No. 12040/02/2022-FTC/IR

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

[Training Division]

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

Dated: 04.02.2022

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" to be held in Japan from 28.09.2022 to 16.09.2023 under 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 "Seismology. Earthquake Engineering and Tsunami Disaster Mitigation" to be held in Japan from 28.09.2022 to 16.09.2023 under Technical Cooperation Program of the Government of Japan.

- 2. The program aims to increase capacities of officials, engineers or researchers who conducive to earthquake and tsunami disaster management.
- 3. The applying organizations are expected to nominate officers in accordance with the procedures described in III-4 of the General Information Brochure attached. The officers should be engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent with more than 3 years of working experience in the relevant field. The officers should also be well versed in mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc; be proficient in MS Word, Excel and Power Point; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; be between 25 to 42 years as of October 1, 2022.
- 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.

Ranorie

- 5. The course covers the cost of a round-trip air ticket between 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); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).
- 6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in two copies) in JICA's prescribed format to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.
- 7. The applications should reach this Department through the Administrative Ministry/Department not later than 21.03.2022. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in or kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 011-26194167

To,

- 1. Secretary, Ministry of Home Affairs, North Block, New Delhi.
- 2. Chairman, National Disaster Management Authority, NDMA Bhawan, A-1. Sufdarjang Enclave, New Delhi-110029.
- 3. Director General, Directorate General of Defence Estates, Raksha Sampada Bhavan, Ulaanbaatar Marg, Delhi Cantt-110010.
- 4. Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- 5. Secretary, Ministry of Earth Sciences, Prithvi Bhavan, Opposite India Habitat Centre, Lodhi Road, New Delhi 110003.
- 6. The Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001.
- 7. Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations) (through the website of this Department)
- 8. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

SEISMOLOGY, EARTHQUAKE ENGINEERING, AND

TSUNAMI DISASTER MITIGATION 課題別研修「地震学・耐震工学・津波防災」

JFY 2022

NO. 202107994J001

Course Period in Japan: September 28th, 2022 to September 16th, 2023 (In the context of the COVID-19 pandemic, please note that methodology of course may be modified.)

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

Earthquake and Tsunami disasters frequently take human lives, destroy houses and devastate social properties instantly and enormously. In general, natural disasters have difficulty of preparedness and precaution due to unpredictability as well as difficulty of immediate response to damage for sudden occurrence, and often cause heavy economic losses. Moreover, earthquakes and tsunamis may accelerate human losses by fires, collapse of man-made structures and/or inundation of coastal areas.

Although the studies related to earthquakes and tsunamis are developed, people are seriously suffered from earthquakes and tsunamis in many countries. The 2011 off the Pacific coast Tohoku Earthquake still lives in the people.

In order to improve technologies in seismology, earthquake engineering, and tsunami disaster mitigation in developing countries located in earthquake/tsunami-prone areas, it is important to develop those technologies applicable to each country by its own efforts, taking conditions and systems of the respective countries into consideration as well as to transfer their latest knowledge and technology from developed countries.

To achieve this aim, it is indispensable to train experts as human resources to be highly capable of planning, instructing, and extending earthquake and tsunami disaster mitigation technologies, by combining relevant advanced technologies with administrative capability to utilize and disseminate those technologies.

For what?

This program aims to increase capacities of officials, engineers or researchers who are conducive to earthquake and tsunami disaster management. In this course, participants will acquire Japan's leading knowledge and technologies on seismology, earthquake engineering and tsunami disaster mitigation.

<Examples of Japan's leading knowledge and technologies>

(See ANNEX I and IV for details)

Seismology: Earthquake source, Microtremor exploration and Strong ground motion simulation;

Earthquake Engineering: Non-linear seismic response evaluation, Performance-based seismic design, Seismic diagnosis and retrofit, Energy dissipation system and Seismically isolated system;

Tsunami Disaster Mitigation: Tsunami early warning system, Tsunami simulation and Tsunami hazard and risk assessment.

For whom?

This program is provided to those who are technical officials, engineers or researchers of governmental organizations, research institutes or universities having

public interest in seismology, earthquake engineering or tsunami disaster mitigation, and who have university degrees in seismology, earthquake engineering, tsunami or equivalent and 3 years working experience.

How?

Participants shall have opportunities in Japan to acquire knowledge and technologies of earthquake or tsunami disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a research report and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remarks:

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI). In order to enroll in the master's degree program, applicants must fulfill all the requirements listed in ANNEX II. After enrolling the master's program and completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

II. Description

1. Title (Course No.):

Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation (202107994)

2. Course Duration in JAPAN:

September 28th, 2022 to September 16th, 2023

3. Target Regions or Countries:

Algeria, Bhutan, Comoros, Egypt, Fiji, India, Indonesia, Mexico, Philippines, Thailand, Timor-Leste and Vanuatu

4. Eligible / Target Organization:

This program is designed for governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation.

5. Capacity (Upper Limit of Participants):

20 participants

6. Language:

English

7. Objective(s):

This course aims to increase capacities of technical officials, engineers and researchers in the fields of seismology, earthquake engineering and tsunami disaster mitigation who are conducive to earthquake and tsunami disaster management and disaster recovery policy.

8. Overall Goal:

The capacity of the earthquake / tsunami disaster mitigation in target countries is strengthened and the damage of earthquake / tsunami disaster is reduced.

9. Output and Contents:

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

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

Preparation for the program

Basic mathematics for Seismology and Tsunami groups (homework)

(2) Phase in Japan (See ANNEX I for the detail)
September 28th, 2022 to September 16th, 2023

Participants are expected to achieve the following outputs;

- (1) To acquire basic concepts and theories on Seismology, Earthquake Engineering, or Tsunami which are essential to establish the Earthquake Disaster Mitigation Scheme
- (2) To acquire basic concepts and theories on Seismic / Tsunami Hazard Estimation, Disaster Management and Disaster Recovery Policy in the fields of Seismology, Earthquake Engineering or Tsunami Disaster Mitigation.
- (3) To complete a research report for solving problems in participant's country applying techniques and knowledge acquired in the course.

*It is mandatory for the applicants to select one of the topics of Individual Study listed on the ANNEX I and write it in the face page of Inception Report. For those who select 'others' it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations:

- (1)This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. 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 or problems, carefully referring to the qualifications described in section III-2 below.
- (3)Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

- 1) be nominated by their governments in accordance with the procedures described in III-4.
- be technical officials, engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent.
- 3) be an employee of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation. (More than 3 years of working experience are recommended). If a nominee has to resign from his/her job in order to participate in the program, he/she is expected to return to work at the belonging organization after the program.
- 4) <u>be well versed in advanced mathematics</u> such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
- 5) be proficient in MS Word, Excel and PowerPoint.
- 6) be able to write research reports on the individual study in English.
- 7) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)
 - It is mandatory for applicants to GRIPS/BRI Master's Program to submit the above mentioned English certificate. (See ANNEX II).
- 8) be between the ages of twenty-five (25) and forty two (42) years as of October 1, 2022. Those who are not fit into the age qualifications may be considered as eligible applicants, depending on the circumstance in the

applicants' countries.

9) be judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

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.

3. Required Documents for Application:

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

Applicants should mention their choice (Seismology group, Earthquake Engineering group or Tsunami Disaster Mitigation group).

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

(2) Inception Report:

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX III).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20-25 minutes presentation on Inception Report within about two weeks after the course begins. It is mandatory to bring these materials in digital forms.

(3) Photocopy of Passport:

You should submit it with the application form, if you possess your passport which you will carry when entering Japan for this program. 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 expire date

(4) Application Materials for GRIPS/BRI Master's Program:

A part of curriculum of this course is approved as a master's degree program by

GRIPS and BRI. <u>It is required to prepare and submit all of the materials written</u> in ANNEX II for admission to GRIPS/BRI Master's Program.

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 April 8, 2022)

(2) Selection:

- After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) shall conduct screenings, and send the documents to JICA Tsukuba, which organizes this program.
- JICA Tsukuba will carry out the screening jointly with BRI and select the qualified applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
 - The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) Procedure of screening for admission to GRIPS/BRI Master's Program is explained in ANNEX II.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

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

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Government by **no later than July 29**, **2022**. (*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

5. Additional Document(s) to Be Submitted by Accepted Candidates: <u>Basic Mathematics for Seismology</u>

(Only for applicants who select Seismology Course and Tsunami Disaster Mitigation Course)

An accepted applicant will be given Basic Mathematics for Seismology material by BRI. The result of Basic Mathematics for Seismology material (homework) should be sent to BRI by **September 22**, **2022**.

6. Conditions for Participation:

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- **(6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "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.

7. Certificate:

- (1) A participant who has successfully completed the course will be awarded a certificate by JICA.
- (2) A participant, who has successfully fulfilled requirements given by International

- Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE.
- (3) A participant, who has enrolled in master's program and successfully completed all graduation requirements, will be awarded a Master's Degree, 'Master of Disaster Management,' by GRIPS and BRI.

IV. Administrative Arrangements

1. Organizer(JICA Center in Japan):

(1) Name: JICA Tsukuba

(2) Contact: Ms. McGOEY Sachie (tbicttp@jica.go.jp)

2. Implementing Partner:

(1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)

1) URL: http://iisee.kenken.go.jp

2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan

3) TEL: +81-29-879-0679

4) FAX: +81-29-864-6777

5) E-mail: iisee@kenken.go.jp

6) Remark: IISEE is a research department of BRI that trains participants from earthquake-prone developing countries on seismology, earthquake engineering and tsunami disaster mitigation. The course is implemented at relevant places including BRI and GRIPS.

(where "81" is the country code for Japan, and "29" is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

1) URL: https://www.grips.ac.jp/en/

2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

3) TEL: +81-3-6439-6046

4) E-mail: admissions@grips.ac.jp

5) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

(where "81" is the country code for Japan, and "3" is the local area code)

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 accommodations for the participants in Japan:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1776

(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility guide of JICA Tsukuba at its URL:

http://www.jica.go.jp/english/contact/domestic/information.pdf

If there is no vacancy at JICA Tsukuba, 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, outfit, 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 <u>not</u> included)
- (4) Expenses for program implementation, including materials
- (5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP(English)

https://www.jica.go.jp/english/our work/types of assistance/tech/acceptance/training/index.html

The curriculum of this course is approved as a master's degree program by GRIPS and BRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by BRI.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or the Embassy of Japan), 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: Knowled	dge Co-Creation Program and Life in Japan
https://www.you	tube.com/watch?v=SLurfKugrEw
Part II: Introdu	ction of JICA Centers in Japan
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. Computer:

The participants are recommended to bring their own laptop/notebook computers to prepare a report, presentation slides and to communicate by e-mail.

2. Relevant Data for Seismology, Earthquake Engineering, and/or Tsunami Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data in their countries on their laptop/notebook computers for preparing presentation slides and reports requested in this course including a research report.

3. Introduction of Participants' Country:

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, clothes, instruments or ornaments.

4. For the Promotion of Mutual Friendship:

JICA Tsukuba 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 countries.

5. Bring Some Cash:

Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days after your arrival.

6. Exchange to Japanese Currency (YEN):

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the program.

END

VI. Annex

ANNEX I: Curricula of Phase in Japan

ANNEX II: Application Materials for GRIPS/BRI Master's Program ANNEX III: Instruction for the Preparation of Inception Report ANNEX IV: Syllabus of the Training Program (Tentative)

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Tsukuba Center (JICA Tsukuba) Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1776

ANNEX IICheck List

ApplicationMaterials for GRIPS/BRI Master's Program

This information is for those who apply for GRIPS/BRI Master's Program.

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI).

Completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

Each applicant is required to prepare and submit all of the materials for admission to GRIPS/BRI Master's Program as written in "2. Supporting Documents", ANNEX II. Please review itcarefully.

Please note that an applicant will NOT be accepted as an applicant until GRIPS has received all of the requestedmaterials.

English competency

Applicants are required to submit an official report of their TOEFL iBT or IELTS scores unless applicants apply for a waiver of the English language proficiency requirements. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

Expenses

Applicants themselves need to cover expenses for obtaining and shipping the application documents, such as official TOEFL/IELTS scores, official transcriptsof academic record and graduation/degree certificates from university, official English translations etc.

Procedure of screening by GRIPS/BRI

A committee, which consists of GRIPS and BRI, will screen the above-qualified applicants academically with the application materials such as official transcripts.

The applicants who are accepted to participate in this program will be decided by the AcademicCouncil of GRIPS finally by the end of July 2022.

Important Dates

(1) Submission of the Application Documents:

Please inquire at the JICA office (or the Embassy of Japan) for the closing date for applications.

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **April 8**, **2022**. Please note that all of the supporting documents must be submitted with the Application Form.

(2) Telephone or TV conference system interview by BRI staff:

The interview will be setbetween April 11 and May6, 2022. The interview schedule will be informed to you by the JICA office (or the Embassy of Japan).

(3) Communication with GRIPS:

By May 27, 2022, GRIPS may e-mail you to request or clarify information and they often need a quick response. You may be required by GRIPS to submit additional documents if yoursupporting documents are missing or incomplete. Provide an e-mail address that you will check regularly and continue using it until you enroll. Update your spam filters to ensure that you receive all GRIPS communications.

(4) Final deadline for Submission of Complete Supporting Documents: July1, 2022,17:00 (JST).

If you are requested to submit additional documents by GRIPS, please send them directly to GRIPS.Documents must reach GRIPS by the above mentioned deadline. You are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., FedEx, DHL) well ahead of the deadline.

Admissions Office

National Graduate Institute for Policy Studies (GRIPS)

7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

TEL: +81-3-6439-6046

E-mail: admissions@grips.ac.ip

(5) Notice of Acceptance by JICA: No later than July 29, 2022. Acceptance Agreement from GRIPS will be sent by email together with the official admission letter soon after the notice of acceptance.

ANNEX IICheck List

1. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please <u>carefully</u> review the following application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package. Make sure to write your name on the envelope.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

Important notes

- > All documents must be in English.
- Faxed documents or digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

◆Please check ☑ whether you have submitted all the necessary documents

1.	Application for admission to GRIPS/BRI Master's Program(use the designated form)	
	Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.	
2.	Two (2) letters of recommendation(use the designated form)	

ANNEX IICheck List

5.	Official evidence of English ability	
	 Important notes Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable. If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. If a university cannot issue an official English version of your transcript/certificate, you are required to submit both: The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and An official verbatim English translation of the document, prepared by an accredited translator. 	
	If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.	
	Official graduation/degree certificates Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.	
	- Name of the degree program/course - Enrollment period - Names of all courses taken and grades received - Grading scale including the maximum grade point/score If you are currently attending a university, please submit your most recent transcript.	
	Official transcripts of academic record Official transcripts should contain the following information:	
	You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.	
	You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.	
4.	Official transcripts of academic record and graduation/degree certificates	
<i>5</i> .	You are required to submit this if you are currently employed. You are required to request your employer to prepare a certificate (including a leave of absence approval, if applicable). You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.	
3.	Certificate of employment(use the designated form)	
	You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.	
	Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.	

ANN	IEX IICheck List					
	priority will Academic so Please note to have been ta	puired to submit an official report of your TOEFL iBT or IELTS score. Admission be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS core of 6.0 or higher. that English test scores are valid for two years from the test date, and therefore, tests must ken within two years of the time of enrollment at GRIPS. To revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.				
	How to appl	y for a waiver of the English language proficiency requirement wo categories in our English test exemption policy.)				
	Category 1:	Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA</u> , the UK, Canada, Australia, New <u>Zealand</u> , or <u>Ireland</u> will be automatically exempted from submitting an English test score.				
	Category 2:	Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.				
		If you wish to apply for such a waiver, you must submitofficial documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.				
		This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.				
		You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements				
6.	Statement of pu	urpose (use the designated form)				
	For details o	on required content, please see the explanation on the designated form.				
7.	Certificate of health(use the designated form)					

3. After You Apply

Notify the JICA office(or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number)or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:

https://www.grips.ac.jp/en/

http://iisee.kenken.go.jp

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID	j l
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APPLICATION FOR ADMISSION TOGRIPS/BRI MASTER'S PROGRAM 2022-2023

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Photograph

Taken within the last three months, providing a clear, front view of your entire face.

(4cm x 3cm)

PE				

PERSONAL DAT	<u>TA</u>		!	L
1. Full name:	As written in your passport,	from left to right, top to botto	om(English alphabet only)	
2. Date of birth:	3. Age (as of October 1st,20) Month/Day/Year	22):		
4. Gender: ☐Male	Female		5. Marital status: Single Married	
6. Nationality: As writte	n in your passport			
7. Present employer	(name of organization):_			
	(Does your organization belo (Upon admission to GRIPS,		athority? ☐ Central ☐ Regional ☐ Ne given study leave by my employer. ☐ I will quit my	
8. Present position, o	department/section:			
9. Work address:				
Postal code:		Country:		
TEL: Countr	y code - complete number			
10. Residentialaddre	rss:			
Postal code:		Country:		
TEL:Countr	y code - complete number			
11. Preferredmailing	address: Work	Residence	Other, namely (Fill in the following fields	s.)
Address:				
Postal code:		Country:		
TEL:Countr	ry code - complete number			
12. E-mail 1:	_			
E-mail 2:				

ANNEX II Application Materials for GRIPS/BRI Master's Program

APPLICATION INFORMATION

13. Education History

Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/ rank/ division (if available)
				years and months			
Undergraduate level (Bachelor's)				years and months			
				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

From Primary	to Secon	dary Educa	ition (Befo	re Tertiary	Education'

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of atten	Duration	
		(from) Month, year	(to) Month, year	of schooling
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education *	years
(from elementary education to undergraduate/graduate educationinclusive)	and
	months

14.	English proficiency: One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.
	TOEFL iBT:
	II-6

^{*}Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

Crad Location of the accredited institut The U	Month/Day/Year rgraduate education instructed in English uate education instructed in English tion where you have completed or expect to complete an JSA, the UK, Canada, Australia, New Zealand, or Irelar r country		degree:	
Location of the accredited institut The U	uate education instructed in English tion where you have completed or expect to complete an JSA, the UK, Canada, Australia. New Zealand, or Irelar r country		degree:	
Location of the accredited institu The t Other	tion where you have completed or expect to complete an USA, the UK, Canada, Australia, New Zealand, or Irelar r country		degree:	
Other	JSA, the UK, Canada, Australia. New Zealand, or Irelar r country		degree:	
Other	r country	nd		
below two persons familiar with your ac	the included the second of the			
	ademic and/or professional abilities, from whom you ha	ive requested letters of rec	ommendation.	
Name	Position and affi	iliation		
Name	Position and affi	iliation		
your current and previous employment (up to five positions) in reverse chronological order, st	tarting with your most rec	ent position.	
			Dates	
Organization, type, & city	Job title and description (maximum 20 words	1	(to) Month, yea	
· · · · · · · · · · · · · · · · · · ·			1	
			<u> </u>	
			 	
		1	1	
-		t your current and previous employment (up to five positions) in reverse chronological order. s	t your current and previous employment (up to five positions) in reverse chronological order, starting with your most rec	

Please submit this form along with other supporting documents by courier or registered mail.

ANNEX IIApplication Materials for GRIPS/BRI Master's Program

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

	For GRIPS Use: Application ID
-	LETTER OF RECOMMENDATION 2022-2023
for sea	THE APPLICANT: Please complete this section ("Your name" and "Recommender's name"), and give this m to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, at the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and the other application materials when sending in your application.
Υo	ur name:
Д.	As written in your passport, from left to right, top to bottom (English alphabet only)
_	commender's name:
an rec	THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This commendation letter will remain confidential and will be used for application screening purposes only. You may ach additional sheets if the space provided is insufficient.
1.	How long have you known the applicant? years months
2.	In what capacity have you known the applicant?
3.	How often have you interacted with the applicant?
	Daily Weekly Monthly Rarely
4.	In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall academic ability? Outstanding (top 5%) Excellent (top 10%) Good (top 20%) Average (top 50%) Below average (lower 50%) Unable to comment
5.	In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall professional ability? Outstanding (top 5%) Excellent (top 10%) Good (top 20%) Average (top 50%) Below average (lower 50%) Unable to comment
6.	Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.
	Excellent Average Poor Unable to comment
	Academic performance Intellectual potential Creativity & originality

Motivation for graduate study

ANN 7.	Discuss the applicant's as a professional worke	r, researcher, or educator	ld of study, as well as th r. In describing such atti	ne applicant's career possibilities ributes as motivation, intellectual ecific examples are more useful
8.	Discuss the applicant's stability, leadership skill	character and personality s, and reliability.	. Please comment on h	is/her social skills, emotional
9.	For university profess Is the applicant's acade	ors and instructors only	y ne applicant's intellectua	al ability? If no, please explain.
10.	Additional comments, if	any.		
- - 11.		e the applicant's overall so Graduate Institute for Po		for admission to a graduate
Name	of person completing thi	s form:		
	of organization:			
Addre				
TEL:		E-mail:		
Signa	Country code - compl			
Jigrid	iui 6.		Date:	Month/Day/Year

ANNEX IIApplication Materials for GRIPS/BRI Master's Program

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

	For GRIPS Use: Ap	plication ID			
	CERTIFICATE OF EMPLOYMENT 2022-				
	 This form must be completed by, or under the authority of, the applicant's errase note that the official stamp or seal of, and signature by, any person other that is idered as invalid. 	ployer or equivalent official. In the above persons will be			
	s certificate must contain the same information (e.g., position, department/sectic t stated in the applicant's Application Form.	n, name of organization) as			
EN	IPLOYER DETAILS				
Nai	me of organization:				
Add	dress:				
	Postal code:				
TEI	L: E-mail: Country code - complete number				
EN	IPLOYEE DETAILS				
Thi	s is to certify that				
	Full name of applicant (as written in his/her passpo	rt)			
has	s been employed by this organization from to Month/Day/Year	Month/Day/Year Please write "Present" above if the person is on a permanent contract			
Pre	sent position, department/section:				
Res	sponsibilities:				
	il servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: applies to applicants from Bangadesh, India and Pakistan.				
	AVE OF ABSENCE APPROVAL				
Ple	ase <u>tick</u> only one box below.				
	I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of <u>one year</u> .				
	I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.				
	uthorized person completing this form: ame:	Please put an <u>official</u> stamp or seal in this			
	osition/title:	space. If the official stamp or			
	gnature:	seal is in your local language and an			
	ate: Month/Day/Year	English version is not available, please write its English translation in the margin of this form.			

ANNEX IIApplication Materials for GRIPS/BRI Master's Program

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID				
STATEMENT OF PURPOSE 2022-2023				
Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long- erm career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)				

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語 P lease	F又は英語により明瞭に e fill out (PRNT/TYP	記載すること。 E)in Japanese	or English. <u>Do not l</u>	eave any items blank	<u> </u>	
氏名				□男 M ale □女 Fem ale	生年月日 Date of Birth:	年齢 Age:
Name_	Family name.	First name	Middle name	_ G & remain	Date of Digit.	.rgc ·
1.	身体検査 PhysicalE:	kam inations				
14	》長 Heightcr	体 重 Weight_	kg			
(2) f	恒 圧 Bbod pressure	m m /	血液型 Hg~mm/H	g BbodType	A B 0 RH +	
	脈拍数 Pulse Rate/m	□整 regul in□不整 irreg	ar gu Ar			
(3)社	見 力 Eyesight: <u>(R)</u> 裸間	(L) 艮without glass		(L) ith glasses or contact ler	ses	
(4) H	恵 力 □正常 Hearing: □低下	noımal impaired	言 語 □正常 n speech: □異常 in	orm al n paired		
Ρ.		ılts of physical	and X-ray exam inati		記入すること(6ヶ月以上前 x-ray(X-ray taken m ore	
יוית	Q Q	Lin	g:□正常 norm al □異常 in paired	D ate	C ard iom egaly: []正常 noumal 異常 impaired
	/] [\	\		Film No.	—— 心電図	Jeth Inpanca
			Describe the condit	ion of applicant's lung.	E lectrocardi: □正常 norm	graph a□異常 in paired
	見在治療中の病気 sease & Treatment at	Present	□Yes (Disease: □No	_M edicine:)		
T E D F	既往症 Pasthistory uberculosis□(, pilepsy□(,,) iabetes□(,,) unctionaldisorderin ∈ heumatic fever□	.) extrem ities	Mahria·····□ Kidney disease Drug allergy····□	ill in the date of recovery ()	1 easles·····□() I eart diseases····□(Psychosis····□() Others····□())
M M M	フクチン接種歴 Vaco MRV (Measles, Mump MR (Measles, Mumps R (Measles, Rubella) (Measles)····□ Tim	s. Rubella, Zo Rubella)····· ∵∵□ Time(s)	ster)·····□ T in e(s) (□ T in e(s) ()	() Mumps····□ Time Chicken pox····□ Polio····□ Time(s) Diphtheria Pertussis	Time(s)() Mening	is B·····□ T in e (s) () itis·····El T in e (s) () T in e (s) ()
*	食 査 Laboratory to 食尿 U rinalysis:gluco た沈 ESR <u>: mm</u> / Pregnancy test () if y	se(), protein	(), occult blood () · · · · · · · · · · · · · · · · · ·	検 便 Feces:Parasite Hemoglobin:g/dl	(egg ofparasite)(+,-) ALT:u/l	
7. 🖥	诊断医の印象を述べて	て下さい。 F	lease describe your i	m pression.		
8. 7	志願者の既往歴,診タ In view of the applica studies in Japan?	察・検査の結り nt's history ar	県から判断して、現 d the above findings,	在の健康の状況は充分(is it your observation h	こ留学に耐えうるものと is/her health status is adec yes[quate to pursue
	日付 Date:	署: Signatur	名 e:			
		医 師 氏	名			
0 ffice	検査 /Institution <u>:</u>	E施設名 				
		所在地				