

F.No.12040/05/2024-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-110067
Dated: 14.02.2024

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Maritime Safety and Security Policy Program” to be held in Japan from 24.09.2024 to 20.09.2025 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Maritime Safety and Security Policy Program” to be held in Japan from 24.09.2024 to 20.09.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to develop personnel with advanced practical knowledge, advanced analytical and communication skills in English. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.


3. The applying organizations are expected to nominate a junior officer working in a maritime safety and security related organization in one of the following positions:

- Section chief or equivalent at a central authority (if serving under a central authority)
- Assistant division chief or equivalent at a local authority (if serving under a local authority)
- Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
- Inspector or superintendent (or an equivalent title if in law enforcement)

The officer should be a bachelor's degree or its equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); be under forty-five (45) years old as of October 1, 2024. More information may be seen in the general information 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 airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).
6. 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 in accordance with the eligibility criteria.
7. The applications should reach this Department through the Administrative Ministry/Department not later than **15.03.2024**. 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.


(Deshranj Yadav)
24.02.2024

Under Secretary to the Government of India
Tele No: 011-26194167

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

1. Secretary, Ministry of Shipping, GoI, New Delhi.
2. Secretary, M/o Environment Forest & Climate Change, GoI, New Delhi.
3. Secretary, M/o Home Affairs, GoI, New Delhi.
4. Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110001.
5. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
6. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
7. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Maritime Safety and Security Policy Program
(Master's Program)**

**課題別研修「海上保安政策プログラム」(修士課程)
JFY 2024**

Course No.: 202311614-J001

202208924-J004 (only Bangladesh)

Course Period in Japan: From September 24, 2024 to September 20, 2025

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

Asian region is home to one of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Trouble-free maritime transportation has contributed to the region's remarkable economic growth and prosperity as well as that of the world economy.

To attain stable transportation in these sea-lanes, establishing international maritime norms based on the rule of law is essential to preserve and develop maritime international order. Also, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

"Maritime Safety and Security Policy Program" for junior officers of maritime safety and security related organizations in the Indo-Pacific region aims to nurture personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

The course bridges practical and theoretical aspects of maritime safety and security, and include international relations, maritime issues, international laws, and other relevant issues.

For what?

This program aims to develop personnel with advanced practical knowledge, advanced analytical and communication skills in English. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

For whom?

This program is designed for junior officers of maritime safety and security related organizations in Asian countries.

How?

"Maritime Safety and Security Policy Program" is designed to build capacity of policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG).

GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility of the JCG, will provide training and practical education in maritime safety and security.

Participants will also conduct case studies to strengthen their knowledge and skills. Participants is required to write a research paper about a specific issue in accordance

with the guidance and advice from academic advisers over the course of the program. This is master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Therefore, Research guidance will be provided as for a master's student at a regular graduate school.

II. Description

1. Title (Course No.)

Maritime Safety and Security Policy Program (202311614-J001)
(only Bangladesh 202208924-J004)

2. Course Duration in Japan

September 24, 2024 to September 20, 2025

- GRIPS: October 1, 2024 - March 31, 2025
- JCGA: April 1 – August 8, 2025
- GRIPS: August 12 - September 12, 2025

3. Target Regions or Countries

India, Indonesia, Malaysia, Philippines, Sri Lanka, Vietnam, Maldives, Palau
Bangladesh

4. Eligible / Target Organization

Maritime safety and security related organizations in the Indo-Pacific region

5. Capacity (Upper Limit of Participants)

9 participants

6. Language

English

7. Objective(s)

Junior officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability, and ability to communicate effectively in an international environment.

Consequently, the participants will be able to fulfill their duties and improve ability to deal with international issues in timely and appropriate manner. Furthermore, by fostering mutual understanding, this program will help to build network of participating countries.

8. Overall Goal

This program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in the Indo-Pacific region. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

9. Output and Contents / Module

This program consists of (1) pre-departure assignment and (2) program in Japan.

(1) Pre-departure assignment (August to September 2024)
 Upon receipt of the Notice of Acceptance, participants are required (1) to prepare and submit a Job and Country Report, and (2) prepare for lectures and research paper by obtaining basic information on maritime safety and security

(1) Job and Country Report:
 Please submit Job and Country Report presentation material.
 There will be a “Job and Country Report” presentation session after arriving in Japan. The purpose of the session is to share the situation of each country for mutual understanding.

- 1) Presentation material:
 Please produce PPT presentation document with maximum pages as below.
 - Outline of the country (politics, geo-politics, economics (incl. GNI per capita), society): 2 pages
 - Maritime safety policy: 2 pages
 - Outline of maritime institutions, including mandate and organization chart: 3 pages
 - Challenges of your institution: 2 pages
 - Your responsibility at each institution: 2 pages.
- 2) Presentation time: approximately 10 mins
- 3) Audiences: fellow participants, lecturers in GRIPS and JGCA, JICA, etc.
- 4) Submit to cictp@jica.go.jp by 20 September 2024.

(2) Preparation for lectures and research paper:

- 1) Familiarize with laws and regulations of one’s country concerning maritime safety and security as well as international laws and conventions
- 2) Collection of cases and search of literature related to international maritime issues

(2) Program in Japan (September 2024 to September 2025)
 This program consists of lectures, case studies, field trips and independent study.
 Curriculum of the academic year 2023-2024 is shown in Fig.1 for your reference.

Expected Module Output	Courses/Focus of Instruction	Mode of Instruction
Acquisition of socio-scientific knowledge needed to address international issues	Required Courses : International Relations International Relations in East Asia International Security Studies	Lecture · Case Study
	Recommended Courses : Economic Development of Southeast Asia Development Economics East Asian Economies The Making of Modern Japan Analysis of Great Power Politics Comparative Political Economy International Development Policy Government and Market Government and Politics in Japan International Political Economy Comparative Politics State and Politics in Southeast Asia Non-Traditional Security The World and the SDGs Introduction to Quantitative Methods	

Improvement of understanding of legal matters related to maritime safety and security	Required Courses : International Law International Law of the Sea Policy for Search & Rescue; Salvage and Maritime Disaster Prevention Maritime Police Policy	Lecture · Case Study
	Recommended Courses : International Comparative Criminal Law Introduction to Oceanography Marine Environment and Pollution Traffic Management Systems I Traffic Management Systems II Information Management System I Information Management System II Ship Maneuverability and Practical Operation Fundamentals of Advanced Energy Engineering Introduction to International Maritime Safety and Security Conventions	
Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law	Required Courses : Case Study of Maritime Safety and Security Policy I Case Study of Maritime Safety and Security Policy II	Practical Case Studies · Field trip
Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods	Required Course : Independent Study: A research paper examining a specific problem and analyzing ways to solve it under the guidance of professors; a final presentation	Analysis · Presentati on

**Academic Year 2022-2023 Curriculum Master's Programs
(11) Maritime Safety and Security Policy Program**

Category	Course No.	Course Name	Instructor	Term	Credit
I Required Course	MSP4000E	Independent Study	Various	Fall through Summer	4
	GOV1400E	International Relations in East Asia	TAKAGI Yusuke	Fall	2
	GOV2200EA	International Relations	WAMA Yoko	Fall	2
	GOV2240EB	International Security Studies	MICHISHITA Narushige	Fall	2
	MSP2000E	Maritime Police Policy	OKUZONO Junji	Spring	2
	MSP3000E	International Law	SHIMOYAMA Kenji	Fall	2
	MSP3010E	International Law of the Sea	FURUYA Kentaro	Winter	2
	MSP3020E	Policy for Search & Rescue, Salvage and Maritime Disaster Prevention	YAMAJI Tetsuya	Spring	2
	MSP5000E	Case Study on Maritime Safety and Security Policy I	FURUYA Kentaro	Fall	2
	MSP5010E	Case Study on Maritime Safety and Security Policy II	FURUYA Kentaro	Winter through Spring	2
II Recommended Courses	ECO1020E	Essential Microeconomics	KUROSAWA Masako	Fall	4
	ECO1080E	Essential Macroeconomics	NIBAYASHI Ken	Winter	2
	ECO1800E	Economic Development of Southeast Asia	KUDO Toshihiro	Fall	2
	ECO2020EB	Government and Market	HATANAKA Kaori	Winter	2
	ECO3840EB	Development Economics	KUJIMA Yoko	Winter	2
	EPP1010E	East Asian Economies	KUDO Toshihiro, OTSUJI Yoshihiro	Winter	2
	GOV1460E	The Making of Modern Japan	KITAOKA Shinichi, PRESSELLO Andrea	Fall	2
	GOV2100E	Government and Politics in Japan	MASUYAMA Mikitaka	Fall	2
	GOV2210E	International Political Economy	CHEY Hyoung-kyu	Fall	2
	GOV2310E	Comparative Politics	TAKENAKA Harukata	Fall	2
	GOV2460E	State and Politics in Southeast Asia	LIM Guanle	Spring (Session I)	2
	GOV3240E	Non-Traditional Security	HONNA Jun	Fall	2
	GOV3280E	Analysis of Great Power Politics	WAMA Yoko, et al.	Spring	2
	GOV3310E	Comparative Political Economy	KANCHOOCHAT Veerayooth	Fall	2
	GEN3000E	International Development Policy	OHNO Izumi	Winter	2
	GEN5020E	The World and the SDGs	TANAKA Akihiko	Fall	1
	MOR1000E	Introduction to Quantitative Methods	MOROHOSI Hozumi	Fall	2
	MSP2030E	Introduction to Oceanography	MINAM Hiroki	Spring	1
	MSP2040E	Marine Environment and Pollution	KAWAMURA Noriko	Spring	1
	MSP3030E	International Comparative Criminal Law	SHINTANI Kazuaki	Spring	2
	MSP3100E	Introduction to International Maritime Safety and Security Conventions	FURUYA Kentaro	Spring	1
	MSP2050E	Traffic Management Systems I	YAMADA Tatsuto	Spring (Session I)	1
	MSP2060E	Traffic Management Systems II	TBA	Spring (Session II)	1
MSP3060E	Ship Maneuverability and Practical Operation	NAKAYAMA Yoshiyuki	Winter	1	
MSP3070E	Fundamentals of Advanced Energy Engineering	KANKI Takashi	Spring (Session II)	1	
MSP3080E	Information Management System I	YAMANAKA Masaaki	Spring (Session I)	1	
MSP3090E	Information Management System II	ISOZAKI Hiroomi	Spring (Session II)	1	
III Elective Courses		* Selected Topics in Policy Studies I - IV			
		Courses not listed in this table			
X Others	LAN0010E	** Describing Tables and Figures	WICKENS Matthew H.	Winter	1
	LAN0040E	** English for Academic Purposes	O'NEILL Gavin, et al.	Fall	2
	LAN0150E	** Thesis Writing for MSP	O'NEILL Gavin	Winter	1
	LAN0160E	** Qualitative Writing	WICKENS Matthew H.	Winter	1
	LAN0220E	** Policy Proposal Writing	FETCHKO Katerina	Fall	2
		** Other courses offered by the Center for Professional Communication			

Notes:

1. Graduation Requirements: Students must complete a minimum of 30 credits, 22 of which must come from Category I, and 8 from Category II.
2. Courses offered in the Program are subject to change.
3. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
4. * Course Number, Instructor, and Term for these courses will be announced when the courses are offered.
5. ** Credits earned in these courses cannot count toward the degree.
6. Students must take the courses LAN0220E, LAN0040E and LAN0150E.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (4) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (5) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Organization in one of the following positions:
 - Section chief or equivalent at a central authority (if serving under a central authority)
 - Assistant division chief or equivalent at a local authority (if serving under a local authority)
 - Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
 - Inspector or Superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations: three (3) years or more:
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: Applicants are required to submit official report of TOEFL iBT or IELTS score. Admission priority will be given to applicants with TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. See ANNEX 1 to apply for a waiver of the English language proficiency requirement.
- 6) Health: Required to be judged by medical doctor that medically adequate to

participate in the Program in Japan. Prescribed health certificate by medical doctor is required for application.

Pregnant persons are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

7) Age: under forty five (45) years old as of October 1, 2024

(2) Recommended Qualifications

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.

3. Required Documents for Application

(1) Application Form: Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

(2) Photocopy of Passport: Please submit photocopy of passport with the application form if you possess your passport which you will carry when entering Japan for this program. If not, please submit the photocopy as soon as passport is issued.

*The following information should be included in the photocopy:

Name, date of birth, nationality, sex, passport number and expiry date

(3) Application Materials for GRIPS/JCG Master's Program

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX 1.

Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX 1) depending on their filed educational and career records.

(4) Information on military status

Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military. Please indicate military status of your institution and yourself with ANNEX 2.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

All required material must arrive at **JICA Center in Japan** by March 29 2024.

(2) Selection

1) After receiving the application documents through appropriate administrative

procedures in the respective government, JICA office (or the Embassy of Japan) in respective country conduct a screening and send the documents to JICA Chugoku, which organizes the program.

- 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. Please inform the JICA office of applicant's military status, even in plausible case, as soon as possible in order to avoid delay in selection process.
- 2) JICA Chugoku will carry out the screening jointly with JCG to select successful applicants out of those who meet the qualifications described in Section III-2.
 - 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by zoom/Microsoft Teams, telephone or TV conferencing at JICA office in respective country.
 - 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
 - 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July 2024.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

(3) Notice of Acceptance

- 1) The JICA overseas office (or the Embassy of Japan) will notify the results not later than July 31, 2024.
- 2) Acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted applicant.

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect

of the course,

- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

6. Certificate and Master's Degree

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) Center: JICA Chugoku Center (JICA TOKYO)

*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

(2) Program Officer: Ms. Yu MATSUMOTO (cicttp@jica.go.jp)

2. Implementing Partner

(1) Japan Coast Guard (JCG)

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: +81-3-3580-0936

("81" is country code for Japan, and "3" is local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

URL: <https://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: +81-3-6439-6046

("81" is country code for Japan, and "3" is local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

3. Travel to Japan

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

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

4. Accommodation in Japan

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

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

("81" is country code for Japan, and "82" is local area code)

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is country code for Japan, and "3" is local area code)

Please refer to the TIC facility guide at

https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf

If there is no vacancy at JICA centers, JICA will arrange alternative accommodations.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

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

6. Pre-departure Orientation*

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html

V. Other Information

1. Dress Code: Formal Clothes (suit and tie or officer uniform) required

(1) Participants are requested to wear suit with tie or other formal clothes for the opening ceremony, courtesy calls and receptions.

Please bring officer uniform.

(2) During lectures at JCG and JCGA, suits or formal clothes are required. Jeans or T-shirts are not allowed at these institutes.

(3) During lectures at GRIPS, there is no dress code. Casual clothes are accepted.

2. PC

Participants are encouraged to bring their own PCs for presentation of Job and Country Report presentation and writing research papers.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



Contact Information for Inquiries

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

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

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

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

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

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

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

Please be advised:

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

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

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



Japan International Cooperation Agency

CONFIDENTIAL

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

Date:		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**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】

***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
---------------------------	---------------	----------	----------	----------

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.

--

* 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