

F.No.12040/10/2025-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Wing]

Block-4, Old JNU Campus, New Delhi-67  
Dated: 29.04.2025

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Programme on “Sustainable Forest Management with Community Participation” to be held in Japan from September 10<sup>th</sup> to November 19<sup>th</sup> 2025 under Technical Cooperation Programme 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 Forest Management with Community Participation” to be held in Japan from September 10<sup>th</sup> to November 19<sup>th</sup> 2025 under the Technical Cooperation Program of the Government of Japan.

2. This program is designed to develop capacity to carry out forest management through a variety of activities based on community participation.
3. The Applying organizations are expected to select nominees who meet the following qualifications.
  - 1) Extension officer on forest conservation.
  - 2) Current duties: have general knowledge about forestry science and related basic knowledge about forest management, with more than 3 years of experience in related area.
  - 3) Educational background: be a graduate of university
  - 4) Age: Under 50 years old.
  - 5) Language: have a competent command of spoken and written English
  - 6) Health: must be in good health to participate in the program in Japan.
  - 7) 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.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -
  - (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
  - (b) Whether cleared from vigilance angle;
  - (c) Age;
  - (d) Whether working in North East State/J&K;
  - (e) A brief in 50-100 words justifying the nomination.

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

6. It is, therefore, requested that the nomination of suitable 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 **16.06.2025**. Nominations received after the prescribed date may not be considered. The details of the program (**General Information Brochure**) and application form may be drawn from the website of DoPT.



(Uma Magesh)

Under Secretary to Government of India

Tele No: 011-26706310

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

- a) Secretary, Ministry of Environment, Forests & Climate Change, GoI, New Delhi.
- b) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- c) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Sustainable Forest Management with Community Participation

課題別研修「地域住民の参加による持続的な森林管理」

JFY 2025

No. 202411701J001

Course Period in Japan: From September 10<sup>th</sup> 2025 to November 19<sup>th</sup> 2025

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be 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 is a growing global awareness of the importance of forest conservation. However, there are still many issues to be solved in practical terms. It is important to promote forest management correlating with human activities, with the emphasis on coexistence between human beings and forests. In Japan, we have had a long and close relationship with forests, which brings us various benefits like various forest products, decreasing natural disaster risk, conserving watershed, and so forth.

In recent years, a wide variety of efforts have been made in various regions like introducing volunteer activities for forest conservation with the aim of collaboration between forest areas in upper streams and those in lower reaches. In addition, scientific knowledge on the roles of forests to absorb carbon dioxide, attributable to human activities and water shortage, has been accumulated sufficiently.

## **For what?**

This program is designed to develop capacity to carry out forest management through a variety of activities based on community participation.

## **For whom?**

This program is offered to government officers engaged in the field of forest management.

## **How?**

The program consists of lectures and field visits at organizations and institutes in Hokkaido Prefecture, lectures from central administrative agencies and the central research institutes, and on-site inspection tours outside Hokkaido.

## II. Description

**1. Title (J-No.):** Sustainable Forest Management with Community Participation  
(202411701J001)

**2. Course Duration in Japan:** September 10<sup>th</sup> 2025 to November 19<sup>th</sup> 2025

**3. Target Regions or Countries:** Bangladesh, Bosnia and Herzegovina, Botswana, Cameroon, Democratic Republic of the Congo, Fiji, India, Madagascar, Morocco, Nepal, Panama, Solomon Islands, Uganda, Vanuatu

**4. Eligible / Target Organizations:**

Administrative bodies and other organizations involved in forest management.

**5. Course Capacity (Upper limit of Participants):** 14 participants

**6. Language to be used in this program:** English

**7. Course Objective:**

The necessary knowledge and techniques as well as methods and actual cases involving community participation to carry out sustainable forest management projects will be shared with related departments in the target organization.

\*In broad sense, community people mean forest owners, forest users and beneficiaries of multifunctional roles of forest.

**8. Overall Goal:**

Forest management activities involving community participation will be initiated.

**9. Expected Module Output and Contents:**

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

| Expected Modules Output                                                                                                                                                                                             | Subjects/Agenda                                                                                                                                                                                                                                                                                                                                                 | Methodology                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| (1) To understand the actual plans, organizations, systems, and management practices (community participation) involved in sustainable forest management by the national and local (Hokkaido) governments of Japan. | i) Forests and forestry in Japan as well as forest plans, organizations, systems, technologies, and model activities conducted by the Japanese Government (Forestry Agency).<br>ii) Research on forests and forest productions by the National and Hokkaido Prefectural Governments as well as research and educational activities by the universities in Japan | Lecture<br>Field visit<br>Discussion Practice |

|                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                    |                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| (2) To understand model forestry activities and timber utilizations with community participation and their technologies conducted by municipal governments, private citizens, corporate organizations, and forest cooperatives in Japan. | <p>i) Model forestry activities and their technologies by local communities: breeding, cutting, seedling nursing, tending, etc.</p> <p>ii) Model timber utilizations and timber processing technologies by local communities: plywood, utilization of biomass e.g. pellets, charcoal, mushroom production, etc.</p>                | <p>Lecture</p> <p>Field visit</p> <p>Discussion Practice</p>       |
| (3) To understand the systems and model activities for nature conservation and sanctuary management with the participation of local communities in Japan.                                                                                | <p>Forest conservation, biodiversity conservation, sanctuary management, forest parks</p>                                                                                                                                                                                                                                          | <p>Lecture</p> <p>Field visit</p> <p>Discussion</p>                |
| (4) To understand international discussions, methods and activities concerning the significance of the consideration on livelihood necessities and participation of local communities towards sustainable forest management.             | <p>i) International forest certification systems for sustainable forestry management</p> <p>ii) Livelihood necessities and forest resource management: community participation, regulations and incentives</p> <p>iii) Sustainable forest management activities of other countries.</p>                                            | <p>Lecture</p> <p>Discussion</p> <p>Exercise</p>                   |
| (5) To recognize and reorganize the current situation of participants' countries and to formulate Final Report (including Action Plan) for the improvement of the situation.                                                             | <p>i) Exercising on Action Plan Development, problem Analysis, presentation skills</p> <p>ii) Sharing the experiences with other participants: challenges and model solutions for forest management with community participation</p> <p>iii) Discussions to deepen the understanding of what you have learned in this program.</p> | <p>Lecture</p> <p>Discussion</p> <p>Excise</p> <p>Presentation</p> |

The schedule is subject to change due to the coordination of curriculum.

### ***III. Eligibility and Procedures***

#### **1. Expectations from the Participating 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.

Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

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

##### **(1) Essential Qualifications**

- 1) Extension officer on forest conservation.
- 2) Current duties: have general knowledge about forestry science and related basic knowledge about forest management, with more than 3 years of experience in related area.
- 3) Educational background: be a graduate of university
- 4) Age: Under 50 years old.
- 5) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 6) 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.
- 7) Attitude toward participation: Nominees who shall be regarded that they understand the contents of this program fully and have high motivation for learning through their Application form and Inception report.

## **(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.

## **3. Required Documents for Application:**

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

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

**(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) English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

**(4) Inception Report:** to be submitted with the application form (VI. ANNEX: Attachment-1) **by July 1, 2025**.

## **4. Procedure 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 the **JICA Hokkaido Center (Obihiro) in Japan** **by July 1, 2025**)

### **(2) Selection:**

Primary screening is conducted at the JICA overseas office (or the Embassy of Japan) after receiving official documents from your government. The JICA Hokkaido Center (Obihiro) 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 July 18, 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) (JICA Obihiro)

(2) **Program Officer:** Ms. NISHIGAKI Misako

(3) **Contact:**

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

(Tel) 81(\*)-155(\*\*)-35-1210 (Fax) 81(\*)-155(\*\*)-35-1250

Note: \*: country code for Japan, \*\*: area code for Obihiro

(Email) [obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)

(Website) [www.jica.go.jp/obihiro/english/office/index.html](http://www.jica.go.jp/obihiro/english/office/index.html)

### 2. Implementing Partner

(1) **Name:** Asia Air Survey Co., Ltd.

(2) **Contact:**

(Address) Shinyuri 21 Bldg., 1-2-2 Manpukuji, Asao-ku, Kawasaki, Kanagawa  
215-0004, Japan

(Tel) 81(\*)-44(\*\*)-969-7610 (Fax) 81(\*)-44(\*\*)-953-7270

Note: \*: country code for Japan, \*\*: area code for Kanagawa

(Email) [sck.takinaga@ajiko.co.jp](mailto:sck.takinaga@ajiko.co.jp)

### 3. Travel to Japan

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

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

### 4. Accommodation in Japan

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

● JICA Hokkaido Center (Obihiro)

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

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

● JICA Tokyo Center

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

TEL: +81-(0)3-3485-7051 FAX: +81-(0)3-3485-7904

(where “81” is the country code for Japan, and “155” or “3” is the local area code)

If there is no vacancy at JICA Obihiro and Tokyo, or when conducting program outside Obihiro and Tokyo region, 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 GUIDE BOOK,” which will be given before departure for Japan.

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/trainin/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/trainin/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.                                            | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                           |
| Part II: Introduction of JICA Centers in Japan          |                                                                                                                                 |
| JICA Hokkaido (Obihiro)                                 | <a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a> |

## ***V. Other Information***

### **1. Certificate**

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

### **2. Notes for belongings**

#### **(1) Necessary to bring**

##### **- Laptop computer and Conversion plug for Japan**

It will be necessary for making report and presentation. It is highly recommendable for the participants to bring their own private computer (Please install anti-virus software and periodically check your computer and any memory media with it.)

##### **- Daypack, Cap and Trainers/Running shoes**

Participants would have opportunities to have field activities during the program. Therefore, participants are requested to bring Daypack and Running shoes from your country.

#### **(2) Advisable to bring**

Socks, Regular drugs such as headache and gastrointestinal medicine, masks

\*Please understand that some places may be asked to wear a mask.

### **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 4) warm jacket

Therefore, Participants don't need to take own items above.

### **4. 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 the program.

### **5. For Your Health**

It is advisable for participants to bring the household medicine. Especially in case you have or have had malaria, you are requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### **6. Courtesy Call to Obihiro City and Ceremony**

The program includes courtesy call to Obihiro City and some ceremonies, for which it is recommended to bring appropriate clothes.

### **7. School visit**

In order to promote international cultural exchange, all participants are invited to visit a Japanese local school and interact with the students during the program. To introduce your country, it is advisable for participants to bring items such as

(1) musical instruments, popular music CDs, traditional costume,

- (2) small art crafts,
- (3) digital photo data (e.g. foods, traditional dresses, houses, animals, tourist spot, and so on).

## 8. Climate

The climate conditions in Obihiro, Tokyo, and Ishigaki Island are given below. Participants are advised to prepare appropriate clothes.

### *Obihiro (Hokkaido)*

| SEPTEMBER                                                                                  |       |
|--------------------------------------------------------------------------------------------|-------|
| Day                                                                                        | Night |
| +23°                                                                                       | +15°  |
|  757 mmHg |       |
|  1.8 m/s  |       |
|  74 %     |       |

| OCTOBER                                                                                    |       |
|--------------------------------------------------------------------------------------------|-------|
| Day                                                                                        | Night |
| +17°                                                                                       | +8°   |
|  761 mmHg |       |
|  2.0 m/s  |       |
|  76 %     |       |

### *Tokyo*

| OCTOBER                                                                                    |       |
|--------------------------------------------------------------------------------------------|-------|
| Day                                                                                        | Night |
| +23°                                                                                       | +20°  |
|  760 mmHg |       |
|  5.0 m/s  |       |
|  78 %     |       |

| NOVEMBER                                                                                     |       |
|----------------------------------------------------------------------------------------------|-------|
| Day                                                                                          | Night |
| +17°                                                                                         | +13°  |
|  760 mmHg |       |
|  4.4 m/s  |       |
|  66 %     |       |

### *Iriomote Island (Okinawa)*

| OCTOBER                                                                                      |       |
|----------------------------------------------------------------------------------------------|-------|
| Day                                                                                          | Night |
| +29°                                                                                         | +25°  |
|  760 mmHg |       |
|  4.3 m/s  |       |
|  80 %     |       |

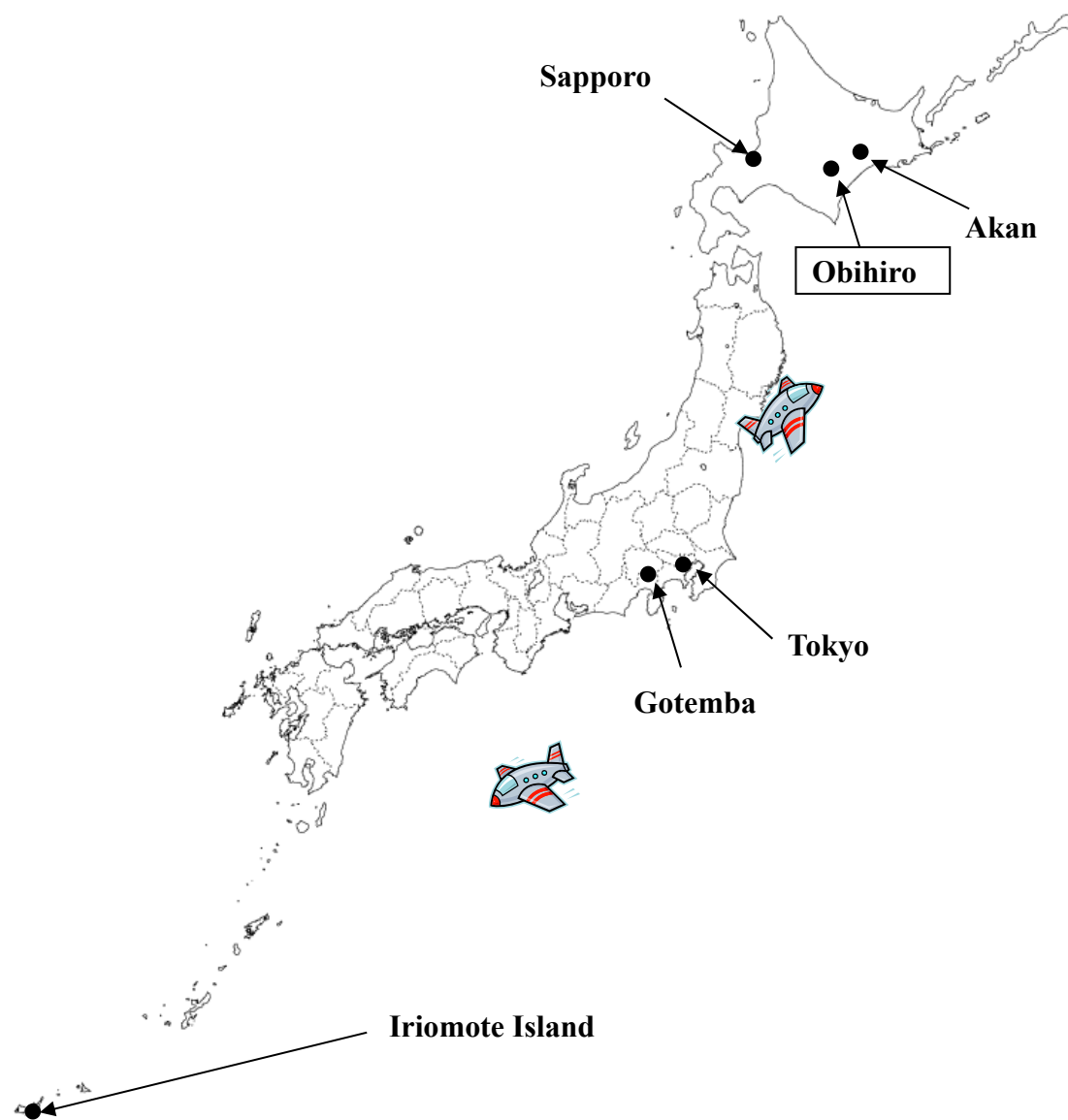
| NOVEMBER                                                                                     |       |
|----------------------------------------------------------------------------------------------|-------|
| Day                                                                                          | Night |
| +25°                                                                                         | +23°  |
|  763 mmHg |       |
|  4.8 m/s  |       |
|  76 %     |       |

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

Japan Meteorological Agency <https://www.data.jma.go.jp/stats/data/en/smp/index.html>

## 9. Study trips

As a supplemental program, study trips to Sapporo, and Akan(Hokkaido), Tokyo, Gotemba(Shizuoka) and Iriomote Island(Okinawa) for several days are tentatively scheduled (to be confirmed).



## **VI. ANNEX:**

**Attachment-1**  
**For all applicants**

### **Inception Report**

With the Application Form, the applicants should submit an Inception Report on the following issues. The Inception Report will be used for the screening of successful applicants as well as for the selection of the most suitable subject for the participants. Applicants should submit it to JICA overseas office (or the Embassy of Japan) in respective country **by July 1, 2025**

#### **a. Purpose**

- (1) To clarify issues and problems presently faced in their work in order to facilitate the acquisition of knowledge and ideas leading to solutions during the program.
- (2) To provide advance information regarding issues and problems faced by participants to lecturers and organizations concerned with the program as a point of reference in finding solutions.

#### **b. Contents**

- (1) Name, Organization, Position
- (2) Roles of your organization
- (3) Introduction of your area and work that the participant has been in charge of for the last one year
- (4) Issues/Problems with which you are facing in your present job and approaches which you will tackle these issues/problems
- (5) Introduction of success cases of your present job.
- (6) Subjects in which the participant is particularly interested on this program and the reasons

**\* (3), (4) are main part of the Inception report and (2) is brief introduction.**

#### **c. Layout**

Typewritten in English, 5-10 pages (12-point font, double spaced, A4 size paper) .

#### **d. Presentation \*Accepted Participants only**

The Inception Report is presented by each participant using MS PowerPoint at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 15 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your country's situation.

## **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 overseas office or the Embassy of Japan. Further, address correspondence to:

#### **JICA Hokkaido Center (Obihiro) (JICA 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

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

E-mail: [obic\\_kccp@jica.go.jp](mailto: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                                                                                                                                                                                                                                   |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Form1. Official Application Form</b>                        | <ul style="list-style-type: none"> <li>• To be filled by applicant and supervisor of the applicant*</li> <li>• To be signed by supervisor of the applicant</li> <li>• Official stamp of organization of the applicant is needed.</li> </ul> |
| <b>Form2. Individual Application Form</b>                      | Applicant                                                                                                                                                                                                                                   |
| <b>Form3. Questionnaire on Medical Status and Restrictions</b> | Applicant                                                                                                                                                                                                                                   |
| <b>Form4. Terms and Conditions, and Declaration</b>            | Applicant                                                                                                                                                                                                                                   |

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

### Please be advised;

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in English,
- (d) To attach applicant's photograph (data/actual photograph),
- (e) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms.

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

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

**CHECK LIST before submission:**

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

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

**Note for Applicants from Latin American and the Caribbean Countries:**

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

## Form1. OFFICIAL APPLICATION FORM

*\*To be signed by the applicant's supervisor (the head of the relevant department / division of the applicant's organization).*

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

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

**3. Course Duration** (DD/MONTH/YYYY)

From  /  /  To  /  /

**4. Country**

**5. Name of Applying Organization**

**6. Name of the Nominee(s)**

|    |
|----|
| 1) |
| 2) |
| 3) |
| 4) |

**7. Reason for nominating the Applicant**

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

## 8. Expectation and Future Plan of Actions

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

|  |
|--|
|  |
|--|

## 9. Confirmation by the organization in charge

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

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

### (If necessary) Confirmation by the organization in charge

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

|                       |             |   |             |   |             |            |                |
|-----------------------|-------------|---|-------------|---|-------------|------------|----------------|
| Date:                 | -- Select-- | / | -- Select-- | / | -- Select-- | Signature: |                |
| Name:                 |             |   |             |   |             |            | Official Stamp |
| Title / Position      |             |   |             |   |             |            |                |
| Department / Division |             |   |             |   |             |            |                |

By Nominator (head of relevant department/division)

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



Application form for the JICA Knowledge Co-Creation Program:

## Form2. INDIVIDUAL APPLICATION FORM

**\*To be filled by Applicant.**

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

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

Attach applicant's  
photograph  
(data/actual  
photograph)

(taken within  
the last six months)

Size: 4.5x3.5cm

### 3. Personal Information on Applicant

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

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

##### Family Name /Surname

##### First Name

##### Middle Name

#### 2) Nationality (as shown in the passport)

#### 3) Sex (for VISA application)

#### 4) Date of Birth

|     |       |      |                                        |
|-----|-------|------|----------------------------------------|
| Day | Month | Year | Age<br>(as of the date of<br>the form) |
|-----|-------|------|----------------------------------------|

|             |             |  |             |
|-------------|-------------|--|-------------|
| -- Select-- | -- Select-- |  | -- Select-- |
|-------------|-------------|--|-------------|



**5) Passport/Visa**

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

\*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

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

**7) Present Position**

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

---

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

Must select!

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

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

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

part

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

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

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

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

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

part

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

#### 4) Language Proficiency (Self-Assessment)

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

【Criteria for Assessment of Language Proficiency】

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

## **5. Background and Purpose of Application**

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

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

### **2) Main duties of Applicant:**

Describe your main duties and responsibilities in relation to this program.

### **3) Relevant Experience of Applicant:**

Describe previous occupational experiences that is highly relevant in this program.

**4) Your individual Goal:**

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

**5) Area of Interest and/or your expectation:**

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

By Applicant

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



Application form for the JICA Knowledge Co-Creation Program:

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

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

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

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

|  |                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------|
|  | <input type="radio"/> YES                                                                                       |
|  | What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?<br>(<br>) |

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

|                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (<br>)                                                                                                                                                                                                                 |
| <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i> |



## 2. Medical History

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

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

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

|  |                    |
|--|--------------------|
|  |                    |
|  | Please specify ( ) |

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

|  |                    |
|--|--------------------|
|  |                    |
|  | Please specify ( ) |

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

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

## 3. Dietary Restrictions

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

|  |                    |
|--|--------------------|
|  |                    |
|  | Please specify ( ) |

#### 4. Other Medical Issues/Conditions

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

|  |
|--|
|  |
|--|

\* Is applicant pregnant?

|  |                                                |
|--|------------------------------------------------|
|  |                                                |
|  | Weeks of pregnancy      -- Select--      weeks |

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

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

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

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

By Applicant

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

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



Application form for the JICA Knowledge Co-Creation Program:

## Form4. TERMS AND CONDITIONS

### DECLARATION (to be signed by the Applicant)

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

1. General Rule
2. Privacy Policy
3. Copyright Policy

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

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

☐ Agree ☐ Disagree

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

By Applicant

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

## 1. General Rules

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The participants are requested:

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

## 2. Privacy Policy

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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

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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/trainin g/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/trainin g/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

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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.