

F.No.12040/12/2021-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus, New Delhi-110067

Dated: 29.10.2021

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Program on “Improvement of Disaster Education System” to be held online from 11.01.2022 to 25.02.2022 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 “Improvement of Disaster Education System” to be held online from 11.01.2022 to 25.02.2022 under the Technical Cooperation Program of the Government of Japan.

2. The program aims at assisting participants to formulate action plans for improving disaster education system in participants’ countries and organizations based on the learnings from the Japanese experiences and on-going efforts after the past disasters in Japan including the Great Hanshin-Awaji Earthquake and the Great East Japan Earthquake.

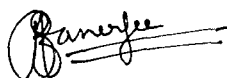
3. The applying organizations are expected to nominate officers responsible for planning and administration of disaster education at central or local government, most preferably, in charge of or involved in the national policy/strategy development at Ministry of Education or the administration/implementation of disaster education at Department of Education at a local government with more than three (3) years of experience in the field of disaster education: must be a graduate of university; have competent command over spoken and written English; must be in good health (both physically and mentally); be between the ages of twenty-five (25) and fifty (50) years. More information may be seen in the general information brochure.

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

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

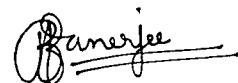
5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online live streaming lecture(webinar) related to the e-learning course.

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 **15.11.2021**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp) under intimation to DoPT at email id: [jitesh.gupta@nic.in](mailto:jitesh.gupta@nic.in) or [kailash.k@nic.in](mailto:kailash.k@nic.in). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

8. This issues with the approval of the competent authority.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 26194167

To

- a) Secretary, M/o Home Affairs, North Block, New Delhi.
- b) Secretary, M/o Education, Shashtri Bhavan, New Delhi.
- c) Secretary, M/o Jal Shakti, Shram Shakti Bhavan, New Delhi.
- d) Member Secretary, National Disaster Development Authority, MHA, A-1, Safdarjung Enclave, New Delhi 110029.
- e) Secretary, M/o Environment, Forests & Climate Change, Indira Paryavarn Bhawan, Jor Bagh Road, New Delhi.
- f) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001
- g) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- h) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- i) NIC with request to post the circular along with the JICA's circular on this Department's website.



# **【Online】 Knowledge Co-Creation Program (Group & Region Focus)**

**General Information on**

**Improvement of Disaster Education System  
課題別研修「防災教育制度の向上」**

***JFY 2021***

**Course No.: 202003286J001**

**Online Course Period: January 11th to February 25th, 2022**

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

In the third UN World Conference on Disaster Risk Reduction hosted by the Japanese Government, March 2015, in Sendai, Japan, “Sendai Framework for Disaster Risk Reduction 2015-2030” (Sendai Framework) was adopted as the post HFA (Hyogo Framework for Action 2005-2015). According to the Sendai Framework, there are four Priorities for Action as below.

- 1. Understanding disaster risk;**
- 2. Strengthening disaster risk governance to manage disaster risk;**
- 3. Investing in disaster risk reduction for resilience;**
- 4. Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.**

In the priority 1, the importance of disaster education is clearly articulated as “to promote the incorporation of disaster risk knowledge, including disaster prevention, mitigation, preparedness, response, recovery and rehabilitation in formal and non-formal education” and “to promote national strategies to strengthen public education and awareness in disaster risk reduction (DRR)”.

In the past disasters in Japan, especially in the Great East Japan Earthquake in 2011, there were a lot of cases that disaster education has led the students to take appropriate actions for saving their own lives. Furthermore, schools are considered as a logistically important infrastructure and framework for community mobilization in DRR. Therefore, disaster education at different school levels are the key instruments for the students to foster proper understanding of disaster risk and enhance ‘self-help’ and ‘mutual-help,’ as well as ‘public-help’, to promote ex-ante investment for mitigation by government level.

## For what?

This program aims at assisting participants to formulate action plans for improving disaster education system in participants’ countries and organizations based on the learnings from the Japanese experiences and on-going efforts after the past disasters in Japan including the Great Hanshin-Awaji Earthquake and the Great East Japan Earthquake.

## For whom?

This program is offered to officials of public organizations responsible for planning and administration of disaster education at central or local government, most preferably, in charge of or involved in the national policy/strategy development at Ministry of Education or the administration/implementation of disaster education at Department of Education at a local government.

## How?

Participants will have opportunities to learn Japan's experiences and lessons related to disaster education through lectures, and discussions through online interactive learning / online self-study. Participants are also expected to formulate action plans describing what the participants gain knowledge and ideas acquired through the program.

## 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 strengthen the capacities of governmental institutions in charge of disaster risk reduction in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, which contributes to realize the goal 1,2,4,9,11 and 13.



## II. Description

1. **Title (Course No.) :**  
**Improvement of Disaster Education System (202003286J001)**

2. **Course Period :** From January 11<sup>th</sup> to February 25<sup>th</sup>, 2022

● **Response to the time differences during the course**

In order to have interactive communication between lecturers and participants, online sessions are scheduled from Monday to Thursday.

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

Participants will be connected at the same time in following time zones.

※Subject to change

Japan: 21pm-0am [GMT+9]

3. **Target Regions or Countries :** Haiti, India, Mexico, Pakistan, Serbia and Turkey  
※The 2020 course and 2021 some contents are jointly conducted.

4. **Eligible / Target Organization**

This program is mainly designed for public organizations responsible for disaster education at central or local government level. (Most preferably, Department of Education at a local government or Ministry of Education)

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

6 participants

6. **Language**

English

7. **Objective(s)**

To formulate an action plan for improvement of disaster education system (plans) in respective countries, by analyzing the current situation and obtaining knowledge and skills for disaster education in Japan.

8. **Overall Goal**

Disaster education policy and system in participants' country are improved and revised, leading to substantial disaster risk reduction.

## 9. Output and Contents

This program consists of the following components. (Subject to minor change.)

| <b>(1) Preliminary Phase (January 2022)</b>                                   |  |
|---|--|
| <i>Participating organizations make required preparation for the Program.</i> |  |
| Expected Module Output  | Activities   |
| Preparation of Job Report   | <p>● <b>All the applicants</b>: Preparation of Job Report<br/>-Contents which must be included in the Job Report are described in ANNEX.</p> <p>● <b>Accepted participants only</b>:<br/>At the beginning of the program, accepted participants are requested to make an online presentation based on the information in ANNEX.</p>  |
| Basic information   | <p>To read the following documents in advance.</p> <p>-JICA's Cooperation on Disaster Management<br/>[JICA's Cooperation for Disaster Risk Reduction Disaster Resilient Society for All—Integrating Disaster Risk Reduction Challenges with Sustainable Development—]<br/>(<a href="https://www.jica.go.jp/english/our_work/thematic_issues/disaster/c8h0vm0000bvqtv9-att/disaster_resilient_society_en.pdf">https://www.jica.go.jp/english/our_work/thematic_issues/disaster/c8h0vm0000bvqtv9-att/disaster_resilient_society_en.pdf</a> )</p> <p>- Implementation Handbook for Disaster Resilience Education at the Regional Level, Cabinet office.<br/>(<a href="http://www.bousai.go.jp/kyoiku/pdf/h27bousaikyoiku_guidline_en.pdf">http://www.bousai.go.jp/kyoiku/pdf/h27bousaikyoiku_guidline_en.pdf</a>)</p> <p>-Sendai Framework for Disaster Risk Reduction (SFDRR)<br/>(<a href="https://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf">https://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf</a> )</p> |

| <b>(2) Core phase of the course [ Online and On-demand]</b><br>(From January 11 <sup>th</sup> to February 25 <sup>th</sup> 2022)<br><b>*The 2020 course and 2021 some contents are jointly conducted.</b> |  |
|---|--|
| Expected Module Output  | Subjects/Agendas   |
| General Orientation on Japan  | <p>- Outline of Local Autonomy in Japan<br/>-Japanese Education System</p> |

|   |   |
|---|---|
| <p>1) To understand the policy, plans, and systems of disaster education on the national and local levels in Japan.</p>                         | <ul style="list-style-type: none"> <li>-Global DRR Trend, JICA's Efforts for DRR</li> <li>-Disaster Risk Reduction and Management in Japan</li> <li>-Overview of Disaster Education</li> <li>-Disaster Education System in National Government</li> <li>-Development of School Facilities</li> <li>-Disaster Education supported by the Meteorological Agency</li> <li>-Cooperation between Educational Organizations and The Meteorological Agency and Meteorological Observatory</li> <li>- Cooperation between Educational Organizations and a Local Branch of Ministry of Land, Infrastructure, Transport and Tourism</li> <li>-Development of DRR Curriculum at Teacher Training Universities</li> <li>-Community-based Disaster Risk Management in Kobe City</li> </ul> |
| <p>2) To understand the history and background of the policy, plans, and systems of disaster education in the leading prefectures in Japan.</p> | <ul style="list-style-type: none"> <li>-Town watching and DRR map development</li> <li>-Disaster Education at the Environment and DRR Course in Hyogo Prefectural Maiko High School</li> <li>-Disaster Education at the Meguro Seibi Gakuen Junior &amp; Senior High School</li> <li>-Disaster Education in Kochi prefecture</li> </ul>   |
| <p>3) To learn disaster education activities and actual practices in elementary, middle, and high schools.</p>                                  | <ul style="list-style-type: none"> <li>-"Kaeru Caravan" Disaster Awareness Program</li> <li>-Ruin of Okawa Elementary School</li> </ul>   |
| <p>4) To learn the methods and tools to promote disaster education in each country.</p>   | <ul style="list-style-type: none"> <li>-Crossroad (Simulation Game on DRR)</li> <li>-Trainings for Activities of EARTH and Disaster Education Officers</li> <li>-Workshop with EARTH Members</li> <li>-Traumatic Stress (Emotional Care for Caregivers( Teachers and Staff engaged in Education)</li> <li>-Emotional Care for Disaster Affected Children</li> <li>-Participation in Disaster Education as a company / CSR of company</li> </ul>   |
| <p>5) To make an action plan to improve plans for disaster education in participants' respective organizations/countries.</p>                   | <ul style="list-style-type: none"> <li>-Job Report Presentation</li> <li>-Review Session</li> <li>-Action Plan Workshop</li> <li>-Action Plan Preparation and Consultation</li> <li>-Action Plan Presentation</li> </ul>  |

**(3) Finalization phase in a participant's home country**  
**Final Phase : March 2022 to September 2022**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*



| Modules   | Activities   |
|---|--|
| <p style="text-align: center;"><b>Implementation<br/>of<br/>the action plan</b></p> | <p>To share the action plan with the stakeholders of concerned organizations, improve it accordingly and implement in an appropriate manner in home country.</p> |

As you are supposed to:

- online Interactive Learning / online-based lecture: about 3 times per week  
(Including weekly review sessions)
  - Online Self-Study: about 17 subjects (including General Orientations on Japan)
  - Online Presentation 2 times (Job Report, Action plan)
- ※This is currently under planning and is subject to change.

During the program, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

## III. Eligibility and Procedures

### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this course is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before the program starts by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.

### 2. Nominee Qualifications

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

#### (1) Essential Qualifications

- 1) Current Duties: to be officials responsible for the disaster education at central or local government level. (Most preferably, in charge of or involved in disaster education at Department of Education in a local government or Ministry of Education)
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of disaster education.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English. This program includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 5) Technical Requirements for the 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, MS Teams), Cloud Storage (JICA-VAN, Gigapod), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

**Internet Connection:**

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

Participants are able to participate in the course either at home or at office.

**Internet access charge incurred for this course shall be borne by you or your organization.**

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

**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 Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB 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.

6) Attendance Requirement:

Participation in online program is an essential requirement for the completion of the course. If you have any difficulties participating in the online program, please let us know. Therefore, we will offer alternative measures, such as sharing lecture materials instead.

7) Health: must be in good health to participate in the program.

**(2) Recommended Qualifications**

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

### **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 to JICA office. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

#### **(2) Photocopy of passport or ID**

Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport / ID number and Expiry date.

#### **(3) Job report**

See "1. Job Report in VI. ANNEX".

Please submit it together with the application form.

Each participant is required to submit a Job Report together with Application Form.

Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

\* Applicants who received an acceptance notification letter from JICA office shall be required to prepare a Job Report presentation material and submit it by **7<sup>th</sup> January, 2022.**

See "2. Presentation of Job Report in VI. ANNEX".

#### **(4) 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. Procedures for Application and Selection**

#### **(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan by November 30th, 2021**)

#### **(2) Selection**

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization, and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

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

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than December 21<sup>st</sup>, 2021.**

## **5. Additional Document(s) to be Submitted by Accepted Participants**

Presentation of Job Report -- to be submitted **by January 7<sup>th</sup>, 2022,**

Before beginning of this course, **only accepted participants** are required to prepare a Presentation of Job Report (detailed information is provided in the VI. ANNEX of Job Report.). The Job report should be sent to JICA **by January 7<sup>th</sup>, 2022,** preferably by e-mail to Tachibana.Shizuka@jica.go.jp and Hirai.Kento@jica.go.jp.

## **6. Conditions for Participation**

- (1) to strictly observe the course schedule,
- (2) not to change the program topics,
- (3) not to record or share the online contents without JICA's permission

## IV. Administrative Arrangements

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

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

Program Division 1/Disaster Reduction Learning Center (DRLC)

(2) **Programme Officer:**

Ms. TACHIBANA Shizuka ([Tachibana.Shizuka@jica.go.jp](mailto:Tachibana.Shizuka@jica.go.jp))

Mr. HIRAI Kento ( [Hirai.Kento@jica.go.jp](mailto:Hirai.Kento@jica.go.jp))

### 2. Implementing Partner

(1) **Name:** Japan International Cooperation Center (JICE)

(2) **URL:** <https://www.jice.org/en/index.html>

(3) **Remark:** Education Board in Hyogo Prefecture is a cooperation partner.

### 3. Reference

\*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 information of JICA Centers.

|  |   |
|--|---|
| <b>Part I: Knowledge Co-Creation Program and Life in Japan</b> |   |
| English ver.   | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                         |
| <b>Part II: Introduction of JICA Center in Japan</b>           |   |
| JICA Kansai  | <a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a> |

## V. Other Information

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

## **VI. ANNEX**

### **Job Report**

#### **1. Job Report**

**[Submission] (Due date: November 30th, 2021)**

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

Please prepare a Job Report covering the contents mentioned below as much as possible. The report should be written in English on A4 size paper in single spacing, 3-4pages.

#### **2. Presentation of Job Report (Accepted participants only)**

Accepted participants will make the presentation of Job Report about ten (10) minutes per participant at the first phase of the program period for other participants and Japanese officers including the lecturers from concerned institutions.

Please summarize your Job Report to ten (10) Power Point slides (at most) for the presentation before the program starts. Please modify your Job Report which you submitted when you applied to a presentation file using Microsoft PowerPoint ®. Furthermore, the contents below must be included in it.

**[Submission](Due date: January 7<sup>th</sup>, 2022)**

The Job report should be sent to JICA by January 7<sup>th</sup>, 2022, preferably by e-mail to Tachibana.Shizuka@jica.go.jp and Hirai.Kento@jica.go.jp.

#### **[Contents of Job Report]**

1. Name of participant
2. Name of your organization, department, division
3. Name of your position
4. Your responsibilities/duties on DRR education-
5. Organization Chart and budget (2016 – current)

6. Current situation of DRR education at school level in your country(organization) related to items below
- (1). Major natural disasters that should be given priority in DRR education
  - (2). Major lessons from the past disasters in relation to DRR education (if any)
  - (3). Policies, laws/regulations, instructions/guidance on DRR education from central and/or local government
  - (4). Organizational structure at a school in terms of DRR education together with the relationship with relevant departments at local government
  - (5). Curriculum on DRR education
  - (6). Typical on-going activities for DRR education in your country/local government
    - 1) (Name of Activity)
      - (a) Purpose
      - (b) Outline (major contents of activities)
      - (c) History (ex. When did it start? How did it start?)
      - (d) Stakeholders (organizers, supporters, participants, etc.)
      - (e) Major educational materials/tools
    - 2) (Name of Activity 2)
    - 3) (Name of Activity 3)(Up to five examples at maximum for each country)
  - (7). Training program for teachers on DRR education (Please briefly describe the training contents, participants, lecturers, frequency, etc.)
  - (8). Other relevant information on the functions of schools for disaster risk reduction, if any. (example: Storing stockpile of rescue/relief material at schools)
  - (9). Challenges



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

**JICA Kansai Center (JICA Kansai)**

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

TEL: +81-78-261-0386/0341 FAX: +81-78-261-0465

## Guidelines of Application Form for the JICA Training and Dialogue Program

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

### **1. Parts of Application Form to be completed**

#### **1) Which part of the form should be submitted?**

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

##### **>Application for Group and Region Focused Training Program**

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

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

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

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

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

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

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

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

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

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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



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

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

Article 2. Details of use of works used for training

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



### Application Form for the JICA Training and Dialogue Program

## OFFICIAL APPLICATION

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

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

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

|   |   |  |   |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|
| J | 0 |  | - |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|

**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

|    |    |
|----|----|
| 1) | 3) |
| 2) | 4) |

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

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

-----  
**Confirmation by the organization in charge (if necessary)**

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

|                        |  |            |                |
|------------------------|--|------------|----------------|
| Date:                  |  | Signature: |                |
| Name:                  |  |            |                |
| Designation / Position |  |            | Official Stamp |
| Department / Division  |  |            |                |



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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





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

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

**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

|  |
|--|
|  |
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**2. Number:** (Please write down as shown in the General Information) **(required)**

|   |   |  |   |  |  |  |  |  |  |  |  |
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| J | 0 |  | - |  |  |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|--|--|

**Attach the nominee's photograph (taken within the last three months) here**  
**Size: 4x6**  
**(Attach to the documents to be submitted.)**

**3. Information about the Nominee(nos. 1-9 are all required)****1) Name of Nominee (as in the passport)****Family Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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**First Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Middle Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|   |          |   |             |              |             |            |
|---|----------|---|-------------|--------------|-------------|------------|
| <b>2) Nationality</b><br>(as shown in the passport) |          | <b>5) Date of Birth</b> (please write out the month in English as in "April") |             |              |             |            |
| <b>3) Sex</b>                                       | ( ) Male | ( ) Female  | <b>Date</b> | <b>Month</b> | <b>Year</b> | <b>Age</b> |
| <b>4) Religion</b>                                  |          |   |             |              |             |            |

**6) Present Position and Current Duties**

|  |      |       |      |  |      |       |      |
|--|------|-------|------|--|------|-------|------|
| Organization                                   |      |       |      |  |      |       |      |
| Department / Division                          |      |       |      |  |      |       |      |
| Present Position                               |      |       |      |  |      |       |      |
| Date of employment by the present organization | Date | Month | Year | Date of assignment to the present position | Date | Month | Year |
|  |      |       |      |  |      |       |      |

**7) Type of Organization**

|                           |                              |                       |
|---------------------------|------------------------------|-----------------------|
| ( ) National Governmental | ( ) Local Governmental       | ( ) Public Enterprise |
| ( ) Private (profit)      | ( ) NGO/Private (Non-profit) | ( ) University        |
| ( ) Other ( )             |                              |                       |

**8) Outline of duties: Describe your current duties**

|  |
|--|
|  |
|--|

**9) Contact Information**

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

**10) Others (if necessary)**

|  |
|--|
|  |
|--|

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

| Organization | City/<br>Country | Period             |                  | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |

**2) Educational Record (Higher Education)(required)**

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>Month/Year |                 |       |
|             |                  |                    |                  |                 |       |
|             |                  |                    |                  |                 |       |
|             |                  |                    |                  |                 |       |

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

| Institution | City/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>Month/Year |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |

**5. Language Proficiency (required)**

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

<sup>1</sup> 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.

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

|       |             |
|-------|-------------|
| Date: | Signature:  |
|       | Print Name: |

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

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

|                             |  |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ ) |
|-----------------------------|--|

(b) Are you pregnant?

|                             |   |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes ( _____ months ) |
|-----------------------------|---|

(c) Are you allergic to any medication or food?

|                             |  |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other: |
|-----------------------------|--|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

|  |
|--|
|  |
|--|

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

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

|       |             |
|-------|-------------|
| Date: | Signature:  |
|       | Print Name: |