

F.No.12040/05/2025-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: 11.03.2025

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Disaster Risk Reduction for Sustainability and Resilience” from 17.06.2025 to 04.07.2025 (online) and from 10.07.2025 to 07.08.2025 (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 “Disaster Risk Reduction for Sustainability and Resilience” from 17.06.2025 to 04.07.2025 (online) and from 10.07.2025 to 07.08.2025 (in Japan) under the Technical Cooperation Program of the Government of Japan.

2. This program is mainly designed for government organizations/departments currently responsible for Disaster Risk Reduction (DRR): Especially those who are responsible for DRR and involved in; disaster prevention and mitigation, either in central or local level government. Officials from planning and finance ministries are also eligible for this program.

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

i) **Current Duties:** be administrative officials currently responsible for DRR who are involved in disaster prevention and mitigation either in central or local level government. Or officials from planning and finance ministries. (This does not apply to those responsible for firefighting, rescue or DRR education.)

ii) **Educational background:** be university graduates or equivalent.

iii) **Work experiences:** those who have practical experience of more than five(5) years as an administrator in the field of DRR.

iv) **Language:** have a good command of spoken and written English. This of local DRR plan, thus requires high level of proficiency in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.

v) **Health:** must be in good health to participate in the program.

vi) **Age:** between the ages of twenty-five (25) and fifty (50) years

vii) **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 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, therefore, 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 **11.04.2025**. 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.



(Deshraj Yadav)

Under Secretary to Government of India

Tele No: 011-26706310

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

- a) Secretary, Ministry of Home Affairs, Gol, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhavan, A-1, Sudarjang Enclave, New Delhi.
- c) Secretary, Ministry of Jal Shakti, Gol, New Delhi.
- d) Secretary, Department of Water Resources, River Development and Ganga Rejuvenation, Gol, New Delhi.
- e) Secretary, Ministry of Environment Forests & Climate Change, Gol, New Delhi
- f) Secretary, Ministry of Finance, Gol, New Delhi.
- g) Secretary, Ministry of Agriculture and Farmers Welfare, Gol, New Delhi.
- h) Secretary, Ministry of Ports, Shipping and Waterways, Gol, New Delhi.
- i) Secretary, Ministry of Road Transport and Highways, Gol, New Delhi.
- j) Secretary, Department of Rural Development, Gol, New Delhi.
- k) Secretary, Ministry of Earth Science, Gol, New Delhi.
- l) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- m) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- n) NIC with request to post the circular along with the JICA's circular on this Department's website.



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Disaster Risk Reduction for Sustainability and Resilience



Course Number: 202411742J001

Course Period: June 17th, 2025 to July 4th, 2025 (in home country)

July 10th, 2025 to August 7th, 2025 (in Japan)



NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

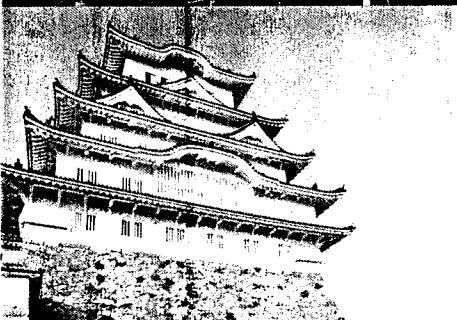
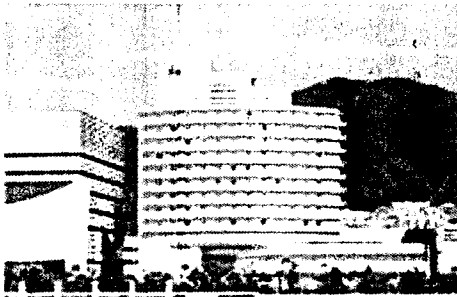
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

課題別研修 持続性と強靱性確保のための防災



How can we prepare for future disasters?

Gain insights into the essence of disaster risk reduction (DRR) in more practical, more interactive, more inspirational ways



Outline

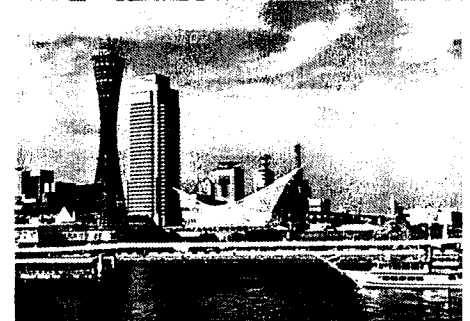
This program is designed for DRR core personnel to learn about Japanese lessons learnt from the past disasters as well as cases of other participants' countries.

A participatory approach is employed by sharing knowledge and experiences necessary for holistic and comprehensive DRR strategies to tackle various challenges in participants' countries.

The sessions will first be held online, which include lectures and self-study with on-demand study materials, then sessions in Japan will be held, which include observations and site-visits. All sessions are carried out in English.

The total period of the program is from June 17th ,2025 to August 7th ,2025 including Online and In-Japan programs.

Course Capacity:
6 participants



JICA Knowledge Co-Creation Program (KCCP)

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

Table of Contents

For What?

(Background, Objectives, Goal) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 7

When?

..... 7

Where?

..... 8

How?

(How to Learn, Language, Commitment to the SDGs) 8-9

(Program Structure) 9-11

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 12-14

(Required Documents for Application) 14- 15

(Procedures for Application and Selection) 15

(Additional Document(s) to Be Submitted by Accepted Participants) 15

(Conditions for Participation) 16

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner) 17-18

Other Information

..... 19-20

Annex

(Basic Information, Country Report) 21-25

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 26

Correspondence

(For Enquiries and Further Information) 27



For What?

Background

In order to reduce human losses and economic damage caused by disasters, this program aims to strengthen the capacities of governmental institutions in charge of Disaster Risk Reduction (DRR).

In the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030, the formulation and promotion of national and local DRR strategies are expected to be accomplished by 2020, and this represents a milestone to achieve other targets of the framework.

Even though the target year has passed, the formulation of national and local DRR strategies remains an essential step for promoting other targets. For this reason, this program will focus on the required steps and methodologies for formulating local DRR plans.

Objectives

To formulate a local DRR plan as a Zero-draft * by “8 steps” to improve/enforce the DRR system of each participant’s organization in order to achieve the global targets of the SFDRR.

*Zero-draft is one of the suggested potential resources to advance DRR activities in each country.

JICA developed 8 steps as the practical and feasible method to develop a local disaster risk reduction (DRR) strategy/plan with concrete measures for investment.

Overall Goal

DRR system of each country is improved based on national and local DRR plans and the damage caused by disasters is reduced.

To Whom?

Job Areas and Organizations

This program is mainly designed for government organizations/departments currently responsible for disaster risk reduction: Especially those who are responsible for DRR and involved in; disaster prevention and mitigation, either in central or local level government. Officials from planning and finance ministries are also eligible for this program.

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

Note: This course focuses mainly on flooding of rivers, inland floods, landslides and earthquakes as types of disaster.

Targeted Countries

India, Jordan, Kenya, Morocco, Sri Lanka and Thailand

When?

Pre-departure orientation

It will be held at respective country's JICA office (or the Embassy of Japan), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

Online Program



June 17th, 2025 to July 4th, 2025

*Participants are expected to attend online and In-Japan programs except for urgent and uncontrollable matters.

Program in Japan



July 10th, 2025 to August 7th, 2025

Key dates

Application deadline

April 25th, 2025

Notification of Acceptance

May 19th, 2025

Submission of Country Report

*ONLY for accepted participants

June 17th, 2025



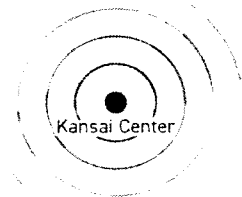
Where?

This course is carried out online and Face-to-Face in-Japan, organized by JICA Kansai Center (Kobe city, Japan).

During the online program, you will watch/read essential on-demand materials for your self-study and join online lectures according to the program.

In Japan, you will visit institutions, Japanese governmental organizations and more in Kansai and other regions.

*You are required to have a certain IT environment. For details, please see page13.



How?

How to Learn

- Online Self-Study
- Online Interactive and Q&A session
- Field Visits
- Lectures
- Workshops
- Discussions
- Presentations



Study



Interact



Listen



Discuss



Experience



Present

Language

English

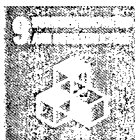
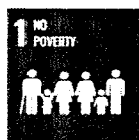


JICA Knowledge Co-Creation Program (Group and Region Focus)
Disaster Risk Reduction for Sustainability and Resilience
Course No. 202411742-J001

Commitment to the SDGs

The 2030 Agenda for Sustainable Development were adopted by UN member states in September 2015 and the Agenda calls for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This course is to contribute to following goals. Specifically, the course aims to strengthen the capacities of governmental institutions in charge of DRR in line with the SFDRR 2015-2030, which contributes to realize the goals 11 and 13.

**SUSTAINABLE
DEVELOPMENT
GOALS**



Program Structure

Expected Module Outputs and Contents

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

1. Preliminary phase - in participants' home countries (May-June 2025) Participating organizations are required to prepare for the Program.	
Modules	Activities
Preparation for the online course	Prepare Country Report Presentation which is required in the core phase
	To read the following 4 documents stored in web sites in advance. <ul style="list-style-type: none"> ● Sendai Framework for Disaster Risk Reduction (SFDRR) https://www.preventionweb.net/files/43291_sendaiframeworkfordrren.pdf ● 8 steps Practical Method for developing local DRR strategies/plans https://www.jica.go.jp/activities/issues/disaster/ku57pq00001p03o3-att/8steps.pdf ● Disaster Management in Japan (issued by Cabinet Office, Government of Japan) http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf ● Lessons from the Great Hanshin-Awaji Earthquake https://www.jica.go.jp/kansai/drlc/publication/dnb8qn00000029zb-att/lesson_hanshinawaji_en.pdf



2. Core phase-Online and In-Japan Program (From June17th,2025 to August 7th, 2025)		
Modules	Subjects/Agendas	Methodology
(0)	Program orientation	
(1)	<p>To understand roles of national and local governments in DRR in Japan.</p> <ul style="list-style-type: none"> ▪ Japanese law/regulation, system and policy/plan for disaster risk reduction and management ▪ Roles of line ministries for disaster risk reduction and management ▪ Local government's (Hyogo prefecture, Kobe city) roles, responsibilities and policy/plan for disaster risk reduction and management ▪ Lessons and history of securing budgetary measures, management and implementation in Hyogo/ Kobe. ▪ DRR and Land use regulation/management. ▪ Good practices, lessons and challenges of mainstreaming DRR in Japan and participants' countries 	Lecture Site-visit
(2)	<p>To understand following topics :</p> <ul style="list-style-type: none"> ▪ Importance of information sharing between administration and local community regarding disaster risk analysis of the community and preparedness for disaster. ▪ Roles and responsibilities of administration and local community in DRR. ▪ With a mind to response to residual risk, consider applying Japanese experiences to each country 	Lecture Site-visit
(3)	<p>To understand importance of "Build Back Better" and mitigation/ preparedness through analysis of past disaster experiences.</p> <ul style="list-style-type: none"> ▪ Importance of lessons learned from past disasters and how to retain them ▪ Disaster Statistics ▪ History of reconstruction of the Great Hanshin-Awaji Earthquake and the Great East Japan Earthquake ▪ Mainstreaming DRR ▪ Based on philosophy of "Build Back Better" and "Pre-disaster investment", consider application of Japanese experience to each country 	Lecture Site-visit
(4)	<p>To formulate a local DRR plan to improve/enforce disaster risk reduction and DRR system in each country, utilizing contents of the program.</p> <ul style="list-style-type: none"> ▪ Q&A, General Discussion ▪ Country Report presentation ▪ Learning of '8 steps' for formulation of local DRR plan ▪ Review meeting ▪ Formulation exercise of local DRR plan ▪ Presentation of local DRR plans 	Lecture and Exercise Site-visit

3. Final phase

Activities

After the course, it is strongly recommended to hold opportunities to share what you have learned in this course with your affiliation and related parties.

Approximately 5 months after the completion of this course, an online briefing session on ex-post activities will be implemented. Details will be shared during the course.

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and the problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to carry out the activities of the Preliminary Phase described in P.9 before the course.
- (4) Participating organizations are also expected to accelerate the creation of local DRR plans and make maximum use of them to promote effective DRR measures..

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be administrative officials currently responsible for DRR who are involved in disaster prevention and mitigation either in central or local level government. Or officials from planning and finance ministries. (This does not apply to those responsible for firefighting, rescue or DRR education.)
- 2) Educational background: be university graduates or equivalent.
- 3) Work experiences: those who have practical experience of more than five (5) years as an administrator in the field of DRR.
- 4) Language: have a good command of spoken and written English. This

program includes active participation in discussions and formulation of local DRR plan, thus requires high level of proficiency in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.

5) Technical Requirements:

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser (Chrome).
- Online course is delivered using the following services, Web Conferences (ZOOM), Cloud Storage (JICA-VAN), Online Whiteboard (MIRO) and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning recent technology skills are required.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
*Internet access charge incurred for this course shall be borne by your organization.

c Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).

	Minimum	Recommended
CPU	3 GHz (2 cores/4 threads)	2,8 GHz (4 cores/8 threads)
RAM Memory	8 GB	16 GB (DDR4)
Network Bandwidth	8Mb/s	32 Mb/s

- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset), Mouse, A type outlet.

d Software (which will be required for online Program Orientation)

- Zoom Client for Meeting (<https://zoom.us/download>)

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) Attendance Requirement:

Participation of both Online and In-Japan program and submission of various assignments is an essential requirement for the completion of the course.

(2) Recommended Qualifications

1) Age: between the ages of twenty-five (25) 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.

3. Required Documents for Application

(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 to JICA office. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Photocopy of Passport: to be submitted 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

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

(3) Basic Information for screening: to be submitted with the Application Form. Please prepare it according to ANNEX of this General Information. Each participant is required to submit a Basic Information for screening together with Application Form. Please fill in the attached form. Basic Information will be used for screening of applicants, and applications without completed Basic Information will not be considered as duly qualified.

(4) English Score Sheet (photocopy): to be submitted with the application form, if the Nominees have any official English examination



scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

*All required material must arrive at **JICA Kansai Center in JAPAN**
by April 25th, 2025.

(2) Selection

Primary screening is conducted at JICA 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 May 19th, 2025.**

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

Before the beginning of this course, only accepted participants are required to prepare Country Report, its presentation and preparation for local DRR plan formulation. Detailed information is provided in the ANNEX-2 of this General Information. The Country Report should be sent to JICA Office **by June 17th, 2025, and by e-mail to Arie.Yuki2@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 conduct 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 "3. Expenses", "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.

Administrative Arrangements

1. Organizer

Disaster Risk Reduction Team 2, Global Environment Department, JICA

Contact Person: Mr. TANIGUCHI Ryohei (jicage-drr@jica.go.jp)

Training Program Division/Disaster Reduction Learning Center (DRLC), Kansai Center (JICA Kansai)

Contact Person: Ms. ARIE Yuki (Arie.Yuki2@jica.go.jp)

2. Implementing Partner

TBD

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.
 - (3) JICA will arrange accommodation(s) for the participants in Japan.
-

4. Expenses

The following expenses in Japan will be provided 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 GUIDEBOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian): [The Knowledge Co-Creation Program \(KCCP\) | Our Work | JICA](#)



5. Accommodation in Japan

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

JICA Kansai Center (JICA Kansai) [Kansai Center - JICA](#)
Address: 1-5-2 Wakinohama Kaigandori, Chuo-ku, Kobe City, Hyogo
651-0073
TEL: +81-78-261-0341/0386
(where “81” is the country code for Japan, and “78” is the local area code)

Please refer to facility guide of JICA Kansai at its URL,

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

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

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.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
DRLC	drlc_brochure_02.pdf (jica.go.jp)



7. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- (3) Participants are required to bring laptop computers. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
- (4) Allowances for living will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
- (5) It is important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

8. Reference

PDF: KENSHU-IN GUIDE BOOK [guide_2024_en.pdf \(jica.go.jp\)](#)

For more detailed terms and conditions

[The Knowledge Co-Creation Program \(KCCP\) | Our Work | JICA](#)



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



JICA Knowledge Co-Creation Program (Group and Region Focus)
Disaster Risk Reduction for Sustainability and Resilience
Course No. 202411742-J001



Website: JICA

English/French/Spanish/Russian

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



Annex

ANNEX-1

FORMAT OF “BASIC INFORMATION” (for screening)

Disaster Risk Reduction for Sustainability and Resilience (JFY 2025)

BASIC INFORMATION

* Please use attached form[ANNEX-1] and submit in three to four A4 sheets.

* Hand writing reports are not acceptable.

Preparation of Basic Information	
Each applicant is required to submit this Basic Information together with the Application Form. This will be used for screening of applicants. Applications without completed Basic Information will not be considered as duly qualified.	

(1)	Your name (Country)
(2)	Your organization, department, division, section and/or unit.
(3)	Your current functional title and duties (Please describe your occupation and professional responsibilities in 2021)
(4)	Please attach/show an organogram of your organization and the whole DRR system that shows roles of respective departments/organizations in your country

Information regarding DRR situation in your country / organization	
(5)	<p>List the three worst disaster events with large economic damage and the human suffering with names of most affected regions/cities in your country. Please also indicate the source of these information.</p>
(6)	<p>Please list the types of disasters in the order of the larger economic damage to the regions/cities related to your organization.</p>
(7)	<p>(Only if there is an established local DRR plan mentioned in (6)) Disaster types covered by the plan and the structure of the plan. Please give further information of the DRR plan mentioned in (6). * Please briefly describe the situation of the local DRR plan. Please circle all the disaster types covered by the current local DRR plan. Disaster type: floods, windstorm, landslide, earthquake, volcano, tsunami, snow damage, others Please circle all the compositions included in the local DRR plan. Composition: geographical conditions, weather conditions, history of the disaster, roles of relevant agencies, mitigation project plan (ordinances, structural measures, etc.), preparedness measures (training, education, stockpiling, etc.), emergency response plan (disaster information gathering and communication, personnel deployment, evacuation, shelter operations, etc.), disaster recovery plan</p>
(8)	<p>Which of the area/city you answered in (7) would you particularly like to cover in the workshop for local DRR plan formulation? * Particular priority is given to planning of urban areas where population and economic assets are concentrated, with the aim of reducing economic damage. * Participants will work in groups at the workshop. Your suggested area/city may not be necessarily selected since it will be selected by the lecturer.</p>
(9)	<p>The reason of (8)</p>

ANNEX-2 Country Report

Accepted participants will conduct the presentation of Country Report (preferably in Microsoft Power Point) for about ten (10) minutes per one person (country) at the first phase of the program period. The audience will be other participants and Japanese officers including the lecturers from concerned institutions. If there are multiple participants from your country, please collaborate with each other after the notice of acceptance to create one presentation material.

Please summarize your Country Report to ten (10) Power Point slides (at most) for the presentation before the program starts.

Contents of the Country Report

1. Information of participant
 - 1) Name
 - 2) Country
 - 3) Organization / Department
 - 4) Position

2. Your responsibilities and duties
 - 1) Roles of your organization and organization chart
 - 2) Functions of the department/section that you belong to
 - 3) Your responsibilities and duties at current position
 - 4) Your experiences related to DRR in your current or previous positions

3. National and local plan/strategy for DRR in your country
 - 1) Outline of National plan/strategy for DRR (including year of issue)
 - 2) Budget allocation for DRR
 - 3) Outline of local plan/strategy/regulation for DRR (including year of issue)
 - 4) Annual Plan of DRR

4. Current situation of implementing the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030 in your country
Please briefly explain about recent activities and/or discussions in your countries on each priority of “Sendai Framework for Disaster Risk Reduction” as below.

Sendai Framework for Disaster Risk Reduction 2015-2030

<https://www.unisdr.org/we/coordinate/sendai-framework>

The Four Priorities for Action

Priority 1: Understanding disaster risk

Priority 2: Strengthening disaster risk governance to manage disaster risk

Priority 3: Investing in disaster risk reduction for resilience

Priority 4: Enhancing disaster preparedness for effective response, and to “Build Back Better” in recovery, rehabilitation and reconstruction

The Seven Global Targets

(a) Substantially reduce global disaster mortality by 2030, aiming to lower average per 100,000 global mortality rates in the decade 2020-2030 compared to the period 2005-2015.

(b) Substantially reduce the number of affected people globally by 2030, aiming to lower average global figure per 100,000 in the decade 2020 -2030 compared to the period 2005-2015.

(c) Reduce direct disaster economic loss in relation to global gross domestic product (GDP) by 2030.

(d) Substantially reduce disaster damage to critical infrastructure and disruption of basic services, among them health and educational facilities, including through developing their resilience by 2030.

(e) Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020.

(f) Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement their national actions for implementation of this Framework by 2030.

(g) Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to the people by 2030.

5. Recognized Issues or problems on DRR in your country

- 1) Types of disaster in descending order of “Frequency”
- 2) Types of disaster in descending order of “Damage”
- 3) The worst-affected disaster in (recent) history and its brief summary
- 4) Your concerned priority action for improvement of DRR
e.g., Plan, Structure, Human resource development, Central level, Local level, Community based approaches, etc.

6. Step 0 (zero) of Local DRR Plan (Accepted Participants only. Please include this item into your Country Report Presentation)

(1) As step 0 (zero) of Local DRR Plan workshop, please include the profile of the target municipality, and the type of disaster (flooding of river or sediment related disaster)

Profile:

- Name of the city/municipality,
- Location map in your country
- Population composition
- Major industry
- Critical infrastructure (government institution, school, hospital, etc.)
- Major risk of disaster
- The reason you select the city

(2) Please describe the roles of government institutions in addressing the type of disaster that you have selected in the above (1).

(3) What kind of typical countermeasures (structural and non-structural) have been taken and are planned for DRR? Please include its financial resources as well.

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 visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



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



Correspondence

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

Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386/0341 FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code)



JICA Knowledge Co-Creation Program (Group and Region Focus)
Disaster Risk Reduction for Sustainability and Resilience
Course No. 202411742-J001

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

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

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

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

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

Please be advised:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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

Application form for the JICA Knowledge Co-Creation Program

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

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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

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

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

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

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

Family Name /Surname

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

First Name

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

Middle Name

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

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

5) Passport/Visa

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

*Applicants from Latin American and the Caribbean Countries only.

6) Contact Information

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

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

7) Present Position

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

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

Please mark Yes or No about your status.

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

4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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

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

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

5. Background and Purpose of Application

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

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

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

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

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



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

By Applicant

Date
Name and Title/Position
Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)****1. Present Medical Status**

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

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

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

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

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

(_____)
<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