

F.No.12040/03/2025-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: 19.02.2025

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Sustainable Animal Agriculture Value-Chains” from 27th May to 4th June, 2025 (online) and from 26th June to 30th July 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 “Sustainable Animal Agriculture Value-Chains” from 27th May to 4th June, 2025 (online) and from 26th June to 30th July 2025 (in Japan) under the Technical Cooperation Program of the Government of Japan.

2. This course aims to develop skills in planning, building, and managing livestock value chains. It focuses on identifying and organizing resources, creating opportunities, and understanding production, processing, and marketing. The program consists of lectures and visits to people and places in VCs. It also offers training in problem-solving, report writing, VC planning and analysis.

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

i) Current duties: Working on livestock value chain development and promotion as officers or researchers in governmental institutes, research institutes, universities, non-profitable organizations, and cooperatives.

ii) After the program: expected to continue to work on livestock value chain development and promotion,

iii) Experience in the relevant fields: More than three (3) years of experience in livestock value chain development in livestock sector,

iv) Educational background: a university graduate or equivalent,

v) Language: competent command of spoken and written English, which is equal to TOEFL iBT* 42-68 (score at the Low-Intermediate level) or more (The program is conducted wholly in the medium of English, therefore participants are requested to have basic English ability),

vi) Health: must be in good health to participate in the program in Japan.

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.

viii) Age: preferably less than forty-five (45) years old 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 **27.03.2025**. 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.


(Subhranil Bhattacharya)
Section Officer(FT)
Tele No: 011-26706328

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

- a) Secretary, Ministry of Agriculture and Farmers Welfare, GoI, New Delhi.
- b) Secretary, Department of Agricultural Research and Education, GoI, New Delhi
- c) Secretary, Ministry of Food Processing Industries, GoI, New Delhi
- d) Secretary, Department of Food and Public Distribution, GoI, New Delhi
- e) Secretary, Department of Consumer Affairs, GoI, New Delhi.
- f) 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).
- g) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- h) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Online & In Japan)

General information on

Sustainable Animal Agriculture Value-Chains 課題別研修「持続的な畜産バリューチェーン」 JFY 2025

Course No.: 202411615J001

Pre-Online Program Period: May 27, 2025 to June 4, 2025

Main Program Period in Japan: June 26, 2025 to July 30, 2025

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in 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

There are around 500 million smallholder farmers globally, primarily in developing countries, supporting the livelihoods of two billion people. Despite their crucial role in global food production, they face challenges such as low productivity, inadequate infrastructure, and vulnerability to various disasters. Improving their livelihoods is a key goal of the SDGs. Meanwhile, demand for animal products is rising in developing countries in Asia and Africa due to rapid economic growth, often met by imports from other countries. By connecting rural and urban areas and creating flows of goods and services between them, it is possible to enhance the livelihoods of people in both areas. The value chain (VC) approach in agriculture has been adopted to integrate smallholders into efficient and competitive VCs, which can improve productivity, increase the value of agricultural products, create local jobs, and contribute to the socio-economic development of rural societies.

For what?

This course aims to develop skills in planning, building, and managing livestock value chains. It focuses on identifying and organizing resources, creating opportunities, and understanding production, processing, and marketing. The program consists of lectures and visits to people and places in VCs. It also offers training in problem-solving, report writing, VC planning and analysis.

For whom?

This program is designed for person who are involved in local/regional livestock development programs. It focuses on developing skills to organize and manage livestock value chains, rather than providing technical training. Applicants should have general knowledge in animal agriculture or regional development and relevant work experiences. Open-minded, motivated person with a strong desire to improve rural societies are encouraged to apply.

How?

This program consists of a pre-online program and a main program in Obihiro City, Hokkaido, Japan. The pre-program includes lectures and workshops to help participants understand and summarize current situations in their VCs. Participants draft and submit an inception report before the main program. The main program offers lectures on the structures, functions, and development potentials of livestock VCs. Participants update their inception reports with new knowledge and ideas, and produce interim reports aiming to improve VCs.

II. Description

1. Title (Course No.)

Sustainable Animal Agriculture Value-Chains
(202411615J001)

2. Course Duration in Japan

Pre-Online Program Period: May 27, 2025 to June 4, 2025
Main Program Period in Japan: June 26, 2025 to July 30, 2025

3. Target Regions or Countries

Cuba, India, Indonesia, Malaysia, Mongolia, Mozambique, Nepal, and Pakistan

4. Eligible / Target Organization

This program is designed for administrative organizations, research/educational institutes and non-profitable organizations such as dairy cooperatives or farmers' cooperatives related to livestock sector.

5. Capacity

12 participants

6. Language

English

7. Objectives

The participants gain the ability to improve the livestock production techniques and develop the value-chain with aim to expanding the market opportunities based on the analysis of the livestock value-chain in livestock-related institutions.

8. Overall Goal

The livelihood of rural societies and food production efficiency is improved through building or improving livestock product value chains in accordance with the action plan created in this program.

9. Output and Contents

The course consists of a pre-online program and a main face-to-face program.

Pre-online Program

This is a preparatory session for the main program and aims to provide a guidance for writing an inception report. It covers the background facts and knowledge necessary for preparation of inception report such as 1) a course introduction, 2) the current situation of agriculture in the world and respective countries and various factors affecting it, 3) roles of rural agricultural value chain and its structures and functions, and 4) method of value chain analysis. After this session, the participants are instructed to draft an inception report and submit it before starting the main program.

Inception report should contain brief statements of the following subjects.

1. Country report: A short report of the participant's country.

2. Status of agriculture in target area/region: A status report of agriculture, associated industries, and rural society.
3. Status of the target value chain: A status report of a target value chain (e.g., milk chain). This is the main part of the inception report and should cover the structure and stakeholders of the value chain, as well as problems and opportunities with it. This part will be used for a value chain analysis in the first part of the main program.
4. Participant's mission in the chosen value chain: Please write expected roles the participant plays for the value chain improvement.

Main program

The main program consists of four components as follows.

1: Value chain analysis

In this part, we look through problems and opportunities in the target VCs and rural societies in the participants' own countries. The objective of this part is to identify strengths, weaknesses, opportunities, and threats (SWOT) of the target VC and to draft a strategic plan to improve it. At the beginning of the main program, participants present their inception reports to get familiarize each other's situations. Agricultural VCs can be quite different among countries, yet they share many similarities. By sharing visions, discussion can be facilitated. Throughout the program, participants analyze their VCs using various analyzing tools and discuss how to improve them.

2: Study in milk chain

The milk chain is the most complicated and organized agricultural VC, consisting of input suppliers, farmers, cooperatives, processors, distributors, retailers, consumers, and various support service providers such as vets, extension officers, and AI technicians. Moreover, small-scale dairy farming is often integrated with crop farming, complementing each other. Thus, milk-chain is an ideal model case for understanding the structure and function of an agricultural VC. Dairy industry is also one of the fastest-growing livestock sectors in many developing countries as a means of poverty alleviation and a source of precious animal protein for the ever-growing population. Despite this, overall productivity in the industry is disappointingly low in many developing countries, mainly due to poor infrastructure and inappropriate management. In this part, the participants understand the importance of VC approach by learning milk chain by visiting dairy farms, processors, retailers, and associated people, and discussing how to increase productivity of the value chain in participants' countries.

3: Study in other functions of agricultural value chain

Value chain performance can be improved by expanding its focus beyond the conventional "make-and-sell" activity. In this part, we seek interactions and collaborations with other VCs. Agricultural VC can create values other than its primary products. For example, a milk chain provides not only milk and dairy products but also other valuable

by-products, such as beef and manure. In Japan, the majority of beef calves are produced by dairy farmers and benefit both dairy and beef farmers. Manure can be utilized not only as an organic fertilizer but also for generating energy (biogas), thus benefiting crop farmers and regional societies. In turn, household and industrial wastes can be utilized as feedstuff and fertilizers. By connecting and organizing various agricultural and industrial value chains, we can reduce the cost of production and increase profitability, and build more sustainable resource management networks. We also discuss the development of new types of markets for the agricultural VC. Providing food for the ever-growing population is one of the prime missions of agricultural VCs. However, as more and more consumers live in big cities, a new type of demand arises: e.g., unique emotional experiences associated with agriculture and rural life. By providing meeting places for farmers and consumers, one can create new markets in agriculture as well as increase the value of agricultural products. Here, we look at the roles of tourist farms, roadside stations (drive-in type marketplace selling local agricultural products and foods, providing tourist information, amenities, and playing facilities), and farm tours. These activities are also expected to create job opportunities in rural societies.

4: Writing interim report

In the final phase of the main program, the participants prepare draft of action plans (i.e., interim reports). Here, the participants are requested to demonstrate their achievements by drafting a plan to improve/create agricultural VCs in their respective regions/countries. Throughout the course, participants are urged to revise their inception reports continuously by adding new ideas and information obtained from the course activities. This becomes the foundation of the action plan. At the end of the main program, participants present their achievements and submit interim reports.

Post-course activities

After completing the course, participants are requested to share their knowledge and ideas gained during the program with colleagues in their organizations and stakeholders in target VCs. Participants are also urged to continue their research on the target VCs to clarify the SWOT of the respective VCs further. This step is crucial for writing an action plan for improving VCs.

Finally, participants are recommended to submit a report on their activities to JICA Hokkaido Center (Obihiro) by e-mail (obic_kccp@jica.go.jp) by six months after completing the program.

Examples of Course contents (previous program as reference)

Pre-Online Program (about 2 hours live session / day)

※Depending on the time difference among participating countries, recorded videos may be streamed instead of live sessions.

Days	Contents
Day 1	Course Orientation
Day 2	Value-Chain Case Report
Day 3	The World Situation and Food Production
Day 4	Local Agricultural VCs and their Roles
Day 5	Animal Agriculture VCs and their Potential
Day 6	VC Analysis
Day 7	Guide to Draft Inception Report

Main Program in Obihiro, Japan

Days	Contents
Day 1	Arriving in OBIC
Day 2	Briefing, Course Guidance and Japanese Lesson Courtesy Call on the Mayor of Obihiro City
Day 3	Course Introduction
Day 4	Presentation of Inception Reports
Day 5	SWOT Analysis of VC
Day 6	Factors Affecting Dairy Productivity: Reproduction, Nutrition, and Farm Environment
Day 7	Alternative Feeds for Ruminants: New non-Conventional Feed Resources
Day 8	Dairy Consulting in Japan-How to use local Feedstuffs to Total Mixed Ration
Day 9	A Practical Look at Quality Milk Production
Day 10	Variety and valuable of Local Milk Products in the World
Day 11	Hokkaido Rural Tour Initiatives
Day 12	Ordinary Beef Production in Japan
Day 13	Prospectivity of Agricultural VC
Day 14	Effective Utilization of Manure
Day 15	Food Valley Tokachi
Day 16	Roadside Station
Day 17	Future Development of Dairy VC: Intensification
Day 18	Economic Evaluation of Food Value Chain: Knowledge, Institution and Organization
Day 19	Guidance on Interim Report Making
Day 20	Presentation of Interim Reports
Day 21	Closing Ceremony
Day 22	Departure

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current duties: Working on livestock value chain development and promotion as officers or researchers in governmental institutes, research institutes, universities, non-profitable organizations, and cooperatives.
- 2) After the program: expected to continue to work on livestock value chain development and promotion,
- 3) Experience in the relevant fields: More than three (3) years of experience in livestock value chain development in livestock sector,
- 4) Educational background: a university graduate or equivalent,
- 5) Language: competent command of spoken and written English, which is equal to TOEFL iBT* 42-68 (score at the Low-Intermediate level) or more (The program is conducted wholly in the medium of English, therefore participants are requested to have basic English ability),
*iBT: Internet-Based Testing/ **CBT: Computer-Based Testing/
***PBT: Paper-Based Testing.
- 6) Internet Environment: prepare the Hi-Speed Internet connection (preferably about 5 Mbps). You can take a speed test at the following site.
(URL : <https://www.speedtest.net/>)
- 7) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) 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.
- 2) Age: preferably less than forty-five (45) years old

(3) Expected requirements* specific for the online program

- 1) Hardware: PC or tablet with speaker/microphone and web camera
- 2) Software: Zoom, YouTube, GIGAPOD, Google workspace, Google Chrome/ Microsoft Edge/ Internet Explorer, Microsoft Excel/ Word/PowerPoint, PDF, E-mail.
- 3) Internet Connection: speed enough to use as shown in 2) software above.
- 4) Time availability: willingness to join all live sessions.

*If you need any assistance for the preparation of the learning environment, please consult the JICA overseas office. Please note that the JICA overseas office may not be able to assist with all requirements.

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 in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

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

*The following information should be included in the photocopy:

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

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

(3) Status report of value-chain: to be submitted with Application Form. Describe the status of value-chain you are currently working on, the problems you have, and the goals you want to achieve after attending this program within 300 words.

(4) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

*In case the participant does not submit any official result of English tests, our office may verify the participant's English language proficiency in an interview or equivalent.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at **JICA Center in Japan by April 10, 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 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 April 25, 2025.**

5. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course.

The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of “5. Expenses”, “IV. Administrative Arrangements”,

- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

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

(2) **Program Officer:** Ms. HASHIMOTO Ami (obic_kccp@jica.go.jp)

2. Implementing Partner

(1) **Name:** Obihiro University of Agriculture and Veterinary Medicine

(2) **URL:** <https://www.obihiro.ac.jp/en>

3. Travel to Japan

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

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

4. Accommodation in Japan

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

JICA Hokkaido Center (Obihiro)
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
E-mail: obic_kccp@jica.go.jp
URL: <https://www.jica.go.jp/english/domestic/obihiro/index.html>

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

5. 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):

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

6. Pre-departure Orientation*

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
Part III: Introduction of Animal Agriculture	
History and Current Status of Dairy Farming in Japan	https://www.youtube.com/watch?v=L2qldQb383g
History and Current Status of Beef Cattle Farming in Japan	https://www.youtube.com/watch?v=yh7MRqM_vT4
Outline of Animal Health Services in Japan	https://www.youtube.com/watch?v=jG0Em6hi1fU

V. Other Information

1. Certificate

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

2. Notes for belongings

It is **necessary** to bring:

-Laptop Computer, USB flash memory, and suitable conversion plug for Japanese one.

During the program, participants would have opportunities to make some reports and PowerPoint slides for the presentation. You can borrow a laptop computer for a temporary use at a front desk in JICA Hokkaido Center (Obihiro), but the number is limited.

-Appropriate clothes for Courtesy call to Obihiro city & Ceremony

The program includes courtesy call to Obihiro city and closing ceremony, for which it is recommended to bring appropriate clothes.

3. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the program period;

1) rain jacket & trousers 2) work jacket & trousers 3) rubber boots

Therefore, participants don't need to bring your own items above.

4. Medical history

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.

It is **advisable** to bring: Regular drugs such as headache and gastrointestinal medicine.

5. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival at Narita (or Haneda) Airport if it is needed, since there is not enough time for currency exchange during program.

6. Climate

The climate condition in Obihiro and Tokyo are given below. Participants are advised to prepare appropriate clothes. (Japan Meteorological Agency 2023)

		Winter		Spring			Summer		Autumn		Winter		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Temperature (°C)	Maximum	4.7	11.4	17.7	21.1	28.8	30.1	35.6	35.5	32.8	23.6	20.2	8.2
	Average	-7.9	-6.1	2.8	8.8	13.4	18.0	22.8	23.7	20.1	11.6	5.6	-3.3
	Minimum	-22.3	-19.8	-10.0	-2.7	0.1	6.0	14.0	16.3	10.2	1.1	-7.4	-15.5
Humidity (%)		69	71	70	60	66	76	79	85	84	78	70	69
Precipitation (mm)		7.0	10.5	20.5	29.5	9.0	34.0	27.5	31.0	39.5	29.5	46.0	8.0

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and

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

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



CORRESPONDENCE

For enquiries and further information, please contact the JICA Office or the Embassy of Japan. Further, address correspondence to:

JICA Hokkaido Center (Obihiro)

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

TEL: +81-155-35-2001 FAX: +81-155-35-1250

Website: www.jica.go.jp/english/domestic/obihiro/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 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



Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

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

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

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.

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

2. Medical History

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

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

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

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

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
-----------------------------	--

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature