F.No.12040/12/2026-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Wing
*****

Room No. 201, Block-4, Old JNU Campus, New Delhi-67
Dated: 16.09.2026

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Sustainable Tourism Resource Management and Development (Natural Resources)" to be held in Japan from 28.01.2027 to 27.02.2027 under the Technical Cooperation Program of the Government of Japan-reg.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Sustainable Tourism resource Management and Development (Natural Resources)" to be held in Japan from 28.01.2027 to 27.02.2027 under the Technical Cooperation Program of the Government of Japan.

2. This program is designed for organizations responsible for regional tourism development and tourism promotion in the government and public bodies. NPOs, tourism industry groups, private tourism operators, etc.

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

a) Current Duties: Officials of national and local governments, and rerated organizations, such as tourism associations and travel industry groups, and be in charge of regional tourism development, tourism marketing or local industry promotion. Includes NPOs, tourism industry groups and private tourism operators etc.

b) Experience in the relevant field: have at least 3 years' experience in the field of tourism development.

c) Educational Background: be a graduate of university.

d) Language Proficiency: Have a competent command of spoken and written English (This Training Programs includes active participation in discussions, Final Report development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible. Applicants who submit official certificates will be selected with preferential treatment.).

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

f) Age: between the ages of twenty-five (25) and forty (40)

g) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. and **more details of the program may be seen in the brochure.**

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

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

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; Travel Insurance coverage is from time of arrival up to departure from Japan; Accommodation arranged by JICA; Allowances for meals and living expenses, outfits, shipping and stopover; expenses for JICA study tours and free medical care for participants who become ill after arriving in 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 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 **29.10.2026.** 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.

Digitally signed by
AJAY KUMAR SINHA
Date: 16-09-2026
15:33:37

(**Ajay Kumar Sinha**)
Under Secretary to the Government of India
Tele No: 011-26706306

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

a. Secretary, Cabinet Secretariat, GoI, New Delhi.
b. Secretary, Ministry of Tourism, GoI, New Delhi.

c. Ministry of Environment, Forest and Climate Change, GoI, New Delhi.
d. Secretary, Department of Land Resources, GoI, New Delhi.
e. Joint Secretary (Admin), Department of Personnel & Training, GoI, New Delhi.
f. Director, LBSNAA, Mussoorie.
g. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them)
h. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
i. NIC with request to post the circular along with the JICA's circular on this Department's website.

Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Sustainable Tourism Resource Management and Development (Natural Resources)(A)



Course Number: 202515012J001

Course Period: January 28- February 27, 2027

NOTE: Adobe Acrobat Leader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

持続可能な観光資源管理・開発（自然資源）（A）

How do we design sustainable development of tourism resources?

Gain insight to learn methods of regional development through the promotion of conservation and utilization of tourism resources in Japan, and to gain knowledge on the conservation and development of tourism resources (natural resources) adapted to the tourism sector in your country.

Outline











This program is to learn the challenges and initiatives for the sustainability and development possibilities of tourism resources that respect the local society and culture through the practical cases(success/failure) of various tourism resources (especially natural resources) management and development of Japan.

The sessions will be held by face to face in Hokkaido, Japan and will include lectures, field visits, workshops, discussions, presentations.

All sessions are carried out in English.

The period of the program is from January 28 to February 27, 2027.

Course Capacity:
11 participants











JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

Hokkaido, the northernmost island of Japan, has experienced a striking increase in the number of foreign visitors mainly from Asian countries in recent years except after the COVID-19 pandemic. What attracts them to Hokkaido is the rich nature and biodiversity, landscapes, snowy winter, gastronomy and natural hot springs and so on. By utilizing these local resources, Hokkaido has succeeded in establishing its local brand and positioning itself as an attractive tourist destination.

Objectives

Participants obtain knowledge of practical and effective sustainable tourism resource (natural resources) conservation and development, formulate action plans, and implement these plans within their affiliated organizations.

To Whom?

Job Areas and Organizations

This program is designed for organizations responsible for regional tourism development and tourism promotion in the government and public bodies. NPOs, tourism industry groups, private tourism operators, etc.

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

Targeted Countries

Bosnia and herzegovina
Fiji
India
Iraq
Malaysia
Mauritius
Micronesia
Samoa
Solomon islands
Tonga
Tunisia

When?

Program Period

From January 28, 2027
to February 27, 2027

Where?

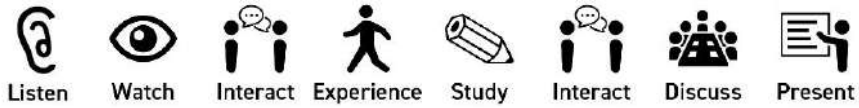
This course organized by the JICA Hokkaido (Sapporo) Center will be held in northernmost Japan. Hokkaido is a largest prefecture which is one of Japan's leading tourist destinations, situated inthe northernmost area in Japan, with a population of about 5 million people. Covering approximately 83,000 km², it accounts for about 22% of Japan's land area. Hokkaido is known for its vast natural landscapes, forests, mountains, and national parks. You will travel to Hokkaido via Tokyo or Osaka. During the program, you will visit several municipalities and tourist destinations throughout Hokkaido using buses and domestic flights.



How?

How to Learn

- Lectures
- Field Visits
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

Details on each component are given below. Please note that the activities are subject to minor change

Expected Module Output and Contents

(1) Preliminary Phase in a participant's home country Participating organizations make required preparation for the Program in the respective country.	
Expected Module Output	Activities
Country report is prepared	Preparation for Country Report. (The detail of the Country Report is explained in the Annex I)

(2) Program in Japan		
Expected Module Output	Subjects/Agendas	Methodology
To organize present situation and issues of tourism resource management/ development in participants' own countries.	To learn about: - Japanese Economy & Tourism Policy - Knowledge sharing(Tourism resources and tourism promotion-Importance of management) - Global Case Studies in Tourism Destination Management Criteria - Overview of Tourism in Hokkaido - Hokkaido Tourism Promotion and its Sustainability "Campaign to Host ATWS" - Global Sustainable Tourism Criteria - Transforming "Negative Existence" to "Positive Tourism Resources"	Lecture Discussion
To consider the future's tourism development based on the examples of innovative Japanese approaches related to conservation and utilization of natural tourism resources.	To learn about: - Background Information and Future Development of The Sapporo Snow Festival - Initiatives on Forest Management for Cultural Tourism Promotion - Global Sustainable Tourism Council Criteria - Sustainable Tourism Initiatives - Transforming "Negative Existence" to "Positive Tourism Resources" - Regenerative Travel and Initiatives for Shiretoko Branding - The Future of World Natural Heritage and Tourism Promotion etc. - Community-based Trash Picking and Tourism	Lecture Discussion Observation
To learn marketing/promotion strategies and branding methods, and understand the process of brand building for local tourism resources and success/failure factors and challenges.	To learn about: - Global Case Studies in Tourism Destination Management - Sustainable Tourism Initiatives - Sustainable Tourism Development - Preservation of Canal in Otaru and Tourism Promotion - The Future of Shiretoko, Considered by A Community Development Company Considers Sjretoko' Future etc. - Regenerative Travel and Initiatives for Shiretoko Branding - The Future of World Natural Heritage and Tourism Promotion etc.	Lecture Discussion Observation

Expected Module Output	Subjects/Agendas	Methodology
To learn examples of efforts by the environment, tourism, and local communities, including local residents and local industries, in order to conserve and utilize sustainable and developable tourism resources, and select methods that can be used in their own countries.	To learn about: - Sustainable Tourism Development - Global Sustainable Tourism Council - Sustainable Tourism Initiatives - Government Initiatives on SDGs As Tourism Destination and Sustainable Development - Preservation of Canal in Otaru and Tourism Promotion - Real Situation of Over Tourism in Biei and challenge for Sustainable Tourism Destination - Tourism Management and Risk Management, Necessary View for Sustainable Tourism etc,	Lecture Discussion Observation
To consider the new approaches of tourism and countermeasures for the "new normal" through a group discussion.	To learn about: - Sustainable Tourism Development and Global Sustainable Tourism Council - Transforming "Negative Existence" to "Positive Tourism Resources" etc, - Challenge through Rebranding in Shiretoko-Shari	Workshop Discussion
To propose measures and plans for sustainable management and development of tourism resources in their own countries.	- Sustainable Tourism Development and Global Sustainable Tourism Council - Transforming "Negative Existence" to "Positive Tourism Resources" - Final Report Presentation & Discussion	Discussion Consultation Presentation

Management Members

Instructors (more to be confirmed)

Course Leader



Toshikazu KINOSHITA

Part-time Lecturer, Kumamoto Prefectural University

I started my career at a private tourism agency working for 13 years. Then, I have experience for tourism development in Papua New Guinea and Lao PDR.

In this program, I believe that it would be a very exciting opportunity to learn, share information and knowledge for "Sustainable Tourism Resource Management" with you.

Implementing Partner



Kaoru NEZU

Senior Adviser, Hamanasu Foundation

I am usually engaged in regional development and training programs for local governments.

For this program, I participated in shaping the overall structure, with the hope that it will be useful in your work after returning your home country.

Although the program lasts only one month, I sincerely hope it will be a meaningful and rewarding experience for all of you.



Tsuyoshi MATSUMURA

Senior Staff, Hamanasu Foundation, Hamanasu Foundation

I work at the Hamanasu Foundation on regional development projects in Hokkaido. I hope your training program will be a meaningful experience and that you'll be able to build a good relationship with Hokkaido.

Coordinator

To be confirmed

Program Officer



Kanae ABE

Japan International Cooperation Agency (JICA)
Hokkaido (Sapporo) Center

"Hello everyone! Welcome to this course!

We wish to exchange and share our knowledge to promote sustainable tourism around the world! I hope that the experiences of Hokkaido's sustainable tourism will prove valuable!!

Voice

Past Program Alumni Comments

Mr. ARWIN PAUL A. LINGAT, PHILIPPINES





During this program, we have gained a deeper understanding of sustainable tourism and its pivotal role in protecting our natural and cultural heritage while supporting local communities.



We've learned about balancing economic growth with environmental conservation and social responsibility. We now better appreciate the importance of designing tourism strategies that minimize negative impacts and create long-lasting benefits for both visitors and residents.





MR. ULAN TURGANBAEV, KYRGYZSTAN

Participating in the **Knowledge Co-Creation Program (KCCP)** in Japan was an inspiring and transformative experience. The program not only gave me valuable insights into **sustainable tourism resource management**, but also allowed me to learn directly from Japanese examples in **event-based waste management, community engagement, branding, and overtourism control**.

I truly appreciated the professionalism of the coordinators, professors, and experts who shared their knowledge with us. Field visits to places like **Shiretoko, Otaru, Daisetsuzan National Park** enable me to see how sustainability is implemented in real life.

Personally, I was deeply impressed by Japan's culture of respect for nature, community participation in conservation, and innovative approaches to tourism development. These lessons will be very useful for me to apply in **Kyrgyzstan's tourism sector**.

I am grateful to JICA and all organizers for this opportunity, and I look forward to building future cooperation between **Japan and Kyrgyzstan** in the field of sustainable tourism.



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.

【Remarks】

Gender: 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.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

1) Current Duties: Officials of national and local governments, and rerated organizations, such as tourism associations and travel industry groups, and be in charge of regional tourism development, tourism marketing or local industry promotion. Includes NPOs, tourism industry groups and private

tourism operators etc.

2) Experience in the Relevant Field: have at least 3 years' experience in the field of tourism development.

3) Educational Background: be a graduate of university

4) Language Proficiency: Have a competent command of spoken and written English (This Training Programs includes active participation in discussions, Final Report development, thus requires high competence of English ability. **Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible. Applicants who submit official certificates will be selected with preferential treatment.**)

5) Health: must be in good health to participate in the program in Japan.
Participant's health and safety should be most respected. Pre-existing conditions [1]and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

①Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")
If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.
a. Chronic diseases (e.g., hypertension, diabetes)
b. Conditions currently under treatment
c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
d. Pregnancy (for female applicants)

② Medical certificate
Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

[1] Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

Applicable cases:

a. Chronic diseases (e.g., hypertension, diabetes)
b. Conditions currently under treatment
c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

＊Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

＊Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

1) Age: between the ages of twenty-five (25) and forty (40)

2) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan

3) 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.

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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 assistance 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) **Country Report**

To be submitted with Application form (please refer "***ANNEX I***" and "***ANNEXI-1***"). Country Report will be taken into account at the time of selection of candidates.

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

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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** **November 10, 2026**）

(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 November 27 2026.

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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 Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",

(9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,

(10) not to drive a car or motorbike, regardless of an international driving license possessed,

(11) to observe the rules and regulations at the place of the participants' accommodation, and

(12) to refund allowances or other benefits paid by JICA in the case of a change in

schedule.

(13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

Administrative Arrangements

1. Organizer (JICA Center in Japan)



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

(2) **Program Officer**:
ABE Kanae
(Abe. Kanae@jica.go.jp)

(3) **Program Assistant:**
KUDO Honami (Kudo-Honami@jica.go.jp)

2. Implementing Partner

(1) **Name**: Hamanasu Foundation

(2) **URL**: https://www.hamanasu.or.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

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

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku,
Sapporo, Hokkaido, 003-0026, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where “81” is the country code for Japan, and “11” is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC at its URL: https://www.jica.go.jp/sapporo/english/office/about/facilities.html

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.
(2) Expenses for study tours (basically in the form of train tickets).
(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
(4) Expenses for program implementation, including materials.
(5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” (English/French/Spanish/Russian).
*Link to the Website:
https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html
or
https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.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
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html

If the link of these URLs has expired, please access the URL below and search the nessesary information from the key word.
https://www.youtube.com/user/JICAChannel02

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7. Reference

KENSHU-IN GUIDE BOOK
For more detailed terms and conditions
JICA Knowledge Co-Creation Program(KCCP)｜研修事業（KCCP）｜

Video: JICA Predeparture Briefing
For more information on life in Japan and KCCPJICA Knowledge Co-Creation Program(KCCP)｜研修事業（KCCP）｜

Website: JICA
English/French/Spanish/Russian
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

PDF: Facility Guide for JICA Hokkaido Center
English/French/Spanish/Russian
https://www.jica.go.jp/sapporo/english/office/about/facilities.html

Video: Welcome to JICA Hokkaido
Introduction of JICA Hokkaido
https://youtu.be/ZTw5Dtcu8o4

Other Information

Accommodation

JICA Hokkaido Center (Sapporo) works as a base of this training program.
The Center is equipped with accommodation facilities for JICA training participants.
For study tours taking place far from the Center, JICA will arrange hotels for the participants.



Climate

Hokkaido enjoys four distinctive seasons and you will need to prepare adequate clothing for the season in which you will participate in the program.

Spring
April, May, June
Max Temp: 21.5°C | Min Temp: 3.2°C

Summer
July, August, September
Max Temp: 26.4°C | Min Temp: 14.2°C

Fall
October, November, December
Max Temp: 16.2°C | Min Temp: -4.1°C

Winter
January, February, March
Max Temp: 4.0°C | Min Temp: -7.0°C

This program is implemented in winter.
It's very cold so you need to prepare warm clothes.

Annex I

Country Report

1.INTRODUCTION

This report plays a significant role because the objective of this course is to create solutions for the issues that you/your organization face in Sustainable Tourism Resource Management and Development. Also, this report will be used as a reference for selection.

2.PURPOSE

To introduce and share information about your situation and issues of Sustainable Tourism Resource Management and Development with the Course Leader and other lecturers.

3. INSTRUCTIONS

- ✓ Deadline: should be submitted **with Application form.**
- ✓ Language: English
- ✓ OS: Microsoft Word
- ✓ Slide size: A4 size paper (21 cm x 29.5 cm) in single spacing
- ✓ Maximum: 5 pages
- ✓ Please refer to "***ANNEX I-1***".

Annex I-1 Country Report Items

1) Basic information

Name	
Organization	
Position	
Country	
Outline of duties	

2) Describe present situation and issues of tourism resource management/development in own countries.

3) Describe Successful and/or unsuccessful case of Sustainable Tourism Resource Management and Development of your country.

4) Describe what you want to learn in this training program.

5) Describe your expectation of this training program.

6) Describe your future plans to apply expected results of the training program after returning to your country.

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 course 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.

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



Correspondence

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

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido（Sapporo))

Address: Minami 4-25, Hondori 16-chome,Shiroishi-ku, Sapporo,Hokkaido 003-0026, Japan
TEL: +81-11-866-8393 FAX: +81-11-866-8382
("81" is the country code for Japan, and "11" is the local area code

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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	・To be filled by applicant and supervisor of the applicant* ・To be signed by supervisor of the applicant ・Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

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

Please be advised;

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

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

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

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CHECK LIST before submission:

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

*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.

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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 "xxxxxxxxxJxxx "shown in the GI)

3. Course Duration (DD/MONTH/YYYY)

From 20 / July / 2026 To 01 / August / 2026

4. Country

South Sudan

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

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 / Divisio							
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					

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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 “xxxxxxxxxJxxx “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)

Select

4) Date of Birth

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

-- Select--	January		-- Select--

5) Passport/Visa

Passport possession	-- Select--	Expiry date of passport	Day	Month	Year
USA visa possession	-- Select--		-- 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	Please select	
Number of employees	-- Select--	
Website URL		

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

Must select!

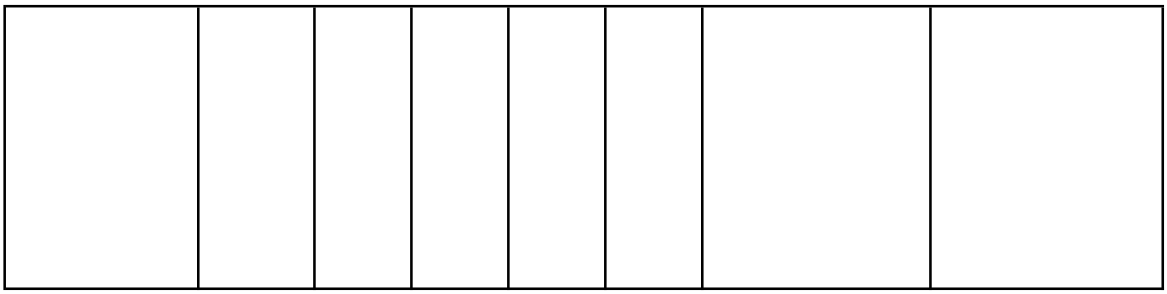
NO	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
NO	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
NO	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
NO	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
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			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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

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

Institution	City/ Country	Period				Field of Study/Study Program Title	
		From Month/Year		To 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	Select	
Speaking	Select	
Reading	Select	
Writing	Select	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)	( )	
2) Mother Tongue	( )	
3) Other languages	( )	

【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	/ /
Name	

Title/Position	
Signature	

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Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

Please notify JICA staff of any changes in your health condition after submission of the form. This information is important for ensuring appropriate support during your stay in Japan. Please provide accurate details.

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.?

Please Select ”No”or"Yes"

Name of illness		Name of medicine	
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 the travel to Japan and your participation in the program. Even conditions requiring long-term periodic follow-ups such as annual check-ups need to be listed as well.			

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

Please Select ”No”or"Yes"

What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? If you have had anaphylaxis in the past, please specify.

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

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.

2. Medical History

(a) Have applicant had any illness including heart, hepatic, kidney disease or other serious conditions?

Please Select ”No”or"Yes"	
Please specify	
If yes, please attach doctor's letter (preferably, written in English) that gives agreement to the travel to Japan and your participation in the program.	

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

Please Select ”No”or"Yes"	
Please specify	S

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

Please Select ”No”or"Yes"	
Please specify	

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

Please Select ”No”or"Yes"	
Please specify	
Name of medicine	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)
If you have any allergies, please provide detailed information to question 1(b)

Please Select ”No”or"Yes"

Please specify	

4. Pregnancy

Is applicant pregnant?

Please Select "No"or"Yes"

If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's pregnancy, and gives agreement to your participation in the program. If you find out that you are pregnant after submitting this form, please make sure to inform the JICA office immediately.		
Weeks of pregnancy	-- Select --	weeks

5. Other Medical Issues/Conditions

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

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 and pregnancy 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					

You are required to report your up-to-date medical condition, and promptly report any changes to your medical condition, to the JICA office prior to participation in the program. This obligation exists to prevent health risks that may arise if reporting is not completed.

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Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

I understand and fully agree to the following terms and conditions set forth below, and hereby declare by sign and date at the bottom.

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

(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 any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course.The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements" in General

(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'

(12 to refund allowances or other benefits paid by JICA in the case of a change in

(13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

The definition of sexual harassment, the KENSHUIN GUIDEBOOK, and the reference video are available at the link below:

https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html

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.

5. Health condition

It is evident that moving to a different environment can affect your physical and mental health compared to living in your home country, even under normal circumstances.

Pregnancy—regardless of the stage—may pose health risks to both mother and child. Our approach prioritizes the health and safety of both. In addition, medical expenses related to pregnancy, childbirth, and care for the child (or fetus) are not covered by the insurance provided by JICA. If the participant's stay in Japan needs to be extended, the associated living expenses will also not be covered, which could result in a significant financial burden on the participant.
Given the above circumstances, pregnant applicants are required to promptly schedule a consultation meeting with JICA.

All individuals with pre-existing conditions must notify JICA in advance. (Please complete Form 3)
Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.
It is required to submit a medical certificate from your doctor confirming that you are medically cleared to take part in the KCCP in Japan.
Medical expenses related to pre-existing conditions are not covered by the insurance provided by JICA.

It is important to understand that failing to provide your health information in advance may lead to situations where, despite our best efforts to prioritize your safety, effective intervention could become extremely difficult.
For further details, please refer to KENSHUIN GUIDE BOOK Medical Services.

DECLARATION (to be signed by the Applicant)

・I understand and fully agree to the formentioned terms and conditions stipulated article 1 to 5.
・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 described in "4":

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

◉Agree ◯Disgree

By Applicant

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