

F.No.12040/04/2025-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-67  
Dated: 19.02.2025

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Effective participatory Irrigation Management and Capacity Building of Water Users Organization” to held in Japan from 11.05.2025 to 25.06.2025 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 “Effective participatory Irrigation Management and Capacity Building of Water Users Organization” to held in Japan from 11.05.2025 to 25.06.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to improve and strengthen irrigation management system in participant’s countries.

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

i) Current Duties: a central or local government official in charge of irrigation management **preferably for paddies** (especially in establishing and supporting water users’ groups), a leader of water user’s group **for paddies** (in case that more than one nominee is applying from the same country)

ii) Experience in the Relevant Field: have **more than 3 years’ practical experience in the field of irrigation management** (basic knowledge and skills in agricultural and/or irrigation engineering are required).

iii) Educational Background: be a graduate of university

iv) Language Proficiency: have a **competent command of spoken and written English** (This program includes active participation in discussions and preparation of an Action Plan, which require high competence of English ability).

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

vi) Age: between the ages of twenty-five (25) and fifty (50) years

vii) Gender Equality and Women’s Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women’s empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity and **more details of the program may be seen in the brochure.**


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

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

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; Accommodation arranged by JICA; allowances for meals, living expenses and stopover; expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable government officials/officers from CCA/State/UTs government 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 **17.03.2025**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

  
(Subhrani Bhattacharya)  
Section Officer(FT)  
Tele No: 011-26706328

Copy to: - (Through DoPT's website).

- a) Secretary, Ministry of Jal Shakti, Gol, New Delhi.
- b) Secretary, Department of Water Resources, River Development and Ganga Rejuvenation, Gol, New Delhi
- c) Secretary, Ministry of Agriculture and Farmers Welfare, Gol, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- e) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Effective Participatory Irrigation Management and Capacity Building of Water Users Organization (A)



Course Number: 202411630J001

Course Period: May 11- June 25, 2025



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

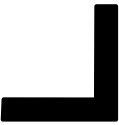
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



# How do we improve irrigation management system?

Gain insight to an essence of irrigation management of rice paddy in a participative manner by beneficiary farmers from the experiences of Japan.





# Outline



This program is designed for the the central or local government in charge of irrigation management and related governmental organizations to learn about Japanese practice in participatory irrigation management of paddy.



The participants of this programme are expected to understand overview of the legal framework and administrative structure regarding irrigation farming as well as the role and functions of water users organization which enable stable rice culture.



All sessions are carried out in English.



The period of the program is from May 11 to June 25, 2025.

Course Capacity: 8 participants



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

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

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# For What?

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## Background

This program aims to improve and strengthen irrigation management system in participant's countries.

※ Rice cultivation technique and irrigation technology are not main scope of this program.

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## Objectives

Participants acquire knowledge and skills to improve / strengthen irrigation management system and get an idea for applying in respective countries.

# To Whom?

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## Job Areas and Organizations

This program is offered to the government officials in charge of irrigation management (especially in establishing and supporting water users' groups) at the central and local government levels.

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

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## Targeted Countries

Cambodia, Timor-Lest, India, Uganda, Zimbabwe, Mozambique, Armenia, Uzbekistan

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



# When?

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## Pre-departure Orientation

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

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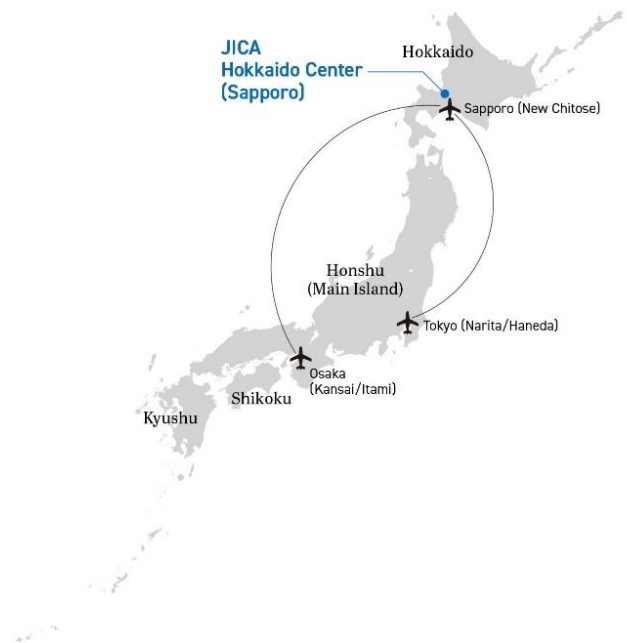
## Programme In Japan

May 11 to June 25, 2025

# Where?

This course is carried in Hokkaido, Japan, organized by JICA Hokkaido Center.

City of Asahikawa is the principal place for this program.



# How?

## How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



## Language

English

## Commitment to the SDGs



## Program Structure

### (1) Preliminary Phase in a participant's home country (April to May 2025)

Expected Output	Activity
To analyze current situation and problems regarding irrigation management system in each country	Preparation and submission of "Inception Report"

### (2) Core Phase in Japan (May 13 to June 23, 2025)

Expected Module Output	Subjects/Agendas
1) To recognize operational difficulties for stable and sustainable irrigation water supply in each country which is identified through discussions with lecturers as well as other participants.	(1) Presentation of "Inception Report" (2) Situation and problem analysis
2) To understand legal framework and	(1) Irrigated agriculture in Japan

administrative structure regarding irrigation farming in Japan.	<ul style="list-style-type: none"> <li>(2) Irrigation policies and administrative structure in Japan</li> <li>(3) PIM (Participatory Irrigation Management) system in Japan</li> <li>(4) Organization &amp; management know-how of Land Improvement Districts (LIDs)</li> </ul>
3) To understand role and functions of water users organization as well as its irrigation facilities in Japan.	<ul style="list-style-type: none"> <li>(1) Variety of LIDs (based on local characteristics) and their irrigation techniques.</li> <li>(2) Coordination of agricultural water use/rights between areas</li> <li>(3) National federation of LIDs</li> </ul>
4) To formulate an action plan to realize more effective water management for irrigation farming	<ul style="list-style-type: none"> <li>(1) Group discussion</li> <li>(2) Consultation and preparation for Action Plan</li> <li>(3) Presentation of Action Plan</li> </ul>

## Management Members

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### Program Officer(JICA Hokkaido Center)

**Mr. MATSUMOTO Kenichi**

Message: In this program, we focus on ‘farmers participation’ in the management of irrigation system. Japan has a long history of rice culture under the traditional type of community irrigation, and today, irrigation system is more modernized but the role of the community is still important. Let’s gain a new perspective on your work with us!




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### Coordinator

**Ms. FUJITA Koto**

She has been the Training Coordinator for this course 'Participatory Irrigation Management System for Paddies' for many years. She also has extensive experience in coordinating the Knowledge Co-Creation Program (KCCP) in other courses as well.



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) 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 2 below.
- (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

#### 1) Current Duties:

- a central or local government official in charge of irrigation management **preferably for paddies** (especially in establishing and supporting water users' groups)
- a leader of water user's group **for paddies** (in case that more than one nominee are applying from the same country)

2) Experience in the Relevant Field: have more than 3 years' practical experience in the field of irrigation management (basic knowledge and skills in agricultural and/or irrigation engineering are required).

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 preparation of an Action Plan, which require high competence of English ability).

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

## (2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- 3) Leaders of water user's group

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## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
  - \* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of 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 Expiry Date

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

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## 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 **March 28, 2025**)

### (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 April 11 2025**.



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

Inception Report -- to be submitted by April 18, 2025

Accepted candidates are required to prepare an Inception Report (Please read Annex " Inception Report" for detailed information.) before their departure. The Inception Report should be sent to JICA by April 18, 2025, preferably by e-mail to Matsumoto.Kenichi@jica.go.jp and kondo-junko@jica.go.jp

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## 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 "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and



- ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
  - (11) to observe the rules and regulations at the place of the participants' accommodation, and
  - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Hokkaido (Sapporo)
  - (2) Program Officer: Mr. MATSUMOTO Kenichi (Matsumoto.Kenichi@jica.go.jp)
- 

## 2. Implementing Partner

- (1) Name: TBC
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

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## 4. Pre-departure Orientation

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



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

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

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

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## 5. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

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



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



### Website: JICA

English/French/Spanish/Russian

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



### PDF: Facility Guide for JICA Hokkaido Center

English/French/Spanish/Russian

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







**Video: Welcome to JICA Hokkaido**  
Introduction of JICA Hokkaido

<https://youtu.be/ZTw5Dtcu8o4>



# Annex

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## Inception Report

After being selected, the participants are expected to collect necessary information and data, and prepare and submit an “inception report” **by April 18, 2025**. The report should be prepared in the format of **Microsoft PowerPoint**, since all the participants are expected to make a presentation on it after they arrive in Japan. Expected contents of the report are given below:

### **A. General Information**

- 1) Name
- 2) Organization

### **B. Present position and its duty (advantages and disadvantages)**

### **C. Irrigation system**

- 1) Current situation (advantages and disadvantages)
- 2) Future images

### **D. Water users' group (e.g. Water Users Association (WUA))**

- 1) Current situation (advantages and disadvantages)
- 2) Future images

### **E. Issues that you would like to improve / strengthen**

- 1) Current situation (advantages and disadvantages)
- 2) Future images

### **F. Expectations of participants for the training**

### **G. Current situation of ex-participants**

Please answer the questions below to the best of your knowledge.

If there are ex-participants of this course in your country, please describe some activities that they utilized ideas from this course

# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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



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



## **Correspondence**

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

**Further, address correspondence to:**

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

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

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

("81" is the country code for Japan, and "11" is the local area cod



**RE: < External email > Re: Sending General Information Booklet (KCC Program on Effective Participatory Irrigation Management and Capacity Building of Water Users Organization)**

**SI** ShekarD, ID[ShekarD ID] <ShekarD.ID@jica.go.jp>  
Mon, 17 Feb 2025 2:37:28 PM +0530 •  
To "KAILASH KUMAR UPPER DIVISION CLERK, DOPT" <kailash.k@nic.in>  
Cc "subhranil10" <subhranil.10@gov.in>

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Dear Mr. Kailash Kumar,

With reference to your mail trailing below, we would like to inform you that the accommodation fee for the captioned KCC Program would be borne by Japan International Cooperation Agency (JICA).

Regards

Shekar Devasagayam  
JICA India Office

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**From:** KAILASH KUMAR UPPER DIVISION CLERK, DOPT <[kailash.k@nic.in](mailto:kailash.k@nic.in)>  
**Sent:** Monday, February 17, 2025 2:30 PM  
**To:** ShekarD, ID[ShekarD ID] <[ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp)>  
**Cc:** subhranil10 <[subhranil.10@gov.in](mailto:subhranil.10@gov.in)>  
**Subject:** < External email > Re: Sending General Information Booklet (KCC Program on Effective Participatory Irrigation Management and Capacity Building of Water Users Organization)

< This mail was sent from an EXTERNAL sender. >

Sir,

Ref: trail mail.

In the attachment, it is not clear, who will bear the Accommodation fee.

with regards

Kailash Kumar  
ASO/DFFT  
Department of Personnel & Training  
Training Division

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---- On Thu, 13 Feb 2025 14:40:11 +0530 **ShekarD, ID[ShekarD ID]** <[ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp)> wrote ---

Dear Mr. Deshraj Yadav,

Please find attached herewith the above for further necessary action at your end. The hard copy of the same will reach you shortly.

Regards

Shekar Devasagayam  
JICA India Office

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

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

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

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

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

**Please be advised:**

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

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

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

**CHECK LIST before submission:**

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

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

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

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

## Form1. OFFICIAL APPLICATION FORM

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

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

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

**3. Course Duration**

From  to  (DD/MM/YYYY)

**4. Country**

**5. Organization**

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

1)	3)
2)	4)

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

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

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

**(If necessary) Confirmation by the organization in charge**

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

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					



Application form for the JICA Knowledge Co-Creation Program

**Form2. NOMINATION FROM THE ORGANIZATION****\*To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Reason for nominating the Applicant**

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

**2. Expectation and Future Plan of Actions**

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

By nominator (head of relevant department/division)

Date

Name and  
Title/Position

Signature



**6) Contact Information**

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

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

**7) Present Position**

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

**【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)**

**Please mark Yes or No about your status.**

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

**4. Experience and Eligibility**

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

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

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

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

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

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

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

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

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

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

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

**5. Background and Purpose of Application**

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

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

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

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

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



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

By Applicant

Date
Name and Title/Position
Signature

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

**(Self-Declaration)**

**1. Present Medical Status**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( _____ ), Name of medicine ( _____ )
	<i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>

(b) Do you have any allergies with medicine, food, pollen, etc.?

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: ( _____ )
	<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

**2. Medical History**

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

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

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

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

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

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

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\* Are you pregnant?

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

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

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

By Applicant

Date   Name and Title/Position  Signature
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**※ Please notify JICA staff upon any changes in your health condition after submission of the form.**

## Form5. TERMS AND CONDITIONS

### 1. General Rules

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The participants are requested:

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

### 2. Privacy Policy

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

#### (1) Scope of Use

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

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

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

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

#### (3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

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The participants are requested to comply with the following;

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

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

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

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

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

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature