

F.No.12040/17/2024-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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

Dated: 20.06.2024

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Sustainable Use of Forest/Natural Resources and Local Strengthening of Value Chain” to held in Japan from 25.09.2024 to 08.11.2024 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 “Sustainable Use of Forest/Natural Resources and Local Strengthening of Value Chain” to held in Japan from 25.09.2024 to 08.11.2024 under the Technical Cooperation Program of the Government of Japan.

2. This program is to enhance the capacity for regional development by promoting effective utilization of natural or forest resources through various approaches such as Regional-Brand and Forest Certification.

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

i) Current Duties: Person engaged in appropriate management and use of natural resource at central or local governmental or public organization.

ii) Experience in the Relevant Field: Should have more than 3 years of practical experience in forest management, research or equivalent.

iii) Educational Background: Should be a university graduate or have an equivalent qualification.

iv) Language Proficiency: have a good command of spoken and written English which is equivalent to TOEFL CBT200 or more. This program includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.

v) Age: between the ages of twenty-five (25) and fifty (50) years are preferable.

vi) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity and **more details of the program may be seen in the brochure.**

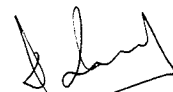
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

- (a) Whether he/she has attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether he/she is cleared from vigilance angle;
- (c) Age;
- (d) Whether he/she is 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 arrangements by JICA; allowances for meals, living expenses, outfits, and shipping 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 requested that the nomination of suitable government officials/officers from CCA/ State Governments for Government Officials/ Officers 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 **29.07.2024**. 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.



(Deshraj Yadav)

Under Secretary to the Government of India

Tele No: 011-26194167

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

- a. The Secretary, Ministry of Environment Forests, & Climate Change, Gol, New Delhi.
- b. The Secretary, Ministry of Jal Shakti, Gol, New Delhi.
- c. The Secretary, Ministry of Agriculture and Farmers Welfare, Gol, New Delhi.
- d. To all the Chief Secretaries of State Governments/Union Territories (with request to give the circular a wide publicity to the related offices/organizations under them(through the website of this Department).
- e. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f. NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

Sustainable Use of Forest/Natural Resources and Local  
Strengthening of Value Chain

**課題別研修「森林等自然資源の持続可能な利用とバリューチェーン強化」  
JFY 2024**

**Course No.: 202311649J001**

**Program Period : From September 25, 2024 to November 8, 2024**

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be 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)' as a New Start

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

# **I. Concept**

## **Background**

There are many natural resources are still not managed sustainably in the world. Some countries do not have practicable policies, legal and institutional frameworks, incentives and technologies to promote sustainable natural or forest resource management. Accordingly, there are countries where cannot utilizes enough economic potentials of natural resources for regional economy.

Hokkaido has outstanding regional-brands and various efforts of community and local company for value and quality control, e.g. by certification systems. For example, JICA has contributed to improving livelihood in local communities through acquiring international certification for coffee products in Ethiopia. This course aims to enhance the capacity for regional development utilizing regional branding (including certification systems) of natural resources.

Shimokawa town located in the north of Hokkaido, has implemented one of the most famous models in Japan, which obtained forest certification by Forest Stewardship Council (FSC) in 2003 and was selected as “Future City Initiative” in 2011 and as a “Biomass Industrial City” in 2013 by the Government of Japan. It is a pioneer to achieve regional development thorough utilizing forest resources prudentially and promotion of sustainable forest management.

The participants of this program will absorb various experiences, efforts in Hokkaido and other places and valuable implications to promote sustainable natural resource management and livelihood improvement in respective countries.

## **For what?**

This program is to enhance the capacity for regional development by promoting effective utilization of natural or forest resources through various approaches such as Regional-Brand and Forest Certification.

## **For whom?**

We provide this program to officers working with central government, local governments and public organizations who have work experience of five years or more in the areas of natural or forest resources management and regional development.

## **How?**

Participants will have opportunities to take part in online lectures, which are relevant to the subject. Participants will make an action plan with knowledge and ideas equipped in the program for promotion of sustainable natural or forest resources management.

## II. Description

1. **Title (Course No):** Sustainable Use of Forest/Natural Resources and Local Strengthening of Value Chain (202311649J001)
2. **Course Period in JAPAN: From September 25, 2024 to November 8, 2024**
3. **Target Regions or Countries:**  
Philippines, India, Nepal, Fiji, Solomon Islands, Malawi
4. **Eligible / Target Organization:**  
Central or local government or other public organization, which is in charge of appropriate management and use of natural resource
5. **Course Capacity (Upper limit of Participants) :** 6 participants
6. **Language to be used in this program:** English
7. **Course Objective:**  
Participants will formulate an Action Plan which contribute to regional development through regional-branding and utilizing certification systems of natural resources.
8. **Overall Goal:**  
Participants will put into practice the Action Plans prepared in this program in order to enhance sustainable forest management with community potentiality image.
9. **Expected Module Output and Contents**  
This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (Before the program starts) <i>Participating organizations make required preparation for the Program</i>		
Expected Modules Output	Activities	
To define present condition and issues of sustainable forest management in participants' respective countries	Preparation and submission of Inception Report	
<b>(2) Core Phase in Japan (From September 25, 2024 to November 8, 2024)</b> <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Modules	Contents	Activities

Output		
1. Understanding basic knowledges of natural resource management	Natural resources and ecosystem service from the viewpoint of climate change Public-Private Partnership Population dynamics Fair trade, CSR, Policy making	Lecture
2. Understanding idea of local resource utilization based on case studies.	Regional development using forest certification system. Rice branding based on nature restoration.  And some case studies on nature conservation, tourism, and CSR etc.	Lecture and Observation
3. Technologies on natural resource management	GIS and remote sensing technologies for nature resource management	Lecture and Practice
4. Analyze challenges in participant's country to make action plan	Sharing current situation of participants' countries Review and discussion about lesson learnt of this course. Action Plan presentation	Lecture and discussion

**NOTE: (1)**

**Each participant must submit Inception Report before arriving in Japan.**

Participants are requested to make an Inception Report and submit to JICA Hokkaido before starting the course. The Inception Report must be written in English. Participant will make a presentation on Inception Report for information sharing and consultation for approximately fifteen (15) minutes. It is highly recommended to use Microsoft Power Point for your presentation.

**(3) Finalization Phase in a participant's home country**

Participants will propose your Action Plan to decision makers and implement your Action Plan.

Modules	Activities
Implementation of the Action Plan	Participants will propose your Action Plan to decision makers of your organization and re-examine it in your organization for feasible implementation.

## ***Structure of the Program***

**Notice: The structure and contents of the program are tentative and subject to change.**

This course consists of four parts with good balance: knowledge, field trips, technical training, and action plan. The knowledge part is inserted in the field trips. Three field trips will provide you with a variety of lessons related to value chain development. The technical training focuses on GIS, Remote sensing, and GPS, to understand the current/ past condition of natural resources and contribute to planning for sustainable use of natural resources. Finally, using the acquired knowledge, through lessons and technical training, you will create your own action plan.

### **Knowledge Part - Hokkaido and Tokyo**

- Program orientation and Inception report presentation
- History of environmental conservation in Hokkaido and Japan
- Overview of Japanese environmental policy and key points for sustainable use
- Sustainable value chain from production landscapes: Satoyama Initiative, OECM, and natural capital
- Population dynamics
- Fairtrade, CRS
- Natural resources and ecosystem services from the viewpoint of climate change
- Public-Private Partnership
- Case studies for livelihood improvement
- Behavioral economics

### **Field Trip 1 - North part of Hokkaido**

Shimokawa town is a small town in Hokkaido. Although its size, Shimokawa town is very famous for the cascading usage of forest resources with the certification of FSC. They have created a value chain using this concept.

Tokyo University forest located in Furano, Hokkaido, has applied long-rotation forest management. As a result, it has produced very high-quality woods and conserved rich nature for a long time.

- Regional development using the forest certification system in Shimokawa Town
- Long-term perspective for forest management in Tokyo University forest
- Review and discussion

## **Field Trip 2 - Western part of Hokkaido**

Kuromatsunai town is located around the northern limit of Beech in Japan. The townspeople decided to conserve the Beech Forest as a natural monument in 1928. To this day, the town continues to protect the forest. Even though there are many challenges, biodiversity conservation is the key to the development of the town. You can compare the economic focused forest management in Shimokawa town with nature conservation-focused forest in Kuromatsunai town and see the differences.

Niseko area has been developed through significant foreign investments over the past ten years. As a result, the area now feels like a different country.

- Biodiversity-conscious livestock farming
- Biodiversity conservation and regional revitalization in Kuromatsunai Town
- Review and discussion
- Short visit to Niseko area on the way back to Sapporo

## **Field Trip 3 - Toyooka city in Hyogo prefecture**

Toyooka City is located in the western part of Japan. An oriental white stork used to be a popular bird in Japan. However, because of the development in their habitat (wetland, river) and the use of pesticides for farming, etc., the number of white storks decreased despite conservation efforts, succeeding in their extinction in 1971 in Japan. Toyooka City was the place where the last white stork lived. After that, the city decided to introduce six white storks from Russia in 1985 and succeeded in breeding white storks in 1989. As a next step, they started a project to reintroduce the white storks into the wild in 1994. Now, Toyooka City is producing high-value and white stork-friendly rice and selling it not only in the domestic market but also in the international market. It is a so-called win-win situation of conservation and economy. You can see a good value chain focusing on white stork conservation.

- Reintroduction of the oriental white stork into the wild and efforts for environment and economy in Toyooka City
- Rice branding based on white stock
- White stork-friendly farming method
- Nature restoration with disaster prevention
- Review and discussion

## **Technical training - GIS and Remote sensing**

GIS and Remote sensing are important tools for natural resource management. You can learn the basics of these technologies in practice.



- GIS and Remote Sensing for Natural Resource Management
- GPS technology for field survey

## Action plan preparation and presentation

At the end of this course, you will make an action plan with the support of our staff.

- Action plan preparation



Pictures of previous courses. Left: branded rice production based on conservation of oriental white storks, Center: sustainable forest management based on FSC, Right: drone training within GIS, Remote sensing training.

## III. Conditions and Procedures for Application

### 1. Expectations from the Participating Organizations:

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.

### 2. Nominee Qualifications:

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

#### (1) Essential Qualifications

- 1) Current Duties: Person engaged in appropriate management and use of natural resource at central or local governmental or public organization.
- 2) Experience in the Relevant Field: should have more than 3 years of practical experience in forest management, research or equivalent.
- 3) Educational Background: should be a university graduate or have an

equivalent qualification.

- 4) Language Proficiency: have a good command of spoken and written English which is equivalent to TOEFL CBT 200 or more. This program includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.

## **(2) Recommended Qualifications**

- 1) Expectations for the Participants: Good teamwork, leadership and stewardship, and facilitation skills are desirable.
- 2) Age: between the ages of twenty-five (25) and fifty (50) years are preferable.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

## **3. Required Documents for Application**

### **(1) Application Form:**

The Application Form is available at the JICA country office.

### **(2) Photocopy of passport:**

To be submitted with the application form, if not, you are requested to submit its photocopy as soon as you obtain it.

\*The following information should be included in the photocopy: Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

### **(3) Nominee's English Score Sheet:**

To be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

## **4. Procedures for Application and Selection :**

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

Closing date for applications: **Please confirm the local deadline with JICA country office.**

(All required material must arrive at JICA Center in Japan by August 13, 2024)

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

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

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking

into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan. 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.

**(2) Notice of Acceptance**

The JICA overseas office will notify the results **not later than August 23, 2024.**

**5. Conditions for Attendance:**

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) **Name:** JICA Hokkaido (Sapporo)

(2) **Program Officer:**

Ms. Shinjee Bolorchimeg ([Shinjee.Bolorchimeg@jica.go.jp](mailto:Shinjee.Bolorchimeg@jica.go.jp))

**Assistant:**

Ms. Hongo Hiromi ([Hongo-Hiromi@jica.go.jp](mailto:Hongo-Hiromi@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Rakuno Gakuen University

(2) **URL:** <http://en.rakuno.ac.jp>

### 3. Travel to Japan:

(1) **Air Ticket:** In principle, JICA will arrange an economy-class<sup>41</sup> round-trip ticket between an international airport designated by JICA and Japan.

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

### 4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Hokkaido Center (Sapporo) : JICA Sapporo

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido,  
003-8668, Japan

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

\*(where "81" is the country code for Japan, and "11" is the local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC/TIC at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/index.html>

### 5. Expenses:

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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

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

## 6. Pre-departure Orientation

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

\*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

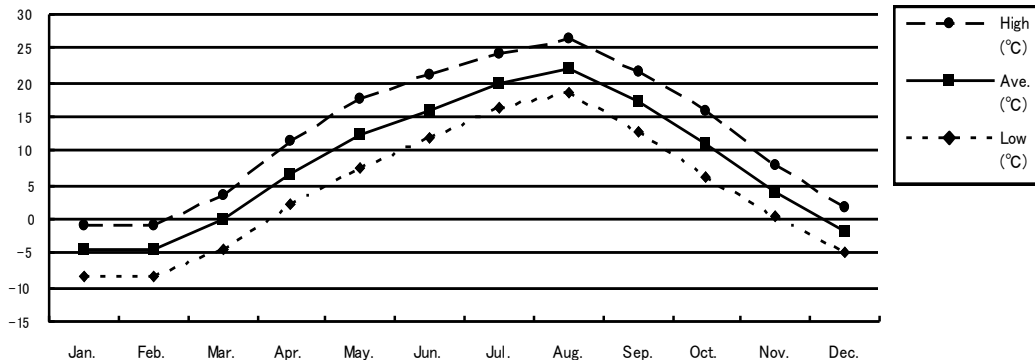
Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

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

## V. Other Information

1. Participants who have successfully completed the course will be awarded a certificate by JICA.
2. Toward the end of the course, each participant is to draft an Action Plan and present it. The Action Plan, which includes outcomes of this training, is a short to mid-term concrete plan of possible measures to tackle a high priority problem(s) related to introduction or application of remote sensing of forest resources or sound forestry management in the participant's capacity as a responsible officer. The participant is expected to fully utilize the ideas and techniques he/she has obtained through the training program in order to formulate "Action Plan" which will hopefully lead to the solution or mitigation of the above-mentioned problem.

### 3. Climate in Hokkaido



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow(cm)	58	83	64	2							5	28

Typical Seasonal Wear: (May-June) Light Jacket / Sweater / Long Pants

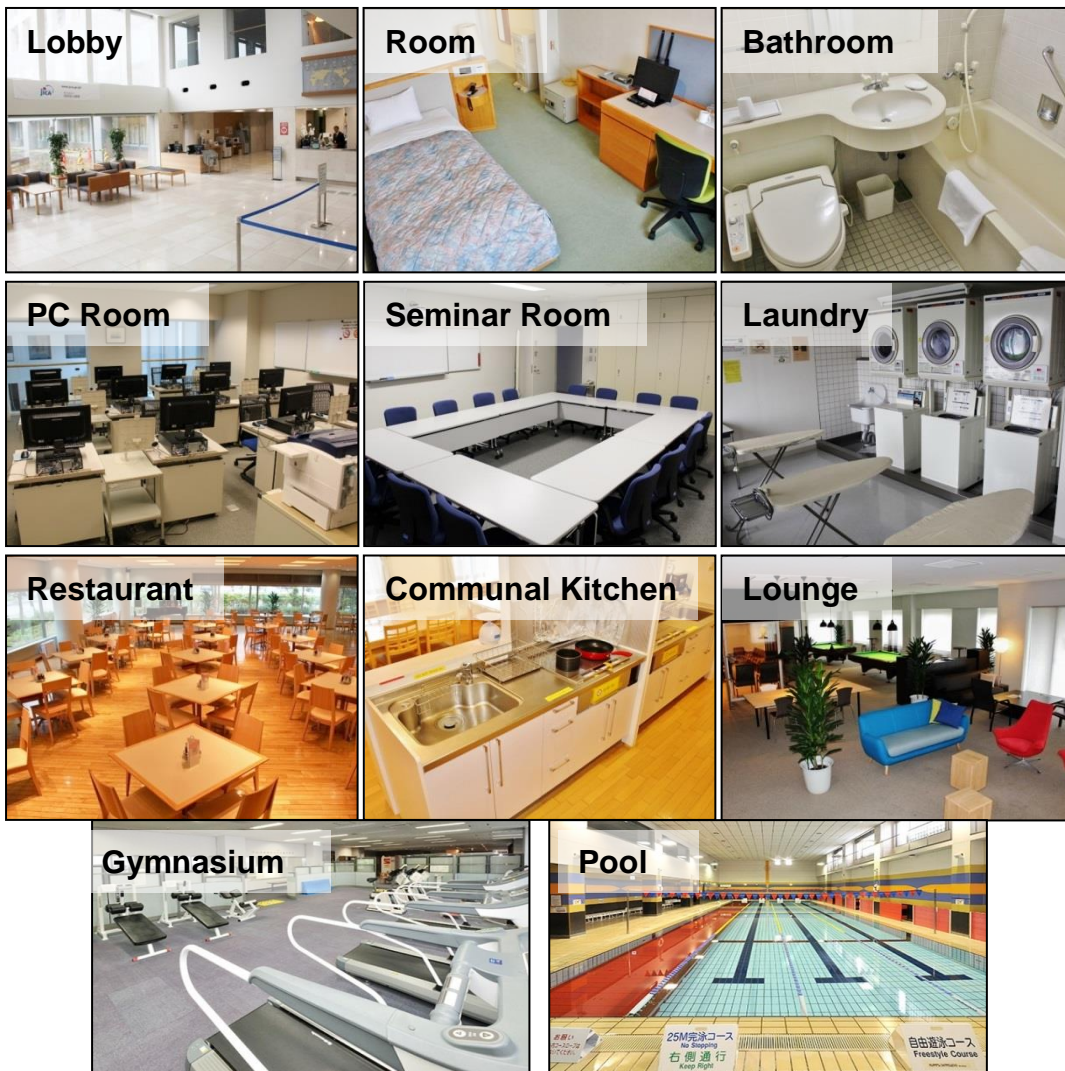
4. Recreation:
  - 1) Participants can use an indoor swimming pool and gymnasium located next to JICA Hokkaido. The charges are paid by JICA.
  - 2) JICA encourages international friendship exchange between participants and local communities. Therefore, it would be helpful for participants to bring their national costumes and materials such as slides, videos, and music cassettes, which introduce the culture in their countries.
5. Equipment in JICA Center  
 JICA Center has following equipment for participants.  
 <Utensils in the private room>  
 Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN, NHK (BS), DVD Player)
6. School Visit  
 JICA encourages participants to interact with the local community, and in this context, JICA will arrange a visit to local school during their stay in Japan. If the participant wishes to bring items to show to Japanese pupils, here are some suggestions: Textbooks (primary school), traditional toys and games, national costume, musical instruments, typical crafts using local materials, pictures

showing daily life, small national flag, local newspaper. (Bringing these items is not a requirement.)

### 7. About JICA Hokkaido (Sapporo)

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

Youtube: <https://www.youtube.com/watch?v=ZTw5Dtcu8o4>





## **VI. ANNEX:**

**202311649-J001**

**Sustainable Use of Forest/Natural Resources and Local  
Strengthening of Value Chain  
(JFY 2024)**

### **Inception Report**

Each Participant is requested to prepare the Inception Report on the following issues and submit it to JICA Hokkaido along with the application form **by August 13, 2024**. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

This Report shall be used for selection of participants.

NOTE: Participants are requested to give a 15 minutes presentation and discuss about the situation of forestry management in respective country at beginning of the program by country. It is recommended to use Microsoft Power Point for the presentation.

#### **1. Basic Information of my Organization**

- (1) Organization Name
- (2) The Role of the Organization

①

②

③

Note: (2) The Role of the Organization: Please describe 3 major roles.

#### **2. Basic Information of the Participants**

- (1) My Position
- (2) My Duties

①

②

③

Note: (2) My Duties: Please describe 3 major duties.

#### **3. Policy Framework and Financial Schemes**

①

②

③

Note: Policy framework and financial schemes to harmonize natural resource management and local economic development

Please explain briefly on policy framework and financial schemes on natural/forest resource management and local economy development in your country up to 3 items.

#### **4. Effort of the Livelihood Improvement**

①

②

③

Note: Efforts of the livelihood improvement with natural resource in your country.

Please explain 3 major efforts by government, industry or local community for the livelihood improvement with natural resources.

## **5. Expectations for this Program**

①

②

③

Note: Special topic in natural resource management

Please tell us 3 major expectations that knowledge or experience which you want to acquire from this co-creation program.

## **6. Challenges or Issues of my Organization**

①

②

③

Note: Present condition and / or historical trend of natural / forest resource management in your country. Especially crucial challenges you are tackling.

Please explain 3 major critical issues and reasons on your duty specially related to natural/forest management with available data such as present condition and/or historical trend of natural resource management.

## **7. Tentative Ideas for the Action Plan\***

①

②

③

Note: Tentative ideas for action plan to tackle critical issues on your duty. Please summarize your visions, ideas, target areas, plans or projects which you think it will be beneficial to tackle critical issues on your duty up to 3 items.

Action Plan is the plan which you are going to implement after coming back to your country with in your area of your duties. Your Action Plan is expected to utilize the knowledge and ideas acquired during the program.

## **8. Forest & Natural Resources (Photos)**

Note: Please attach some photos which you can introduce the activities related to your duties or utilizing of forest & Natural resources. In case the report data exceed 4MB, please add the photos after arriving 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 Hokkaido Center (JICA Hokkaido, Sapporo)**  
**Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,**  
**Hokkaido, 003-8668, Japan**  
**TEL: +81-11-866-8393 / FAX: +81-11-866-8382**

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

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

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

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

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

**Please be advised:**

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

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

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



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:		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:			Official Stamp
Title / Position			



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 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>
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(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.

( _____ )	<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>
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**2. Medical History**

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

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

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

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

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

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

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\* Are you pregnant?

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

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

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

By Applicant

Date
Name and Title/Position
Signature

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

## Form5. TERMS AND CONDITIONS

### 1. General Rules

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The participants are requested:

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

### 2. Privacy Policy

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

#### (1) Scope of Use

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

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

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

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

#### (3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

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The participants are requested to comply with the following;

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

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

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

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

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

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature