

F.No.12040/11/2025-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67
Dated: 05.05.2025

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Sustainable Food System Strategy for Local Industry Development” to be held in Japan from 08.09.2025 to 11.10.2025 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 “Sustainable Food System Strategy for Local Industry Development” to be held in Japan from 08.09.2025 to 11.10.2025 under the Technical Cooperation Program of the Government of Japan.

2. This program aims to equip the participants with strategic management skills that could support them in designing sustainable and innovative policies and business models for local industry development.

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

- i. Current Duties: be a middle-level executive official/manager in administration, planning and implementation central and local government, non-governmental organizations (NGOs), chambers of commerce and agricultural cooperatives who are pertaining to rural development through promotion of small and medium enterprises (SMEs) and managers of private companies in agriculture or food related industries.
- ii. Experience in the relevant field: have more than 5 years’ working experience in the field of rural development, preferably such as the promotion of “small and medium-size enterprises” and regional development in agriculture areas as a middle-level executive official/manager.
- iii. Have more than 3 years of working experience in the present organization.
- iv. Educational Background: be a graduate of university
- v. Language: have competent command of spoken and written English
- vi. Age: between the ages of twenty-seven (27) and fifty (50) years and more details of the program may be seen in the brochure.

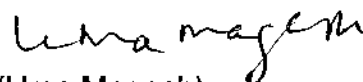
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

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

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; Accommodation arranged by JICA; allowances for meals, living expenses and stopover; expenses for JICA study tours and medical care for participants who become ill after arriving in Japan (the costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is requested that the nomination of suitable government officials/officers from CCA/State/UTs government may please be forwarded **(in two copies)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **02.06.2025**. 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.



(Uma Magesh)

Under Secretary to the Government of India

Tele No: 011-26706310

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

- a. Secretary, Department of Consumer Affairs, GoI, New Delhi.
- b. Secretary, Department of Food and Public Distribution, GoI, New Delhi
- c. Secretary, Ministry of Food Processing Industries, GoI, New Delhi
- d. Secretary, Ministry of Agriculture and Farmers Welfare, GoI, New Delhi.
- e. Secretary, Department of Agricultural Research and Education, GoI, New Delhi
- f. Secretary, Ministry of Health and Family Welfare, GoI, New Delhi.
- g. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).

- h. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- i. NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Sustainable Food System Strategy for Local Industry Development **課題別研修「持続可能な食料システム戦略による地場産業振興」 JFY 2025**

NO. 202411614J001

Course Period in Japan: From September 8 to October 11, 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 a 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 June 2023, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

Background

The program will take place in Hokkaido Prefecture, the largest agricultural area in Japan in transition to sustainable food value chains. The purpose of the program is to formulate strategical and sustainable local industry development programs by creating economic, social and environmental values through the comprehensive approach to all processes of a food value chain. The program refers to the strategy for the sustainable food system, the Measure for the achievement of Decarbonization and Resilience with Innovation (MeaDRI), formulated by the Ministry of Agriculture, Forestry, and Fisheries, Japan, and try to achieve SDGs by applying the way of thinking and analytical tools of management and marketing. Participants are expected to obtain practical skills to formulate support programs for sustainable local industry development and social entrepreneurs.

For what?

This program aims to equip the participants with strategic management skills that could support them in designing sustainable and innovative policies and business models for local industry development.

For whom?

This program is offered to the person concerned with central and local government, non-governmental organizations (NGOs), chambers of commerce, and agricultural cooperatives who are pertaining to rural development and promotion of small-scale industries and managers of agriculture or food-related companies.

How?

The participants shall have opportunities to learn how to design sustainable development of organizations, the region, and the nation through lectures, discussions, and workshops. Participants will formulate an action plan describing what they will do in their country, putting the knowledge and ideas acquired and discussed into their ongoing activities.

II. Description

1. Title (Course No. 202411614J001)

Sustainable Food System Strategy for Local Industry Development

2. Course Duration in Japan

From September 8 to October 11, 2025

3. Target Regions or Countries

Angola, Cambodia, India, Laos, Micronesia, Namibia,
The Republic of North Macedonia, and Uganda

4. Eligible / Target Organization

This program is designed for central and local government administration officials dealing with rural development or small and medium-sized agricultural/food enterprise promotion, the staff of Chambers of Commerce, non-governmental organizations (NGOs), leaders of agricultural cooperatives and managers of food-related companies.

5. Course Capacity (Upper Limit of Participants)

8 participants

6. Language to be used in this program

English

7. Objective

To understand strategies to transform sustainable agricultural community and regions.

8. Overall Goal

To create inclusive and environmentally sustainable communities and regions.

9. Output and Contents

This program consists of the following components. Details on each component are given below.

(1) Preliminary phase in a participant's home country (July to August, 2025)

Participating organizations are required to prepare the program in the respective country.

Expected Module Output	Activities
Assignments	Watch the lecture videos, and submit your answers by e-mail
Inception report is formulated	Formulation and submission of Inception Report

(2) Core phase in Japan

(September 10 to October 10, 2025)

Participants are dispatched by the organizations to attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
To understand the basic idea of sustainable regional industry development	(1) the concept of the sustainable development	Lecture and Exercise
	(2) Understand 17 goals and targets of Sustainable Development Goals (SDGs)	Lecture and Exercise
	(3) Understand the interrelationship among 17 goals as a system	Lecture and Exercise
To understand strategic management theory for sustainability	(1) Systems thinking	Lecture
	(2) Strategic management for sustainable development (sustainable food system)	Lecture and Exercise
	(3) Case discussion of sustainable management	Lecture, Exercise, and Observation
To understand the concept of strategic marketing theory and practices for sustainability	(1) Marketing 3.0 (2) Permaculture basics (3) Green infrastructure & Eco-DRR (disaster risk reduction) (4) Sustainable farming (organic & natural)	Lecture and Exercise, Observation
Action plan formulation (Interim report) to realize sustainable rural industries.	(1) Sustainability challenge workshop (Problem identification) (2) Project management (3) Action Plan guidance (4) Action plan presentation	Workshop Consultation Presentation

*** To learn effectively and practically, we advise you to write a reflective diary (called “Lesson Memo”) and do a daily assignment in the program. We welcome highly-motivated participants to learn in this program and implement what you learned in your countries.**

<Structure of the program>

1. Preliminary phase:
Prepare the assignments and the inception report.
Collect data and pictures for the Sustainability Challenge workshop.*
*Detail is written on page 16.
2. Core Phase:
Topic outline (preliminary and subject to change)

1st week

- (1) Inception report presentation from participating countries
- (2) Lecture - Outline of Agriculture in Japan and Hokkaido Prefecture
- (3) Lecture – Sustainable development 1 (Issues and concept)

2nd week

- (1) Lecture – Systems thinking
- (2) Lecture & Discussion: Case Method Learning & discussion
- (3) Lecture – Social entrepreneurship
- (4) Lecture & Workshop (Business Game) Management Basic
- (5) Lecture & Discussion- Marketing for sustainability (Marketing 3.0)

3rd week

- (1) Sustainability challenge workshop (Problem identification)
- (2) Lecture & Exercise- Business strategy1, 2 (Strategic Analysis and formulation)
- (3) Lecture & Exercise- Sustainable development 3 (Strategies and applications)
- (4) Lecture & Discussion – Policies for sustainable food system (Food and nutrition)
- (5) Site visit & Discussion- Sustainable development 2 (regenerative agriculture)

4th week

- (1) Site visits & Discussion- sustainable food business management
- (2) Site visits & Discussion- Green infrastructure & Eco-DRR
- (3) Project management workshop

5th week

- (1) Preparation of action plan formulation (Each participant makes the sustainable project plan (interim presentation))
- (2) Action plan presentation

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 identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This program 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) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan 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 in Japan by carrying out their action plan.

2. Nominee Qualifications:

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

【 Remarks 】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

(1) Essential Qualifications

- 1) Current Duties: be an middle-level executive official/manager in administration, planning and implementation central and local government, non-governmental organizations (NGOs), chambers of commerce and agricultural cooperatives who are pertaining to rural development through promotion of small and medium enterprises (SMEs) and managers of private companies in agriculture or food-related industries.
- 2) Experience in the relevant field: have more than 5 years' working experience in the field of rural development, preferably such as the promotion of "small and medium-size enterprises" and regional development in agriculture areas as a middle-level executive official/manager.
- 3) Have more than 3 years of working experience in the present organization.
- 4) Educational Background: be a graduate of university
- 5) Language: have competent command of spoken and written English which is equal to TOEFL iBT 100, IELTS 7.0 or more (This workshop includes active participation in discussions, which requires high competence of English ability, especially in speaking. Please attach photocopy of official certificate for English

ability such as TOEFL, IELTS, etc., if available.)

Please follow the level of language proficiency below when you fill in the application form.

[Excellent] You can use English with ease and fluency. You are able to discuss in a wide range of topics related to the course subject with lecturers and other participants, and facilitate a group discussion.

[Good] You can express the detail of your duties and your ideas in English, and take an active participation in discussions.

[Fair] You can communicate and understand English in a range of course subjects, and able to participate in the discussions.

[Poor] You can communicate and understand English in a range of everyday situation.

5) Computer literacy: basic computer skill is essential to make report and presentation. (Word, PowerPoint, and Excel)

6) Health: must be in good health to participate in the program. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

7) Attitude toward participation: Nominees who shall be regarded that they understand the contents of this program fully and have high motivation for learning through their Application form, Questionnaire and Inception report.

(2) Recommendable Qualifications

- 1) Age: between the ages of twenty-seven (27) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. 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. *There is a possibility of adding one female participant to this course in 2025.

3. Required Documents for Application

In case there are any missing documents or missing part, the nominee may be excluded from the selection.

(1) Application Form: The Application Form is available at **the 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 you do not have a passport, please 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

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) Inception Report:** to be submitted with the Application Form. Detailed information is provided in “*VII. ANNEX*”.

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 materials must be delivered to **JICA Center in Japan** by **June 16, 2025**)

(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 in Japan 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 June 30, 2025.**

5. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly adhere to the program 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 program 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 program,
- (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,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule, and
- (13) not to allow recording of the Zoom screen due to copyright reasons.

Participants must follow the "Terms of Use",

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Hokkaido Center (Obihiro)

(2) **Program Officer:** Ms. NAKAMURA Akiko (obic_kccp@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Insight Management Inc.

(2) **URL:** <https://www.managementdo.com>

(3) **Remark:** Insight Management is a management consulting and education company. It has a strong presence in rural development in Hokkaido, Japan. Insight Management also has experience in international business development for small- and medium-size enterprises (SMEs). It works with various governmental organizations (i.e. Ministry of Economy, Trade and Industry), JICA and local governments.

Entrusted by JICA, Insight Management has trained many participants from various countries and regions, such as Asia, East Europe, Middle East, and Africa in management fields.

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 Hokkaido Center (Obihiro)

Address: 1-2, Minami 6-choume, Nishi 20-jo, Obihiro City, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

(where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at JICA Hokkaido (Obihiro), JICA will arrange alternative accommodations for the participants.

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for meals, living expenses, 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 is available from JICA Website.

*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 overseas office (or the Embassy of Japan), 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.

Part I: Knowledge Co-Creation Program and Life in Japan	
1. English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html

V. Other Information

1. Certificate

Participants who have successfully completed the program will be awarded a certificate by JICA.

2. For Your Health

It is advisable for participants to bring the household medicine. Especially in case you have or have had malaria, you are requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan. In addition, accepted participants are kindly requested to provide information the JICA center in advance, if you have the restriction of food for any reasons (illness or religion, etc.)

3. Courtesy call to Ceremony

The program includes some ceremonies, for which it is recommended to bring appropriate clothes.

4. Climate

The climate condition in Obihiro is indicated below. Participants are advised to prepare appropriate clothes.

AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
Day	Night	Day	Night	Day	Night	Day	Night
+26°	+20°	+23°	+15°	+17°	+8°	+7°	+1°
 754 mmHg		 757 mmHg		 761 mmHg		 759 mmHg	
 1.5 m/s		 1.8 m/s		 2.0 m/s		 2.2 m/s	
 86 %		 74 %		 76 %		 68 %	

World Weather: <https://world-weather.info/forecast/japan/obihiro/2024/>

5. Currency Exchange

Participants are advised to exchange local currency to Japanese currency upon your arrival in Narita (Haneda) airport if it is needed, since there is not enough time for currency exchange during the training program.

6. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the course period; rain jackets & trousers, warm jackets, rubber boots.

7. Electronic Devices

Participants are strongly recommended to bring your own laptop computer, USB flash memory, and suitable conversion plug for Japanese one.

8. Information about Obihiro City and its surrounding region

Information of Obihiro is available at following URLs :

a. Homepage of JICA Hokkaido Center (Obihiro)

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

b. The YouTube channel of “Tokachi, *A Kingdom of Agriculture*”

<https://www.youtube.com/watch?v=rIVNvV4HEf8>

c. The YouTube channel of JICA Hokkaido Center (Obihiro)

https://www.youtube.com/channel/UC7NFJ2TrHHuzCXA3W9zHd_w/videos

VI. ANNEX:

Sustainable Food System Strategy for Local Industry Development (JFY 2025)

Inception Report

Applicants are requested to submit the Inception Report on the following issues. The Inception Report will be used for the screening of successful applicants as well as for the selection of the most suitable course subject for the participants. Applicants should submit it to JICA overseas office in respective country with Application Form by June 16, 2025.

a. Purposes

- (1) To identify “the regional or national problems achieving a sustainable food system regarding environmental, social, and economic factors.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

b. Contents

1. Background information

A. Country and Region overview:		
	(1)	Basic information about agriculture and food industry in your country with photographs
	(2)	Basic information about agriculture and food industry in the region where you are in charge.
B. Problem Analysis		
	(1)	Identify the strengths of agriculture and food industry in your country
	(2)	Identify the strengths of agriculture and food industry in the region where you are in charge
	(3)	If you are from a project of international cooperation, please explain the activities of the project.

2. Topics for discussion: (please prepare your report on all of the following four topics)

Analysis of current situation:

SWOT Analysis of your region of agriculture and food industry

S (internal strengths) of your region	W (internal weaknesses) of your region
O (external opportunities) for your region	T (external threats) of your region

Notes;

“External opportunity” in the above means that favorable factors in your region or country in relations with outer circumstances, such as the growth of population, easy access to a market, national government policies and so on.

3. Regional problems for sustainability Please describe regional or national problems for sustainability in terms of the following three factors (1_environmental, 2_social, 3_economic)

c. Layout

Typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at a maximum of 5 pages.

NOTE: Presentation (accepted participants)

Accepted participants are requested to submit presentation materials with MS Power Point and present their inception report for 10 minutes per person at the beginning of the course program.

*Details will be provided upon notice of acceptance.

Sustainability challenge workshop

In the middle of the course, there is an opportunity to identify and exchange problems of all participants countries to achieve sustainable development.

This is one of the highlights of this course.

After identifying our problems, we collaborate and find the ideal solutions depending on each country's situation.

To implement your presentation smoothly, please bring information about problems regarding the food system. The information should include statistical data, result and pictures or photographs.

(Interim Report)

Action Plan

At the end of the program, you will make your action plan utilizing your experience and knowledge of the course. Also, you should make a presentation about your action plan.

The purpose of the action plan: Through this program, you will obtain various information, knowledge, and experiences. Utilizing all of them, you should demonstrate your understanding and formulate a project to improve your regional industries. This action plan should be an effective and feasible project to improve the situation of SMEs and farmers in your responsible region. To make your action plan, you should bring all related information about the situation of SMEs and farmers and policies of your country, your region, and your organization.

To make good reports and presentations, we recommend you to use statistical data related reports, photographs, and other related materials.

For Your Reference

JICA and Capacity Development

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance,

to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



Contact Information for Inquiries

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

JICA Hokkaido Center (Obihiro) (OBIC)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido 080-2470, Japan

TEL: +81-155-35-1210 FAX: +81-155-35-1250

Website: www.jica.go.jp/obihiro/english/office/index.html

E-mail: obic_kccp@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 applicant and supervisor of the applicant* · To be signed by supervisor of the applicant · Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

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 attach applicant's photograph (data/actual photograph),
- (e) 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,
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Applicant's signature	Form 2, 3, 4	
3. Signature of supervisor of the applicant*	Form 1	
4. Official stamp of your organization	Form 1	
5. Applicant's photo	Form 3	
6. Relationship with the Military	Form 2	
7. Dietary Restrictions	Form 3	
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	

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

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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 applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's 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 the applicant's supervisor (the head of the relevant department / division of the applicant's organization).*

1. Course Title (as shown in the GI)

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

3. Course Duration (DD/MONTH/YYYY)

From / / To / /

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)
2)
3)
4)

7. 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.

8. Expectation and Future Plan of Actions

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.

--

9. 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							
Office Address and Contact	Address:						
	Tel:		E-mail:		Fax:		

(If necessary) Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							

By Nominator (head of relevant department/division)

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					



Application form for the JICA Knowledge Co-Creation Program:

Form2. 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 applicant's
photograph
(data/actual
photograph)

(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)

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)
-----	-------	------	--

-- Select--	-- Select--		-- Select--
-------------	-------------	--	-------------

5) Passport/Visa

Passport possession	-- Select--	Expiry date	Day	Month	Year
USA visa possession	-- Select--	of passport	-- Select--	-- Select--	-- Select--

*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:		

7) Present Position

Organization		
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization		
Number of employees	-- Select--	
Home Page Address		

8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
-- Select--	Personnel of civilian organizations which have divisions to conduct military-related activities

4. Experience and Eligibility**1) Career Background (After graduation and before taking the present position)**

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

part

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

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

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

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				Position or Title and Department/Division	Brief Job Description
		From		To			
		Month/Year		Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)		
Listening	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Speaking	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Reading	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Writing	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)		()
2) Mother Tongue	()	
3) Other languages	()	
	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	

【Criteria for Assessment of Language Proficiency】

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 the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)****1. Present Medical Status**

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

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

- (b) Does applicant have any allergies with medicine, food, pollen, etc.?

	<input type="radio"/> 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 applicant had any illness such as heart, hepatic, kidney disease, etc.?

<input type="radio"/> NO	<input type="radio"/> YES
	Please specify ()

(b) Have applicant or/and the applicant's family members had tuberculosis?

	Please specify ()

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

	Please specify ()

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

	Please specify ()
	Name of medicine taken if any ()

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, crustaceans, etc.)

	Please specify ()

4. Other Medical Issues/Conditions

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

--

* Is applicant pregnant?

	Weeks of pregnancy -- Select-- weeks

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant 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.

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

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

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



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

DECLARATION (to be signed by the Applicant)

• I understand and fully agree to the following terms and conditions set forth below.

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 below, 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	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

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
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in

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.