

F.No.12040/28/2023-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 Mehrauli Road, New Delhi-110067
Dated: 13.12.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Medical Equipment Management and Maintenance” from 21st February to 4th April 2024 to be held in Japan under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Medical Equipment Management and Maintenance” from 21st February to 4th April 2024 to be held in Japan under the Technical Cooperation Program of the Government of Japan

2. This program is designed primarily for organizations that intend to address specific issues or problems related to medical equipment management and maintenance. The participating organizations are expected to utilize this opportunity to train appropriate personals in the field.

3. The applying organizations are expected to nominate officers who meet the following qualifications:

Essential Qualifications:

- i) Current Duties: be an engineer in charge of the management and maintenance of medical equipment in the ministry of health, national hospitals, medical research laboratories, medical educational facilities and/or major regional hospitals in the target countries.
- ii) Experience in the relevant field: have more than 5 years of experience in the field of medical equipment management and maintenance
- iii) Language: have a competent command of spoken and written English
- iv) Age: must be under 45 years of age
- v) Recommendation: must receive a recommendation by the national government or JICA projects
- vi) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential health risks to the mother and the foetus. To reduce the risk of worsening symptoms associated with respiratory tract infection (More details of the program may be seen in the brochure).

...2/-

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 round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, meals, living expenses, outfit and shipping and stopover); expenses for JICA study tours and 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).

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/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/Organization not later than **28.12.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.


(V. Nfang Langel)

Section Officer(FT)

Tele no: 011-26165682

Copy to: (Through DoPT's website)

- a. Secretary, Department of Health and Family Welfare, GoI, New Delhi.
- b. Secretary, Ministry of AYUSH, GoI, New Delhi.
- c. Secretary, Department of Health Research, Indian Council of Medical Research, GoI, New Delhi.
- d. Secretary, Ministry of Railways (Indian Railways Medical Services), GoI, New Delhi.
- e. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- f. Senior Representative, Japan International Cooperation Agency, JICA India Office, Hindustan Times House (16th Floor), 18-20 Kasturba Gandhi Marg, New Delhi - 110001.
- g. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

MEDICAL EQUIPMENT MANAGEMENT AND MAINTENANCE (F) 課題別研修「医療機材管理・保守(F)」(本邦研修) JFY 2023

Course No.: 202210136J001

Course Period in Japan: February 21, 2024 to April 4, 2024

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.

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

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

Developing countries are facing big challenges to establish and maintain a sustainable and reliable health service delivery system. The Government of Japan and JICA continuously supported various medical facilities, in order to achieve this goal. For example, JICA provided medical equipment to these facilities as part of capacity development in the health sector. Human resource development for management and maintenance of medical equipment is essential in maximizing and sustaining the impact of such assistance by the Government of Japan. From the lessons of the past training programs, it is critical to improve the knowledge and the skills of the engineers who are currently engaged in the management and maintenance of medical equipment.

This training course is designed for participants from English-speaking countries to ameliorate serious shortages of well-trained engineers. The training will provide basic knowledge and technics to properly maintain medical equipment, to ultimately raise the quality of medical care in the target countries.

For what?

Proper management and maintenance of medical equipment are critical in delivering effective healthcare services. This training course enables engineers in charge of medical equipment maintenance to acquire electric, electronic and medical engineering skills, as well as the knowledge and the skills on proper handling of medical equipment. The goal is to enable the participants to contribute to raising the medical equipment management and maintenance standards in their home countries.

For whom?

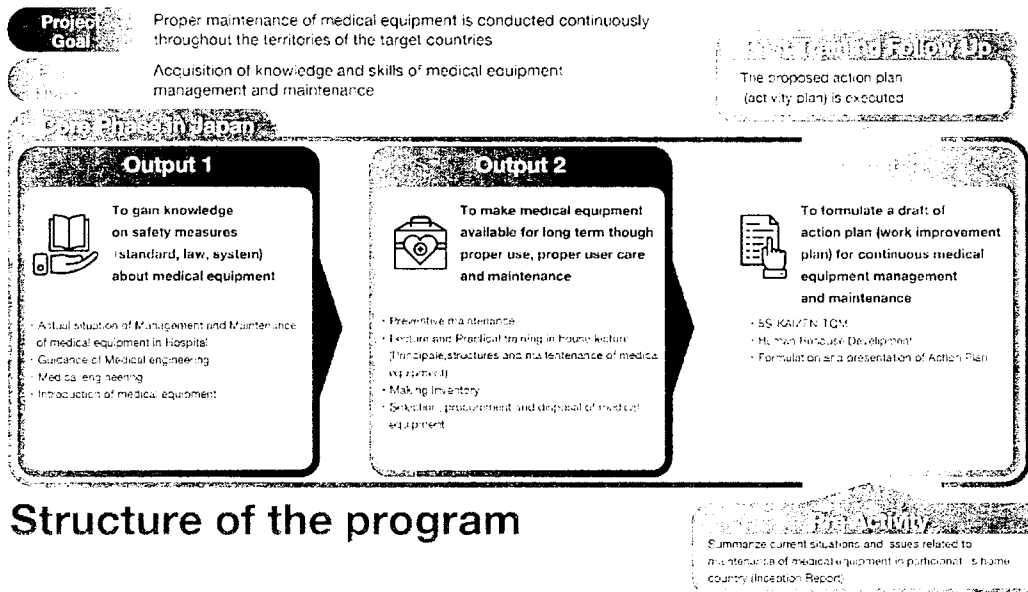
Engineers who are in charge of the management and maintenance of medical equipment at ministry of health, national hospitals, medical research laboratories, medical educational facilities and major regional hospitals in the target countries.

How?

The training course will be provided in Japan. The course materials are specially developed for engineers in charge of management and maintenance of medical equipment in the target countries, in collaboration with Japanese experts in the field.

II. Description

- 1. Title (Course-No.)**
Medical Equipment Management and Maintenance (F)
(202210136J001)
- 2. Course Duration in Japan**
February 21 2024 to April 4, 2024
In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.
- 3. Target Regions or Countries**
Bhutan, India, Laos, Micronesia, Mongolia, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka,
- 4. Eligible / Target Organization**
This program is designed for engineers from the ministry of health, national hospitals, medical research laboratories, medical educational facilities, and major regional hospitals.
- 5. Capacity (Upper limit of Participants)**
10 participants
- 6. Language**
English
- 7. Objective(s)**
The purpose of the course is to improve the knowledge and the skills of government officers and staff members, who are engineers, and are responsible for purchasing, managing and maintaining medical equipment, so that an appropriate level of medical equipment management and maintenance services can be achieved and maintained in the target countries.
- 8. Overall Goal**
Through the course, an appropriate level of medical equipment management and maintenance are continuously provided in the target countries, and the quality of medical services is improved.



III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems related to medical equipment management and maintenance. The participating organizations are expected to utilize this opportunity to train appropriate personnel in the field.
- (2) The course materials are specially developed, in collaboration with relevant prominent organizations in Japan, to meet the specific needs of participating organizations, so that the organizations can work toward effectively managing and resolving the issues and problems related to medical equipment management and maintenance.
- (3) As this program is designed to facilitate participants to come up with the plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants by carrying out the activities of the Preliminary Phase described in section II-9
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be an engineer in charge of the management and maintenance of medical equipment in the ministry of health, national hospitals, medical research laboratories, medical educational facilities and/or major regional hospitals in the target countries
- 2) Experience in the relevant field: have more than 5 years of experience in the field of medical equipment management and maintenance
- 3) Language: have a competent command of spoken and written English
- 4) Age: must be under 45 years of age
- 5) Recommendation: must receive a recommendation by the national government or JICA projects
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential health risks to the mother and the fetus. 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.

(2) Recommendable Qualification

Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

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

* 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 will be reviewed and used for reasonable accommodation.

(2) Photocopy of passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) Valid Email address: JICA will communicate with candidates via email.

Therefore, **please fill in your valid e-mail address on the Application form.**

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)**.

*The closing date in your country is earlier than the date noted below.

(All required material must arrive at **JICA Tohoku in Japan** by January 9, 2024)

(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 will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than **January 15, 2024.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Inception Report -- to be submitted by February 7, 2024

Accepted candidates are required to prepare an Inception Report (Please read ANNEX-I "Inception Report" for detailed information.) before their departure.

The purpose of making the inception report is to help participants understand the current situation and problems of medical equipment management and maintenance in their workplaces and gain an awareness of the issues.

The Inception Report should be sent to JICA Tohoku Center, preferably by e-mail to thictad@jica.go.jp

6. 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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tohoku Center (JICA TOHOKU)

(2) **Program Officer:** Mr. OBATA Eihiko (Obata.Eihiko2@jica.go.jp)

2. Implementing Partner (TENTATIVE) :

(1) **Name:** Air Water East Japan Inc. (Medisun Group Fukushima Branch)

(2) **URL:** none

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

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

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

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

Please refer to facility guide of JICA TOKYO at its URL,
<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

During technical training, the participants are going to stay at the dormitory located at Air Water East Japan Inc.

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

*YouTube of Course introduction:

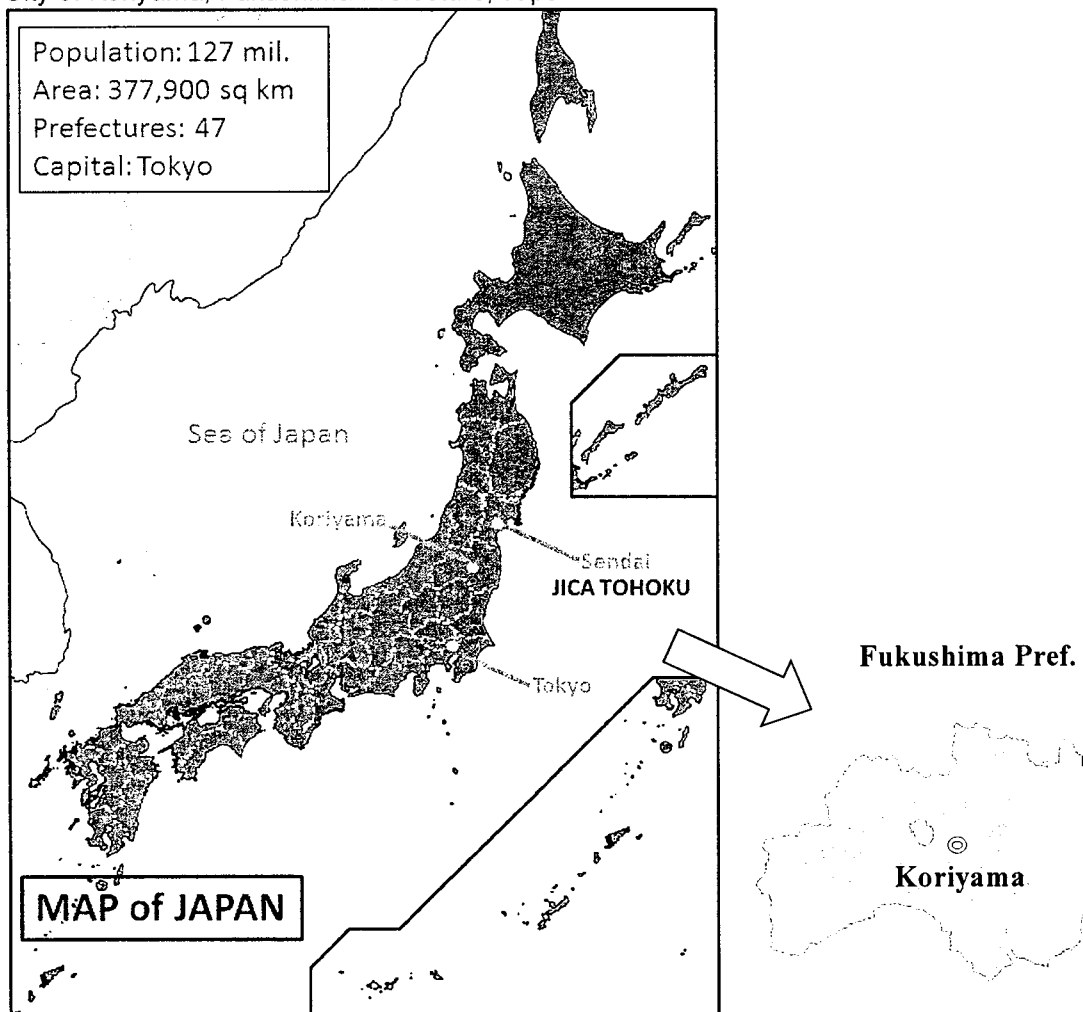
KCCP 「**Medical Equipment Management and Maintenance**」 (JICA Tohoku)

https://www.youtube.com/watch?v=uFogvxbR_uE

V. Other Information

1. Location of the training site

City of Koriyama, Fukushima Prefecture, Japan



2. Climate

Average temperatures and rainfall in Koriyama (1991~2020)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Daily High(°C)	4.5	5.5	9.5	16.1	21.6	24.8	28.0	29.4	25.2	19.4	13.5	7.5
Average (°C)	0.9	1.4	4.6	10.5	16.2	20.0	23.5	24.5	20.4	14.5	8.6	3.4
Daily Low (°C)	-2.5	-2.3	0.1	5.0	11.1	15.9	19.9	20.7	16.5	10.0	3.8	-0.4
Rainfall (mm)	40.9	27.6	66.1	75.4	92.2	120.6	191.2	144.4	162.7	126.5	57.8	38.1

Reference source : Japan Meteorological Agency

3. Living Condition

During the training, participants will be accommodated in the dormitory of Air Water East Japan Inc.

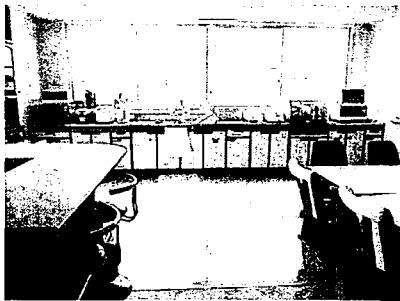
Each participant will be assigned in a single room with an own bathroom.

Meals are not provided in the dormitory.

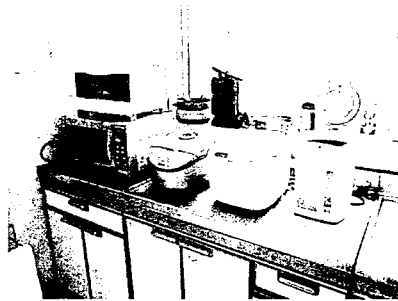
The dormitory is equipped with a shared kitchen with basic cooking supplies, a refrigerator, stove/grill, microwave, oven toaster, rice cooker; a shared laundry room with clothes washers.

The participants are welcome to bring dry foods and ethnic spices, as they will have opportunities to cook on a daily basis. A grocery store is located within a walking distance from the dormitory. Bicycles are available for use.

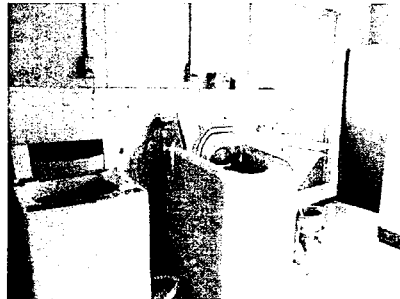
Halal-compliant restaurants are generally scarce.



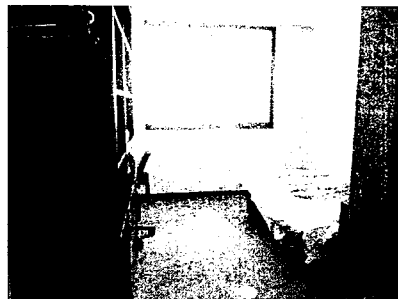
Kitchen



Kitchen Appliances



Laundry Room



Dormitory Room

4. Computers

The participants are recommended to bring their own laptop/notebook computers (*1) to prepare for Action Plans and presentation slides, and to check personal e-mail.

(*1) Laptop/notebook computers should have antivirus software installed, and must not have file sharing softwares, such as Winny, WinMX, BitTorrent and Gnutella.

Note: The power plug shape of Japan is "A type." Bring the power plug adaptor.

5. International Exchange Programs with Local Communities.

JICA encourages international exchanges between JICA participants and the local communities. Participants are kindly requested to bring their national costumes, small gifts and visual aids, such as powerpoint slides, videos and photographs, to introduce their countries.



In Traditional Japanese
Costumes



Bicycling under
Cherry Blossoms

6. The "5S"

The "5S" refer to *Seiri*(sort), *Seiton*(set), *Seiso*(shine), *Seiketsu*(standardize), and *Shitsuke*(sustain). Adherence to the "5S" has effects including those of securing workplace safety, beautifying the workplace, improving business efficiency, and improving workplace morale.

This training course also aims to teach the concept of enacting the "5S". The hosting agency asks all participants to conduct cleaning every morning in order to learn this principle by execution.



Cleaning the Dormitory



Training at simulated
operation room



Nebulizer training



Autoclave training

7. About JICA Tohoku Center

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

JICA Japan International Cooperation Agency

Home About JICA News & Features Countries & Regions Our Work Publications Investor Relations

Home > About JICA > Organization > Domestic Offices > Tohoku Center

About JICA

JICA's vision
President's Desk
Organization
JICA Headquarters
Overseas Offices
Domestic Offices
Literary
ODA and JICA
History

Tohoku Center

Office Information

Tohoku Center
Address
33rd Floor, Sendai Daiichi Bldg.
Tower B Bldg. 6-1-1 Ichibancho Aomori
Aomori, Sendai City, Miyagi
Prefecture 980-0001

Mail

JICA Tohoku Center/JICA Tohoku is located in Sendai, the largest city in the northern Japan. We are blessed with beautiful nature, delicious seafood and abundant tourism resources in rural Japan.

In March 2011, the Tohoku region was devastated by massive earthquake and tsunami. We were fortunate to receive overwhelming support from all over the world and are thankful for the assistance we received. Since the event, JICA Tohoku has partnered with local people taking part in the rebuilding effort in the region through partnership providing diverse assistance programs. Through this effort, the disaster-affected areas collaboratively worked on recovery with developing countries. These efforts further strengthen the community relationship between Tohoku and other developing countries.

Find us on Facebook at <https://www.facebook.com/Jicatohoku>

facebook

メールアドレスまたは電話番号 / パスワード

ログイン

アカウントをお持ちの場合

秋募集
応募受付中
8/20-9/29
JICA海外協力隊

JICA 東北
JICA Tohoku
ホーム
お問い合わせ



JICA Tohoku
20th floor



JICA Plaza Tohoku

VI. ANNEX-I

Medical equipment management and maintenance

Inception Report

Personal Information

Name :

Country :

Organization :

Present post :

E-mail :

※We will make contact with you through this email address. Please write the one you usually use to be able to respond to us smoothly.

Remark 1 :

Each participant is requested to make a presentation in 10-15 minutes based on this report.

Remark 2 :

Purpose of preparation and presentation of this report is to let participants comprehend their situations and problems each other, thereby make the training more effective and fruitful.

Remark 3 :

It is highly recommended to use visual aids such as Microsoft Power Point® for presentation.

<Contents>

1. Introduce general conditions of your country
(Remark: This part should be just briefly explained.)

2. Describe overall health status and medical situations

(e.g., National strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes, main diseases and health services, number of hospitals, medical staff and other supportive systems, etc.)

3. Please draw a chart of your organization and write the names of departments (sections). In addition, please add the number of staff of each department (section) in it.

4. Hospital Profile

Please explain the administration of your hospital.

If you are working at Ministry of Health or other (e.g. educational institution, etc.), please skip this content.

Ownership		
Name of the hospital		
Coverage area		
Coverage population (estimate)		
No. of employees (persons)	Medical doctors	
	Nurses	
	Biomedical staff (Engineer or Technician)	
Number of beds		
Number of inpatients per month (persons)		
Number of outpatients per day (persons)		
Number of deliveries per month (persons)		
Number of operations per month	General anesthesia	
	Local anesthesia	

Hospital income and expenditures (Annual)

Income	Central government	
	Local government	
	Patient copayment	
	Others	
Total income		
Expenditures	Administration	

	Maintenance	
	New purchase of medical equipment	
	Spare parts, consumables for medical equipment	
	Service contract (outsourcing) of medical equipment management	
Total expenditures		

Facility information

【Medical Gas】

Central gas piping system		(a) Yes, available in all area (b) Yes, but only in certain area (c) No
Medical oxygen production system	Purchase through oxygen manufacturer	(a) Liquid type (Bulk Liquid Storage) (b) Gas type (Cylinder)
	In-house oxygen production system available	
	Individual use of oxygen concentrator/or cylinder	
Oxygen cylinder's Color		
Oxygen piping system's Color		

5. Please describe your country's Act, Cabinet order and Regulation regarding medical equipment management field.

6. In your Institution/Organization, what type of special software is used to manage medical devices? (medical device inventory)

7*. Please describe problems and difficulties in the medical equipment management field.
(Remark: List 5 problems using bullet points)

-
-

-
-
-

8* . Please describe major causes of failures or breakdown of medical equipment.

(Remark: List 3 problems using bullet points)

-
-
-

9. Please describe major Japanese medical equipment used in your country.

Remark: Refer to Equipment name, Manufacture and Model

10. Please attach list of medical equipment used at your facility

(Remark: Attach photo and List)

11. Please describe what type of analyzers and checkers your institution has for medical equipment management fields.

12. Please describe the name and number of the medical equipment that is currently out of order, what kind of failure it has, and what are the causes of the failure.

(Example answer: Ultrasound device / fault of transducer (Probe) / User dropped transducer on the floor)

13. Please describe what type of medical equipment you most frequently maintain.

(Remark: List 3 medical devices using bullet points)

-
-
-

14* . What is the most interesting subject in this training?

15* . What challenge do you want to solve the most in your organization?

(1) Within the scope of your responsibility

(2) At country level

***Note:**

In the training, we would like to share with you the methods to solve problems, hints and ideas to improve the current situation.

We hope that you can participate in the training with a certain goal, considering the problems and challenges of your organization.

For this purpose, you are requested to especially focus on the important contents listed below in this report.

“Important contents to be focused on: 7. 8. 14. and 15 “

Thank you for your corporation.

VI. ANNEX-II

Course Schedules for FY2023

Medical Equipment Management and Maintenance Course

Core phase in Japan, training schedule (Sample)

Training Schedule: Medical Equipment Management & Maintenance

© Detail of the schedule is subject to change.

Week	Date	Day	Time	Type	Output	Program	Lecturer/ Instructor	Venue	Stay
1st	8-Sep	Thu	11:00-12:00			Programme Orientation	JICA Tohoku	TIC SR410	JICA Tokyo Int'l Center (TIC) (Shibuya, TOKYO)
			14:00-16:30			Briefing	JICA Tokyo	TIC SR●●	
	9-Sep	Fri	[8:20 Check-out / Assembly]			Move to Koriyama city, Fukushima prefecture [by chartered bus] / Lunch on the way			Medisun Training Centre, Air Water East Japan Inc. (AWE) [Koriyama, FUKUSHIMA]
			13:00 Arrival						
			13:00-14:00				Orientation on daily activities and tour of facilities of Medisun Training Centre, Air Water East Japan Inc.	AWE	
			14:00-15:30			Tour to nearby supermarket, ATM... etc.	AWE	Koriyama, FUKUSHIMA	
10-Sep	Sat	A Day Off							AWE
11-Sep	Sun	A Day Off							AWE
2nd	12-Sep		9:00-9:30	Ceremony		Opening Ceremony			AWE
			9:30-11:30	Lecture	1	Outline of Medical Equipment			
			13:00-16:30	Presen.		Inception Report Presentation			
	13-Sep	Tue	8:30-11:30	Exercise	2	Infection Control / Equipment in Central Sterile Supply Dept. (CSSD) (High-pressure Steam Sterilizer)			AWE
			13:00-16:00	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer)			
			16:00-17:00			<Japanese Language Class>	Ms Sato	AWE	
	14-Sep	Wed	8:30-11:30	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer)			AWE
			13:00-17:30	Visit	1	[Online visit] Hoshi General Hospital			
	15-Sep	Thu	9:00-12:00	Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM	Mr. Mmuro	AWE	AWE
			13:30-17:00	Exercise			Mr. Mmuro	AWE	
16-Sep	Fri	9:00-12:00	Exercise	3	Planning of Medical Equipment Management & Maintenance: 5S-KAIZEN-TQM	Mr. Mmuro	AWE	AWE	
		13:30-17:00	Exercise			Mr. Mmuro	AWE		
17-Sep	Sat	[8:10 Assembly]			Observation Tour in Fukushima pref. [by minibus]			AWE	
		8:20-17:40	Visit		Tsurugajo Castle / Nishinkan Samurai School / Jurokkyo Sluice Gate / Noguchi Hideyo Memorial Museum / Bandai Atami Tourist Product Centre	Aizuwakamatsu / Inawashiro / Koriyama, FUKUSHIMA			
18-Sep	Sun	A Day Off							AWE
3rd	19-Sep	Mon	8:30-11:30	Exercise	2	Planned Preventive Maintenance (1) - How to Schedule PPM / Develop SOP & Checklist			AWE
			13:00-16:30	Exercise	2	Planned Preventive Maintenance (2) - Safety Management			
	20-Sep	Tue	8:30-11:30	Exercise	2	Outline of Clinical Examination / Laboratory Equipment (Spectrophotometer)			AWE
			13:00-16:30	Exercise	2	Equipment in Wards (Infusion Pump / Syringe Pump)			
			[15:30 leave AWE]			Go to the city hall [by taxi]			
	21-Sep	Wed	16:00-16:30	Visit		Courtesy call to the Mayor of Koriyama City	Koriyama City Hall	Koriyama, FUKUSHIMA	AWE
			8:30-11:30	Exercise	2	Equipment in Laboratory (Electrolyte Analyzer / Centrifuge)			
			[12:40 leave AWE]			Go to the university [by taxi]			
	21-Sep	Wed	13:00-16:30	Visit	1, 2	College of Engineering, Nihon University	College of Engineering, Nihon Univ.	Koriyama, FUKUSHIMA	AWE
				Lecture		Actual Situation of Management & Maintenance of Medical Equipment at Hospitals			
	22-Sep	Thu	8:30-11:30	Exercise	2	Equipment in Wards (Incubator)			AWE
			13:00-16:30	Exercise	2	[Online lecture] The Basics of Radiological Equipment	FUJFILM Healthcare Systems Corporation	AWE	
	23-Sep	Fri	8:30-11:30	Exercise	2	Equipment in Wards (Electrocardiograph)			AWE
			13:00-16:30	Exercise	2	Equipment in Wards (Patient Monitor / Defibrillator)			
	24-Sep	Sat	A Day Off						
25-Sep	Sun	A Day Off							AWE

4th	27-Sep	Tue	【10:00 Assembly / Departure】 15:00 Check-in		Travel to Nagano 【by chartered bus】			Hotel Route Inn Court Chikuma Koshoku 【Chikuma, NAGANO】		
	28-Sep	Wed	【8:45 leave the hotel】		Walk to the training site			Hotel Route Inn Court Chikuma Koshoku		
			9:00-12:00	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer / Ultrasonic Washer / Washing Devices)	Education Center, Sakura Seiki Co., Ltd		Chikuma, NAGANO	
	29-Sep	Thu	【8:45 leave the hotel】		Walk to the training site			Hotel Route Inn Court Chikuma Koshoku		
			9:00-12:00 12:00-14:00	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer / Ultrasonic Washer / Washing Devices)	Education Center, Sakura Seiki Co., Ltd		Chikuma, NAGANO	
			14:10			Leave Sakura Education Center 【by taxi】				
			14:10-15:20	Visit	2	Nagano Chikuma Factory, Sakura Seiki Co., Ltd. Etc.				
	30-Sep	Fri	【8:45 leave the hotel】		Walk to the training site			Hotel Route Inn Court Chikuma Koshoku		
			9:00-12:00	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer / Ultrasonic Washer / Washing Devices)	Education Center, Sakura Seiki Co., Ltd		Chikuma, NAGANO	
			13:00-17:00	Exercise	2	Equipment in CSSD (High-pressure Steam Sterilizer / Ultrasonic Washer / Washing Devices)				
1-Oct	Sat	【9:00 Check-out / Departure】		Travel back to Koriyama 【by chartered bus】			AWE			
		9:30-10:10	Visit		Japan Heritage Centre (traced rice fields)					
		10:40-11:30	Visit		Mori Shogunzuka Kofun (ancient burial mound of a lord)					
2-Oct	Sun	16:20		Arrival at AWE			AWE			
5th	3-Oct	Mon	8:30-11:30	Presen.	2	Planned Preventive Maintenance (5) - Presentation & Discussion on Developed SOP & Checklist	AWE		AWE	
			13:00-16:30	Exercise	2	Equipment in Operating Theatre (Anaesthesia machine)	ACOMA Medical Industry Co., Ltd.	AWE		
	4-Oct	Tue	8:30-11:30	Exercise	2	Equipment in Operating Theatre (Ventilator)	ACOMA Medical Industry Co., Ltd.	AWE	AWE	
			13:00-16:30	Exercise	2	Equipment in Operating Theatre (Electrosurgical Unit)	ACOMA Medical Industry Co., Ltd.	AWE		
	5-Oct	Wed	8:30-11:30	Exercise	2	Medical Devices Responding to COVID-19: - Outline	AWE		AWE	
			13:00-16:30	Exercise	2	Medical Devices Responding to COVID-19: - Maintenance & Management (Oxygen Concentrator / Ventilator, etc.)	AWE			
	6-Oct	Thu	8:30-11:30	Exercise	3	Making Action Plan (Work Improvement Plan)	AWE		AWE	
			13:30-17:00	Exercise	3	Making Action Plan (Work Improvement Plan)	AWE			
	7-Oct	Fri	8:30-10:30	Exercise	2	Equipment in Laboratory (Water purifier)	AWE		AWE	
			【12:15 leave AWE】		Go to the places to visit 【by minibus】					
			13:00-13:40	Visit	2	Fukushima Ekisan Co., Ltd. - a medical oxygen factory	Motomiya, FUKUSHIMA			
	14:00-17:00	Visit Lecture	1	Masu Memorial Hospital	Nihonmatsu, FUKUSHIMA					
	8-Oct	Sat	A Day Off						AWE	
9-Oct	Sun	A Day Off						AWE		
6th	10-Oct	Mon	8:30-11:30	Exercise	2	Making Electronic Equipment (1) (Making Digital Multimeter)	AWE		AWE	
			13:00-16:30	Exercise	2	Making Electronic Equipment (2) (Making MD) / Method of Safety Check using MD	AWE			
	11-Oct	Tue	9:00-12:00	Exercise	2	Ophthalmological Equipment	Inami & Co., Ltd.	AWE	AWE	
			13:30-17:00	Exercise	2	(Slit Lamp / Applanation Tonometer / Lens Meter)	Inami & Co., Ltd.	AWE		
	12-Oct	Wed	9:00-12:00	Exercise	2	Ophthalmological Equipment	Inami & Co., Ltd.	AWE	AWE	
			13:30-17:00	Exercise	2	(Slit Lamp / Applanation Tonometer / Lens Meter)	Inami & Co., Ltd.	AWE		
	13-Oct	Thu	10:00-12:00	Visit	1	【Online visit】 Sysmex - Solution Centre / i-Square (factory)	AWE		AWE	
			13:30-17:00	Exercise	2	Equipment in Laboratory (Blood Cell Counter)	Sysmex Corporation	AWE		
	14-Oct	Fri	9:00-12:00	Exercise	2	Equipment in Laboratory (Blood Cell Counter)	Sysmex Corporation	AWE	AWE	
			13:30-17:30	Exercise	2	Equipment in Laboratory (Blood Cell Counter)	Sysmex Corporation			
15-Oct	Sat	A Day Off						AWE		
16-Oct	Sun	A Day Off						AWE		
7th	17-Oct	Mon	8:30-11:30	Exercise	3	Making Action Plan (Work Improvement Plan)	AWE		AWE	
			13:00-16:30	Exercise	3	Making Action Plan (Work Improvement Plan)	AWE			
	18-Oct	Tue	9:30-11:45	Presen.	3	Action Plan Presentation	AWE		AWE	
			13:00-15:20	Presen.	3	Action Plan Presentation				
			15:30-16:30			Evaluation Meeting				
			16:45-17:15			Closing Ceremony				
	17:30			Farewell Party						
19-Oct	Wed	【10:00 Assembly / Departure】 10:00-15:00		Travel to JICA Tokyo (TIC) 【by chartered bus】			TIC			
Bold Letters		-- Travel to another city (Move to different accommodation)								
Bold Letters		-- Day trips / Official Visits								

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.



CORRESPONDENCE

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

Further, address correspondence to:

JICA Tohoku Center (JICA TOHOKU)

Address: 20th Floor, Sendai Dai-ichi Seimei Tower Bldg.4-6-1
Ichiban-cho, Aoba-ku, Sendai-shi, Miyagi-ken, 980-0811 Japan

TEL: +81-22-223-5775 FAX: +81-22-227-3090

E-mail: thictad@jica.go.jp



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



6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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



4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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



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

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:
Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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



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

By Applicant

Date

Name and Title/Position

Signature



Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

<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