



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Flood Disaster Risk Reduction

課題別研修「洪水防災」

JFY 2022

Course NO.202107998J001

Course Period in Japan: From September 28, 2022 to September 16, 2023

(In the context of the COVID-19 pandemic, please note that methodology of course may be modified.)

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)' as a New Start

In the Development Cooperation Charter which was released by the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.

I. Concept

Background

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). (GRIPS program: Disaster Management Policy Program (Water-related Disaster Management Course))

Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. Title (Course No.)

Flood Disaster Risk Reduction (202107998J001)

2. Course Duration in Japan

September 28, 2022 to September 16, 2023

3. Target Regions or Countries

Bangladesh, Bhutan, Fiji, Iran, Mexico, Mozambique, Nepal, Mauritius, Pakistan, Philippines, Sri Lanka, Thailand, Tunisia and Timor-Leste

4. Eligible / Target Organization:

This program is designed for governmental organizations concerning river management or flood disasters.

5. Course Capacity (Upper limit of Participants)

14 participants

6. Language

English

7. Objective(s)

The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.

8. Overall Goal:

The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

9. Output and Contents

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

(1) Preliminary Phase in a participant's home country; <i>Participants make required preparation for the Program in the respective countries.</i>	
	Activities
	Submission of Assignments
	Formulation and submission of Inception Report Presentation Material

(2) Phase in Japan; <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	Basic Concepts of Integrated Flood Risk Management (IFRM): - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM	Lecture
	Urban Flood Management and Flood Hazard Mapping: - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map)	Lecture, Exercise
	Disaster Management Policies A: from Regional and Infrastructure Aspect: - Social system against disasters - Education on basic knowledge for disasters - Policy for infrastructure - Policy making process for disasters	Lecture, Presentation, Discussion
	Disaster Management Policies B: from Urban and Community Aspect: - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety	Lecture, Presentation, Discussion
	Site Visit of Water-related Disaster Management Practice in Japan	Field trip
To be able to	Hydrology:	Lecture

explain basic concept and theory on flood countermeasures including landslide and debris flow	<ul style="list-style-type: none"> - Climate System and Water Cycle - Hydrological Processes, In-situ Observation and Modeling - Remote Sensing of Hydrology - Water Resources Planning and Management 	
	Hydraulics: <ul style="list-style-type: none"> - Fundamentals - Advection and Diffusion - General transport equations 	Lecture, Exercise
	Flood Hydraulics and River Channel Design: <ul style="list-style-type: none"> - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow 	Lecture
	Mechanics of Sediment Transportation and Channel Changes: <ul style="list-style-type: none"> - Mechanics of sediment transportation - River morphology 	Lecture
	Control Measures for Landslide & Debris Flow: <ul style="list-style-type: none"> - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters 	Lecture, Exercise
	Computer Programming: <ul style="list-style-type: none"> - Programming Language - Numerical Computation 	Lecture, Exercise
	Practice on GIS and Remote Sensing Technique: <ul style="list-style-type: none"> - Geographic Information System (GIS) - Advanced Remote Sensing 	Lecture, Exercise
	Practice on Flood Forecasting and Inundation Analysis: <ul style="list-style-type: none"> - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Large-scale Runoff Analysis with BTOP - Advanced Hydrological Model 	Lecture, Exercise
	Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management: <ul style="list-style-type: none"> - Outline of Socio-economic and environmental aspects - Methodology of risk assessment - Socio-economic impacts of disasters 	Lecture

	Practice on Open Channel Hydraulics: <ul style="list-style-type: none"> - Hydraulic phenomena - Usage of the experimental instrumentation - The methodology of flow discharge measurement 	Lecture, Exercise
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	Individual Study: <ul style="list-style-type: none"> - Formulation of the Master thesis <ul style="list-style-type: none"> ➢ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program. 	Discussion, Presentation

<Structure of the Course>

Topic outline (subject to minor changes)

(1) Preliminary Phase:

After receiving the “Notice of Acceptance”, each participant has to make and submit an “Inception Report Presentation Material” and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master’s level course work.

(2) Core Phase in Japan:

This program consists of “Lecture”, “Exercise”, “Discussion”, “Presentation”, “Field trip” and “Individual study”. This course schedule is shown in Fig. 1.

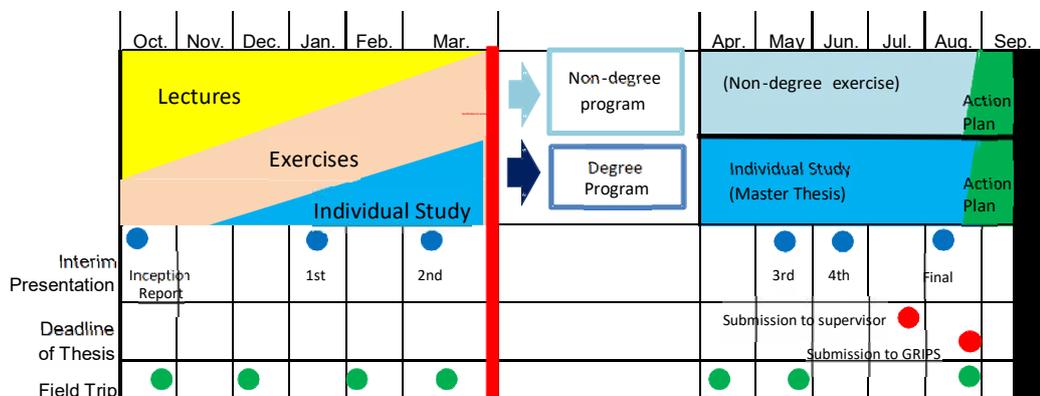


Fig. 1: Course schedule in Japan

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications

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

- (1) be nominated by their governments in accordance with the procedures described in III-4.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IETLS.)(see ANNEX I checklist 6.)
- (6) be judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
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) Between 25 and 42 years of age as of October 1, 2022.
- (8) Expectations for the Participants
- (9) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application:

(1) Application Form:

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Application Materials for GRIPS/PWRI Master's Program:

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in **ANNEX I**.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose
- Certificate of health

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

(3) Inception Report:

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see **ANNEX II**). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

(4) Photocopy of Passport:

To be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, date of birth, nationality, sex, passport number and expire date

4. Procedures for Application and Selection:

(1) Submission of the Application Documents

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

(All required material must arrive at **JICA Center in Japan by April 8th, 2022**)

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) will conduct screenings, and send the documents to JICA TSUKUBA, which organizes this program.
- 2) JICA TSUKUBA will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in **III-2**.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by **the end of July, 2022.**

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than July 29th, 2022.**

(*Acceptance Agreement will be sent from GRIPS by e-mail together with the official admission letter soon after this notice of acceptance.)

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.

6. Certificate and Master's Degree

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, "Master of Disaster Management" by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
- (2) **Program Officer:** Ms. Miki Nishioka (tbicctp@jica.go.jp)

2. Implementing Partner

(1) International Centre for Water Hazard and Risk Management (ICHARM) under the auspices of UNESCO, Public Works Research Institute (PWRI)

- 1) URL: <https://www.pwri.go.jp/icharm/index.html>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: training.icharm@pwri.go.jp
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 100 years since its establishment.

(where “81” is the country code for Japan, and “29” is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <https://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) E-mail: admissions@grips.ac.jp
- 5) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

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

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 accommodations(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)
Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan
TEL: +81-29-838-1111, FAX: +81-29-838-1119
(where “81” is the country code for Japan, and “29” is the local area code)
Please refer to facility information of JICA TSUKUBA at its URL:
<https://www.jica.go.jp/tsukuba/english/office/index.html>

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

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (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,” which will be given before departure for Japan.

The curriculum of this program is approved as a master’s degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master’s Degree Program will be provided by PWRI.

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

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

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or at Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, 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	
https://www.youtube.com/watch?v=SLurfKugrEw	
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the presentation slides and to communicate by e-mail.

2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

3. For the Promotion of Mutual Friendship:

JICA TSUKUBA encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

4. Bring Some Cash:

Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

5. More information about JICA TSUKUBA

You can check our location, facility and services on our website and social media.

◇ JICA TSUKUBA website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

◇ JICA TSUKUBA Facebook [<https://www.facebook.com/jicatsukuba>]

We post articles about the KCCP on our Facebook page.



END

ANNEX I: Check List / Application Materials for GRIPS/PWRI Master's Program

ANNEX II: Instruction for Inception Report

ANNEX III: Course Schedule (tentative)

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

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



CORRESPONDENCE

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

Further, address correspondence to:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1744 FAX: +81-29-838-1119

Application Guideline for the JICA Knowledge Co-Creation Program

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

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

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

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

Please be advised:

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

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

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



CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

Date:		Signature:	
Name:			Official Stamp
Title / Position			

Department / Division

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date

Name and Title/Position

Signature

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

***If your organization and/or your status is related to the Military, please mark with ✓ or X below in the () which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
--

4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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

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

5. Background and Purpose of Application

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

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

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

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

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



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

By Applicant

Date

Name and Title/Position

Signature

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

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

By Applicant

Date
Name and Title/Position
Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(3) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

*Information Security Policy of JICA in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
 - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
 3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※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 scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online 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 for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature