports** -- should be submitted by **September 20 (Tue), 2022:**

Only the accepted applicants are required to prepare and submit Country and Inception Reports by **September 20 (Tue), 2022.** The template of the Country and Inception Reports are shown in section VI "ANNEX" below.

Please send by e-mail to **<yictt1@jica.go.jp>**. Kindly put the course number **202107884J001** at the beginning of your file's name.

6. Presentations to be offered by accepted applicants:

1) Country and Inception Reports Presentation

At the beginning of the online phase, each participant is required to present his/her Country and Inception Reports respectively. The presentation session will be held in the following manner.

- a) Presentation should be given using Microsoft "**PowerPoint**".
(Therefore, accepted applicants are required to prepare their Country and Inception Reports format both in MS Word for submission and PowerPoint for presentation.)
- b) Each participant will be given approximately 10 minutes for their presentations.
- c) Photos are recommended to be used as much as possible to make your presentation live.

7. Conditions for Attendance:

Participants are required to:

- 1) strictly adhere the program schedule,
- 2) not to change the program topics,
- 3) not to record or share the online contents without permission of JICA and its implementing partners,
- 4) participate the whole program including the preparatory phase. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and III-5,
- 5) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- 6) fully understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- 7) not to bring or invite any family members,

- 8) 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,
- 9) observe the rules and regulations of the program implementing partners to provide the program or establishments,
- 10) not to engage in political activities, or any form of employment for profit,
- 11) 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",
- 12) 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,
- 13) not to drive a car or motorbike, regardless of an international driving license possessed,
- 14) observe the rules and regulations at the place of the participants' accommodation, and
- 15) refund allowances or other benefits paid by JICA in the case of a change in schedule.

[Conditions on deliverables by participants]

- 1) not to put JICA logo on Country and Inception Reports, Action Plan and any other documents to be created for this training course.
- 2) to accept that JICA does not necessarily represent any statements written in participants' deliverables.

6. Award of Certificate:

Participants will be presented a certificate of completion of the program at the end of the Phase in Japan.

IV. Administrative Arrangements

[General]

1. Organizer:

(1) **Name:** JICA Yokohama Center (JICA Yokohama)

(2) **Contact:** Akiko SEGAWA (Ms.)

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

Tel: 81-45-663-3221 **Fax:** 81-45-663-3265

e-mail : yicct1@jica.go.jp

2. Implementing Partner:

(1) **Name:-**

**-Policy Bureau, Ministry of Land, Infrastructure, Transport and Tourism
(MLIT)**

(2) **Contact:**

-MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

Tel: 81-3-5253-8111

[Phase in Japan] (Subject to change or be cancelled, due to COVID-19 conditions.)

3. Travel to Japan:

1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Yokohama Center (JICA Yokohama)

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

Tel: 81-45-663-3221 Fax: 81-45-663-3265

(where "81" is the country code for Japan, and "45" is the local area code)

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

<https://www.youtube.com/watch?v=UzdqguFiURo&feature=youtu.be>

If there is no vacancy at JICA Yokohama, JICA will arrange alternative accommodations for the participants. In terms of other necessary accommodations while in Japan, JICA will arrange and inform the participants accordingly.

5. Expenses in Japan:

The following expenses will be provided for the participants by JICA during the period of the program in Japan:

- 1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- 2) Expenses for study tours (basically in the form of train tickets.)
- 3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are **not** included)
- 4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before departure for Japan.

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

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

6. Pre-departure Orientation before the program in Japan:

Pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop and other matters related to the course.

References:

1. Knowledge Co-Creation Program and Life in Japan	
English version	https://www.youtube.com/watch?v=SLurfKugrEw
2. Introduction of JICA Centers in Japan	
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html

V. Other Information

1. Zoom:
To participate in the online phase,
-see the tutorials from the URL below, and confirm how to use it.
-Please download the application before the online program starts.
(zoom video tutorial)
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
2. Laptop personal computer:
During the course, there are occasions of exercises using graphs of Microsoft Excel or making reports with Microsoft PowerPoint. It is highly recommended to bring in your own laptop personal computer and USB (universal serial bus).
3. Visa will be arranged and issued in participants’ respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
4. Allowances will be deposited to your temporary bank account in Japan several days after your arrival in Japan. It is advisable to bring along your cash/travelers' checks

for some amount of money for the first few days after your arrival. Please note that it is very important to have your bank notes/checks exchanged to Japanese Yen (JPY) at any international airport when you can. You may not have time for an exchange into JPY due to busy training schedule when you need some amount of JPY.

5. Business cards are useful to introduce yourselves to other participants and to Japanese people at some occasions.
6. Textbooks (including Powerpoints and handouts) containing “classified information” may not be distributed in any form.

VI. ANNEX:

Country and Inception Reports

Accepted Applicants Only

Please prepare:

1. Country Report (ANNEX 1)
2. Inception Report (ANNEX 2)

* Accepted applicants are required to submit two kinds of Reports to **JICA Yokohama by e-mail to yicct1@jica.go.jp** by **September 20 (Tue), 2022** These reports should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in accordance with the attached form (ANNEX attachment 1 and 2). The Reports are used as training materials, and as a basis for group discussions.

1. **Country Report** shall describe the general information of your country, especially in the field of logistics system.
2. **Inception Report** will be important material to make Action Plan as one of the output of the program. That is the first step for making Action Plan. Describe the future vision for modernization of logistics system based on discussions with your superior, colleague and members of the problem solution team in your organization.
3. The reports are used for comparative studies during the program.
4. Each participant is requested to give a presentation on the above two reports.
Purpose: Lecturers and people concerned with this program will be present at the online meeting to grasp the current situation of each participant and his/her organization.
Attendants: Course participants, lecturers, Course Leader, JICA program officer, and other people concerned with the program
Time: Each presentation shall be about 10 minutes including Q&A period.
Reference materials: Participants are expected to use data files, photos, and slides to illustrate the reports.

***Refer to “Formats” on the next page to make your reports.**

Country Report Format

1	Country	
2	Main industries	
3	Organizations governing logistics system	Central government :
		Local government :
		Affiliated organizations :
		Private Logistics Companies
4	Share of Cargo Transport (domestic)	Land Transport : % Maritime Transport : % Air Transport : %
5	Road	Total Length : Traffic Volume : Pavement ratio :
	International Container port	Major Ports : Total Number of Port: Total cargo volume by sea (2019): ton Container volume (2019 or 2020): TEU
	International Airport	Major Airports: Total Number of Airport: Total cargo volume by air (2019 or 2020): ton
6	Modernization of Cargo Transport	Hardware: e.g. automated cargo handling, terminal operation system, etc.
		Software: e.g. training school for logistics operator, free-trade zone, etc.

*Figures are to be based on ton-kilometers.

Inception Report Format

* Please create a vision related to development/improvement of logistics system in your country.

1	Name and e-mail address of 1) Nominee, and 2) Leader of the Solution Development Team	1) Name: e-mail address: 2) Name: e-mail address:
2	Vision for the decade (10 years' time)	"How would you modernize and improve logistics system in your country?"
3	Details of current problems on logistics	
4	Countermeasures towards the problem (past and present)	
5	Practical efforts by nominee's organization or department	
6	Expected impact after the problem solved or improved	
7	Expected obstructions for problem solving	

For All Applicants: to be submitted together with the Application Form

**Written Pledge:
JICA Knowledge Co-Creation Program-
Development of the Sustainable and Reliable Logistics System
in Asian Region**

To the Director of Training Program Division, JICA Yokohama

■ Applicant

Pledge:

I have certainly read the General Information and will strictly adhere to the written description and concentrate on the online program by organizing my daily obligations.

Date:	Signature:
	Print Name: NOTE: This name will be printed on the certificates of the program

■ Confirmation by the organization in charge

Pledge:

I will relieve his/her daily obligations and give maximum consideration to his/her full attendance at the program.

Date:	Signature:
	Print Name:

For All Applicants: to be submitted together with the Application Form
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Questionnaire (Internet learning environment)

Name:
Country:
Email address:
*This email address will be the ID for Online Learning System (Cornerstone). Please write down the email address which you daily use.

Please answer the following questions. If you need any assistance for preparation of the learning environment, consult with the nearest JICA overseas office.

1. Learning place (From where will you be attending this online program?)

- () Home
 () Workplace
 () Other place ()

2. Device & network (Please describe your device and network.)

- 1) Device: e.g., personal computer, tablet, etc.
- 2) Operating System: e.g., Windows10, MacOS X, MacOS 10.9.X, etc.
- 3) Browser: e.g., Internet Explorer11+, Edge12+, Chrome 30+, etc.
- 4) Network: e.g., Wi-Fi, Wired LAN, etc.

3. Application (Please let us know about your application.)

- 1) You can download and sign in "ZOOM" application. (Yes/No)
 Download from <https://zoom.us/download>
- 2) You can view "YouTube" video. (Yes/No)

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

4. Other information

If you have any specific online environment, please describe it in detail.

For Your Reference

JICA and Capacity Development

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s

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

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



CORRESPONDENCE

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

Further, address correspondence to:

JICA Yokohama Center (JICA YOKOHAMA)

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

TEL: 81-45-663-3221

FAX: 81-45-663-3265

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or ~~☐~~ to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

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

2) Educational Record (Higher Education)(required)

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

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..

3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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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 and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: