

No42/10/2023- 5Trg .  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 12<sup>th</sup> August, 2025

To

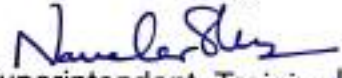
All the Administrative Secretaries of Haryana State.

**Subject: - Online and In-person Knowledge Co-Creation Programme on "Enhancement of Training Management in Vocational Training Institutions(A)" on 10<sup>th</sup> November, 2025(Online) and 24<sup>th</sup> November to 13<sup>th</sup> December, 2025( In- Person) in Japan.**  
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Sir/Madam

I am directed to refer to the subject noted above and to say that a copy of letter along with its enclosures received through email dated 07.08.2025 from Shri Pankaj Gangwar Under Secretary(BPC&T), Ministry of Finance Department of Economic Affairs (BPC&T Section), Room No.236, North Block, New Delhi-110001 has been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>). I am further directed to request you to take necessary action accordingly.

Yours faithfully,

  
Superintendent, Training

Endst. No. 42/10/2023-5Trg.

Dated Chandigarh, the 12<sup>th</sup> August, 2025

A copy of the above is forwarded to Shri Pankaj Gangwar Under Secretary (BPC&T), Ministry of Finance Department of Economic Affairs (BPC&T Section), Room No.236, North Block, New Delhi-110001 India w.r.t their email dated 07.08.2025 for information.

-sd-  
Superintendent, Training

F.No: 42/10/2023-5 Tgf

No.13/B/2025-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 5<sup>th</sup> August, 2025.

**TRAINING CIRCULAR**

**Subject:- Online and In-person Knowledge Co-Creation Program on "Enhancement of Training Management in Vocational Training Institutions (A)" on 10th November, 2025 (online) and 24th November to 13th December, 2025 (In-person) in Japan.**

The Government of Japan has invited nominations for **Online and In-person Knowledge Co-Creation Program on "Enhancement of Training Management in Vocational Training Institutions (A)" on 10th November, 2025 (online) and 24th November to 13th December, 2025 (In-person) in Japan** under the Technical Assistance Programme with India. The programme is intended for individuals working at government-operated institutions involved in technical and Vocational Education and Training (TVET). The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Japan**, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs :

- (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the **Passport**.

5. Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 09.09.2025 positively at the following address:-

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5082,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

5/8/25

.....2/-

Training Branch

CRS/ID/No. 100922

7/8/25

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at [www.dea.gov.in](http://www.dea.gov.in) in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].

  
( Pankaj Gangwar )

Under Secretary to the Govt. of India  
Tele: 23095082

1. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.), Department of School Education & Literacy, Shastri Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].

संख्या.13/8/2025- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 5 अगस्त, 2025।

प्रशिक्षण परिपत्र

विषय:- जापान में 10 नवंबर, 2025 (ऑनलाइन) और 24 नवंबर से 13 दिसंबर, 2025 (इन-पर्सन) को "व्यावसायिक प्रशिक्षण संस्थानों में प्रशिक्षण प्रबंधन में वृद्धि(ए)" पर ऑनलाइन और इन-पर्सन ज्ञान सह-निर्माण कार्यक्रम।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 10 नवंबर, 2025 (ऑनलाइन) और 24 नवंबर से 13 दिसंबर, 2025 (इन-पर्सन) को "व्यावसायिक प्रशिक्षण संस्थानों में प्रशिक्षण प्रबंधन में वृद्धि(ए)" पर ऑनलाइन और इन-पर्सन ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम तकनीकी और व्यावसायिक शिक्षा और प्रशिक्षण (टीवीईटी) में शामिल सरकारी संचालित संस्थानों में काम करने वाले व्यक्तियों के लिए है।। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-1) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना।
- (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
- (iii) पासपोर्ट की एक फोटोकॉपी।

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 09.09.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसीएंडटी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001  
फोन:- 011 - 2309 5082,  
ईमेल- [Pankaj.gangwar@gov.in](mailto:Pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्यवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से आर्थिक कार्य विभाग, वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन) ), उच्च शिक्षा विभाग, शास्त्री भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) ), स्कूल शिक्षा और साक्षरता विभाग, शास्त्री भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
5. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -11।

एमओएफ की वेबसाइट पर अपलोड किया जाएगा  
[<https://mofapp.nic.in/training/default.aspx>].



Online and Face-to-Face

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

General Information on

### Enhancement of Training Management in Vocational Training Institutions (A)

課題別研修「職業訓練の運営・管理と質的強化 (A)」(遠隔研修+来日研修)

**JFY 2025**

**Course No.: 202411563J001**

**Online Program: November 10th, 2025**

**Face-to-Face Program in Japan: November 24th to December 13th, 2025**

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

#### JICA Knowledge Co-Creation Program (KCCP)

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

## **I. Concept**

### **Background**

Technical and Vocational Education and Training (TVET) is positioned as a sub-sector under JICA's Global Agenda for "Education," and the development of industrial human resources that meet the needs of industry is a key factor in socio-economic development, contributing to income generation and poverty reduction. Enabling participating countries to learn about the management of Japan's vocational training institutions and methods for developing training courses, while analyzing and comparing the current situation and challenges faced by their own training institutions, will significantly contribute to the expansion of employment-oriented vocational training and the promotion of industrial human resource development.

### **For what?**

The aim of this program is to provide participants with comprehensive insights into Japan's vocational training institutions, focusing on a practical approach to learning specific methods for addressing current challenges and ongoing improvement efforts. The program offers knowledge in institutional management and course operation, enabling the development of actionable plans to address issues within individual institutions.

### **For whom?**

This program is designed for individuals working at government-operated institutions involved in Technical and Vocational Education and Training (TVET). Eligible participants include principals or equivalent professionals with extensive experience at such institutions, as well as vocational training instructors who hold managerial positions.

### **How?**

Participants will acquire the necessary knowledge and skills through the following contents:

- ① To understand the role of vocational training institutions in adapting to socio-economic changes and related policy measures.
- ② To learn effective methods for promoting collaboration among industry, academia, and government in public vocational training.
- ③ To explore case studies from Japan on improving employment outcomes through vocational training.

- ④ To acquire practical management and operational methods for vocational training institutions based on the PDCA (Plan-Do-Check-Act) cycle.
- ⑤ To analyze the current situation and challenges of the participant's own institution and develop an action plan for improvement and problem-solving.

## II. Description

**1. Title (Course No.)**

Enhancement of Training Management in Vocational Training Institutions A)  
(202411563J001)

**2. Periods**

(Online): November 10<sup>th</sup>, 2025

(Program in Japan): November 24<sup>th</sup> to December 13<sup>th</sup>, 2025

**3. Target Regions or Countries**

Albania, Angola, Cambodia, Costa Rica, Egypt, India, Indonesia, Iraq, Malaysia, Micronesia, Mozambique, Nepal, Nigeria, Pakistan, Papua New Guinea, Philippines, Rwanda, Saint Lucia, Samoa, South Africa, Sri Lanka, Tanzania, Uganda, Viet Nam

**4. Eligible / Target Organization**

This program is intended for government-operated institutions responsible for Technical and Vocational Education and Training (TVET).

**5. Program Capacity (Upper limit of Participants)**

25 participants

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

English

**7. Overall Goal**

The overall goal of this program is to comprehensively strengthen the operational capacity of Technical and Vocational Education and Training (TVET) institutions, ultimately improving the quality of vocational training programs. This will provide both personnel and educators with the necessary knowledge and skills to effectively manage and operate vocational training programs. As a result, it aims to enhance employment outcomes and contribute to socio-economic development by fostering a skilled workforce that meets the needs of industry.

**8. Program Objective**

The objective of this program is to provide individuals in managerial positions within Technical and Vocational Education and Training (TVET) institutions with the necessary knowledge and skills to effectively manage and operate vocational training programs. By enhancing their capabilities, the program aims to enable them to appropriately manage and direct educators and personnel, thereby improving the quality of vocational training as a collective effort rather than an individual one. This will lead to increased employment outcomes and the development of a skilled workforce that meets industry needs.

**9. Output and Contents**

This program consists of the following components. Details on each component are given below (subject to minor changes):

<b>Online program</b>		
Expected Module Output	Subjects/Agendas	Methodology
To understand the procedure for preparing and submitting the Country/Job Report and Self-Assessment Sheet in accordance with the specified items, as well as the approach to completing other pre-arrival assignments.	Instructions for the Country/Job Report, Self-Assessment Sheet, and other self-study assignments on the LMS (Learning Management System)	Webinar
<b>Face to face program</b>		
Expected Module Output	Subjects/Agendas	Methodology
1. To gain a comprehensive understanding of the necessary measures that vocational training institutions should implement in order to effectively respond to changes in the economic and social environment.	(1) Comprehensive Overview of Policies in Japan	Lecture Field visit and Case Study
	(2) Observational visits to vocational training providers and affiliated institutions	
2. To develop an understanding of how to promote collaboration among industry, academia, and government in the context of public vocational training.	(1) Classification of Educational Institutions and Vocational Training Organizations	
	(2) Vocational and Educational Training	
3. To understand initiatives aimed at improving employment rates through case studies of vocational training institutions in Japan.	(1) Observational visits to vocational training providers and affiliated institutions	
	(2) Overview of Policies in Japan	
4. To understand the methods and activities involved in the comprehensive operation and management of vocational training institutions based on the PDCA cycle, and to acquire practical skills in applying these management techniques.	PDCA cycle (Plan-Do-Check-Act)	Lecture Case Study and Exercise
5. To analyze the current issues and challenges faced by the participants' own institutions, and to develop an action plan for their resolution and improvement.	(1) Presentation of Country Reports	Lecture Presentation and Group Discussion
	(2) Development and presentation of Action Plan	

**Finalization Phase in the participant's home country**

After returning to respective country, Participating organizations develop the final outputs by making use of results brought back by participants.

Expected Module Output	Activities
To share the action plan and implementation in each participant's home country	(1) Presentation and discussion on the Action Plan in each participating organization to disseminate acquirements in his/her organization
	(2) Review and discuss the Action Plan

### III. Conditions and Procedures for Application

#### 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.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

#### 2. Responsibility of the Participating Organization:

The participating organization is to be responsible to support the participant for receiving KCCP and seeking the possibility of implementation of the Action Plan formulated by the participant.

#### 3. Nominee Qualifications:

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

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

##### (1) Essential Qualifications

###### 1) Current Duties:

A principal or an equivalent professional with extensive experience at a training institution, with at least three years in a managerial position, or  
A vocational training instructor or officer currently in a managerial role within the department, with at least eight years of relevant experience.

###### 2) Educational Background:

Must be a university graduate or hold an equivalent qualification.

###### 3) Language:

Must have a competent command of spoken and written English, equivalent to TOEFL 550, TOEFL CBT 213, or TOEIC 730 or higher. (This course

includes active participation in discussions and Action Plan development, thus requiring a high level of English proficiency.)

4) PC skill:

Must have basic computer skills, including the ability to use Microsoft Word and PowerPoint. (This course involves PC-based activities such as creating a Country/Job Report and an Action Plan presentation.)

Note) Participants are required to have access to a personal computer, a stable internet connection, and an appropriate study environment to participate in the program smoothly.

5) Health:

Must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses: Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

**(2) Recommended Qualifications**

- 1) Age: between the ages of thirty (30) and fifty (50) years old
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

**4. Required Documents for Application**

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

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

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

\*The following information should be included in the photocopy:

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

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

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

## 5. Procedure for Application and Selection

### (1) Submission of the Application Documents:

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

(All required material must arrive at **JICA Yokohama Center in Japan** by **September 23, 2025.**)

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 10, 2025.**

## 6. Additional Document(s) to Be Submitted by Accepted Candidates

Accepted candidates are required to complete the following preparations before arriving in Japan:

- (1) A Country/Job Report using PowerPoint (please refer to Annex "Inception Report" for detailed instructions).
- (2) A Self-Assessment Sheet.

Both documents must be submitted via the LMS by November 17, 2025.

## **7. Conditions for Participation**

The participants of KCCP are required

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

## **IV. Administrative Arrangements**

### **1. Organizer**

(1) **Name:** JICA Yokohama

(2) **Contact:** Ms. FUKUDA Kanako ([yicct1@jica.go.jp](mailto:yicct1@jica.go.jp))

## 2. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange a round-trip ticket between an international airport designated by JICA and Japan.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

## 3. Accommodation in Japan

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

### **JICA Yokohama Center (JICA YOKOHAMA)**

Address: 2-3-1 Shinko, Naka-ku, Yokohama, Kanagawa 231-0001, Japan

TEL: +81-45-663-3221

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

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

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

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

## 4. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of "KENSU-IN GUIDEBOOK" on JICA-VAN:

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

## 5. Pre-departure Orientation

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Yokohama	<a href="https://www.jica.go.jp/yokohama/english/office/index.html">https://www.jica.go.jp/yokohama/english/office/index.html</a>

## V. Other Information

1. Each participant is requested to prepare reference materials to support the Country Report (Job Report) presentation.
2. Each participant is required to prepare and work on a computer during the program.
3. Each participant is encouraged to listen to the experiences of previous program participants and review past Country Report (Job Report) for reference.
4. Each participant is requested to share awareness of organizational issues in order to formulate an Action Plan.

Each participant who has successfully completed the program will be awarded a certificate by JICA.

## VI. Tentative Schedule

Online Program		
10 Nov.	Web meeting	➤ Pre-Arrival Orientation Program (Pre-Assignments)
11 Nov.	On-Demand Self-Study on the LMS (JICA-VAN)	➤ KENSHU-IN GUIDEBOOK
-		➤ PRE-departure Orientation for the participants of KCCP program
17 Nov.		➤ Emergency Manual

		<ul style="list-style-type: none"> <li>➤ Life in Japan</li> <li>➤ Japanese Society and Culture</li> <li>➤ <b>Education in Japan</b></li> <li>➤ <b>Submission of Country Report (Job Report)</b></li> <li>➤ <b>Submission of Self-Assessment Sheet</b></li> </ul>
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Face-to-Face Program in Japan		
24 Nov.	---	Arrival in Japan
25 Nov.	--- --- ---	<ul style="list-style-type: none"> <li>➤ Briefing</li> <li>➤ Program Orientation</li> <li>➤ Japanese Language Lesson 1</li> </ul>
26 Nov.	Presentation Lecture Lecture	<ul style="list-style-type: none"> <li>➤ Country/Job Report Presentation 1</li> <li>➤ Classification of Educational Institutions and Vocational Training Organizations</li> <li>➤ Comprehensive Overview of Policies in Japan</li> </ul>
27 Nov.	Presentation Lecture	<ul style="list-style-type: none"> <li>➤ Country/Job Report Presentation 2</li> <li>➤ Types of Vocational Training in Japan</li> <li>➤ Skills Certification, National Skills Competition</li> <li>➤ Budget</li> </ul>
28 Nov.	Lecture Lecture ---	<ul style="list-style-type: none"> <li>➤ Public Employment Service Center, Support Facility</li> <li>➤ Demographic-Specific Support (elderly, middle-aged, persons with disabilities, foreign nationals, etc.)</li> <li>➤ Japanese Language Lesson 2</li> </ul>
29 Nov.		Day Off
30 Nov.		Study Trip
1 Dec.	Observation	➤ Technical and Vocational Education and Training (TVET) Institution
2 Dec.	Observation Observation	<ul style="list-style-type: none"> <li>➤ Specialized Training College</li> <li>➤ Workplace-Based Vocational Training</li> </ul>
3 Dec.	Observation	➤ Public-Private Partnership (PPP) Training Facilities Study Trip

4 Dec.	Lecture/Exercise	➤ [Plan] Identifying the Needs and Priorities for Vocational Training
	Lecture/Exercise	➤ [Plan] Designing Vocational Training Services
5 Dec.	Lecture/Exercise	➤ [Do] Implementation of Vocational Training Services
	Lecture/Exercise	➤ [Do] Monitoring
6 Dec.		Day Off
7 Dec.		Day Off
8 Dec.	Lecture/Exercise	➤ [Do] Personnel and Human Resource Management, and Career Mapping
	Lecture/Exercise	➤ [Do] Vocational Competency Development Sheet
9 Dec.	Lecture/Exercise	➤ [Do] Management of Material Resources, Record and Document Control, and Financial Management
	Lecture/Exercise	➤ [Do] Risk Management
10 Dec.	Lecture/Exercise	➤ [Check] Evaluation of Vocational Training Services 1
	Lecture/Exercise	➤ [Check] Evaluation of Vocational Training Services 2
11 Dec.	Lecture/Exercise	➤ [Act] Review and Improvement
	Lecture/Exercise	➤ [Plan] Establishment of Management Systems, Business Strategies and Planning, and Sharing of Information Related to Management Systems
	Self-study	➤ Action Plan Finalization
12 Dec.	Presentation	➤ Action Plan Presentation
	Discussion	➤ Wrap Up Discussion
	---	➤ Evaluation Meeting
	---	➤ Closing Ceremony
13 Dec.	---	Departure from Japan

## **VII. ANNEX**

### **ANNEX: No.1**

#### **Country/Job Report**

**to be submitted before commencement of the online program**

Each participant is required to prepare and submit a Country/Job Report, typewritten in English. In preparing the report, it is preferable to include an analysis of current and future situations, as well as challenges in the administration of vocational skills development and human capital development. The Report should be **typed in English** and be **submitted through LMS (Learning Management System)** by **November 17, 2025**.

The purpose of Country/Job Report presentation is to share the current situation and make comparative review among the participants in order to clarify the issues to be solved in their own organizations.

The major contents of the presentation are:

- (1) General information of the country: geography, population and workforce, employment, economy
- (2) Administration in human capital development of the country: education system, administrative organs related to vocational skills development and human capital development, major policies, laws and regulations, features of TVET (major targets, programs, etc.) , current situation, etc.
- (3) Challenges: duties, issues, and special interests the participant has

Presentation will be held in the initial part of this program in Japan. Each participant will make presentation based on the report in about 10 minutes (depending on the number of participating countries and participants).

## ANNEX: No.2

### Action Plan

to be formulated at the end of the program

Each participant is required to prepare an Action Plan.

**1. What is an Action Plan?**

Each participant is required to submit an Action Plan for implementation after returning home, based on the knowledge and methods acquired through the program.

**2. Why are participants required to prepare an Action Plan?**

JICA needs to assess the usefulness and applicability of the program in contributing to improvements or development in the relevant field or subject within each participant's country, region, or organization. The Action Plan will support this evaluation by sharing the knowledge gained through the program with colleagues and supervisors, and by enhancing program management within the home institution.

**3. When should the Action Plan be prepared?**

Each participant should begin drafting the Action Plan during the program and continue revising and improving it throughout the remaining period. The final version must be submitted by the end of the program.

**Notes on making the Action Plan:**

Each participant is required to give a PowerPoint presentation outlining a plan for applying the content of the program to specific work responsibilities upon returning to the home country.

The presentation should include the following:

- (1) A brief introduction of the participant's organization or institution
- (2) The most valuable insights or lessons learned from the program
- (3) An Action Plan that addresses the following points:
  - Avoid including any "killer assumptions."
  - Explore multiple approaches to achieving the goal.
  - (A killer assumption is a critical premise that, if not fulfilled, will render the plan unworkable.)

## **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.



**Contact Information for Inquiries**

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

**JICA Yokohama Center (JICA YOKOHAMA)**

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

**Eligibility Conditions**

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

**HOW TO APPLY**3. **Filling up of application forms:-**

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. **Nominations:-**

- In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. **Clearance:-**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

**Abbreviation:-**

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

## DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry Into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

**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"><li>• To be filled by you and your supervisor*</li><li>• To be signed by your supervisor</li><li>• Official stamp of your organization is needed.</li></ul>
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:**

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in English,
- To use "√" or "x" to mark the ( ) options,
- To attach your photographs,
- 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:**

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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.



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Application form for the JICA Knowledge Co-Creation Program

**Form1. OFFICIAL APPLICATION FORM**

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

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

--

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

--

**3. Course Duration**From 



 to 



 (DD/MM/YYYY)**4. Country**

--

**5. Organization**

--

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

1)	3)
2)	4)

**7. Confirmation by the organization in charge**

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

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

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

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

Date:			Signature:		
Name:					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



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Application form for the JICA Knowledge Co-Creation Program

**Form3. INDIVIDUAL APPLICATION FORM**

\*To be filled by Applicant.

**1. Course Title:** (as shown in the GI)**2. Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)Attach here  
your photo(taken within  
the last six months)

Size: 4.5x3.5cm

**3. Personal Information on Applicant****1) Name of Applicant (as shown in the passport)**

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

Family Name /Surname

First Name

Middle Name

<b>2) Nationality</b> (as shown in the passport)				
<b>3) Sex</b> (for VISA application)	( ) Male		( ) Female	
<b>4) Date of Birth</b>	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**5) Passport/Visa**

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

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

**6) Contact Information**

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

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

**7) Present Position**

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

**【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)**  
**Please mark Yes or No about your status.**

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



#### 4. Experience and Eligibility

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

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

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

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

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

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

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

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

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

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



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

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

### 5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**  
Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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

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

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

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

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



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

--

By Applicant

Date

Name and  
Title/Position

Signature

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

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

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

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

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

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

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

**2. Medical History**

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

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

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

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

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

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

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

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

**3. Other Medical Issues/Conditions**

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

--

\* Are you pregnant?

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

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

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

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

By Applicant

Date
Name and Title/Position
Signature

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

## Form5. TERMS AND CONDITIONS

### 1. General Rules

The participants are requested:

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

### 2. Privacy Policy

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

#### (1) Scope of Use

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

#### (2) Limitations on Use and Provision

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

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

#### (3) Security Notice

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



Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

---

The participants are requested to comply with the following;

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

### **4. Portrait Right Policy**

---

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

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

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



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

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

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

---

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

By Applicant

Date

Name and  
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

## Form1. OFFICIAL APPLICATION FORM

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

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

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

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

From  /  /  To  /  /

### 4. Country

### 5. Name of Applying Organization

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

1
2
3
4

### 7. Reason for nominating the Applicant

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

---

--

#### 8. Expectation and Future Plan of Actions

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

--

#### 9. Confirmation by the organization in charge

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

Date:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							
Office Address and Contact Information	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					

**CHECK LIST before submission:**

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

\*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.



Japan International Cooperation Agency

CONFIDENTIAL

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)

Attach applicant's  
photograph  
(data/actual  
photograph)

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

(taken within  
the last six  
months)

Size: 4.5x3.5cm

### 3. Personal Information on Applicant

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

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

Family Name /Surname

First Name

Middle Name

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

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

Male Female

#### 4) Date of Birth

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

### 5) Passport/Visa

Passport possessor	-- Select--	Expiry date of	Day	Month	Year
USA visa possessor	-- 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--	1971
Type of Organization	National Government   Local Government   Public Enterprise Private (profit)   NGO/Private (Non-profit)   University Other:	
Number of employees	-- Select--	
Home Page Address		

### 8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS) Must select!

YES	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster)
NO	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense

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

#### 4. Experience and Eligibility

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

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

Only Applicants for KCCF (Group and Region) Society and ...							
Organization	City/ Country	Period				Position or Title and Department/Division	Brief Job Description
		From Month/Year		To Month/Year			
		Select		Select			
		Select		Select			
		Select		Select			

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

2) Academic Background (University, College or High School)							
Institution	City/ Country	Period				Position or Title and Department/Division	Brief Job Description
		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

Only Applicants in RSC (Cross) Listing							
Institution	City/ Country	Period				Position or Title and Department/Division	Brief Job Description
		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 G1)				
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	

**【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

**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

By Applicant

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



Application form for the JICA Knowledge Co-Creation Program:

**Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**

(Self-Declaration)

**1. Present Medical Status**

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

NO	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 your participation in the program.		

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

NO	YES
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( )

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

( )
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 such as heart, hepatic, kidney disease, etc.?

NO	YES
	Please specify ( )

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

NO	YES
----	-----

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

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

NO	YES
	Please specify ( )

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

NO	YES
	Please specify ( )
	Name of medicine taken if any ( )

### 3. Dietary Restrictions

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

NO	YES
	Please specify ( )

### 4. Other Medical Issues/Conditions

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

--

\* Is applicant pregnant?

NO	YES
	Weeks of pregnancy -- Select-- weeks

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

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

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

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

By Applicant

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

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



Japan International Cooperation Agency

CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program:

## Form4. TERMS AND CONDITIONS

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

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

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

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

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

Agree    Disagree

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

By Applicant

Date	05 / June / 2025
Name	
Title/Position	
Signature	

#### 1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,

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

## 2. Privacy Policy

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

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The participants are requested to comply with the following:

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

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

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