

F.No.12040/01/2024-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: 01.02.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Creating Leaders for Clean Cities (Master Degree Scholarship Program)” from September 2024 to September 2026 or from September 2024 to March 2027 to be held in Japan 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 “Creating Leaders for Clean Cities (Master Degree Scholarship Program)” from September 2024 to September 2026 or from September 2024 to March 2027 to be held in Japan under the Technical Cooperation Program of the Government of Japan.

2. This program is a Master Degree Scholarship Program provided by JICA in collaboration with partner university of JICA Development Studies Program in Japan. Participants will pursue Master’s Degree under distinguished professors in Graduate School. Special programs will also be offered to improve practical abilities, develop networks, and deepen understanding of Japanese Solid Waste Management (SWM) field.

3. The eligibility criteria are as follows:

- a. Public officers who are expected to play a leading role in Solid Waste Management (SWM) in their organizations/countries at least three (3) years of practical experiences in SWM.
- b. Age; under 39 years old as of April 1st, 2024
- c. Educational Background; have a bachelor degree or higher
- d. Language; have sufficient English skills required to take courses and receive research guidance in English (TOEFL iBT 80/ TOEFL PBT 550/ ILETS 6.0 or higher)
- e. Health; in good health both physically and mentally.
- f. More information may be seen in the general information brochure.

4. JICA scholarship provides a living allowance (JPY144, 000 - JPY 147, 000 per month) and air fare, outfit allowance (JPY103,750—106,000 once), Moving allowance (Up to JPY164,000-224,000 once) research support expenses (actual costs up to JPY360,000 per year) and Medical care for participants who become ill after arriving in Japan(in accordance with the provisions of the medical insurance).

The scholarship also covers tuition fees (the entrance examination fee, course fees).

5. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies)** to this Department as per JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

6. The applications should reach this Department through the Administrative Ministry/Department not later than **06.02.2024**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be download from the website of DoPT.



(Deshraj Yadav)

Under Secretary to the Government of India

Tel: 011-26194167

Copy to: (through DoPT website)

1. The Secretaries of all Ministries/Departments of Govt. of India.
2. The Chief Secretaries/Administrators of State Governments/Union Territories.
3. Ministry of External Affairs, Attache (JKM), East Asia Division, South Block, New Delhi.
4. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi -110001.
5. NIC with request to post the circular along with the Program brochure and application forms etc on this Department's website.

JICA Knowledge Co-Creation Program (Master Degree Scholarship Program)

Creating Leaders for Clean Cities



Course Period in Japan:

from **September 2024** to **September 2026**

Or

from **September 2024** to **March 2027**

This handout provides an overview of the course, which is one of Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

Creating Leaders for Clean Cities

In many cities, the problem of waste management including limited collection service and inappropriate disposal is getting more and more serious along with the rapid urbanization and population influx. To sustain appropriate waste management, the consolidation of human and organizational capacity and financial sustainability is the key. However, for developing countries, where waste management is not given high priority in policy agenda, fostering human resources who will lead effective improvement of the sector is always the challenge. To contribute to the creation of clean cities, JICA is conducting the cooperation of improvement of the competence of administrative organizations under the “JICA Clean City Initiative (JCCI)”. This program is designed to promote appropriate solid waste management (SWM) through enhancement of human and organizational capacity of the countries. To this end, in cooperation with other programs such as J-PRISM and ACCP, this program provides opportunities to participants to study in Japan to deepen knowledge and enhance their capacity for planning and management of SWM.

The objective of the program is

to strengthen capacity of potential future leaders who will engage in SWM in national/central government and/or cities of the target countries. The graduates of the program are expected to lead improvement of SWM of their countries/cities to promote appropriate SWM and thereby contribute to achievement of the SDGs.



For what?

The graduates of the program are expected to lead their organizations and the SWM sector of their countries to achieve better and sustainable waste management by developing following capacities;

Problem-Solving Capacity

- Identify, analyze, and solve the issues logically
- Write and present thesis
- Understand and interpret the experiences of other SWM and apply them to own case

Comprehensive Knowledge of SWM administration and management

- Comprehensive capacity of utility management in theory and practice

Long-term ties and Networks

- Networks with participants from other countries, Japanese SWM professionals and students.
- Partnerships with Japanese SWM enterprises.



How?

This program is a Master Degree Scholarship Program provided by JICA in collaboration with partner university of JICA Development Studies Program in Japan. Participants will pursue Master's Degree under distinguished professors in Graduate School. Special programs will also be offered to improve practical abilities, develop networks, and deepen understanding of Japanese SWM field.

Language used in the Program

English

Degree & Certificate

Master's degree from Japanese University and a certificate by JICA will be awarded upon successful completion of the program.

Where?

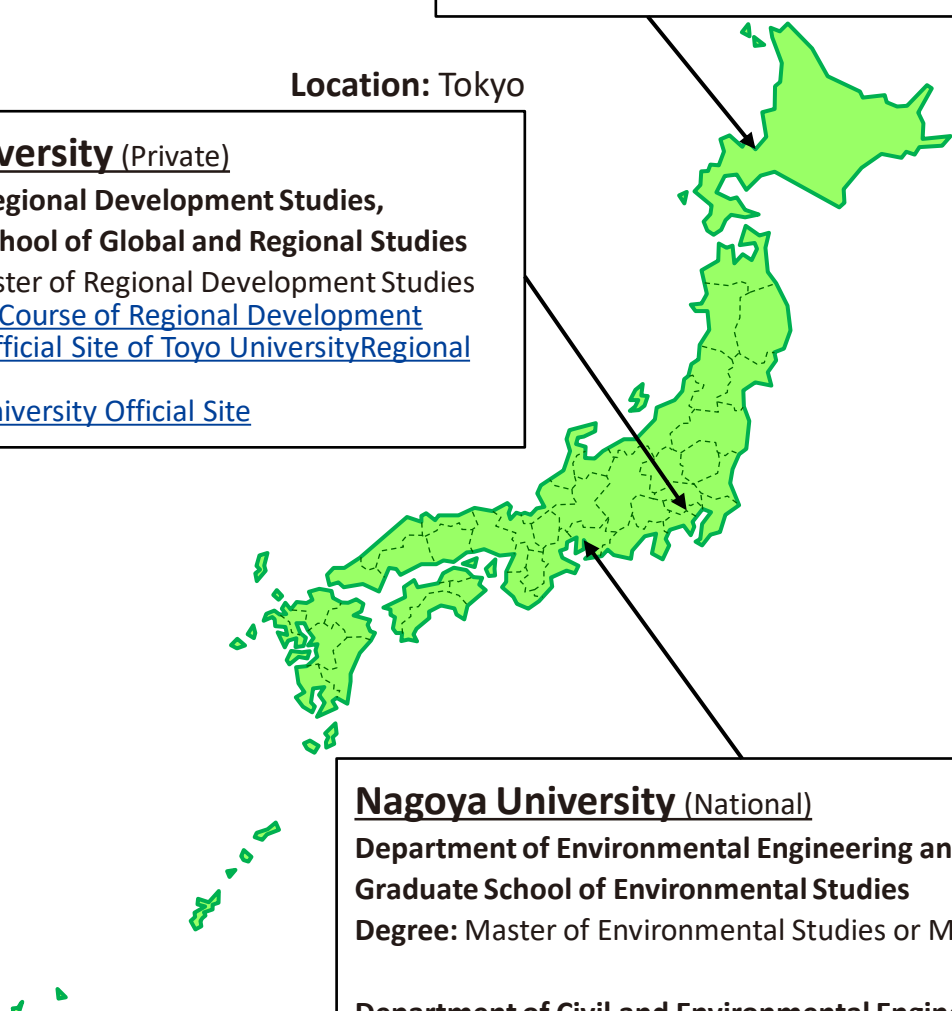
Participants will be admitted to one of the following three universities to obtain a master's degree.

Location: Sapporo

Hokkaido University (National)
Course in Global Environmental Management
Graduate School of Environmental Science
Degree: Master of Environmental Science
Course URL: [Course in Global Environmental Management](https://www.ees.hokudai.ac.jp/kigaku/?page_id=2598)
https://www.ees.hokudai.ac.jp/kigaku/?page_id=2598
URL: [Hokkaido University \(hokudai\)](https://www.hokudai.ac.jp/)

Location: Tokyo

Toyo University (Private)
Course of Regional Development Studies,
Graduate School of Global and Regional Studies
Degree: Master of Regional Development Studies
Course URL: [Course of Regional Development Studies](https://www.toyo-u.ac.jp/en/graduate-school-of-global-and-regional-studies/) | [Official Site of Toyo University Regional Studies](https://www.toyo-u.ac.jp/en/graduate-school-of-global-and-regional-studies/)
URL: [Toyo University Official Site](https://www.toyo-u.ac.jp/en/)



Location: Nagoya

Nagoya University (National)
Department of Environmental Engineering and Architecture,
Graduate School of Environmental Studies
Degree: Master of Environmental Studies or Mater of Engineering

Department of Civil and Environmental Engineering,
Graduate School of Engineering
Degree: Master of Engineering
Department URL including list of prospective supervisors in both graduate schools: [research of CEEIPO \(nagoya-u.ac.jp\)](https://www.civil.nagoya-u.ac.jp/ceeipo/_src/8911/Lab_list.pdf)
https://www.civil.nagoya-u.ac.jp/ceeipo/_src/8911/Lab_list.pdf
URL: [Nagoya University](https://www.nagoya-u.ac.jp/)

Program Outline

The program consists of a regular graduate program for study and research in the field of utility administration and management at a Japanese university and additional custom-made programs shown below:

1. Master Degree Program

- 1 Acquire theoretical knowledge by course work.
- 2 Acquire problem-solving capacity through field survey and research on practical topics.
- 3 Acquire master's degree in Graduate School.

2. Special Programs on SWM

Lectures	Field Survey / Field Trips	Others
<p>Additional special lectures on;</p> <ul style="list-style-type: none"> • Japan's historical experience to achieve sustainable collection, recycling and disposal • Case study of Japanese SWM 	<ul style="list-style-type: none"> • Field survey in Japan and/or home county for Master's thesis. • Field trips to sites of SWM and industries 	<ul style="list-style-type: none"> • Networking with participants from other countries and Japanese SWM professionals. • International conference and symposiums. • JICA's other training programs.

3. Common Programs (Optional)

JICA will offer the Common Programs for all JICA scholarship students such as;

- Special lectures and field trips on Japanese development experiences
- International cultural exchange among JICA scholarship students.

For whom?

Countries	Indonesia	India
	Honduras	Sri Lanka
	Palestine	

Eligible / Target Organization

Public officers who are expected to play a leading role in SWM in their organizations/countries.

Qualifications

- **Experience**
at least three (3) years of practical experiences in SWM
- **Age**
under 39 years old as of April 1st, 2024 (if not, consult with JICA overseas)
- **Educational Background**
have a bachelor degree or higher
- **Language**
have sufficient English skills required to take courses and receive research guidance in English (TOEFL iBT 80/ TOEFL PBT 550/ ILETS 6.0 or higher)
- **Health**
in good health both physically and mentally, to participate in the program in Japan

Expectation for Participants

- To play a leading role in SWM in their organizations/countries in the future
- To have adaptability and receptivity to study and research in a foreign country



Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination of the university they have applied to, including examinations to enter the applicants' desired master's degree course.

Number of participants

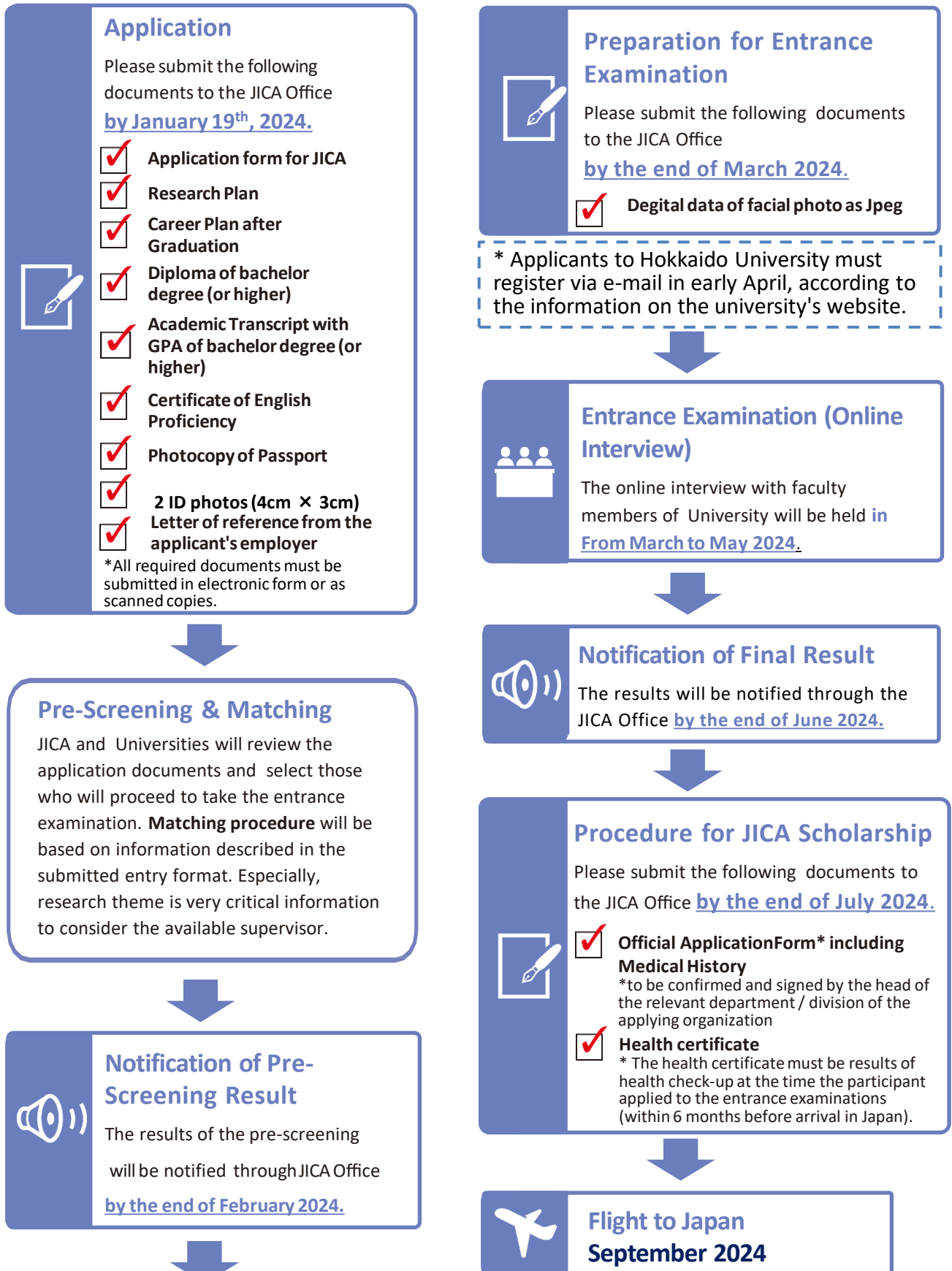
- Maximum 7 participants

When?

Duration

- **Toyo Univ. & Nagoya Univ.**
from September 2024 to September 2026
- **Hokkaido Univ.**
from September 2024 to March 2027
(For the first six months, the status will be that of a non-degree "research student". In order to become a student of the regular course (master's course), you must pass the entrance examination after enrollment.)

Steps to Japan



Expenses To Be Borne By JICA

Under the JICA Long-term Participant Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance*	JPY 144,000–147,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750 – 106,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

Note: If participant/accepted applicant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

*Varies according to living area in Japan, type of accommodation, etc.

**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

Important Notice

- Participants are not allowed to work while their stay in Japan.
- To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedure. JICA does NOT provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend participants to invite their family at least after 6 months upon arrival in Japan.
- Participants are recommended to bring their own laptops. Participants are required to work on their laptops during their stay in Japan. Most of accommodations have internet access. Expenses for purchasing and fixing laptops will NOT be borne by JICA. Participants who do not have their own laptops are recommended to purchase one with their moving allowances.
- Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan



Conditions for Participation

The accepted applicants/participants of Knowledge Co-Creation Program (KCCP) are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured 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 expenses described in the table of "11. Expenses To be borne by JICA,"
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

What is JICA Knowledge Co-Creation Program (KCCP)

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

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA’s Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

For Your Reference

Leaflet: JICA's Actions Toward Achieving SDGs [click here!](#)



JICA's Position Paper on SDGs: Goal 11 [click here!](#)



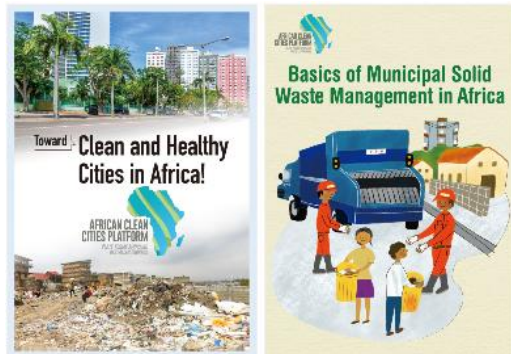
JICA's Position Paper on SDGs: Goal 12 [click here!](#)



website: African Clean Cities Platform [click here!](#)



textbook: Waste in Africa [click here!](#)



About JICA

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that capacity development is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs. Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for boosting their own capacity or that of the organization and society to which they belong. About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved on using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit local needs and conditions.

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 this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

For enquiries and further information,
please contact the JICA office in your country.

Further, address correspondence to:

Japan International Cooperation Agency (JICA)

Address: Nibancho Center Building 5-25 Niban-cho,
Chiyoda-ku, Tokyo 102-8012, Japan

TEL: +81-3-5226-6603 (Rep.)

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

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

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

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

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

Please be advised:

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

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

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



Japan International Cooperation Agency

CONFIDENTIAL

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Course Title** (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From to (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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



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

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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

4. Experience and Eligibility

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

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

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

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

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

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

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

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

※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