

F.No.12040/08/2025-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 Delhi-67
Dated: 22.04.2025

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Food Safety Administration” to be held in Japan from 17.08.2025 to 25.09.2025 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 “Food Safety Administration” to be held in Japan from 17.08.2025 to 25.09.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program is designed to provide lectures and field visits on Japan’s laws, food sanitation policies, and roles and cooperative structures of national/local government and food inspection organizations. Participants are to understand the overall process of food safety administration from inspection to management, and to develop their plans to implement appropriate food safety measures in their own countries.

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

i) Current Duties: Administrators or inspectors responsible for ensuring the safety of food products (agricultural, marine, or livestock), including production, processing, distribution, preparation, sales, etc. at the target organizations. Note that those engaged in the following occupations are not eligible:

Field-crop management only;

Veterinary services only;

Industry and trade only.

ii) Experience in the Relevant Field: Minimum of 3 years of experience in food safety administration

iii) Educational Background: Bachelor’s degree or equivalent

iv) Language Proficiency: Must have an excellent command of English, spoken and written. English proficiency equivalent to TOEFL iBT 100 or above is highly recommended. This program involves active participation in discussions, which requires a strong competency in English. Please attach an official score report of an English proficiency test such as TOEFL, TOEIC etc, if possible.

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

vi) Age: Between thirty (30) and fifty (50) years of age.

vii) Gender Equality and Women’s Empowerment: Women are encouraged to apply for this 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.**

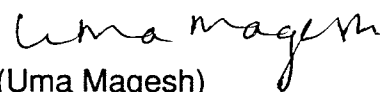
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

- (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; travel insurance from the time of arrival in Japan to departure from 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 **05.06.2025**. 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.



(Uma Magesh)

Under Secretary to Government of India
Tele No: 011-26706310

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

- a. Secretary, Department of Consumer Affairs, Gol, New Delhi.
- b. Secretary, Department of Food and Public Distribution, Gol, New Delhi
- c. Secretary, Ministry of Food Processing Industries, Gol, New Delhi
- d. Secretary, Ministry of Agriculture and Farmers Welfare, Gol, New Delhi.
- e. Secretary, Department of Agricultural Research and Education, Gol, New Delhi
- f. Secretary, Ministry of Health and Family Welfare, Gol, New Delhi.

- g. Secretary, Food and Public Health Department to all State/UTs.
- h. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- i. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- j. 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

Food Safety Administration

課題別研修「食品安全行政」

JFY 2025

Course No.: 202411544J001

Course Period in Japan: From August 17, 2025 to September 25, 2025

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 June 2023, 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

As **the food-borne disease** situation in developing countries cannot be ignored, assurance of food safety is an important part of the improvement of residents' health levels. In addition, these countries also need to enhance their food inspection systems in order to increase their international competitiveness so that they can facilitate the exportation of food products. Under these circumstances, government officials involved in the administration of food safety are required to have increasingly extensive knowledge and skills. It is now an urgent task for these countries to develop human resources in this field.

Japan has experienced an improvement in the food sanitation standards, resulting in a rapid decrease in outbreaks of food or beverage transmitted diseases, particularly contagious ones. The improved food sanitation also contributed to the decrease of deaths caused by food poisoning. In addition, Japan has long been participating in the establishment of international food standard (CODEX) by the Joint FAO/WHO Food Standards Program.

This program is designed to contribute to enhancing the food safety assurance systems in participating countries, in order for them to be able to distribute safe food products to the other parts of the world.

For what?

This program is designed to provide lectures and field visits on Japan's laws, food sanitation policies, and roles and cooperative structures of national/local government and food inspection organizations. Participants are to understand the overall process of food safety administration from inspection to management, and to develop their plans to implement appropriate food safety measures in their own countries.

For whom?

This program is offered to national and local government and governmental organizations in charge of food safety.

How?

Participants shall have opportunities to learn principles of food safety and food sanitation measures as well as to acquire knowledge and skills required to provide supervision and guidance.

II. Description

1. Title (Course No.)

Food Safety Administration (202411544J001)

2. Course Duration

August 17 to September 25, 2025

3. Target Regions or Countries

Bangladesh, India, Malaysia, Moldova, Nigeria, and Viet Nam

4. Eligible / Target Organization

Ministries and agencies responsible for ensuring the safety of food products (agricultural, marine, or livestock), including production, processing, distribution, preparation, sales, etc.

5. Capacity (Upper Limit of Participants)

6 participants

6. Language

English

7. Objective

To formulate action plans to build and strengthen networks of ministries, local governments, and inspection agencies responsible for ensuring the safety of series of food products (agricultural, marine, or livestock)

8. Overall Goal

To establish networks of ministries, local governments, and inspection agencies responsible for ensuring food safety, with the result of improved food hygiene conditions.

9. Expected Module Outputs and Contents

This course consists of the components below.

(1) Preliminary Phase in a participant's home country (April - June 2025)	
Applying organizations submit the Job Report and the Issue Analysis Sheet along with the application form for selection in Japan.	
Objective	Activities
Job Report & IAS	Formulate and submit Job Report and Issue Analysis Sheet (IAS)

(2) Core Phase in Japan		
Expected Module Output	Contents	Methodology
<p><Output 1> To understand roles, coordination systems, and policies related to food safety in Japan and in participants' countries; Also to identify issues in their countries and devise improvement plans</p>	<p>Outline of food sanitation administration:</p> <ol style="list-style-type: none"> 1. Food sanitation administration in Japan 2. Role of local government on food sanitation 3. Food related laws (food sanitation law in Japan, WTO, CODEX, HACCP) 4. Food safety risk analysis 5. Monitoring system for imported food products 6. Inspection of agricultural chemical residues 7. Food labeling system 8. Food packaging 9. History of public health and hygiene in Japan 10. Job report 11. Task extraction based on IAS 12. Action plan 	<p>Lecture Field visit Exercise Discussion</p>
<p><Output 2> To be able to explain Japan's food safety licensing, monitoring and inspection systems, and the role of food handlers and inspection agencies</p>	<p>Practical method of food-related facilities and inspection agencies:</p> <ol style="list-style-type: none"> 1. Supervision and inspection of food-related facilities by local government 2. Sanitation of food-related facilities (food processing facilities, supermarkets, restaurants, school lunch, wholesale market) 3. Food inspection organizations 	<p>Lecture Field visit Exercise</p>

Please refer to the attached schedule (Annex IV). Note that the curriculum and the schedule are tentative and subject to change.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Administrators or inspectors responsible for ensuring the safety of food products (agricultural, marine, or livestock), including production, processing, distribution, preparation, sales, etc. at the target organizations.
Note that those engaged in the following occupations are not eligible:
 - Field-crop management only;
 - Veterinary services only;
 - Industry and trade only.
- 2) Experience in the Relevant Field: Minimum of 3 years of experience in food safety administration
- 3) Educational Background: Bachelor's degree or equivalent
- 4) Language Proficiency: Must have an excellent command of English, spoken and written. English proficiency equivalent to TOEFL iBT 100 or above is highly recommended. This program involves active participation in discussions, which requires a strong competency in English. Please attach an official score report of an English proficiency test such as TOEFL, TOEIC etc, if possible.
- 5) Health: Must be in good health to participate in the program in Japan. Due to the nature of this program and its site visits, pregnant applicants are not recommended to apply because of the potential health and life risks for both the mother and the child.

Please make an honest declaration in the Form 4 of the Application Form, especially if you have/had any of the following illnesses:

- Hypertension
- Diabetes
- Cardiovascular illness
- Heart failure

- Chronic respiratory illness

Participants who come to Japan with any false medical declaration in the Application Form will be forced to terminate the training program and return home.

(2) Recommended Qualifications

- 1) Expectations for the participants: Be in relation with past or on-going JICA projects dealing with safety of food products.
- 2) Experience: Minimum of 3 years of experience in food safety management, preferably with a background of food science or food technology
- 3) Age: Between thirty (30) and fifty (50) years of age
- 4) Gender Equality and Women's Empowerment: Women are encouraged to apply for this program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

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

(2) Photocopy of Passport: To be submitted with the Application Form if you already possess a passport which you will carry when entering Japan for this program. If not, please submit the document as soon as you obtain one.

The photocopy of your passport must include the following information: Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date.

*It is recommended that your passport be valid for minimum 6 months beyond the completion of the program.

(3) English Score Report: To be submitted with the application form, if an applicant holds any official English test score. (e.g., TOEFL, TOEIC, IELTS)

(4) Job Report and Issue Analysis Sheet (IAS) (Annex I & II):

- To be submitted with application form. The Job Report and the IAS are necessary documents for screening of applicants. **Please submit them in Word format.**
- Each participant will be required to present the Job Report and the IAS using PowerPoint in approximately 10 minutes in an early stage of the program. Visual materials such as pictures and diagrams may be helpful for your presentation.
- When you use PowerPoint, it is preferable to use font sizes larger than 24 points and not to use images on the background.
- An applicant must submit a Job Report and an IAS with approval of his/her superior. Documents without approval of an applicant's superior is not accepted.

- The purpose of the IAS is to logically organize relationships between challenges of an applicant's organization and contents covered in this training program.
- The IAS is to be utilized as a logical process control tool to draw on improvement plans for an applicant's work-related challenges. The IAS is to be used throughout the different phases of the program, from prior to participants' arrival in Japan through the end of the training.
- Participants accepted to this training program are requested to bring their IAS in electronic file when they come to Japan.

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 June 20, 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 any related 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 **no later than July 18, 2025.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule;
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves;
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year);
- (4) not to bring or invite any family members (except for programs longer than one year);

- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course;
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments;
- (7) not to engage in political activities, or any form of employment for profit;
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kyushu Center (JICA Kyushu)

(2) **Program Officer:** Nozomi Kanekatsu kictp@jica.go.jp

(3) **URL:**

(a) Introduction of JICA Kyushu

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

(b) Introduction of Knowledge Co-Creation Program

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

2. Implementing Partner

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** <http://www.kita.or.jp/english/index.html>

3. Travel to Japan

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

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

4. Accommodation in Japan

JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kyushu Center (JICA Kyushu)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi,
Fukuoka 805-8505, JAPAN

TEL: +81 93-671-6311

FAX: +81 93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

Please refer to facility guide of JICA Kyushu at:

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

If there is no vacancy at JICA Kyushu, 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, and stopover;
- (2) Expenses for study tours (basically in the form of train tickets);
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not covered);
- (4) Expenses for program implementation, including materials;
- (5) For more details, please refer to “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be provided to you before your departure for Japan.

Please visit JICA Website (English/French/Spanish/Russian) for the latest “KENSU-IN GUIDEBOOK:

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

6. Pre-departure Orientation

A pre-departure orientation will be held at JICA Office in a respective country (or the Japanese Embassy), to provide participants with information on travelling to Japan, conditions of the program, and other details.

We invite you to watch the following introductory YouTube Videos:

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

V. Other Information

1. Report and Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & IAS following the instruction. **At the time of application, please submit these documents in Word Format.** Participants will present his/her Job Report & IAS using PowerPoint in about 10 minutes at an early stage of the training in order to share their knowledge and background with other participants as well as with instructors. Visual materials such as pictures and diagrams may be helpful for your presentation.

If you are accepted in this program, you will be asked to submit the PowerPoint presentation by e-mail in advance. It is recommended that you use a font size larger than 24 points with simple style. The presentation should be maximum 10 slides in length.

Accepted participants are also to submit the IAS in Excel format along with the PowerPoint.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express their ideas and plans which they carry out after their return home, reflecting the knowledge and method they acquire during this training program. Each person will have about 10 minutes for their presentation using PowerPoint.

Also, participants are required to complete the IAS by the end of the training and present it at the Action Plan Presentation.

2. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. Annex

ANNEX I

Name of Training Course	Food Safety Administration
Name of Applicant	
Name of Country	

Job Report

Remark 1: The Report must be **typed in English** (11-point font, A4 size paper) and **maximum of 4 pages** (in addition to the organization chart). The report should be concise with the use of bullet points.

Remark 2: The following items are to be included in the Job Report.

1. Food safety situation in your country

- (1) Briefly describe food-related facilities' hygiene, monitoring, food inspection and consumers' attention.
- (2) Three (3) major issues/problems that need to be resolved or improved.

2. Organization and main tasks (up to 1 page)

- (1) Main tasks of the organization
- (2) Organization chart:
 - a) Draw a chart of your organization including department/section names and the number of staff members in each department. Also mark the department where you are positioned.
 - b) Briefly describe the duty of each department/section.
The organization chart is to be attached to the job report and not part of the above page limit.
- (3) Brief description of your job
- (4) Explain the relation between your assignments and "food safety administration".
- (5) Challenges that you are facing in your section

3. Expectations for the training course (up to 2 page)

- (1) Your purpose of participating in this course
- (2) Most interesting subjects in this course
- (3) Other expectations you may have for this course
- (4) Have you ever learned or been engaged in the subjects/topics/fields listed below in your line of work? In order to help us understand your work experience, please check either “Yes” or “No” for each subject. If your answer is "Yes," please also complete the "Years" column with the number of years of your experience in the respective items.

	Yes	No	Years
a) Food sanitation administration			
b) Risk analysis for food safety			
c) Food labeling system			
d) HACCP			
e) Pesticide residue inspection			
f) Sanitary control			
g) Food Safety: Seafood			
h) Food safety: Agricultural products (rice, wheat, soy, vegetables, etc.)			
i) Food safety: Meat, egg, milk, dairy products			
*Other, if any:			

ANNEX II

Issue Analysis Sheet (IAS)

Country _____

Name _____

No.	【A】* Issues that you confront	【B】 Actions that you are taking	
1			
	【 I 】 Task or information that I need	【 II 】 Useful information that I obtained/found	【 III 】 Lecturer

No.	【A】Issues that you confront	【B】 Actions that you are taking	
2			
	【 I 】 Task or information that I need	【 II 】 Useful information that I obtained/found	【 III 】 Lecturer

No.	【A】Issues that you confront	【B】 Actions that you are taking	
3			
	【 I 】 Task or information that I need	【 II 】 Useful information that I obtained/found	【 III 】 Lecturer

【 I 】,【 II 】,【 III 】 These columns will be filled during the training course.

***You shall describe challenges you are facing in the Job Report as well. Among them, in column A, please describe only those issues you expect to resolve utilizing information and knowledge gained in this training program.**

The issues to be listed on this worksheet must be those that arise in the course of your daily work, rather than major ones to be solved at the organization or country level. You are to find tips for resolving your work-related issues during the training program in Japan and create action plan.

ANNEX III

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe 3 issues you confront in column "**A: Issues that you confront.**" You may select particularly important challenges from those you have listed in the Job Report.

You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A of the IAS, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**".

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) It's not necessary to fill in column "**I: Task or the information that I need**", column "**II: Useful information that I obtained/found**" and column "**III: Lecturer**". These columns shall be filled out during the training.
- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.
- (5) "**Column II**" and "**Column III**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".

ANNEX IV**Tentative Program Schedule (subject to change)**

Date	Day	Subject	
		AM (9:30~12:30)	PM (13:30~16:30)
Aug. 17	Sun	Arrival at JICA Kyushu	
Aug. 18	Mon	Briefing	Program Orientation
Aug. 19	Tue	General Orientation	General Orientation
Aug. 20	Wed	Course Orientation	Identify issues by IAS
Aug. 21	Thu	Guidance for Job Report	Explanation of Action Plan
Aug. 22	Fri	Presentation of Job Report	History of Efforts for Improving the Food Sanitation in Japan
Aug. 23	Sat		
Aug. 24	Sun	Travel to Tokyo	
Aug. 25	Mon	Outline of Sanitation Administration in Japan 1: Overview of the Food Safety Administration in Japan	Outline of Sanitation Administration in Japan 2: Food Safety Regulation and Control in Japan
Aug. 26	Tue	Outline of Sanitation Administration in Japan 3: Establishment of Standards and Criteria for Additives	Imported Foods Safety and Imported Foods Inspection System in Japan
Aug. 27	Wed	Food Labeling system in Japan	National Institute of Health Sciences
Aug. 28	Thu	Visit Tokyo Market Hygiene Inspection Station and Toyosu Wholesale Market	Food Packaging and Food Safety
Aug. 29	Fri	National Institute of Public Health	Visit the Museum of Package Culture
Aug. 30	Sat	Risk Assessment for Food Safety	Role of Food Safety Administration by Central and Local Governments / Interim Summary 1
Aug. 31	Sun	Travel to Kitakyushu	
Sept. 1	Mon	Roles of Local Government in Food Sanitation	Services of Public Health Center on Food Sanitation
Sept. 2	Tue	Points in Monitoring and Giving Guidance to Food-related Facilities	Hygiene Management of Milk Processing Factory
Sept. 3	Wed	Response to Complaints Relating to Food and Investigation of Food Poisoning	HACCP
Sept. 4	Thu	HACCP	HACCP
Sept. 5	Fri	HACCP	HACCP

Date	Day	Subject	
		AM (9:30~12:30)	PM (13:30~16:30)
Sept. 6	Sat		
Sept. 7	Sun		
Sept. 8	Mon	Interim Summary 2	Monitoring and Ensuring Hygiene in the Food Sales Business
Sept. 9	Tue	Assuring Safety of Food in Kitakyushu City Central Wholesale Market	Fish Quality Management
Sept. 10	Wed	Overview of the Agricultural Chemicals Regulation Law in Japan	Agricultural Crop Safety Measures in Kitakyushu Agricultural Cooperative Association
Sept. 11	Thu	Meat Inspection and Meat Sanitation Control	Travel from Fukuoka to Miyakonojo
Sept. 12	Fri	Chicken Processing Regulation and Sanitation Control	Visit to Miso & Soy Sauce Factory in Kumamoto
Sept. 13	Sat	Travel to Kitakyushu	
Sept. 14	Sun		
Sept. 15	Mon	Interim Summary 3	
Sept. 16	Tue	Self-management System for Food Sanitation	Sanitation Management of School Lunch
Sept. 17	Wed	Hygiene Management in the Confectionery Industry	Permission & Sanitary Management for Restaurants / Visit KIC Restaurant
Sept. 18	Thu	Visit to Crown Bread Making Company	Guidance for Action Plan
Sept. 19	Fri	Registration System and Role of Private Food Inspection Organizations	Pesticide Residue Inspection Practice
Sept. 20	Sat		
Sept. 21	Sun		
Sept. 22	Mon	Interim Summary 4 Guidance for Action Plan	Kitakyushu City Institute of Health and Environmental Sciences
Sept. 23	Tue	Statutory Holiday	
Sept. 24	Wed	Final Evaluation Board	Presentation of Action Plan / Closing ceremony
Sept. 25	Thu	Departure from Japan	

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.



Contact Information for Inquiries

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

JICA Kyushu Center (JICA Kyushu)

**Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka
805-8505, Japan**

TEL: +81-93-671-6311

FAX: +81-93-671-0979

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

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

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

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

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

Please be advised:

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

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

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

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.

--

* Are you pregnant?

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

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

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

By Applicant

Date
Name and Title/Position
Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature