

F.No.12040/25/2023-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]  
\*\*\*\*\*

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-110067  
Dated: 25.10.2023

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Sustainable Tourism Resource Management and Development (Natural Resources)” from 31<sup>st</sup> January to 29<sup>th</sup> February 2024 to be held 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 “Sustainable Tourism Resource Management and Development (Natural Resources)” from 31<sup>st</sup> January to 29<sup>th</sup> February 2024 to be held in Japan under the Technical Cooperation Program of the Government of Japan.

2 . This program is designed for organizations responsible for regional tourism development and tourism promotion in the government and public bodies. NPOs, tourism industry groups, private tourism operators, etc.

3. The applying organizations are expected to nominate officers to officials of national and local governments, and related organizations, such as tourism associations and travel industry groups, and be in charge of regional tourism development, tourism marketing or local industry promotion. Includes NPOs, tourism industry groups and private tourism operators etc. for at least 3 years' experience in the relevant field. The officer has competent command over spoken and written English; Education: have a graduate of university; must be in good health (both physically and mentally) and Age: between the ages of twenty-five (25) and forty-five (45) years. 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 round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, meals, living

expenses, outfit and shipping and stopover); expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs related to preexisting illness, pregnancy, or dental treatment are not included).

6. It is, 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/Organization not later than **30.11.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Deshraj Yadav)

Under Secretary to the Government of India

Tele no: 011-26194167

Copy to: (Through DoPT's website)

- a. Secretary, Ministry of Tourism, Govt. of India, New Delhi.
- b. Secretary, Ministry of Environment, Forest and Climate Change, Govt. of India, New Delhi.
- c. Secretary, Department of Land Resources, Govt. of India, New Delhi.
- d. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e. Senior Representative, Japan International Cooperation Agency, JICA India Office, Hindustan Times House (16<sup>th</sup> Floor), 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Sustainable Tourism Resource Management and Development (Natural Resources)(A)



Course Number: 202208349J001

Course Period: January 31- February 29, 2024



NOTE: Adobe Acrobat Leader 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.



# How do we design sustainable development of tourism resources?

Gain insight to learn methods of regional development through the promotion of conservation and utilization of tourism resources in Japan, and to gain knowledge on the conservation and development of tourism resources (natural resources) adapted to the tourism sector in your country.





# Outline

This program is to learn the challenges and initiatives for the sustainability and development possibilities of natural tourism resources that respect the local society and culture through the practical cases(success/failure) of various tourism resources (especially natural resources) management and development of Japan.

The sessions will be held by face to face in Japan(Sapporo) and will include lectures, field visits, workshops, discussions, presentations.

All sessions are carried out in English.

The period of the program is from January 31 to February 29, 2024.

Course Capacity: 10 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

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

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# For What?

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## Background

Hokkaido, the northernmost island of Japan, has experienced a striking increase in the number of foreign visitors mainly from neighbor countries in recent years except after the COVID-19 pandemic. What attracts them to Hokkaido is the rich nature and biodiversity, landscapes, snowy winter, gastronomy and natural hot springs and so on. By utilizing these local resources, Hokkaido has succeeded in establishing its local brand and positioning itself as an attractive tourist destination.

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## Objectives

Participants obtain knowledge of practical and effective sustainable tourism resource (natural resources) conservation and development, formulate action plans, and implement these plans within their affiliated organizations.

# To Whom?

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## Job Areas and Organizations

This program is designed for organizations responsible for regional tourism development and tourism promotion in the government and public bodies. NPOs, tourism industry groups, private tourism operators, etc.

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

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## Targeted Countries

Bosnia and Herzegovina, Botswana, Eritrea, India, Jordan, Mongolia, Montenegro, Samoa, Sao Tome and Principe, Vanuatu

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



# When?

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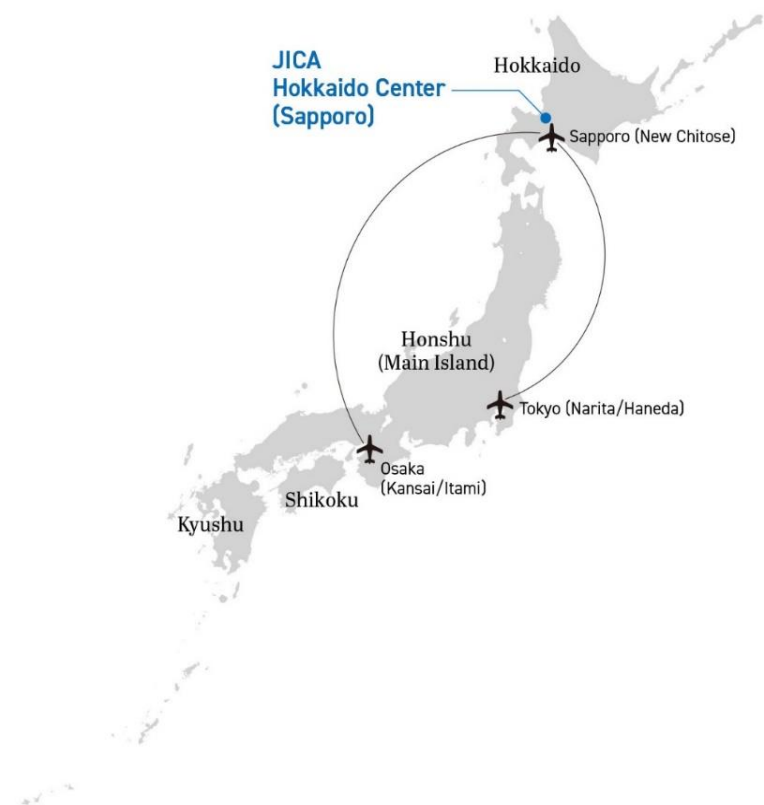
## Program Period



From January 31, 2024  
to February 29, 2024

# Where?

This course organized by the JICA Hokkaido (Sapporo) Center will be held in northernmost Japan. Hokkaido is one of Japan's leading tourist destinations, with its rich nature and biodiversity, scenery, snowy winters, gastronomy, and natural hot springs. By utilizing these local resources, Hokkaido has succeeded in establishing its local brand and positioning itself as an attractive tourist destination.



# How?

## How to Learn

- Lectures
- Field Visits
- Discussions
- Presentations



Watch



Interact



Experience



Study



Interact



Discuss

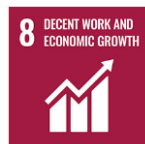


Present

## Language

English

## Commitment to the SDGs



## Program Structure

Details on each component are given below. Please note that the activities are subject to minor change

## Expected Module Output and Contents

### (1) Preliminary Phase in a participant's home country

Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Country report is prepared	Preparation for Country Report. (The detail of the Country Report is explained in the Annex I )

<b>(2) Program</b>		
<b>Expected Module Output</b>	<b>Subjects/Agendas</b>	<b>Methodology</b>
To organize present situation and issues of tourism resource management/ development in participants' own countries.	<p>To learn about:</p> <ul style="list-style-type: none"> <li>▪ Japanese Economy &amp; Tourism Policy</li> <li>▪ Knowledge sharing(Tourism resources and tourism promotion-Importance of management)</li> <li>▪ Global Case Studies in Tourism Destination Management</li> <li>▪ Overview of Tourism in Hokkaido</li> <li>▪ Hokkaido Tourism Promotion and its Sustainability"Campaign to Host ATWS"</li> <li>▪ Global Sustainable Tourism Council</li> <li>▪ Transforming "Negative Existence" to "Positive Tourism Resources" etc.</li> </ul>	Lecture Discussion
To consider the future's tourism development based on the examples of innovative Japanese approaches related to conservation and utilization of natural tourism resources.	<p>To learn about:</p> <ul style="list-style-type: none"> <li>▪ Background Information and Future Development of The Sapporo Snow Festival</li> <li>▪ Initiatives on Forest Management for Cultural Tourism Promotion</li> <li>▪ Global Sustainable Tourism Council</li> <li>▪ Cases of Sustainable Tourism Initiatives In Niseko Town</li> <li>▪ Transforming "Negative Existence" to "Positive Tourism Resources"</li> <li>▪ Regenerative Travel and Initiatives for Shiretoko Branding</li> <li>▪ The Future of World Natural Heritage and Tourism Promotion etc.</li> </ul>	Lecture Discussion Observation
To learn marketing/promotion strategies and branding methods, and understand the process of brand building for local tourism resources and success/failure factors and challenges.	<p>To learn about:</p> <ul style="list-style-type: none"> <li>▪ Global Case Studies in Tourism Destination Management</li> <li>▪ Cases of Sustainable Tourism Initiatives In Niseko Town</li> <li>▪ Sustainable Tourism Development</li> <li>▪ Preservation of Canal in Otaru and Tourism Promotion etc.</li> </ul>	Lecture Discussion Observation

Expected Module Output	Subjects/Agendas	Methodology
<p>To learn examples of efforts by the environment, tourism, and local communities, including local residents and local industries, in order to conserve and utilize sustainable and developable tourism resources, and select methods that can be used in their own countries.</p>	<p>To learn about:</p> <ul style="list-style-type: none"> <li>▪ Community-Based Tourism to Enrich the Region</li> <li>▪ Sustainable Tourism Development</li> <li>▪ Global Sustainable Tourism Council</li> <li>▪ Cases of Sustainable Tourism Initiatives In Niseko Town</li> <li>▪ Government Initiatives on SDGs As Tourism Destination and Sustainable Development</li> <li>▪ Preservation of Canal in Otaru and Tourism Promotion</li> <li>▪ Transforming "Negative Existence" to "Positive Tourism Resources" etc,</li> </ul>	<p>Lecture Discussion Observation</p>
<p>To consider the new approaches of tourism and countermeasures for the "new normal" through a group discussion.</p>	<p>To learn about:</p> <ul style="list-style-type: none"> <li>▪ Sustainable Tourism Development and Global Sustainable Tourism Council</li> <li>▪ Transforming "Negative Existence" to "Positive Tourism Resources" etc,</li> </ul>	<p>Workshop Discussion</p>
<p>To propose measures and plans for sustainable management and development of tourism resources in their own countries.</p>	<ul style="list-style-type: none"> <li>▪ Sustainable Tourism Development and Global Sustainable Tourism Council</li> <li>▪ Transforming "Negative Existence" to "Positive Tourism Resources"</li> <li>▪ Final Report Presentation &amp; Discussion</li> </ul>	<p>Discussion Consultation Presentation</p>

## Management Members

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### Instructors (more to be confirmed)

Course Leader

#### Toshikazu KINOSHITA

Part-time Lecturer, Kumamoto Prefectural University

I started my career at a private tourism agency working for 13 years. Then, I have experience for tourism development in Papua New Guinea and Lao PDR.

In this program, I believe that it would be a very exciting opportunity to learn, share information and knowledge for "Sustainable Tourism Resource Management" with you.



Course Leader

#### Ayaka YOSHIKAWA

Owner & Co-founder, Adventure Hokkaido

I am the driving force behind Adventure Hokkaido, bringing together this team of expert local guides to offer unforgettable experiences in the Hokkaido outdoors.

Let's gain a new perspective on your work through discussions with the lecture and other participants. I look forward to meeting you!



### Implementing Partner

#### Ryusei OGURA

Director, Hamanasu Foundation

I usually work in regional development and support.

I was in charge of designing this program that you'll be attending.

We hope that this course will be a learning experience for you and for us.



### Implementing Partner

#### Yuki SANADA

Senior Staff, Hamanasu Foundation

I'm in charge of regional development, internal system operation and maintenance, and asset management.

In this course, I will be preparing for your training and accompanying you on your inspection trips, recording and coordinating your travel.

I'm looking forward to meeting you.





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## Coordinator

### **Kuniko MAKI**

Training Coordinator

Hi, greetings to you all from Hokkaido, Japan!

I am Kuniko Maki, your training coordinator. During your stay, I will coordinate lecture interpretation, time management, and other activities to ensure that your understanding of the training goes smoothly.

Hokkaido is one of the major tourist destinations in Japan that attracts huge numbers of domestic and international visitors with its magnificent natural resources. We are confident that you will discover and experience that will be beneficial to the promotion of tourism in your country.

I look forward to seeing you soon!



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## Program Officer/ Program Assistant

### **Tomoyo HOSOKAWA / Kanae OTA**

Japan International Cooperation Agency (JICA)  
Hokkaido (Sapporo) Center

"Hello everyone! Welcome to this course!

We wish to exchange and share our knowledge to promote sustainable tourism around the world!



# Voice

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## Past Program Alumni Comments



**Jelena Gavrilovic** Bosnia and Herzegovina

All the lectures were very useful. But I must say that I am impressed about sustainable tourism in Shiretoko National park. I learned a lot about how people and animals can live together. That we can and must protect our nature, but at the same time people can live from nature through sustainable tourism. I learned that Ecotourism is a very important niche in tourism, and that we must minimize tourism impact but maximize tourism contribution. It is very important that we develop Community Based Tourism in our communities. This is just a couple of words, but the whole Program is great and very very useful for us. I learned a lot and I implement this knowledge in my present work. Thank You again for this opportunity.

# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

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

## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: Officials of national and local governments, and related organizations, such as tourism associations and travel industry groups, and be in charge of regional tourism development, tourism marketing or local industry promotion. Includes NPOs, tourism industry groups and private tourism operators etc.
- 2) Experience in the Relevant Field: have at least 3 years' experience in the field of tourism development.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: Have a competent command of spoken and written English (This Training Programs includes active participation in discussions, Final Report development, thus requires high competence of English ability.)
  
- 5) Health : Must be in good health to participate in the program in Japan. To reduce

the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / chronic respiratory illness.

## (2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (45) years
- 2) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan
- 3) Gender Equality and Women's Empowerment: <1> 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. /<2> JICA seeks more female applicants due to the past records of fewer applications from women. 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.

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## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program.  
\*The following information should be included in the photocopy:  
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
- (3) **Country Report**  
To be submitted with Application form (please refer “**ANNEX I**” and “**ANNEXI-1**”). Country Report will be taken into account at the time of selection of candidates.

## 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 **December 15, 2023**)

### (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 December 22 2023**.

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## 5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,



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

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:**  
JICA Hokkaido Center(JICA Hokkaido(Sapporo))
- (2) **Program Officer:**  
HOSOKAWA Tomoyo  
([Hosokawa.Tomoyo@jica.go.jp](mailto:Hosokawa.Tomoyo@jica.go.jp))
- (3) **Program Assistant:**  
OTA Kanae ([Ota-Kanae@jica.go.jp](mailto:Ota-Kanae@jica.go.jp))



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## 2. Implementing Partner

- (1) **Name:** Hamanasu Foundation
- (2) **URL:** <https://www.hamanasu.or.jp/>

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## 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.

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## 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan: JICA Hokkaido Center (Sapporo)  
Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido, 003-0026, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where “81” is the country code for Japan, and “11” is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC at its

URL: <https://www.jica.go.jp/sapporo/english/office/about/facilities.html>

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## 5. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

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## 6. Pre-departure Orientation

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>



## Part II: Introduction of JICA Centers in Japan

JICA Hokkaido  
(Sapporo)

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

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

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

# Other Information

## Accommodation

JICA Hokkaido Center (Sapporo) works as a base of this training program.

The Center is equipped with accommodation facilities for JICA training participants.

For study tours taking place far from the Center, JICA will arrange hotels for the participants.



## Climate

Hokkaido enjoys four distinctive seasons and you will need to prepare adequate clothing for the season in which you will participate in the program.

### Spring

April, May, June

**Max Temp: 21.5°C | Min Temp: 3.2°C**

### Summer

July, August, September

Max Temp: 26.4°C | Min Temp: 14.2°C

### Fall

October, November, December

Max Temp: 16.2°C | Min Temp: -4.1°C

### Winter

January, February, March

Max Temp: 4.0°C | Min Temp: -7.0°C

This program is implemented in winter. It's very cold so you need to prepare warm clothes.

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## 7. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](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](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



### PDF: Facility Guide for JICA Hokkaido Center

English/French/Spanish/Russian

<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>



### Video: Welcome to JICA Hokkaido

Introduction of JICA Hokkaido

<https://youtu.be/ZTw5Dtcu8o4>





# Annex I

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## Country Report

### 1. INTRODUCTION

This report plays a significant role because the objective of this course is to create solutions for the issues that you/your organization face in Sustainable Tourism Resource Management and Development. Also, this report will be used as a reference for selection.

### 2. PURPOSE

To introduce and share information about your situation and issues of Sustainable Tourism Resource Management and Development with the Course Leader and other lecturers.

### 3. INSTRUCTIONS

- ✓ Deadline: should be submitted **with Application form**.
- ✓ Language: English
- ✓ OS: Microsoft Word
- ✓ Slide size: A4 size paper (21 cm x 29.5 cm) in single spacing
- ✓ Maximum: 5 pages
- ✓ Please refer to “**VII. ANNEX I-1**”.

# Annex I-1 Country Report Items

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## 1) Basic information

Name	
Organization	
Position	
Country	
Outline of duties	

2) Describe present situation and issues of tourism resource management/development in own countries.

--

3) Describe Successful and/or unsuccessful case of Sustainable Tourism Resource Management and Development of your country.

--

4) Describe what you want to learn in this training program.

--

5) Describe your expectation of this training program.

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6) Describe your future plans to apply expected results of the training program after returning to your country.

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# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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

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



## **Correspondence**

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

Further, address correspondence to:

### **JICA Hokkaido Center (JICA Hokkaido (Sapporo))**

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

("81" is the country code for Japan, and "11" 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
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

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

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the ( ) options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



Japan International Cooperation Agency

**CONFIDENTIAL**



**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

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

**Note for Applicants from Latin American and the Caribbean Countries:**

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

## Form1. OFFICIAL APPLICATION FORM

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

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

**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)

**3. Course Duration**

From  to  (DD/MM/YYYY)

**4. Country**

**5. Organization**

**6. Name of the Nominee(s)**

1)	3)
2)	4)

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	<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

Application form for the JICA Knowledge Co-Creation Program:

**Form3. INDIVIDUAL APPLICATION FORM**

\*To be filled by Applicant.

**1. Course Title:** (as shown in the GI)**2. Course Number:** (the number as “xxxxxxxJxxx” shown in the GI)Attach here  
your photo(taken within  
the last six months)

Size: 4.5x3.5cm

**3. Personal Information on Applicant****1) Name of Applicant (as shown in the passport)**

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

**Family Name /Surname**

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**First Name**

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

**Middle Name**

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

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

**5) Passport/Visa**

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

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

**6) Contact Information**

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

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

**7) Present Position**

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

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

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

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

**4. Experience and Eligibility**

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

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

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

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

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

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

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

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

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

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

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

**5. Background and Purpose of Application**

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

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

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

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

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





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

By Applicant

Date

Name and Title/Position

Signature

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

**(Self-Declaration)**

**1. Present Medical Status**

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

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

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

( )
<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>

**2. Medical History**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( ) Name of medicine taken if any ( )
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**3. Other Medical Issues/Conditions**

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

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\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (                  weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

**※Please notify JICA staff upon any changes in your health condition after submission of the form.**

## Form5. TERMS AND CONDITIONS

### 1. General Rules

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The participants are requested:

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

### 2. Privacy Policy

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

#### (1) Scope of Use

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

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

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

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

#### (3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

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The participants are requested to comply with the following;

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

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

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

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

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

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature