

F.No.12040/29/2024-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: 28.10.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Development of the Sustainable and Reliable Logistics System in Asian Region” to be held in Japan from 15.01.2025 to 14.02.2025 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Development of the Sustainable and Reliable Logistics System in Asian Region” to be held in Japan from 15.01.2025 to 14.02.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to identify key issues and problems of logistics system in his/her own country, and to present an action plan for solving the identified challenges in his/her country.

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

(a) Current Duties: To be officials currently engaged in policy making in the field of logistics sector at governmental(central) or public organizations.

b) Experiences in the relevant field: have more than 3 (three) years' experience in the field of logistic sector.

c) Educational background: to be university graduates or has the equivalent educational history.

d) Language: have a competent command of spoken and written.

e) Health: must be in good health, both physically and mentally (Pregnant applicants are not recommended to apply due to the potential risk of health and life issues).

f) Age: between the ages of twenty-five (25) and forty five(45) years.

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

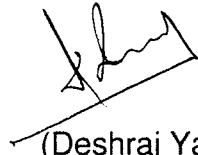
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

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

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; Accommodation arranged by JICA; allowances for meals and living expenses; Expenses for field visit and medical insurance coverage 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 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.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **06.11.2024**. 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: 011-26706310

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

- a. Secretary, Ministry of Ports, Shipping and Waterways, Gol, New Delhi.
- b. Secretary, Ministry of Road Transport and Highways, Gol, New Delhi.
- c. Secretary, Ministry of Consumer Affairs, Gol, New Delhi.
- d. Secretary, Department of Food and Public Distribution, Gol, New Delhi.
- e. Secretary, Ministry of Railways, Gol, New Delhi.
- f. Secretary, Ministry of Food and Processing Industries, Gol, New Delhi.
- g. Secretary, Ministry of Commerce & Industry, Gol, New Delhi.
- h. Secretary, Department of Department for Promotion of Industry and Internal Trade, Gol, New Delhi.
- i. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- j. Senior Representative, Japan International Cooperation Agency, 16th Floor,

Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.

- k. NIC with request to post the circular along with the JICA's circular on this Department's website.



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)



Development of the Sustainable and Reliable Logistics System In Asian Region

Course Period:

January 15 (Wed)- February 14 (Fri), 2025





How do we enhance our capacity of sustainable and reliable logistics system?

Participants will have opportunities to understand the importance of the sustainable and reliable logistics system, and to share issues among ones' countries, through understanding the knowledge of trends as well as acquiring technical skills and knowledge for efficient planning and operating.

Gain insight from the experiences of Japan, on the essence of sustainable and reliable logistic system in a more practical, interactive, and inspiring way!



Outline

The course objective is to identify key issues and problems of logistics system in his/her own country and to present an action plan for solving the identified challenges such as cold chain logistics and green logistics in his/her country.

The overall goal is to contribute on the improvement of logistics system in one's country toward the integration of a better system in the Asian region.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives) page 5

To Whom?

(Job Areas and Organizations, Target Countries) page 6

When?

(Face-to-Face Program Period) page 6

How?

(How to Learn, Language)..... page 7

(Program Structure, Overall Goal, and Expected Module Outputs) page 8

Eligibility and Procedures

(Expectations to the applying organizations, nominee qualifications) page 11

(Required documents for application) page 13

(Procedures for application and selection) page 14

(Additional document(s) to be submitted by accepted candidates) page 15

(Conditions for participation) page 15

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner) page 17

Other Information

(Reference) page 20

Attachment-1

(Written Pledge) page 21

Attachment-2

(Questionnaire, Country Report, Inception Report) page 22

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) page 25

Correspondence

(For Enquiries and Further Information) page 27

For What?

Background

Smooth and prompt cargo transport is essential in economic activities which largely affects the socio-economic development of a country in terms of optimum allocation of material resources. The physical distribution is a comprehensive activity to transport cargo or freight in a correct and prompt manner.

In recent years, cargo transport industry has rapidly developed, and has been diversified and modernized through application of the advanced technologies. However, cargo transport in many developing countries are not yet fully developed and is often has become one of the major factors to hinder the potentiality of their economic development.

Promotion of cargo transport and improvement of its quality are urgently in need for the future prospect in many countries. Especially in the Asian region, the center of production and the supply chain are intricately intertwined due to the progress of economic integration and cooperation among neighboring countries. Therefore, efficient, and effective logistic system is the key factor for further development of the region.

Objectives

This program aims to identify key issues and problems of logistics system in his/her own country, and to present an action plan for solving the identified challenges in his/her country.

To Whom?

Job Areas and Organizations

This program is designed for the officials who are currently engaged in policy making in the field of logistics system in Asian Region at governmental level or in public organization.

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

Targeted Countries

Philippines, Thailand, Cambodia, Mongolia, Bangladesh, India, and Turkmenistan.

Participants who have successfully completed the program will receive a certificate of completion by JICA.

When?

Program Period



From January 15, 2025
to February 14, 2025

Where?

This program is a face-to-face session, organized by JICA Yokohama. The program includes field visits.



How?

How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

Lectures, discussions, and site visits in Japan.

1) Preparation (activities in respective countries)

Submission of a “Country Report” and “Inception Report” is required to all accepted participants. (See Attachment 2 “Country Report/Inception Report”.)

2) General Introduction

Preliminary phase:

All accepted participants are required to submit a “Country Report” and “Inception Report”.

For the report formats, please refer to Section 5-2 and Attachment 2.

Phase in Japan:

The conceptual framework is shown in the figure below. During the program, participants are requested to formulate their Action Plans to solve issues in their respective countries. At the final stage of the program, participants are requested to make presentations on their Action Plans.

Participating organizations are responsible to support the participant for sharing the knowledge within the organization and seek possibilities of implementing the Action Plan developed by the participant.

Details on each component are given below:

<p>(1) Preliminary Phase in a participant’s home country (November-December 2024) <i>Participating organizations make required preparations for the Program in their respective countries.</i></p>	
Expected Module Output	Activities
<p>Issues related to logistics system of respective countries to be identified and explained in a Country Report and Inception Report.</p>	<p>Preparation and submission of Country Report and Inception Report. Preparation for the presentation in Japan on those reports.</p> <p><u>For the Country Report, please refer to Section 5-2 and Attachment 2.</u></p>

2. Phase in Japan

(Subject to be changed or switched to online course due to the pandemic conditions.)

(January 15 (Wed) to February 14 (Fri), 2025)

Participants dispatched by the organizations attend the program in Japan.

Expected Module Output	Subjects/Agendas	Methodology
<p>1) Through lectures, field/technical visits and discussions, each participant is expected to get to know the details about policymaking for efficient and reliable logistics system.</p> <p>2) Each participant is required to create an Action Plan for improving the logistics system in his/her country.</p>	Logistics in Japan	Lectures, field visits and discussions
	Logistics policy in Japan	
	Logistics business (trucking service, air cargo service, freight forwarding)	
	Green logistics	
	Cold chain logistics	
	Port logistics	
	Freight railway transportation	
	Refrigerated warehouse	
	Truck cargo terminal	
	Material handling equipment manufacturer	
Truck driver training center	Presentations and discussions	
Formulation of Action Plan		
	Action Plan presentation	

Program Schedule (tentative)

[NOTE] The detailed schedule will be shared with the accepted applicants with the Notice of Acceptance.

[Phase in Japan] * Subject to be changed or cancelled due to the pandemic conditions.

Date	Subject
1 st week (January 15-17)	<ul style="list-style-type: none"> - Arrive Japan on January 15 (Wed). - JICA briefing. - Japanese language lesson.
2 nd week (January 20-24)	<ul style="list-style-type: none"> - Program orientation. - Presentation of the country/inception report. - Lecture on logistics in Japan. - Lecture on logistics policy in Japan. - Lecture on cold chain logistics.
3 rd week (January 27-31)	<ul style="list-style-type: none"> - Lecture on port logistics. - Lecture on green logistics. - Visit refrigerated warehouse. - Lecture on safety training in logistics business. - Visit traffic safety training institute. - Lecture on the latest material handling equipment.
4 th week (February 3-7)	<ul style="list-style-type: none"> - Lecture on integrated logistics business. - Lecture on international airfreight. - Visit air cargo shed. - Lecture on high-quality small-lot transportation services and visit automation warehouse. - Lecture on freight rail load transportation. - Lecture on truck transportation and truck terminals. - Visit truck terminals. - Guidance for making action plans.
5 th week (February 10, 12-13)	<ul style="list-style-type: none"> - Action Plan presentations. - Course evaluation meeting. - Closing ceremony.
February 14	<ul style="list-style-type: none"> - Depart Japan

Notes:

* Lectures will be mainly offered by MLIT (Ministry of Land, Infrastructure, Transportation & Tourism) and other related organizations.

* Details will be shared with the accepted applicants, together with the Notice of Acceptance.

Eligibility and Procedures

1. Expectations to the Applying Organizations

- 1) This program is designed primarily for organizations with the intention 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 2 below.
- 3) In addition, after being accepted to the program and before the start of the Phase in Japan, the participating organizations are expected to support participants to select possible topics or ideas for Action Plans which address the issues, or the problems mentioned in 1. (1) above.
- 4) The participating organizations are expected to relieve the participants from their daily obligations and provide maximum consideration to let himself/herself devote in full attendance to the training course. Based on this arrangement, all applicants are requested to submit a **“Written Pledge”** (see Attachment-1) along with the Application Form.
- 5) The participating organizations are also expected to hold knowledge-sharing sessions within the organization and support the implementation of the Action Plan after the participants finish the phase in Japan, to make the best use of knowledge to be acquired through the program.

To enter Japan, regardless of nationality, participants will need to follow the border control measures of the Government of Japan:

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications during the whole period of phase in Japan.

It is requested that they relieve participants' job obligations to let him/her devote to his/her assignments during the entire period in Japan.

2-1. Essential Qualifications

- 1) Current duties:
 - a) To be an official currently engaged in policy making in the field of logistics sector at governmental (central) or public organizations.
 - b) To be expected to assume the role of logistics sector in the near future at governmental (central) or public organizations.
 - c) Must not be engaged in the field of road construction, infrastructure maintenance, and traffic investigation.
 - d) To be an official engaged in the field of logistic integration in the Asian region.
 - e) To be an official involved in the projects with Japan in the field of logistics sector and Japan Transport Partnership or who will possibly be engaged in the near future.
- 2) Experiences in the relevant field: have more than 3 (three) years' experience in the field of logistic sector. Between the ages of twenty five (25) and forty five (45) years preferred.
- 3) Has an authority to implement an Action Plan (refer to the section explaining about Action Plan) along with the member(s) of the solution development team.
- 4) Educational background: to be a university graduate or has the equivalent educational history.
- 5) Language: has a competent command of spoken and written English.

- 6) Health: must be in good health, both physically and mentally, to participate in the program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form), if you have been a patient of following illnesses; Hypertension/Diabetes/Cardiovascular illness/Heart failure/Chronic respiratory illness.
- 7) Those who participated in this training program or in the related program to it in the past are disqualified as applicants for this training program.

2-2. Technical Requirements :

- 1) Gender Equality and Women's Empowerment:
Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- 2) PC Skills
Having basic computer skills of MS-Word, Excel and PowerPoint is desirable as this program consists of many exercises preparing reports and presentation materials by computer.

3. Required Documents for Application

1) Application Form

The Application Form is available at the JICA Overseas Office (or the Embassy of Japan). Application Form should be typed in English in Microsoft Word format.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information shall be reviewed and used for reasonable accommodation allocation.

2) Photocopy of the Passport

Please submit the scanned copy of the applicant's passport which he/she carries when entering Japan, together with the application form. If it cannot be submitted within time, please submit as soon as he/she obtains it.

*The photocopy of his/her passport should include name in full, date of birth,

nationality, sex, passport number and expiration date.

3) Written Pledge

Format of the Written Pledge is shown in Attachment-1. Participants who will not participate in the program by committing against the contents of the written pledge will not be considered as a member with successful completion of the program.

4) Nominee's English Score Sheet: must be submitted with the Application Form. Any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) is recommended to be attached as well.

4. Procedures for Application and Selection

1) Submission of the Application Documents:

Closing date for applications: Please inquire JICA Overseas Office (or the Embassy of Japan).

JICA office in your country (or the Embassy of Japan) will assemble the application forms and will send them to **JICA Yokohama in JAPAN** by: **November 15 (Fri), 2024, Japan Time.**

As mentioned in 3.1) above, the application form should be typed in English in Microsoft Word format.

2) Selection:

Primary screening is conducted at the JICA Overseas Office (or the Embassy of Japan) after receiving official documents from your government. JICA Center (JICA Yokohama) 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 work for the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA Overseas Office (or the Embassy of Japan) to the respective Government by no later than **November 29 (Fri), 2024 Japan Time.**

5. Additional Documents to be Submitted by Accepted Applicants

5-1. Photocopy of the accepted participant's passport: should be submitted **ONE MONTH BEFORE the start of the phase in Japan.**

*Photocopy should include the followings:

Name in full, date of birth, nationality, sex, passport number and expire date.

5-2. Country and Inception Reports – must be submitted by December 20 (Fri), 2024, Japan Time:

Only the accepted participants are requested to prepare and submit a Country and Inception Reports, two weeks before the start of the Online Phase. The contents of the Country and Inception Reports are shown in Attachment 2; ANNEX 1 and 2.

Country and Inception Reports should be submitted to JICA Yokohama **yictt1@jica.go.jp** in MS Word file **by December 20 (Fri), 2024, Japan Time,** by e-mail. Kindly put the course number **202311616J001** at the beginning of his/her file name.

5-3. Country and Inception Reports Presentation

At the beginning of the program, each participant is requested to present his/her Country and Inception Reports respectively. The presentation session will be held in the following manner.

- 1) Presentation should be given using Microsoft **“PowerPoint”**.
(Therefore, accepted applicants are required to prepare their Country and Inception Reports format in MS Word for submission and in PowerPoint for presentation.)
- 2) Each participant will be given approximately 20 minutes for the presentation.
- 3) Photos are recommended to be used as much as possible to make the presentation live.

6. Conditions for Participation

6-1. Conditions for Attendance: Participants are required to:

- 1) strictly adhere the program schedule,
- 2) not to change the program topics,
- 3) not to record or share the online/paper-based contents without permission of JICA and its implementing partners,

- 4) participate the whole program including the preparatory phase. Applying organizations, after receiving notification of acceptance for their nominee(s), are expected to carry out the actions described in 1.4) and 1.5),
- 5) not to change the air tickets (as well as flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- 6) fully understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- 7) not to bring or invite any family members,
- 8) 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,
- 9) observe the rules and regulations of the program implementing partners to provide the program or establishments,
- 10) not to engage in political activities, or any form of employment for profit,
- 11) 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 "Administrative Arrangements",
- 12) 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,
- 13) not to drive a car or motorbike, regardless of an international driving license possessed,
- 14) observe the rules and regulations at the place of the participants' accommodation, and
- 15) refund allowances or other benefits paid by JICA in the case of a change in schedule.

[Conditions on deliverables by participants]

- 1) not to put JICA logo on Country Report, Inception Report, Action Plan, and any other documents to be created for this training course.
- 2) to accept that JICA does not necessarily represent any statements written in participant's deliverables.

7. Presentation of Certificate

Participants who have successfully completed the program will receive a certificate of completion issued by JICA.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- 1) **Name:** JICA Yokohama Center (JICA YOKOHAMA)
- 2) **Address:** 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

Tel: +81-45-663-3221 Fax: +81-45-663-3265

- 3) **Contact:** Ms. SEGAWA Akiko (yictt1@jica.go.jp)

Tel: +81-45-663-3221 Fax: +81-45-663-3265

2. Implementing Partner

1) Name:

- Partner Ministry: Policy Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)
- Implementing Partner: Nippon Kaiji Kyokai (ClassNK)

2) Contact:

- MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan
-ClassNK

Address: 4-7, Kioi-cho, Chiyoda-ku, Tokyo 102-8567, Japan

3. Accommodation in Japan

In terms of necessary accommodations while in Japan, JICA will arrange and inform the participants accordingly.

4. Expenses

1. Travel to Japan:

- 1) **Air Ticket:** In principle, JICA will arrange an economy-class roundtrip ticket between an international airport designated by JICA and Japan.
- 2) **Travel Insurance:** Coverage is from arrival to departure in Japan. Thus, traveling time outside Japan (including damaged baggage during the arrival flight to Japan) will not be covered.

2. Expenses in Japan:

The following expenses will be provided for the participants by JICA during the programs held in Japan:

- 1) Allowances for accommodation, meals, and living expenses.
- 2) Expenses for field visits (basically in the form of train tickets.)
- 3) Medical insurance coverage for participants who become ill **after** arriving in Japan. (Costs related to pre-existing illness, pregnancy, or dental treatment are **not** covered.)
- 4) Expenses for program implementation, including materials.

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “*KENSHU-IN GUIDE BOOK*,” which will be given to the selected participants before departure to Japan.

*Link to “*KENSHUIN GUIDEBOOK*” on JICA website (English):

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

5. Pre-departure Orientation

Pre-departure orientation will be held at respective country's JICA office (or Japanese Embassy), to provide participants with detail information on travel to Japan, conditions of the program and other matters related to the course.

Other Information

References:

1. Knowledge Co-Creation Program and Life in Japan	
English version	https://www.youtube.com/watch?v=SLurfKugrEw
2. Introduction of JICA Centers in Japan	
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html

- 1) Laptop personal computer:
During the course, there are occasions of exercises using graphs of Microsoft Excel or making reports with Microsoft PowerPoint. It is highly recommended to bring in your own laptop personal computer and USB (universal serial bus).
- 2) Entry Visa to Japan should be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
- 3) Allowances will be deposited to your temporary bank account in Japan two business days after your arrival in Japan. It is advisable to bring along your cash for some amount of money for the first few days after your arrival. Please note that it is very important to have your bank notes/checks exchanged into Japanese Yen (JPY) in cash at any international airport when you can. You may not have enough time to exchange money due to busy training schedule when in need.
- 4) Business cards are useful to introduce yourselves to other participants and to Japanese people on some occasions.
- 5) Traditional clothing and items: It is recommended to bring your business suit or national /traditional dress for closing ceremony and other events in Japan.
- 6) Textbooks (including PowerPoints and handouts) containing "classified information" may not be distributed in any form.

For all applicants: to be submitted together with the Application Form

Written Pledge:

JICA Knowledge Co-Creation Program

Development of the Sustainable and Reliable Logistics System in Asian Region

To the Director of Training Program Division, JICA Yokohama

■ **Applicant**

Pledge:

I have certainly read the General Information and will strictly adhere to the written description and concentrate on the online program by organizing my daily obligations.

Date:	Signature:
	Print Name:

■ **Confirmation by the organization in charge**

Pledge:

I will relieve his/her daily obligations and provide maximum consideration to his/her full attendance at the program.

Date:	Signature:
	Print Name:

Country and Inception Reports

Accepted Applicants Only
<p>Please prepare:</p> <ol style="list-style-type: none"> 1. Country Report (ANNEX 1) 2. Inception Report (ANNEX 2) <p>* Accepted applicants are required to submit two kinds of reports to JICA Yokohama by e-mail to yictt1@jica.go.jp by <u>December 20 (Fri), 2024</u> These reports should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in accordance with the attached form (ANNEX 1 and 2). The Reports are used as training materials, and as a basis for group discussions.</p>
<ol style="list-style-type: none"> 1. Country Report shall describe the general information of your country, especially in the field of logistics system. 2. Inception Report will be important material to make Action Plan as one of the outputs of the program. This is the first step for making Action Plan. Describe your future vision for modernizing logistics system, based on the discussions with your supervisors, colleagues, and members of the problem solution team in your organization. 3. The reports will be used for comparative studies during the program. 4. Each participant is requested to give a presentation on the above two reports. Attendants: Course participants, lecturers, Course Leader, JICA program officer, and other people concerned with the program. Reference materials: Participants are expected to use data files, photos, and slides to illustrate their reports.

***Refer to “Formats” on the next page to make your reports.**

Country Report Format

1	Country	
2	Main industries	
3	Organizations Governing Logistics System	Central government :
		Local government :
		Affiliated organizations :
		Private Logistics Companies
4	Share of Cargo Transport (domestic)	Land Transport : % Maritime Transport : % Air Transport : %
5	Road	Total Length : Traffic Volume : Pavement Ratio :
	International Container Port	Major Ports: Total Number of Port: Total Cargo Volume by Sea (2024): ton Container Volume (2023 or 2024): TEU
	International Airport	Major Airports: Total Number of Airport: Total Cargo Volume by Air (2023 or 2024): ton
6	Modernization of Cargo Transport	Hardware: e.g., automated cargo handling, terminal operation system, etc.
		Software: e.g., training school for logistics operator, free-trade zone, etc.

*Figures shall be based on ton-kilometers.

Inception Report Format

* Please make a vision related to development/improvement of logistics system in your country.

1	Name and e-mail address of 1) Nominee, and 2) Leader of the Solution Development Team.	1) Name: e-mail address: 2) Name: e-mail address:
2	Vision for another 10 years' time.	"How would you modernize and improve logistics system in your country?"
3	Details of current problems on logistics.	
4	Countermeasures towards the problem (Past and present).	
5	Practical efforts made by nominee's organization or department.	
6	Expected impact after the problem solved or improved.	
7	Expected obstructions for problem solving.	

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e., expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and

knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

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

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



CORRESPONDENCE

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

Further, address correspondence to:

JICA Yokohama Center (JICA YOKOHAMA)

Address: 2-3-1 Shinko, Naka-ku, Yokohama, Kanagawa 231-0001, Japan

TEL: 81-45-663-3221, FAX: 81-45-663-3265

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

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

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

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

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

Please be advised:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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

Application form for the JICA Knowledge Co-Creation Program

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

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature



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 "xxxxxxxJxxx" 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**First Name****Middle Name**

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

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

*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】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

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

4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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

3) Other languages ()	() Excellent	() Good	() Fair	() Poor
---------------------------	---------------	----------	----------	----------

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

5. Background and Purpose of Application

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

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

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

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

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



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

By Applicant

Date
Name and Title/Position
Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
-----------------------------	---

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

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

2. Medical History

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
-----------------------------	---

(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 (_____)
-----------------------------	---

(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 (_____)
-----------------------------	--

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

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

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

By Applicant

Date
Name and Title/Position
Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature