

F.No.12040/16/2023-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: 21.07.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources” to be held online from 20th November to 8th December 2023 and in Japan from 9th January to 15th February 2024 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources” to be held online from 20th November to 8th December 2023 and in Japan from 9th January to 15th February 2024 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to strengthen the participants’ capacity to apply the concept of Integrated Lake Basin Management (ILBM) to meet the challenges in basin management consisting of lakes, rivers, and coastal waters (hereinafter referred to as “basin management”) of natural as well as artificial origins.

3. The applying organizations are expected to nominate technical officers in charge of lakes/rivers/coastal waters management (including management of rivers flowing into such water bodies) with more than three (3) years occupational experience in the relevant field. The applicant should have competent command over spoken and written English; be a university graduate or equivalent in the area of Environmental Management; be between the ages of twenty-five (25) and forty (40) years; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

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

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

(e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, 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 not later than **06.09.2023**. 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: 26194167

Copy to: (Through DoPT's website)

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



【Online & In-Japan】

Knowledge Co-Creation Program (Group & Region Focus)

General information on
**Integrated Lake, River and Coastal Basin Management
for Sustainable Use and Preservation of Water
Resources (Online & In-Japan)**

**2023 年度課題別研修「水資源の持続可能な利用と保全のための統合
的湖沼・河川・沿岸流域管理」(遠隔+本邦研修)**

JFY 2023

Course No.: 202208437J001

Online Course Period : From November 20, 2023 to December 8, 2023

Course Period in Japan : From January 9, 2024 to February 15, 2024

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

Lakes and other naturally impounded forms of water, such as wetlands, marshes, and ponds, provide a variety of ecosystem services and, together with inflowing and outflowing rivers and their subsurface water flows, often play a vital role as sources of drinking, agricultural and industrial waters. These natural systems are generally interlinked also by artificially impounded water systems of reservoirs and their inflowing and outflowing artificial channels. The complex combinations of these natural and artificial systems of flowing and non-flowing waters constitute a basin system extending up toward the upper watershed areas of forested lands, occupying the croplands and other vegetated lands, the densely populated urban and industrial regions, and then the coastal region where there may also be brackish as well as saline lagoons and intertidal deltas that often serve as the cradles of ecosystem habitats providing for fishery resources and recreational activities.

In recent years, however, there has been a growing concern about the degradation of basin environments due to various resource use stresses, especially in developing countries. They are caused by reducing buffering self-purification capacities, climate mediation, habitat protection, etc. Policymakers and technical officers managing such complex basin systems need to acquire comprehensive knowledge and skill about the possible approaches for sustainable basin management, or “Integrated Basin Management for Lake Environment,” the predecessor program to the current program encompassing beyond lake environments. The current program framework considers more explicitly the importance of the upstream and downstream rivers and the coastal waters as related to the lakes and other impounded forms of water, collectively forming the basin systems typically found across continents.

For what?

This program is designed to strengthen the participants’ capacity to apply the concept of Integrated Lake Basin Management (ILBM) to meet the challenges in basin management consisting of lakes, rivers, and coastal waters (hereinafter referred to as “basin management”) of natural as well as artificial origins.

For whom?

This program was designed to meet the need of the mid-career government officials, senior researchers, and related stakeholders responsible for managing lakes, rivers, and coastal basins for sustainable use. It integrally treats rivers (basically lotic waters) with lakes and coastal waters (basically lentic waters) as forming lentic-lotic basin systems. Hence, even if participants may be responsible exclusively for river water resource management, they should be sufficiently prepared to relate to the lake and coastal water management issues and challenges in their basin systems.

How?

This program covers eleven ILBM (Integrated Lake Basin Management) resource material modules categorized into three sections; Section I pertains to the key scientific and managerial features of lakes and reservoirs, Section II pertains to addressing the basin governance challenges, and Section III related to the synthesis of the identified Section I and Section II issues. Though “lakes” is the central theme in ILBM, the concept applies to the basin systems consisting of lakes, rivers, and coastal waters. In particular, the basin governance challenges in Section II deal with institutions, policies, participation, technologies, information and knowledge, and financing, collectively called the Six Pillars of Governance, which must be improved gradually, continuously, and over a long time.

The program will be carried out in two stages. The 1st Stage constitutes a three-week online interactive program involving remotely operated lectures given by Japanese lecturers in Japan for the participants staying at the designated accommodations duly arranged by their respective JICA offices in their respective countries, with lecturer-participant interactions. The 2nd Stage is a program carried out in Japan with lectures and field studies, particularly in the Lake Biwa Basin in Shiga Prefecture. The participants will work closely with those from other countries with different technical and disciplinary backgrounds, recognizing that basin management generally involves various sector organizations and stakeholders with varying interests and sector priorities. The participants will be instructed and guided to prepare their Basin Report before the 1st Stage program (i.e., the background information on the country and the lake basin chosen for their own ILBM case study) and their Draft Action Plan after the 2nd Stage program in Japan for submission upon return to own country and for further improvements into the future.

* The GEF-LBMI Report, “Managing Lakes and their Basins for Sustainable Use,” can be downloaded from the following page. <https://www.ilec.or.jp/en/pubs>

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted by world leaders in September 2015 and the Agenda call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This course aims to promote basin management of lakes, rivers, or coastal waters in participating countries, which contributes to realize the goal 6, 13, 14, 15 to ensure natural environmental conservation.



Global Resolution on Sustainable Lake Management

Lakes have been conspicuously missing from the global discussion on water and the environment over the past decades, even though natural lakes and wetlands occupy more than 90% of all the liquid fresh water on the Earth's surface. Fortunately, however, at the United Nations Environment Assembly held in March 2022, the member states unanimously adopted a resolution that called for the global action to integrate lakes into national and regional development plans, including in climate adaptation, water resources management, conservation of biodiversity, to advance the attainment of SDG 6, climate resilience, and biodiversity conservation. This paper reviews the background leading to this new development. It discusses the challenges and prospects facing the international community to transfuse the conceptual framework evolved to deal with policy and governance challenges facing global lakes and lentic such as Integrated Lake Basin Management (ILBM) into the currently widely accepted global water management conceptual framework IWRM.

II. Description

1. Title (Course No.)

Integrated Lake, River and Coastal Basin Management for Sustainable Use and Preservation of Water Resources (202208437J001)

2. Course Duration in Japan

1st Stage (Online): November 20, 2023 to December 8, 2023

2nd Stage (in Japan): January 9, 2024 to February 15, 2024

<Important Note>

In the context of the COVID-19 pandemic, please note that there still be a possibility the course period, especially the 2nd stage in Japan, will be changed, shortened, or the course itself cancelled or **be conducted online.**

-Participation in the program both online and in Japan is an essential requirement for the completion of the course.

● Response to the time differences during the online course

1st stage of this program consists of online session (online Interactive Learning / online-based lecture).

In order to have interactive communication between lecturers and participants, online sessions are scheduled from Monday to Friday during the course.

The online course will be scheduled in time zone mentioned below.

Please check your local time in your country.

(Note: Schedule may differ depend on the lecture / activity.)

Country Name	Time difference		
Japan	22:00~24:00	UTC+9	
India	18:30~20:30	UTC+5:30	JST-3:30
Albania	14:00~16:00	UTC+1	JST-8
South Sudan	15:00~17:00	UTC+2	JST-7
Central African Republic	14:00~16:00	UTC+1	JST-8
Chad	14:00~16:00	UTC+1	JST-8
Nigeria	14:00~16:00	UTC+1	JST-8
Cuba	08:00~10:00	UTC-5	JST-14
El Salvador	07:00~09:00	UTC-6	JST-15
Nicaragua	07:00~09:00	UTC-6	JST-15

Fixed schedule will be shared to the accepted participants with the Notice of Acceptance.

3. Target Regions or Countries

Albania, Central African Republic, Chad, Cuba, El Salvador, India, Nicaragua, Nigeria, South Sudan

4. Eligible / Target Organization

Division in national/local government, which is in charge of basin management of lakes, rivers, or coastal waters.

* Basin Management of lakes, rivers or coastal waters requires close cooperation among different sectoral organizations. This program offers some clues as to how such cooperation may be pursued. Representatives from sectoral organizations willing to explore ways to achieve sustainable basin management are welcome to send a participant to this program.

5. Capacity (Upper Limit of Participants)

9 participants

6. Language

English (including English translated from Japanese through interpreters)

7. Objectives

For the participants to become adequately knowledgeable about the fundamental of lake-river-coastal basin management, and to become able to play a major catalytic role in developing the needed governance framework. The course will guide the development of a suitable Action Plan for individual participants.

8. Overall Goal

The lake-river-coastal basin management plans and programs are implemented gradually, incrementally and for a long period of time so as to be able to achieve sustainable resource development, use and conservation for all of the stakeholders within the basin. The plans and programs are implemented in close cooperation with relevant governmental and non-governmental organizations.

9. Output and Contents

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

- (1) **Preliminary Phase** : Participating organizations make required preparation for the Program in their respective countries.

【Output 1】 Basin Report (BR) and Basin Questionnaire (BQ) are completed.	
Unites	Activities
Report Preparation	<ul style="list-style-type: none"> ♣ Formulation of Basin Report and Basin Questionnaire <ul style="list-style-type: none"> ◆ Participants are required to prepare (1) Basin Report (BR) and (2) Basin Questionnaire (BQ), according to the instructions in VI. ANNEX 1 and VII. ANNEX 2. ◆ Participants will be required to give a short presentation on their Basin Report (BR) using Power Point slides at the beginning of the program. ◆ Basin Report (BR) & Basin Questionnaire (BQ) should be typewritten single-spaced in English (about 15 pages, A-4 size). Please submit BR together with your application form. As for BQ, please submit it through JICA's learning management system "JICA-VAN" by November 13, 2023. (Login information will be announced to the accepted participant.) ◆ Participants are recommended to bring supplementary materials, such as photos and maps, which show typical environmental status of the target lake-river-costal basin systems of their countries.



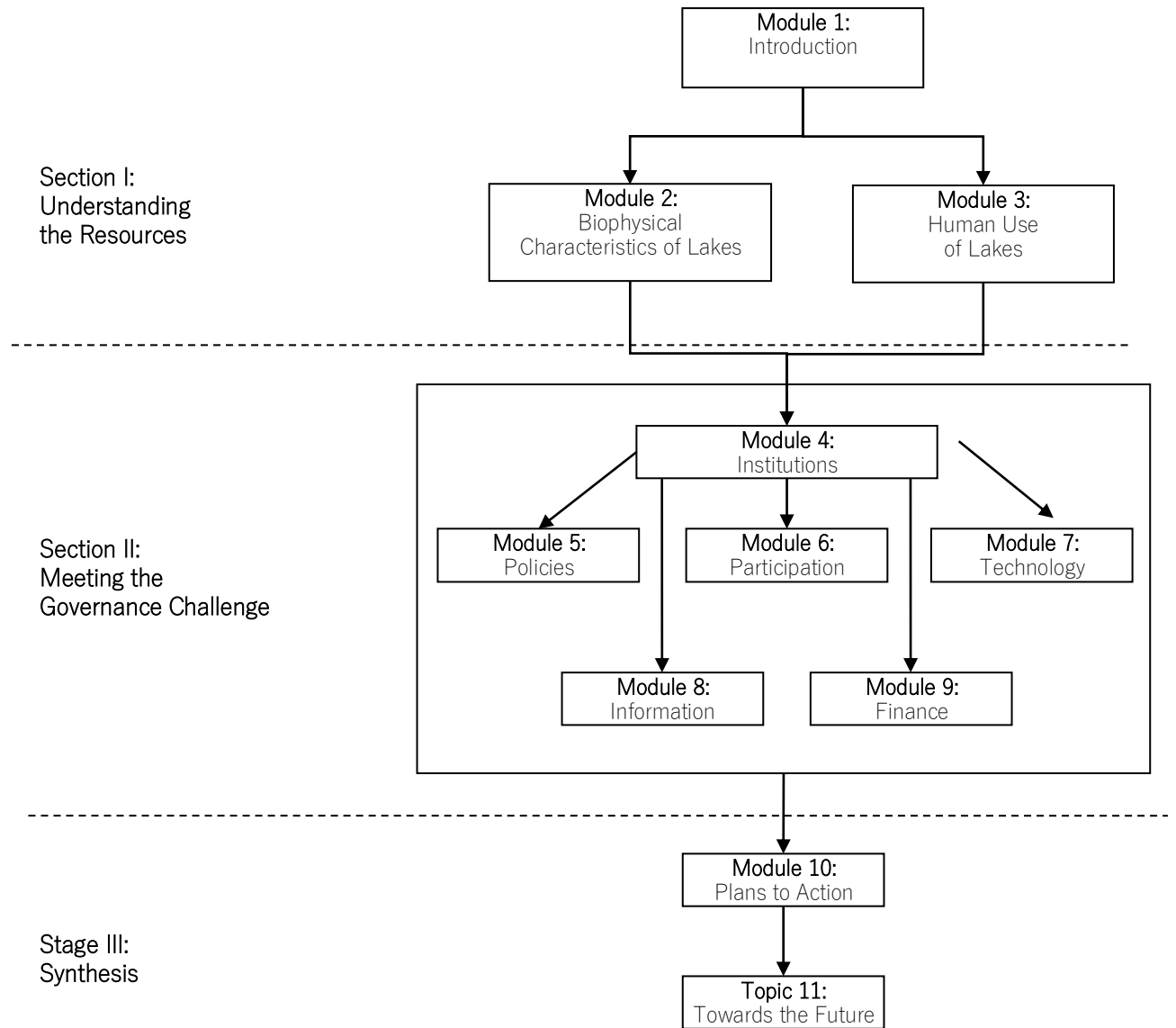
- (2) **Core Phase (1st Stage from November 20, 2023 to December 8, 2023 and 2nd Stage from January 9, 2024 to February 15, 2024)**

Participants dispatched by the organizations attend the Program.

【Introduction】	
Unites	Subjects/Agendas/Methodology
Introduction	Course Orientation
	<ul style="list-style-type: none"> ♣ Presentation of BRs <ul style="list-style-type: none"> ◆ Each participant will make a presentation on BR. ◆ Sharing the <u>difficulties or challenges which participants' organizations are facing</u> and confirming what should be learned during the course.
【Output 2】 Participants are able to explain the resources of lakes, rivers and coastal waters and their utilization.	
Units	Subjects/Agendas/Methodology
Section I: Understanding the Resource	Module 1: Introduction
	Module 2: Biophysical Characteristics of Lakes
	Module 3: Human Use of Lakes

【Output 3】 Participants are able to explain the challenges of governance in the field of basin management in general and in their respective countries.	
Units	Subjects/Agendas/ Methodology
Section II: Meeting Governance Challenge	Module 4: Institutions
	Module 5: Policies
	Module 6: Participation
	Module 7: Technology
	Module 8: Information
	Module 9: Finance
【Output 4】 Participants are able to propose their draft Action Plans, to solve the problems/challenges which participants' organizations are facing, by properly integrating the components of the governance framework involving institutions, policies, participation, technology, information, finance and other considerations.	
Units	Subjects/Agendas/Methodology
Section III: Synthesis	Module 10: Plans to Action
	Module 11: Towards the Future
Draft Action Plan Preparation	Interview with Course Leader to receive guidance on making Draft Action Plan (Participants will have several opportunities to have consultation during the program)
	Preparation of Draft Action Plan
	Presentation and Discussion of Draft Action Plan

*Flowchart of the Program



(3) Finalization Phase in Participant's Home Country

【Output 5】 Draft Action Plans are shared and discussed by the participating organizations.	
Discussion and Finalization of Action Plan	<ul style="list-style-type: none">♣ Sharing and discussing of draft Action Plan in the participating organization♣ Finalization of draft Action Plan for implementation



【Program Objective】 For the participants to become adequately knowledgeable about the fundamental of basin management, and to become able to play a major catalytic role in developing the needed governance framework.

*** Please refer to IX. ANNEX 4 and X. ANNEX 5 for you to grasp the aims of the program.**

For your reference, draft schedule for First Stage (Online) and Second Stage (In Japan) is shown as follows;

First Stage (Online) :

Tentative Plan : JICA-KCCP2023 Integrated Lake, River And Coastal Basin Management For Sustainable Use And Preservation Of Water, Stage. 1 Remote Training					
Japan (UTC+9)		Training Method	Training Subject	Lecturer	Module
Pending	Pending	On-line	Connection Test with Participants	JICA, ILEC	—
Nov. 20 Mon.	21:00~21:30	On-line	Opening Ceremony	Masahisa Nakamura, Vice President, ILEC JICA	—
	21:30~22:00	On-line	Course Orientation	ILEC	—
	22:00~23:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) ① Discussion on Preparation of Action Plan	Masahisa Nakamura, Vice President, ILEC	1~9
Nov. 21 Tue.	22:00~24:00	On-line	Basin Report Presentation by the Participants Part.1	Masahisa Nakamura, Vice President, ILEC Yoshihisa Shimizu Professor Emeritus, Kyoto University Adelina Santos-Borja, ILEC Scientific Committee Vice Chair Ajit Kumar Patnaik, ILEC Scientific Committee Others	—
Nov. 22 Wed.	22:00~24:00	On-line	Basin Report Presentation by the Participants Part.2	Masahisa Nakamura, Vice President, ILEC Yoshihisa Shimizu Professor Emeritus, Kyoto University Adelina Santos-Borja, ILEC Scientific Committee Vice Chair Ajit Kumar Patnaik, ILEC Scientific Committee Others	—
Nov. 23 Thu. Labor Thanksgiving Day					
Nov. 24 Fri.	22:00~24:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) ②	Masahisa Nakamura, Vice President, ILEC	1~9
Nov. 25 Sat.					
Nov. 26 Sun.					
Nov. 27 Mon.	22:00~24:00	On-line	Practical Examples of ILBM (Philippines, lake Laguna)	Adelina Santos-Borja, ILEC Scientific Committee Vice Chair	4~9
Nov. 28 Tue.	22:00~24:00	On-line	Practical Examples of ILBM (India, Lake Chilika)	Ajit Kumar Patnaik, ILEC Scientific Committee	4~9
Nov. 29 Wed.	22:00~24:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) : Pending	Masahisa Nakamura, Vice President, ILEC	1~9
Nov. 30 Thu.	22:00~24:00	On-line	Assessing Lake Basin Assessing Lake Basin Management Programs from an ILBM Perspective	Dr. Victor Muhandiki, NJS CO.,LTD.	8
Dec. 1 Fri.	22:00~24:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) ③	Masahisa Nakamura, Vice President, ILEC	1~9
Dec. 2 Sat.					
Dec. 3 Sun.					
Dec. 4 Mon.	22:00~24:00	On-line	Discussion with Training Returnees	Masahisa Nakamura, Vice President, ILEC	10
Dec. 5 Tue.	22:00~24:00	On-line	Environmental Conservation and Citizens' Participation	Naoko Hirayama, Associate Professor, The University of Shiga Prefecture	6
Dec. 6 Wed.	22:00~24:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) ④	Masahisa Nakamura, Vice President, ILEC	1~9
	22:00~24:00	On-line	Sustain rich waterside landscapes for next generation (Video)	Ms. Iyoko Kanezaki, Akanoi-Biwako Environmental Citizens' Initiative	6
Dec. 7 Thu.	22:00~24:00	On-line	Participatory Ecosystem Services Shared Value Assessment (PESSVA) in Malaysia	Ms. Zati Binti SHARIP (Malaysia)	6
Dec. 8 Fri.	22:00~24:00	On-line	Integrated Lentic Lotic Water Basin Management (ILLBM) ⑤	Masahisa Nakamura, Vice President, ILEC	1~9

Second Stage (In Japan): Note There might be change due to the COVID-19.

Tentative Plan : JICA-KCCP2023 Integrated Lake, River And Coastal Basin Management For Sustainable Use And Preservation Of Water Stage . 2 Training in Japan

	Time	Subject	Lecturer	Module	Place
Jan. 9 Tue.		Arrival in Japan	JICA		JICA
Jan. 10 Wed.	9:00~11:30	Briefing / Program Orientation/Briefing about health care	JICA		JICA
	15:00~15:45	Greetings from ILEC Secretary General ILEC Facility Orientation	ILEC		ILEC
	16:00~19:00	Shopping near JR Kusatsu station	JICA/ILEC		
Jan. 11 Thu.	9:30~12:30	Integrated Lentic Lotic Water Basin Management (ILLBM) ⑥	Masahisa Nakamura, Vice President, ILEC	1~9	ILEC
	13:30~14:30 15:00~16:30	Lake Biwa Museum: Environmental Education Lake Biwa Museum Tour	Environmental Education: Dr. Suzuki Tour: Dr. Smith	8	Lake Biwa Museum
	18:00~20:00	Welcom Party	JICA/ILEC	—	ILEC
Jan. 12 Fri.	9:30~12:30	Lake Biwa Environmental Research Institute (LBERI)	Introduction of Lake Biwa Environmental Research Institute, Lecture about Monitoring of Water Quality + Basin management of Lake Biwa by various entities (Yuichi Sato, Research Specialist)	4,8	Lake Biwa Environmental Research Institute (LBERI)
	14:00~16:30	"Konan-Chubu" Sewage Treatment Plant Omi Environmental Plaza	Motoki Ohashi, Deputy Technical Manager, Omi Environmental Conservation Foundation	7	"Konan-Chubu" Sewage Treatment Plant
Jan. 13 Sat.					
Jan. 14 Sun.					
Jan. 15 Mon.	9:30~12:30	Environmental Education and Education for Sustainable Development (ESD)	Masahisa Sato, Professor, Tokyo City University	8	ILEC
	13:30~16:30				
Jan. 16 Tue.	9:30~12:30	Integrated Lentic Lotic Water Basin Management (ILLBM) ⑦	Masahisa Nakamura, Vice President, ILEC	1~9	ILEC
	13:30~16:30	Lake Biwa - Yodo River Basin ; Water use, Water purification and Water management	Keiko Wada Deputy Director General, Lake Biwa - Yodo River Water Quality Preservation Organization Institute of Lake Biwa-Yodo River Water Environmental Research	7,8	ILEC
Jan. 17 Wed.	9:30~12:30	Water Quality Monitoring	Yoshihisa Shimizu Professor Emeritus, Kyoto University WONG Yong Jie(Jacky) Lecturer, Kyoto University of Advanced Science	7,8	ILEC
	13:30~16:30	Case Studies of hydrology and water quality monitoring using GIS	Taishi Yazawa Institute of Industrial Science, Research Associate, The University of Tokyo	7,8	
Jan. 18 Thu.	9:30~12:30	- Visit to Seta River Weir - Biwa Lake Construction Work Office	Biwa Lake Construction Work Office	7,8	Biwa Lake Construction Work Office
	13:30~16:30	Tour: Otsu discharge channely, Ishiyamadera Temple	Masahisa Nakamura, Vice President, ILEC	7,8	On-site
Jan. 19 Fri.	10:40~12:10	Fundamentals of Limnology	Masahiro Maruo, Professor, The University of Shiga Prefecture	2	The University of Shiga Prefecture
	13:10~14:40	Impacts of Global Warming on Lake Ecosystems	Kohei Yoshiyama, Associate Professor, The University of Shiga Prefecture	8	The University of Shiga Prefecture
Jan. 20 Sat.					
Jan. 21 Sun.					
Jan. 22 Mon.	9:30~12:30	Economic Analysis of Lake Basin Management	Katsuya Tanaka Professor, Shiga University	8	ILEC
	13:30~16:00				
Jan. 23 Tue.	9:30~16:30	Shiga Prefectural Government Office	From some divisions, Shiga Prefectural Government	4,5	Shiga Prefectural Government Office

Jan. 24 Wed.	9:30~12:30	History, Transition of System, and Current Status and Problems about Water Supply and Sewerage on Lake Biwa Basin	Naoko Hirayama, Associate Professor, The University of Shiga Prefecture	4,7,9	ILEC
	13:30~16:30	Field Trip (History of Sewerage in Southern Part of Lake Biwa)	Masahisa Nakamura, Vice President, ILEC	4,7,9	On-site
Jan. 25 Thu.	9:00~14:30	Visit to "Uminoko" Learning Ship	Toshiyuki Ishikawa Professor, Shiga University	8	On-site
	14:30~16:30	Environmental education and observation of lake environments			
Jan. 26 Fri.	9:30~10:50	Water Quality Monitoring Using Simplified Analysis (Practice)	Shigekazu Ichiki, ILEC	7	ILEC
	11:00~12:30	Introduction of Water Quality Inspection Devices	Horiba Advanced Techno Co.	7	ILEC
	13:30~15:00	Fisheries in Lake Biwa	Mr. Matsuzawa	3	ILEC
Jan. 27 Sat.					
Jan. 28 Sun.					
Jan. 29 Mon.	9:30~12:30	Impact of Agricultural Water Management on Water Quality of Lake Biwa	Tsuguihiro Watanabe, Professor Emeritus, Kyoto University	4	ILEC
	13:30~17:00	Field Trip	Kimihito Nakamura, Professor, Kyoto University		On-site
Jan. 30 Tue.		Pending (Coastal Basin)			
Jan. 31 Wed.		Pending (Coastal Basin)			
Feb. 1 Thu.	9:30~12:30	Introduction to Lake Modeling	Shinji Ide, President, The University of Shiga Prefecture	8	ILEC
	13:30~16:30	Introduction to Lake Modeling : Practical Training using PC	Shinji Ide, President, The University of Shiga Prefecture		ILEC
Feb. 2 Fri.	9:30~12:30	Waste (including microplastics)	Misuzu Asari, Associate Professor, Kyoto University	7	ILEC
	13:30~15:00	Individual Discussion on Preparation of Action Plan	Masahisa Nakamura, Vice President, ILEC	10	ILEC
	15:10~16:30	Group Discussion	Masahisa Nakamura, Vice President, ILEC	—	ILEC
Feb. 3 Sat.					
Feb. 4 Sun.					
Feb. 5 Mon.	9:30~12:30	Ecological Sanitation and Wastewater management	Hidenori Harada Associate Professor, Kyoto University	7	ILEC
	13:30~16:30	Ecotourism	Yoshika Yamamoto, Professor, Heian Jogakuin(St.Agnes')University	6	ILEC
Feb. 6 Tue.	10:30~12:30	- Outline of Yodo River - Yodo River Museum	Yodo River Office	7,8	Yodo River Office
	14:00~17:00	- Integrated Management of Dams in Yodo River Basin - Integrated Management Office of Yodo River Basin Dams (Visit to Amagase Dam)	Integrated Management Office of Yodo River Basin Dams	7,8	Integrated Management Office of Yodo River Basin Dams
Feb. 7 Wed.	9:30~17:00	Environmental Conservation Initiatives by Private Company, Night Soil Treatment and Domestic Wastewater Treatment Systems in Japan	Hiyoshi Co.	7	Hiyoshi Co.
		Tour: Purifying Center			
		Tour: Wastewater Management System in Rural Area			
Feb. 8 Thu.	9:30~16:30	Preparing for Action Plan Presentation / Self Study (Feb.1 Introduction to Lake Modeling, Replacement date)		11	ILEC
Feb. 9 Fri.	9:30~12:30	Individual Discussion on Preparation of Action Plan	Masahisa Nakamura, Vice President, ILEC	10	ILEC
	13:30~16:30	Group Discussion	Masahisa Nakamura, Vice President, ILEC	—	ILEC
Feb. 10 Sat.					
Feb. 11 Sun.	National Founding Day				
Feb. 12 Mon.	Holiday				
Feb. 13 Tue.	9:30~12:30	Presentation of Draft Action Plan①	Masahisa Nakamura, Vice President, ILEC Yoshihisa Shimizu Professor Emeritus, Kyoto University	11	ILEC
	13:30~16:30	Presentation of Draft Action Plan②	Masahisa Nakamura, Vice President, ILEC Shinji Ide, President, The University of Shiga Prefecture Yoshihisa Shimizu Professor Emeritus, Kyoto University		
Feb. 14 Wed.	10:00~10:50	Evaluation Meeting			ILEC
	11:00~11:30	Closing Ceremony			ILEC
	13:00	Departure from ILEC			
Feb. 15 Thu.		Departure from Japan			

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues and problems, carefully referring to the qualifications described in section III-2 below.
- (3) 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:** be either technical officers in charge of lakes/rivers/coastal waters management (including management of rivers flowing into such water bodies) who are expected to assume executive administrative posts in that field or researchers / stakeholders in water quality and ecosystem management who are expected to take leading roles in guiding the lake-river-coastal basin management programs in their countries.
- 2) **Experience in the Relevant Field:** have more than three (3) years' occupational experience in the field.
- 3) **Educational Background:** be university graduates or equivalent in the area of Environmental Management.
- 4) **Language Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 5) **Technical Requirements for Online Course (Computer)**
Technology Proficiency:
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Online course may be delivered using the following services, Web Conferences (Zoom, Google Meets, MS Teams), Cloud Storage (Google Drive, Gigapod, JICA-VAN), and YouTube. (Online tutorial and support by JICA will be

limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

-High Speed Broadband Connection (at least 2Mbps).

*JICA will arrange the venue (Hotel) with internet connection for 3-weeks at the beginning of the online course depending on Internet connection conditions at the place of the participant.

Hardware (Minimum Requirement):

-Regular access to a computer, either from your home or from your office.

-Operating System: Windows or Mac OS (Updated version is preferred).

-Processor: Intel i3 or equivalent; 2GHs or higher

-Memory: 2GB of RAM or higher

-Hard Drive Space: 2GB free disk space

-Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

-Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

Software (which may be required):

-Zoom Client for Meeting (<https://zoom.us/download>)

< **IMPORTANT** >

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

-If you are not able to connect to internet either at home or office, please notify JICA at the time of application.

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

7) Attendance Requirement:

Participation in both online and in-Japan program is an essential requirement for the completion of the course.

In First Stage (Online), participants are required to give a short presentation on their Basin Report (BR). In Second Stage, participants present their draft action plans at the end of Second Stage.

(2) Recommended Qualifications

- 1) Computer skill: have a basic knowledge of computer operation such as Microsoft Word, Excel and Power Point. Formulation of action plan, which is an output of the program, requires PC operation skills. Moreover, it is preferable to have basic knowledge of GIS (Geographic Information System)
- 2) Age: between the ages of twenty-five (25) and forty (40) years
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

【Important】

Applicants are strongly encouraged to choose one or two of the following "Six Pillars of Governance" which best match their interests, and to describe them in "Area of Interest" in the Application Form – 3.-5.-5).

Six Pillars of Governance

- (1) Institutions to manage lakes, rivers, and coastal basins for the benefit of all basin resource users
- (2) Policies to govern people's use of resources, and its impacts on lakes, rivers, and coastal waters.
- (3) Participation to facilitate all aspects of basin management
- (4) Technology that often dictate long-term decisions
- (5) Information of both traditional and modern scientific origins as the basis for informed decisions
- (6) Finance to support implementation of all the above-noted activities

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

*The following information should be included in the photocopy:

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

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

(4) Basin Report:

Each participant is required to submit a Basin Report with Application Form. Basin Report will be used for screening of applicants, and applications without completed Basin Report will not be considered as duly qualified.

(5) Organization Chart: Please describe correlation charts of organizations which involved in lake-river-coastal basin management and indicate your organization in it.

Note: Applications not accompanied by Organization Chart, Basin Report cannot be duly considered.

Attention! : All documents should be in English and typewritten by computer.

(6) Questionnaire on Personal Computer Skill and Internet Environment :

It is essential for us to know your computer skill and internet environment in order for us to plan and facilitate smooth online course.

Please fill out the VIII. ANNEX 3

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 September 22, 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 October 20, 2023.**

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

Basin Questionnaire -- to be submitted by **November 13, 2023.**

*All the accepted participants are expected to upload a Basin Questionnaire through JICA's learning management system "JICA-VAN" **by November 13, 2023.**

*Login information will be informed later.

6. Conditions for Participation

The participants of KCCP are required •

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- (4)** not to bring or invite any family members,
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (13)** not to record or share the online contents without JICA's permission .
- (14)** to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kansai Center (JICA Kansai)

(2) **Program Officer:** Ms. NISHIJI Ayumi (Nishiji.Ayumi@jica.go.jp; jicaksic-unit@jica.go.jp)

2. Implementing Partner

(1) **Name:** International Lake Environment Committee Foundation: ILEC

Contact: Ms. Rika OKAJI of ILEC at rokaji@ilec.or.jp

(2) **URL:** <https://www.ilec.or.jp/en/>

(3) **Remark:** The International Lake Environment Committee Foundation (ILEC), formed in 1986, is an international non-governmental organization (NGO), and obtained legal status in 1987.

ILEC aims for promoting environmentally sound management of natural and man-made lakes and their environments consistent with sustainable development policies by promoting international research and investigation, and by facilitating the exchange of findings and knowledge among the experts throughout the world.

Its building is located on the shore of Lake Biwa in Shiga Prefecture, Japan.

3. Travel to Japan

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

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

4. Accommodation in Japan

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

1) JICA Kansai Center (JICA Kansai) Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan TEL: +81-78-261-0383, 81-78-261-0341 FAX: +81-78-261-0465 (where "81" is the country code for Japan, and "78" is the local area code) Please refer to facility guide of JICA Kansai at its URL. https://www.jica.go.jp/kansai/english/office/index.html
2) International Lake Environment Committee Foundation (ILEC) Address: 1091 Oroshimo-cho, Kusatsu-shi, Shiga 525-0001, Japan TEL: 81-77-568-4567 FAX: 81-77-568-4568 (where "81" is the country code for Japan, and "77" is the local area code) Note: Please refer to "V. Other Information" for the stay in ILEC.

*Subject to be changed without notice.

*If there is no vacancy at JICA Kansai or ILEC, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses:

The following expenses in Japan will be provided by JICA

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

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

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

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.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

V. Other Information

1. Participants who have successfully completed the program (both online learning and program in Japan) will be awarded certificates by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy, and culture of their home country.
3. Participants are strongly advised to bring their own personal computers (Windows 10 or higher version required) for their convenience. Through the program, participants are required to work on computers intensively for various assignments including Introduction to Lake Modeling, preparation of Action Plans, etc. Desk top computers are available in JICA Kansai, however, not in ILEC and other facilities.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. Stay in ILEC (Cooking)

Participants are kindly requested to cook for themselves at ILEC, because ILEC has no restaurant. ILEC's accommodation has a kitchen in each room and is equipped with all the kitchen utensils and tableware. Please be ready to cook for yourself at ILEC, where you will spend most of the days in Japan.

Available kitchen utensils:

Dishware: plates, glasses, teacups, coffee cups, chopsticks, forks, spoons, knives, etc.

Cooking utensils: knives, cutting board, pot and pan for IH cooker, rice scoop, ladle, spatula, bowls, etc.

Cooking devices: microwave, refrigerator, rice cooker, IH cooker, electric kettle

Others: dish soap, sponge, kitchen paper towel, wine opener with bottle opener, garbage can, etc.

VI. ANNEX 1 Basin Report

Please complete the Basin Report according to the instructions below.

Please submit your Basin Report together with Application Form.

Applications not accompanied by Basin Report cannot be considered as duly qualified.

It is also recommended to bring the photos and maps which show typical environmental status of the target lake-river-coastal basin system of their choice.

Basin Report

Please follow the proposed outline below for your Basin Report.

1. Introduction
2. The Lake, River or Coastal zone
3. Management of the Basin
4. Key Challenges
5. References

1. Introduction (based on the part on Basin Questionnaire items, 10 and 11, 14 and 15)

This section should describe the socio-economic context (people, livelihood, economy, institutions, political structure, etc.) of the region, country, or the basin. It should summarize the overall importance of the basin, from the perspective of its significance as a natural habitat and its social, economic, political, cultural and recreational importance to the human population in the region, and for globally important lakes, rivers or coastal zone of the world.

2. The Lake, River or Coastal zone (based in part on Basin Questionnaire items, 1 through 9)

2.1 Overview

This section should provide information on the biophysical feature of the basin. It should also present basic physical characteristics including the water surface and drainage areas, depth and volume of the lake, etc. The landscape of the drainage basin as well as the past and current land use patterns should also be mentioned. It should also summarize the environmental state of the basin.

List the human and environmental benefits derived from the basin.

2.2 State of the Lake, River or Coastal zone

To be included here is the past and present states of the water environment of lake, river or coastal zone, including water quantity and quality, and aquatic biota (flora and fauna). Any regionally or globally important aspects of the environment of lake, river or coastal zone should be identified.

3. Basin Management of the Lake, River and Coastal zone

(based on the part on Basin Questionnaire items, 10 through 14)

3.1 Overview of Management Needs

- What is the importance of the lake, river or coastal zone to the population of its drainage basin? What is the major socio-economic-political characteristics of the

basin?

- What is the importance of the lake, river or coastal zone for the economy of the region? Describe a brief history of the resource degradation and environmental problems that the basin has experienced over past decades (e.g., the impacts of industrial, urban, and agricultural development).
- Provide an overview of resource development, use and conservation conflicts within the basin resulting in significant environmental threats to the sustainable use of the lake, river or coastal water resources (resource exploitation, watershed degradation, declining fishery, biodiversity losses, etc.).

3.2 Management Programs and Processes

- To what extent have land-based and water-based activities occurring in and around the basin been reduced (by, for example, control of domestic, industrial and other pollution loads, control of urban and agricultural run-offs, including that resulting from watershed degradation, excessive flow control and water withdrawal, over-fishing, loss of wetlands and riparian zones)?
- Are there any formal plans or policies for management of the basin or, in the absence of formal plans and policies, the existing legal and policy basis for lake, river and coastal zone management? Describe the major water pollution control programs, management of water abstraction from the lake and its inflowing rivers, legal framework for the prevention of lake, river or coastal water and its environment quality degradation, including land-use control, environmental and ecosystem management and restoration, as well as specific instruments for financing lake, river or coastal zone management including user fees, taxes, fish levies, zoning charges, tradable permit systems, etc.). This section also should identify important gaps, issues and challenges.

4. Key Challenges (based largely on your insights and impressions)

This section should identify key challenges with regard to such issues as policy development, institutional and management frameworks, capacity building efforts, financing mechanisms, stakeholder involvement, scientific research and community-based knowledge-based development, sharing, transfer and dissemination of information, etc., as well as the corresponding investment approach, considerations and priorities. The questions to ask may include;

- (a) Has there been an emergence of political interest and commitment to managing and using the lake, river or coastal water and its resources in a more sustainable manner, and the reasons for this emergency?
- (b) Have there been attempts to establish sustainable institutions that can adequately address multi-national, multi-sectoral issues and multi-stakeholder interests involved in managing the lake, river or coastal water for sustainable use?
- (c) Will there be efforts to develop financing subsidizing mechanisms for management activities focusing on sustainable lake, river or coastal water use?
- (d) Will there be attempts to establish a new legislative framework and policies for lake, river and coastal zone management?
- (e) Will there be efforts to enhance the extent of stakeholder participation in the design and implementation of the lake, river and coastal zone management program?

- (f) Will there be a plan or plans to strengthen the linkages between the lake, river and coastal zone management program and the broader national and regional water resources management efforts?
- (g) Will there be efforts to better incorporate scientific information and research in the lake, river and coastal zone management program?

5. References

List useful supplementary reading materials on the basin, and the region including your country, which complement this Report.

(For Introductory Presentation during the Program)

The accepted participants will be requested to make a short presentation on their Lake, River and Coastal Basin based on Basin Report using Power Point slides. Detail will be announced later.

VII. ANNEX 2 Basin Questionnaire

[For accepted Participants only.]

Please provide as much information as possible. Information relating to items displayed in boxes below may be omitted from the questionnaire if not readily available. It may, however, be found later in the scientific literature or in the global database, or even during the program. Identify as many reference materials on the subjects as possible and be prepared to have ready access to them if and when needed for improving the Basin Report as a Final Report.

Please **upload your data to JICA GIGAPOD by November 13, 2023.**

(<https://jica.gigapod.jp/g4d2f52bb325fc079629782975ad18ac3c1175abd>)

ID and PW information will be informed after selection of participants completed

1. Basic Information

1.1 Name(s)

1.1.1 In English (All official names, if called in more than one way.)

1.1.2 In local language(s)

1.2 Location

1.2.1 Latitude (range from West to East)

1.2.2 Longitude (range from South to North)

1.2.3 Elevation at water surface from sea level

1.2.4 Riparian countries and sub-national (state, province, etc.) jurisdictions

1.2.5 Non-riparian basin (upstream) countries and sub-national jurisdictions

1.3 Origin

1.3.1 In the case of natural lakes

- Origin of the lake (e.g., glacial, tectonic, volcanic, etc.)
- Estimate of the age of the lake

1.3.2 In case of artificial lakes (reservoirs)

- Describe the physical features
- Years of construction in phases

1.4 Basin and/or Watershed, Map(s)

1.4.1 Major inflowing and out-flowing rivers

1.4.2 Main cities and other points of interest

1.4.3 National/sub-national jurisdictional boundaries

1.4.4 Etc.

1.5 Basin Demography, Map(s)

1.5.1 Population and density distribution

1.5.2 Etc.

(The participants are requested to bring along maps and other resource materials containing geographical, demographical, land-use, geo-hydrological information for the lake, river or coastal zone and its basin and/or watershed.)

1.6 Landscape and waterscape

1.6.1 Visual features of the lake, river or coastal basin

(The participants are requested to bring along photos of various kind including landscape, physical facilities, water quality problems, land and water uses in the riparian as well as upstream regions, biological and ecosystem conditions including unique fauna and flora, etc., for possible use in the final report.)

2. Morphology

- 2.1 Bathymetric map, if available
- 2.2 Volume (in km³)
- 2.3 Surface Area (in km²)
- 2.4 Length and width (in km)
- 2.5 Length of shoreline (in km)
- 2.6 Maximum depth (in m)
- 2.7 Mean depth (in m)
- 2.8 Note on intra- and inter-annual changes in water level and volume, if information is available (provide a note on water level changes due to flow regulations)

3. Water Balance

- 3.1 Inflow (Annual average in m³ per year)
 - 3.1.1 Precipitation
 - 3.1.2 Rivers (Note if they are controlled.)
 - 3.1.3 Groundwater
 - 3.1.4 Diversions
- 3.2 Outflow (Annual average in m³ per year, if information is available.)
 - 3.2.1 Evaporation
 - 3.2.2 Rivers (Controlled?)
 - 3.2.3 Groundwater
 - 3.2.4 Diversions
- 3.3 Retention time (In years, if information is available.)
 - 3.3.1 Theoretical filling time (Lake or Coastal zone) volume/annual inflow)
 - 3.3.2 Theoretical flushing time (Lake or Coastal zone) volume/annual outflow)
- 3.4 Notes on any long-term changes

4. Climate

- 4.1 Average T, min monthly T, max monthly T (in centigrade)
- 4.2 Average Precipitation, min monthly precipitation, max monthly precipitation (in mm)
- 4.3 Prevailing wind directions by season, strength
- 4.4 Seasonal and inter-annual variability (Describe.)

5. State of Ecosystem

- 5.1 Description on the state of ecological health including conservation of fauna and flora
- 5.2 Description on the state of biodiversity conservation

6. Physical Data

- 6.1 Temperature of water
 - 6.1.1 Versus time
 - 6.1.2 Versus depth

- 6.2 Freezing period and extent of freezing
- 6.3 Mixing
 - 6.3.1 Vertical
 - 6.3.2 Horizontal (Note main bays, sub-basins of lake.)
- 6.4 Stratification
 - 6.4.1 Period and extent of stratification

7. Chemical Data

- 7.1 Concentrations: The state of chemical water quality in general including the states of eutrophication, i.e., oxygen demand, N and P concentration values (organic, inorganic, particulate, total, if available), salinity, organic and inorganic chemical pollution.

- 7.2 Loadings (tons/yr.) of inputs from rivers, groundwater, and the atmosphere

8. Biotic Data (Main species, exotics, productivity change through time)

- 8.1 The overall state of the lake, river or coastal water ecosystem including its biodiversity

- 8.2 Phytoplankton, Zooplankton, Fish
- 8.3 Benthos, Avifauna
- 8.4 Linkages (e.g., Describe briefly the ecosystem/biodiversity issues in general with regard to littoral wetlands, rivers, air (birds, etc.).

9. State of the Basin

- 9.1 Description of the catchment area including its size (in km²), general geography of the region in relation to the lake and other neighboring water bodies (other lakes connected in chain, for example), catchment (draining-in) system, catchment area of the out-flowing river (draining-out) system

- 9.2 Basin hydrology (Briefly describe basin hydrology, including active as well as non-active parts.)
- 9.3 Soil types (refer to a soil map, if available)
- 9.4 Land cover with changes through time (Briefly describe seasonal land-use changes, by referring to a land-use map.)
- 9.5 Notes on sub-surface drainage (Briefly describe underground water flows, referring to hydrographical and hydrological maps, if available.)

10. Uses of the Lake, River or Coastal Water and Its Resource Development Facilities

- 10.1 Water
 - 10.1.1 Flood/drought control facilities
 - 10.1.2 Drinking water withdrawal and facilities
 - 10.1.3 Agricultural water withdrawal and facilities
 - 10.1.4 Industrial water withdrawal and facilities
- 10.2 Fisheries and their facilities

- 10.3 Tourism facilities
- 10.4 Others

11. Impairments to Uses

- 11.1 Increased algal growth
- 11.2 Increased salinity
- 11.3 Destruction of wetlands
- 11.4 Declining fish stocks
- 11.5 Other

12. Causes of Impairments

- 12.1 Upper-watershed degradation including erosion and siltation
- 12.2 Point and non-point source runoff from urban areas
- 12.3 Shoreline degradation and alterations
- 12.4 Other

13. Structural Management Response

- 13.1 Sewerage system
- 13.2 Industrial wastewater treatment system
- 13.3 Solid and hazardous waste management system
- 13.4 Other

14. Non-structural Management Response

- 14.1 Rules
 - 14.1.1. Informal (informal community rules and voluntary restrictions)
 - 14.1.2. Formal (industrial effluent regulations, protected areas (land use restrictions, ecological reserves), etc.)

14.2 Economic Incentives (subsidies, taxes, etc.)

14.3 Awareness Raising (public awareness-raising including environmental education, environmental campaigns, activities of environmental NGOs and CBOs, etc.)

15. Socioeconomic Information (partial duplication of 1.5)

15.1 Population dynamics (numbers, distribution, main cities, percent urban/rural, etc.)

15.2 Education (extent and types of education, literacy rates, etc.)

15.3 Culture (languages, ethnicity, including indigenous peoples, religion, legends/beliefs about the lake, river and coastal zone)

15.4 Economic sectors (major industries and their production statistics, regional economic development issues including energy, transportation, commerce sectors, livelihood issues in different parts of the lake basin, i.e., coastal regions, upland regions, upper-watershed regions, Gross National Income per capita within the basin (noting how it might differ from the national average(s))

16. Political Situation (partial duplication of 1.2)

16.1 Nations within basin

16.2 Sub-national boundaries

16.3 Describe briefly the political history of the region

16.4 Describe briefly the governance challenges for the people to have;

16.4.1. Access to information

16.4.2. Rights to participation

16.4.3. Access to justice

VIII. ANNEX 3 Personal Computer Skill and Internet Environment

Questionnaire

Because internet environment is different from country to country, please check all you think applicable for your home, working place or other place where you will attend the online learning of the program.

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

Note: Basically, in this program, you are kindly requested to stay at JICA designated hotel, where internet access is available, during two-weeks long online learning period. However, internet access charge incurred at your home and work place shall be borne by you or your organization.

(1) Can you use a following system whenever you need to study online?

Internet environment Yes No

Desktop or laptop PC Yes (OS version:) No

Microphone Yes No

Web Camera Yes No

Smartphone Yes No

(2) Have you ever attend online-learning program?

Yes (When: , Organizer:)

No

(3) Do you have Google account (Gmail address)?

Yes

No, but I will create it if necessary

No, and I can't create it (Reason:)

(4) Please choose an online system you have used before. (Choose all applicable)

Zoom

Skype

Teams

Google Drive

Google Form

You tube

Other ()

(5) Can you watch a video with one to two hours length through one of applicable media listed above in your PC without serious problem?

Yes

Yes, and I can view more

No (Reason: _____, Desirable frequency: _____)

(6) Do you have an email address available for communicating with the Japanese lecturers?

Yes

No (Reason: _____)

(7) Any concerns or questions:

IX. ANNEX 4 Basin Governance Challenges

<Note> The following preview gives a general description of what this program aims to address during its course, with regard to some of the important challenges that you have listed under 4. Key Challenges in the Basin Report (VI. ANNEX 1) to be presented at the outset of the program.

Institution

- Is there a good institutional mechanism to ensure vertical (transboundary, regional, national and local) linkages among government agencies in basin management?
- Is there a good institutional mechanism to ensure horizontal linkages between government agencies, industries, scientific institutions and citizen groups, etc., in dealing with lake, river or coastal water resource development and conservation? In particular, is there good institutional collaboration to deal with water pollution and other natural resource degradation activities such as land degradation and over-fishing?

Policies

- Is there a national policy for basin management? What, if any, are the major national/regional development plans related to the basin? What, if any, are the major national/regional conservation plans related to the basin?
- What sort of policy reforms have taken place, or are being considered, to overcome the constraints to achieving environmentally-sound management and use of the resources of the basin, particularly with respect to development of sound policy, strengthening of institutional capacity, promotion of environmental investments, and development of human resources?
- What are the major legislative provisions (laws, regulations, ordinances) pertaining to development and conservation measures for basin management? Does your lake, river or coastal zone have its-specific legislation (e.g. lake laws and ordinances)?
- What are the major regulatory measures introduced for basin management, e.g., effluent standards, ambient standards such as nutrient and chemical concentrations, source-water protection classification?
- What is the state of command-and-control measures? Have industries been well regulated?
- What is the state of voluntary compliance regarding industrial pollution? Have they been able to regulate themselves in preventing lake, river or coastal water pollution?

Participation

- What are the major stakeholder groups in the management of your lake, river or coastal zone (e.g., government sectors, institutions, organizations, interest groups, private sectors, etc.)?
- How well have stakeholders been involved in the design and implementation of the lake, river and coastal zone management program(s) (e.g., identification of relevant stakeholders living on the lake shore, as well as those living upstream and downstream of the lake, the existing mode, if any, of stakeholder involvement, the

relationship between the government and various non-governmental stakeholders)?

- How has involvement of voluntary associations, village organizations, CBOs, NGOs, etc. been promoted/assured?
- How has involvement of women as well as disadvantaged and affected members of community been promoted/assured?
- How has involvement of international/external NGOs been? What have been the benefits and disbenefits of their involvement?

Technology

- List some of the major technological interventions for lake, river or coastal water resources development, e.g., water resource development (sewerage comes here too I think), agriculture/irrigation, fisheries/navigation, tourism, etc.
- List some of the major technological interventions for lake resources conservation, e.g., sewerage, industrial pollution control, solid waste management, wetland conservation, etc.

Information

- What is the state of lake, river or coastal water quality monitoring?
- How well have monitoring results been reflected in basin management?
- How well has scientific information been reflected in management plans for your basin?
- List the names of major scientific institutions working on your lake, river or coastal zone including universities, governmental/non-governmental research institutes, private sector laboratories, etc. This has no value unless each institution's role is critiqued.
- What has been the extent of information dissemination and sharing, and the degree of transparency and access to data and information on the lake, river or coastal zone?

Finance

- Describe briefly the taxation system of your country? How much tax money is retained for local use, such as for management of your basin?
- If you know, what is the general distribution of major sources of funds, for lake, river or coastal zone environment management, such as construction and operation/maintenance of sewerage, and/or other sanitation systems? For example, what portion of construction costs is being borne by the national budget, state budget, local budget, and external financial assistance? Who pays the operations and maintenance costs?
- What are some of the means for raising local funds, taxes, charges, fees, etc., used for conservation projects?
- Do you know of any innovated financial mechanisms used in your region for pollution control, such as pollution charges, tradable permits, etc.?

X. ANNEX 5 Brief Overview of the Program

What You Can Get from the Program

INTEGRATED LAKE, RIVER AND COASTAL BASIN MANAGEMENT FOR SUSTAINABLE USE AND PRESERVATION OF WATER RESOURCES

1. Purpose

This program is designed for the participants to become adequately knowledgeable about the fundamental of basin management of lake, river and coastal water, and to become able to play a major catalytic role in developing the needed governance framework.

2. Integrated Lake Basin Management Platform Process (ILBM-PP)

In order to sustainably manage a lake basin, it would be necessary to build up a balanced framework (Fig. 1) which is consisted of 6 pillars: 1) Institutions, 2) policies, 3) Participation, 4) Technology, 5) Information, and 6) Finance.



Fig. 1 ILBM conceptual illustration with 6 pillars

The ILBM Platform is a kind of discussion desk to improve the lake basin governance with all related stakeholders. The state of the lake basin governance will be gradually and continuously improved through this ILBM Platform Process (Fig. 2). Further information is available at <https://www.ilec.or.jp/en/>.

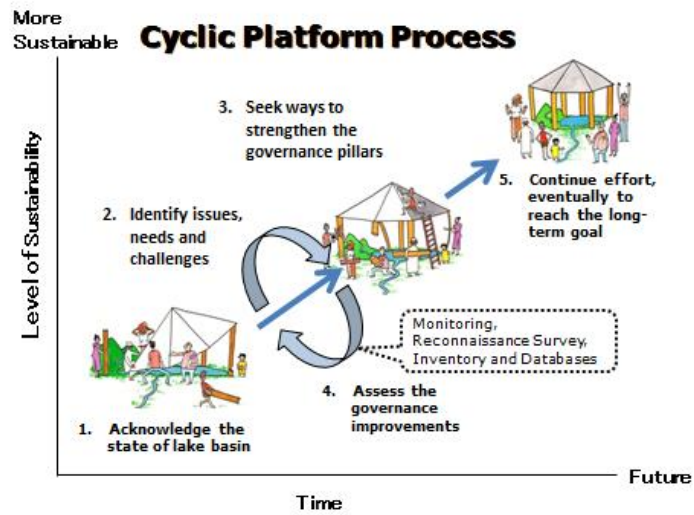


Fig. 2 Conceptual image of cyclic ILBM Platform Process

3. Lectures and Study Tours

Lectures and study tours are properly arranged for objectives of this program.

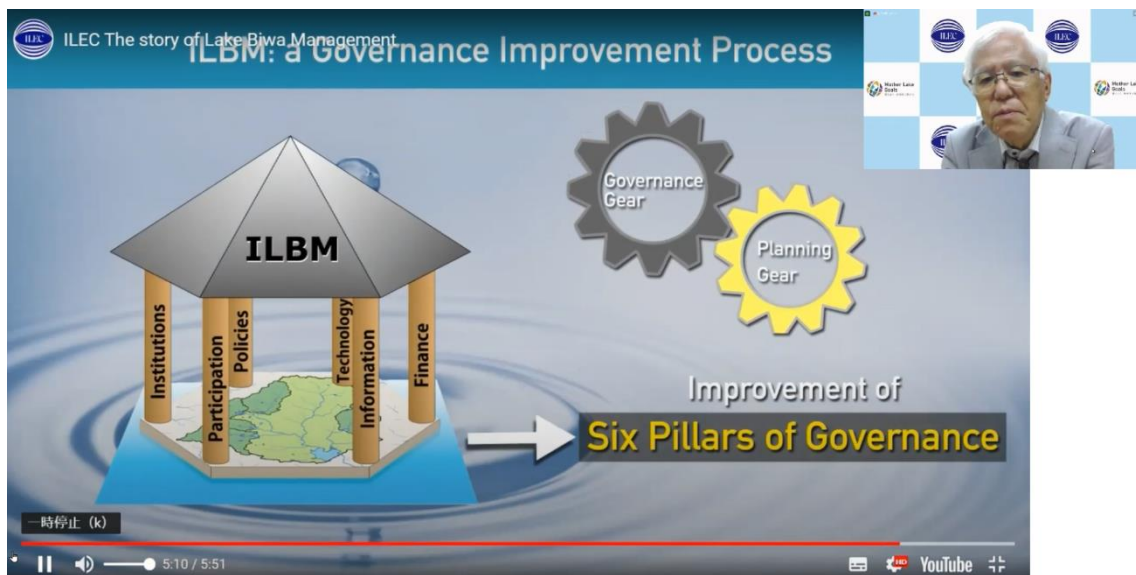


Fig. 3 Lecture of Prof. M. Nakamura, the course leader by on-line



Fig. 4 Visit to Seta River Weir

4. Group Discussion

A group discussion time will be arranged during the program. The discussion will be organized and managed by participants. The purpose of the discussion is as follows: 1) to get information on some topics from other participants, 2) to discuss on urgent topics freely among the participants, and 3) to understand deeply the problems and challenges of other participants.

5. Accommodations (when you attend the program in Japan)

ILEC will provide the participants with accommodations. Please refer to V. Other Information for the stay in ILEC. If there is no vacancy at ILEC, JICA will arrange alternative accommodation(s) for the participants.

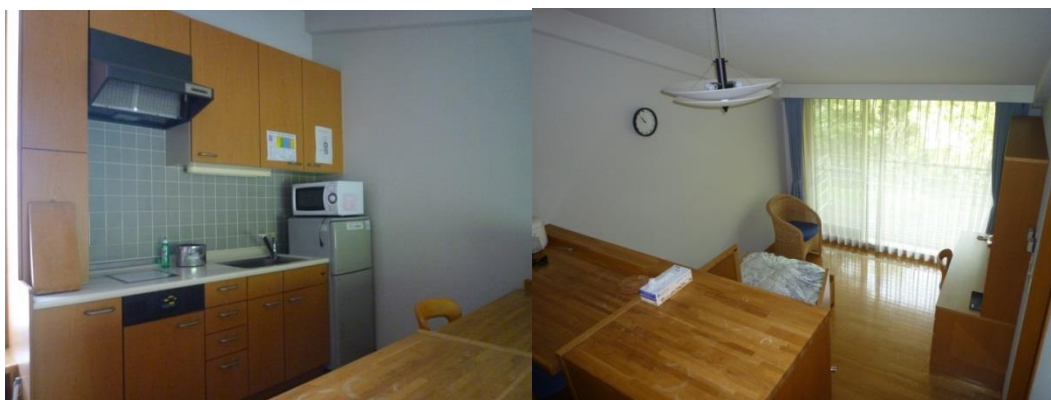


Fig. 6 Accommodations

6. Holidays:

Saturdays, Sundays and Japanese National Holidays are basically free time for the participants. Kyoto, a traditional cultural city, and Osaka, a big commercial city, are relatively close to ILEC.

7. Contact

Please contact the following person of ILEC for any questions you have.
Ms. Rika OKAJI (rokaji@ilec.or.jp)

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 adaption, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

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

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



Contact Information for Inquiries

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

JICA Kansai Center (JICA Kansai)

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

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

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

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

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

Please be advised:

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

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

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



Japan International Cooperation Agency

CONFIDENTIAL

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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



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

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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

4. Experience and Eligibility

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

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

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

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

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

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

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

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

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

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

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

By Applicant

Date
Name and Title/Position
Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

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

By Applicant

Date
Name and Title/Position
Signature