

F.No.12040/10/2024-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: 24.04.2024

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Water Engineering and Utility Management Future Leaders Training Program” from April 2025 to March 2027 to 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 “Water Engineering and Utility Management Future Leaders Training Program” from April 2025 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, is to provide future leaders with the knowledge, skills and capacity to design, operate and manage water utilities. Thus, it is anticipated that the participants will lead the water supply sector of their countries to achieve better water supply service and waterworks management.

3. The eligibility criteria are as follows:

- a. **Experience:** at least three (3) years of practical experience in waterworks, government agencies, or other positions in water sector in their countries.
- b. **Age:** less than thirty-five (35) years old as of enrolment.
- c. **Educational Background:** have a bachelor degree or higher in engineering, science or other disciplines relevant to management of water supply systems.
- d. **Language:** have the linguistic skills required to take courses and receive research guidance in English.
- e. **Health:** in good health both physically and mentally, to participate in the program in Japan
- f. More information may be seen in the general information brochure.

4. JICA scholarship provides a allowance JPY 147, 000 per monthly living expenses and accommodation, air fare, moving and outfit allowance will be provided only once upon arrival in Japan, Application fee, admission fee and tuition of Japanese university, Special programs (Field survey internships, international conference, etc.), participants who become ill after arriving in Japan. Costs related



to pre-existing illness, pregnancy or dental treatment are Not covered.

5. It is, therefore, requested that the nomination of suitable candidates 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.

6. The applications should reach this Department through the Administrative Ministry/Department not later than **30.04.2024**. 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.

  
(V. Niang Langel)  
Section Officer(FT)  
Tel: 011-26194167

Copy to: (through DoPT website)

1. Secretaries to all Ministries/Departments of Govt. of India.
2. 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, 16<sup>th</sup> 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's Degree Scholarship Program)

# Water Engineering and Utility Management Future Leaders Training Program

Course Period in Japan:

from **April 2025** to **March 2027**

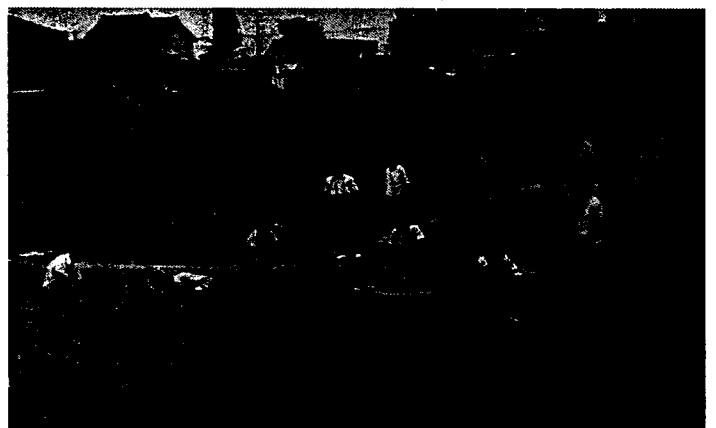




JICA Knowledge Co-creation Program (Master's Degree)

# Water Engineering and Utility Management Future Leaders Training Program

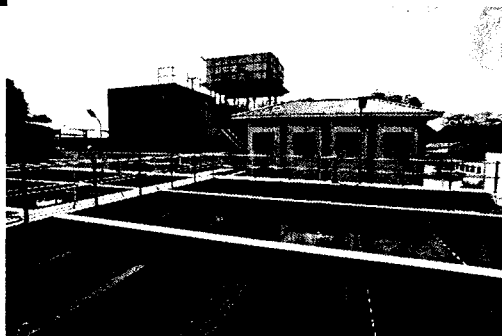
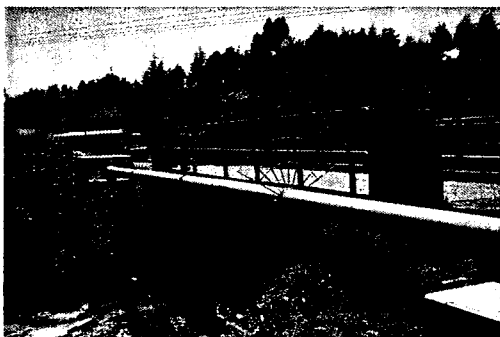
This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.



## Experience of Japan



# For Future Leaders in Water Sector



to Gain Core Competence



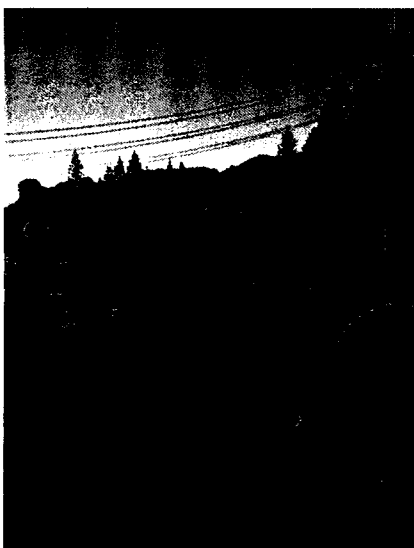
# For what?

## **“Water Engineering and Utility Management: Future Leaders Training Program”**

is a Master’s Degree Program offered by Tokyo Metropolitan University in collaboration with the Japan International Cooperation Agency (JICA) as one of the Knowledge Co-Creation Programs for Long Term Participants.

The objective of this program is to provide future leaders with the knowledge, skills and capacity to design, operate and manage water utilities. Thus, it is anticipated that the participants will lead the water supply sector of their countries to achieve better water supply service and waterworks management.

Therefore, the participants are expected to:



## **Develop Problem-solving skills**

- Identify, analyze, and solve issues logically
- Write and defend a master thesis
- Understand, interpret, and apply experiences of other waterworks

## **Acquire comprehensive knowledge of the field of waterworks**

- Acquire the theoretical and systematic basis of water engineering
- Deepen their understanding of utility management
- Enhance their theoretical and practical capacity comprehensively

## **Develop long-term connections and networks**

- Develop network with other participants from waterworks in Asian countries
- Develop networks with Japanese water professionals and students
- Develop long-term partnerships with Japanese universities and waterworks



# How?

In this program, the participants will pursue Master's Degree under distinguished professors in the Department of Civil and Environmental Engineering, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University.

The Program consists of a regular graduate program for study and research in water supply engineering and management at Tokyo Metropolitan University and additional Programs as follows:

- Internship at Japanese water supply utilities,
- Field trips to waterworks and industries with cutting-edge technologies,
- Special lectures and workshops on practical topics such as waterworks management, administration, finance, and human resource development,
- Special lectures on Japan's historical experience to achieve sustainable and quality water supply management, and
- Networking with participants from other Asian and African countries and Japanese water professionals.

## Language used in the Program

English

## Degree & Certificate

M Eng (Master of Engineering), Tokyo Metropolitan University and a certificate by JICA will be awarded upon successful completion of the program.

# Where?

The participants of the program will study at Tokyo Metropolitan University located in Tokyo, the capital of Japan and the world most populous metropolis.

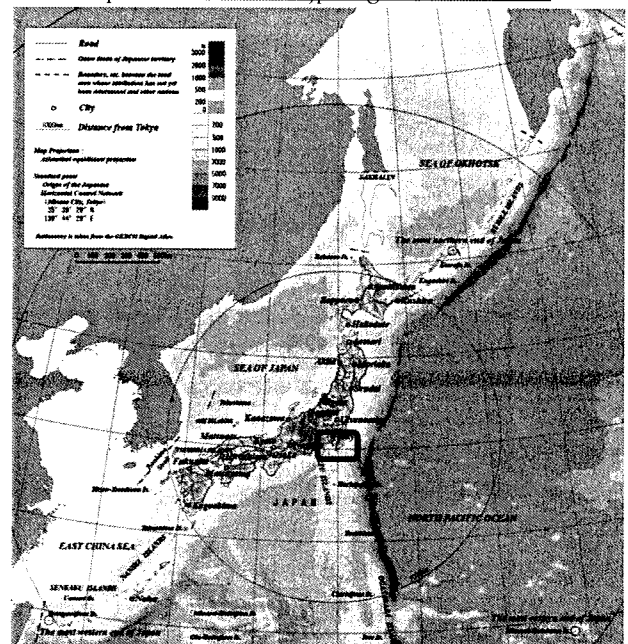
## University Information

Tokyo Metropolitan University,  
Department of Civil and Environmental  
Engineering, Graduate School of Urban  
Environmental Sciences,

1-1 Minami-Osawa, Hachioji-shi, Tokyo  
192-0397, Japan

## More Information on Tokyo Metropolitan University

<https://www.tmu.ac.jp/english/index.html>





# Program Outline

The program consists of a regular graduate program for study and research in water supply engineering and management at Tokyo Metropolitan University and additional custom-made programs shown below:

## 1. Master's Degree Program

- 1 Acquire theoretical knowledge by course work
- 2 Acquire problem-solving capacity through field survey and research on practical topics
- 3 Acquire a master's degree in the Department of Civil and Environmental Engineering, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University

## 2. Special Programs in addition to the regular course

Lectures	Field Survey / Field Trips	Others
Additional special lectures on; <ul style="list-style-type: none"> <li>• Japan's experiences on water supply development</li> <li>• Water administration and utility management</li> <li>• Case study of Japanese waterworks</li> </ul>	<ul style="list-style-type: none"> <li>• Field survey in Japan and/or home county for Master's thesis</li> <li>• Fields trips to water-related facilities in Japan</li> </ul>	<ul style="list-style-type: none"> <li>• Short internship at Japanese waterworks</li> <li>• International conference and symposiums</li> <li>• JICA's other training programs</li> </ul>

## 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



# Who can apply ?

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## Countries

Cambodia, India, Indonesia,  
Laos, Nepal, Pakistan,  
Philippines, Sri Lanka, Thailand

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## Organization

Water utilities or ministries in  
charge of water supply

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## Qualifications

- **Experience**  
at least three (3) years of practical experience in waterworks, government agencies, or other positions in water sector in their countries
- **Age**  
less than thirty-five (35) years old as of enrollment
- **Educational Background**  
have a bachelor degree or higher in engineering, science or other disciplines relevant to management of water supply systems
- **Language**  
have the linguistic skills required to take courses and receive research guidance in English
- **Health**  
in good health both physically and mentally, to participate in the program in Japan

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## Expectation for Participants

- To play a leading role in ministries or waterworks in the future
- To have adaptability and receptivity to study and research in a foreign country

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## Number of participants

Maximum 5 participants

# When?

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## Duration






2 years  
(April 2025 to March 2027)

The scholars are expected to matriculate in April 2025



# List of supervisors







## Department of Civil and Environmental Engineering Faculty

Supervisors			
Position	Name		Research Subject
<b>Environmental System Field</b>			
Professor	Yoshiyuki IMAMURA		Water Policy, Hydrology, Disaster Risk Reduction, Flood Risk Management
Professor	Katsuhide YOKOYAMA		Environmental Hydraulics, Sediment Transport and Water Environment in a Reservoir, a River, and an Estuary
Associate Professor	Yasuhiro ARAI		Water Supply Engineering, Environmental Engineering, Municipal Solid Waste Management Planning, Optimization Model
Associate Professor	Hiroshi SAKAI		Water and Wastewater Engineering, Water Environment Management, Water Quality Management
Associate Professor	Tetsuya SHINTANI		Coastal and Ocean Engineering, Stratified Flow, Computational Fluid Dynamics

### IMPORTANT INFORMATION:









Regarding choice of Supervisor, please be informed that the University reserves right to select the Professor/Supervisor for each candidate as per his/her research interest or research theme.

## Cooperative Faculty Members


Cooperative Faculty Members			
Position	Name		Research Subject
<b>Infrastructure Field</b>			
Professor	Jun MURAKOSHI		Bridge Engineering, Steel/Composite/Hybrid Structure, Fatigue, Buckling Stability, Long-Term Durability and Maintenance
Professor	Hiroyuki ONEYAMA		Traffic Engineering, Transportation Planning, Transportation Environmental Analysis, Traffic Simulation, Transportation Network Analysis
Associate Professor	Tomoki ISHIKURA		Infrastructure Policy, National and Regional Planning, Macroeconomic Dynamics, Spatial Economics, Computable General Equilibrium Analysis
Associate Professor	Hitoshi NAKAMURA		Structural Engineering, Bridge Engineering, Structural Characteristics of Cable-Supported Bridges, Application of Advanced Composite Materials for Infrastructures, Repair and Strengthening of Existing Structures
Assistant Professor	Yusuke KISHI		Structural Engineering, Seismic Engineering, Disaster Mitigation Engineering
Assistant Professor	Masami YANAGIHARA		Traffic Flow Analysis, Driving Behavior Modeling, Traffic Simulation, Traffic Psychology, Information Processing



# Cooperative Faculty Members (cont'd)

Environmental System Field			
Assistant Professor	Hideo AMAGUCHI		Hydrology, River Engineering
Assistant Professor	Gubash Azhikodan		Hydraulic Engineering, Estuarine hydro- and morphodynamics, Cohesive sediment transport, Phytoplankton dynamics
Safety and Disaster Prevention Field			
Professor	Nobuharu ISAGO		Stability evaluation of ground in mountain tunneling and shield tunneling, evaluation of load-bearing capacity of support member, maintenance methodology, and design and operation method of attached facilities of tunnel
Professor	Yoshiya ODA		Exploration Geophysics, Engineering Seismology, Earthquake and Volcano Disaster Prevention
Associate Professor	Kentaro OHNO		Concrete Engineering, Nondestructive Evaluation for Concrete Structures, Elastic wave techniques for Concrete
Associate Professor	Atsushi UENO		Concrete Engineering and Material Science, Environmental Consideration of Concrete and Concrete Making Materials, Evaluation of Properties of Concrete Making Materials
Associate Professor	Mitsutoshi YOSHIMINE		Soil Mechanics, Laboratory and Field Tests of Geomaterials, Soil liquefaction, Stability of Slopes and Embankments, Soil Dynamics, Transportation and Sedimentation of Debris
Assistant Professor	Kosuke KAWATA		Evaluation of deformation performance and mechanical behavior of a tunnel during external force Sophistication of tunnel design, construction and maintenance technology

## External Advisor

External Advisor			
Position	Name		Research Subject
Environmental System Field			
Professor (The University of Tokyo)	Satoshi TAKIZAWA		Water supply engineering, Water and wastewater treatment

(As of December 2023)

### IMPORTANT LINKS:

- The department of Civil and Environmental Engineering <https://civil.ues.tmu.ac.jp/en/>
- Graduate School and Faculty of Urban Environmental Sciences <https://www.ues.tmu.ac.jp/en/index.html>
- Tokyo Metropolitan University <http://www.tmu.ac.jp/english/index.html>



# Steps to Japan

## Application through JICA office

Please submit the following documents to the JICA Overseas Office by 19 April 2024.



- ☒ Application Form (Only Part B and C) with ID photos (4cm × 3cm)
- ☒ Academic Transcript of bachelor degree (and higher, if applicable)
- ☒ Certificate of English Proficiency (if any) or any other documents to be substituted.

\*All documents should be submitted in electronic form.

## Screening of documents

JICA and the University will review the application documents and select those who will proceed to take the online interview.

## Notification of Screening Result



The results of the screening will be notified through JICA Overseas Office by 3 May 2024.

## Online Interview



The online interview with faculty members of the University will be held in May 2024.

## Notification of online interview result



The results will be notified through JICA Overseas Office by 21 June 2024.

## Admission application to the University

Please submit the following application documents to the University by email no later than the **end of July 2024**. Upon finalizing the online registration, applicants must submit all application documents via express mail **by 9 August 2024**. Also, Final Online Interview will be held by the end of August (subject to change).



- ☒ Application Form (Only Part B)
- ☒ Academic Transcript (Original)
- ☒ Certificate of English Proficiency (if any)
- ☒ Certificate of Diploma of bachelor degree (or higher, if applicable)
- ☒ Recommendation Form (Form F)
- ☒ Certificate of Health (Original)

## Notification of Final Result by mid-October 2024 by e-mail



## Procedure for JICA Scholarship

Please submit the following documents to the JICA Overseas Office by the end of December 2024.



- ☒ Official Application Form\* including Medical History and ID photos (4cm×3cm)  
\*to be confirmed and signed by the head of the relevant department / division of the applying organization

- ☒ Photocopy of Passport

\*All documents should be submitted in electronic form.

## Procedure for University Enrollment; February to March 2025



## Flight to Japan; March 2025





# Steps to Japan: some details

## Certificate of English Proficiency

Applicants are required to submit at least one of the following documents which will attest the applicant's English skills:

- English grades during University (academic transcript of English classes)
- Certificate of English as the Medium of Instruction
- TOEFL
- IELTS
- TOEIC

## Letters of recommendation

Applicants are required to submit a Recommendation Form (Form F) from a research advisor during undergraduate studies or another faculty member who knows the applicant well.

## Details on dates of admission application to the University

(1) Online Application period: 15:00 JST, 1 July 2024 – 15:00 JST, 31 July 2024

Note: Applicants are required to submit all the "Submission documents" by email no later than 15:00 JST, 31 July 2024.

Email: [admission-fues@jmj.tmu.ac.jp](mailto:admission-fues@jmj.tmu.ac.jp)

(2) Deadline for application documents by post: 9 August 2024

Note: Application documents **have to reach** the Academic Affairs Section, Urban Environmental Sciences, Tokyo Metropolitan University by the deadline by post.

**Mailing address:** 1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397, Japan

The Academic Affairs Section of Urban Environmental Sciences, Tokyo Metropolitan University

(3) Selection by the University: August to September 2024

## Details on dates of University Enrollment Procedures

Successful applicants are required to follow the instructions written on the email which will be sent by the university around late February 2025.



# Expenses covered by JICA



## Air ticket

Round-trip ticket between an international airport designated by JICA and Japan (actual amount)



## Allowances

- JPY 147,000/month<sup>1</sup> for living expenses and accommodation
- Moving and outfit allowance will be provided only once upon arrival.



## Admission Fee, Tuition

Application fee, admission fee and tuition of Japanese university



## Expenses for

- Special Programs (Field survey, internships, international conference, etc.)
- Common Programs (Special lectures, cultural exchange, etc.)



## Medical care for

participants who become ill after arriving in Japan. Costs related to pre-existing illnesses, pregnancy or dental treatment are NOT covered.

## Expenses NOT to be covered by JICA

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

- (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 in the home country
- (5) Departure tax<sup>2</sup>
- (6) Airport tax<sup>2</sup>/airport facility charges<sup>2</sup> outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges<sup>3</sup>
- (9) Compensation for lost and/or damaged baggage
- (10) "no show charge" to the transit airport hotel (not 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 does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

1. This amount (JPY 147,000/month) is actual amount provided in FY2024 and be subject to change. JICA overseas office will notify the actual amount of allowance before your departure.

2. When these taxes should be paid separately from airfare. JICA will not pay it.

3. Please take care of each flight's baggage allowance in your round route. Some participants may use more than one airline company. Each airline company sets its own baggage allowance. JICA will not bear the gap between your baggage weight and baggage allowance.



# Conditions for Participation

The accepted applicants/participants of KCCP (JICA Knowledge Co-creation Program) 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 second 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 or health conditions after arrival in Japan and be considered unable to continue the course by JICA. 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 page of 10. "Expenses covered 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(JICA Development Studies Program) online courses, when you receive JICA's instructions to do so.
- (22) to understand that JICA shall determine whether the candidate is eligible to participate in training in Japan and JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Participants accept that reason for the decision will not be disclosed.



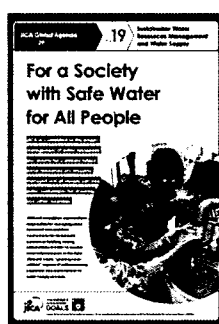
# For Your Reference

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Leaflet: JICA Global Agenda: Sustainable Water  
Resources Management and Water Supply  
~For a Society with Safe Water for All People~



[Click Here](#)

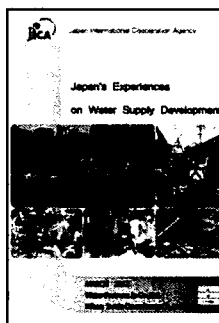


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Textbook: Japan's Experiences on Water  
Supply Development



[Click Here](#)





(memo)





## **CORRESPONDENCE**

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

Further, address correspondence to:

**Water Resources Group, Global Environment  
Department, Japan International Cooperation  
Agency (JICA)**

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

EMAIL: [gegwt@jica.go.jp](mailto:gegwt@jica.go.jp) (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
<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:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the ( ) options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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.



## 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

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



Application form for the JICA Knowledge Co-Creation Program:

## Form3. INDIVIDUAL APPLICATION FORM

\*To be filled by Applicant.

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

**2. Course Number:** (the number as “xxxxxxxxJxxx” shown in the GI)

Attach here  
your photo

(taken within  
the last six months)

Size: 4.5x3.5cm

### 3. Personal Information on Applicant

#### 1) Name of Applicant (as shown in the passport)

\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name /Surname**

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**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)				
<b>3) Sex</b> (for VISA application)	( ) Male		( ) Female	
<b>4) Date of Birth</b>	<b>Date</b>	<b>Month</b> (ex. April)	<b>Year</b>	<b>Age</b> (as of the date of the form)

#### 5) Passport/Visa

Passport possession	( ) Yes	( ) No	Expiry date of passport	Date	Month	Year
USA visa possession*	( ) Yes	( ) No				

\*Applicants from Latin American and the Caribbean Countries only.



**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



## 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.?

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

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

[ ] No	[ ] Yes:
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( )

(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>

#### 2. Medical History

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

[ ] No	[ ] Yes:
	Please specify ( )

(b) Have you or/and your family members had tuberculosis?

[ ] No	[ ] Yes:
	Please specify ( )

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[ ] No	[ ] Yes:
	Please specify ( )

(d) Have you ever had any sleeping, eating or other disorders?

[ ] No	[ ] Yes:
	Please specify ( )
	Name of medicine taken if any ( )



### 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