

No. 42/07/2024-3Trg  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 8<sup>th</sup> May, 2024

To

All the Administrative Secretaries to Govt. Haryana State.

**Subject :- In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism-Transforming Sustainable Tourism to foster Community Development" from 26<sup>th</sup> August to 20<sup>th</sup> September, 2024 in Japan.**

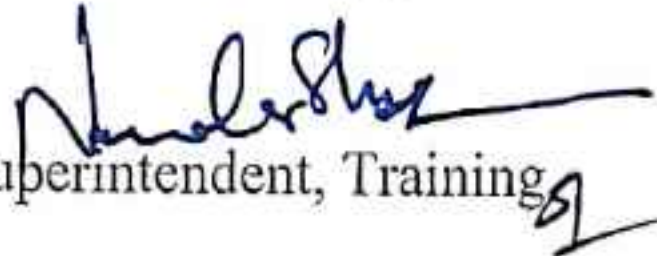
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Sir/ Madam,

I am directed to refer to the subject noted above and to inform that a copy of the letter No. 13/3/2024-BPC&T dated 04.04.2024 received from Shri, Pankaj Gangwar, Under Secretary (BPC&T Section), Ministry of Finance Department of Economic Affairs, Govt. of India, North Block, New Delhi has been uploaded on the Chief Secretary Haryana Website (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instruction No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

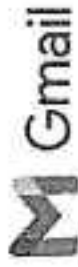
  
Superintendent, Training

Endst. No. 42/07/2024-3Trg.

Dated, Chandigarh the 8<sup>th</sup> May, 2024

A copy is forwarded to Shri, Pankaj Gangwar, Under Secretary (BPC&T Section), Ministry of Finance Department of Economic Affairs, Govt. of India, Room No. 236, North Block, New Delhi, w.r.t. his letter No. 13/3/2024-BPC&T dated 04.04.2024 for information.

  
Superintendent Training



Training Branch <branchtrg@gmail.com>

**Fwd: In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan**

1 message

Prabhjot Singh <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

4 April 2024 at 15:28

Training Branch

Diary No. 44779

Date: 9/04/24

From: "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>  
To: "Prabhjot Singh" <ssps@hry.nic.in>

Sent: Thursday, April 4, 2024 12:36:08 PM

Subject: Fwd: In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>

To: "MR Synnem" <jst.tourism@gov.in>, "Roli Singh" <ash-mohfw@nic.in>, "Shri Prakash" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspc-cpc@gov.in>, "Susanta Kumar Purohit" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jssk-dst@gov.in>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@gov.in>, "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsaun-moo@gov.in>, "Ashish kumar Bhutani Joint Secretary" <jsoo-agri@nic.in>, "Vikram Singh" <js-ship@nic.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Rajeev Singh Thakur" <jsadmin-dpit@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Mr JIGMET TAKPA" <takpa.jigmet@gov.in>, "CARALYN KHONGWAR DESHMUKH Additional Secretary RD" <jsro-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "ChairmanRailwayBoard RailwayBoard" <rb@rb.railnet.gov.in>, "Dr(Mr) Prem Singh" <prem.bogzi@ias.nic.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dinesh Jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "Mr Surendra Singh" <jsss-msje@nic.in>, "Rajesh Yadav, JS-DEPwD" <jsda-msje@nic.in>, "Shri Sunil Kumar Verma" <jsa-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Manish Tripathi" <jse@nic.in>, "Mr Satyendra Mishra" <jsskm.moca@nic.in>, "Joint secretary Navy" <jsnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajm@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr Hara Kumar Hejlong" <hk.hejlong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Gurmeet Singh Chawla" <jsadmasi-culture@gov.in>, "Y. K. Sailas Thangal" <jsest@mea.gov.in>, "SANJAY ROY" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgest@indiapost.gov.in>, "Sunita Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Shri Vikas Anand" <js2-mopr@gov.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Dr K. S. Jawahar Reddy, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office" <cs@office.og@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Shri Nareish Kumar" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Puneet Kumar Goel IAS Chief Secretary" <cs-goa@nic.in>, "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "L. Khiantge, IAS" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "DR VENU V IAS" <chiefsecy@kerala.gov.in>, "Vaera Rana" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cs-meg" <cs-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Pradeep Kumar Jena" <csorl@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Vijay Bhushan Pathak" <cs-sk@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "B P Gopalika" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

Cc: "Pankaj Gangwar" <pankaj.gangwar@gov.in>, "Jagdish Singh Panwar" <panwar.js@nic.in>

Sent: Thursday, April 4, 2024 11:43:38 AM

**Subject:** In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
Assistant Section Officer,  
(BPC&T) Section,  
Department of Economic Affairs,  
Ministry of Finance,  
North Block, New Delhi,  
Tele: 23095135.



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 **13-3-24-final.pdf**  
2450K

No.13/3/2024-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 4<sup>th</sup> April, 2024.

**TRAINING CIRCULAR**

Subject:- In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan.

The Government of Japan has invited nominations for In-person Knowledge Co-Creation Program on "Human Resource Development for Creating Tourism Destination for Sustainable Tourism - Transforming Sustainable Tourism to foster Community Development" from 26th August to 20th September, 2024 in Japan under the Technical Assistance Programme with India. The programme is intended for mid-level officials at central/local governments or non-profit organisations, who are committed to contribute to the regional vitalization through the promotion of sustainable tourism. 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 together with the Medical History Questionnaire.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the Passport.

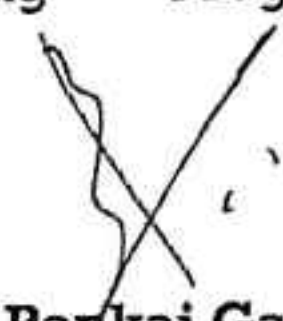
5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 17.06.2024 positively at the following address:-**

**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 5233,  
Email- [Pankaj.gangwar@gov.in](mailto:Pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

.....2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Watanabe Jun, 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: 23095233

1. Joint Secretary(Admn.), Ministry of Tourism, Transport Bhavan, Parliament Street, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

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



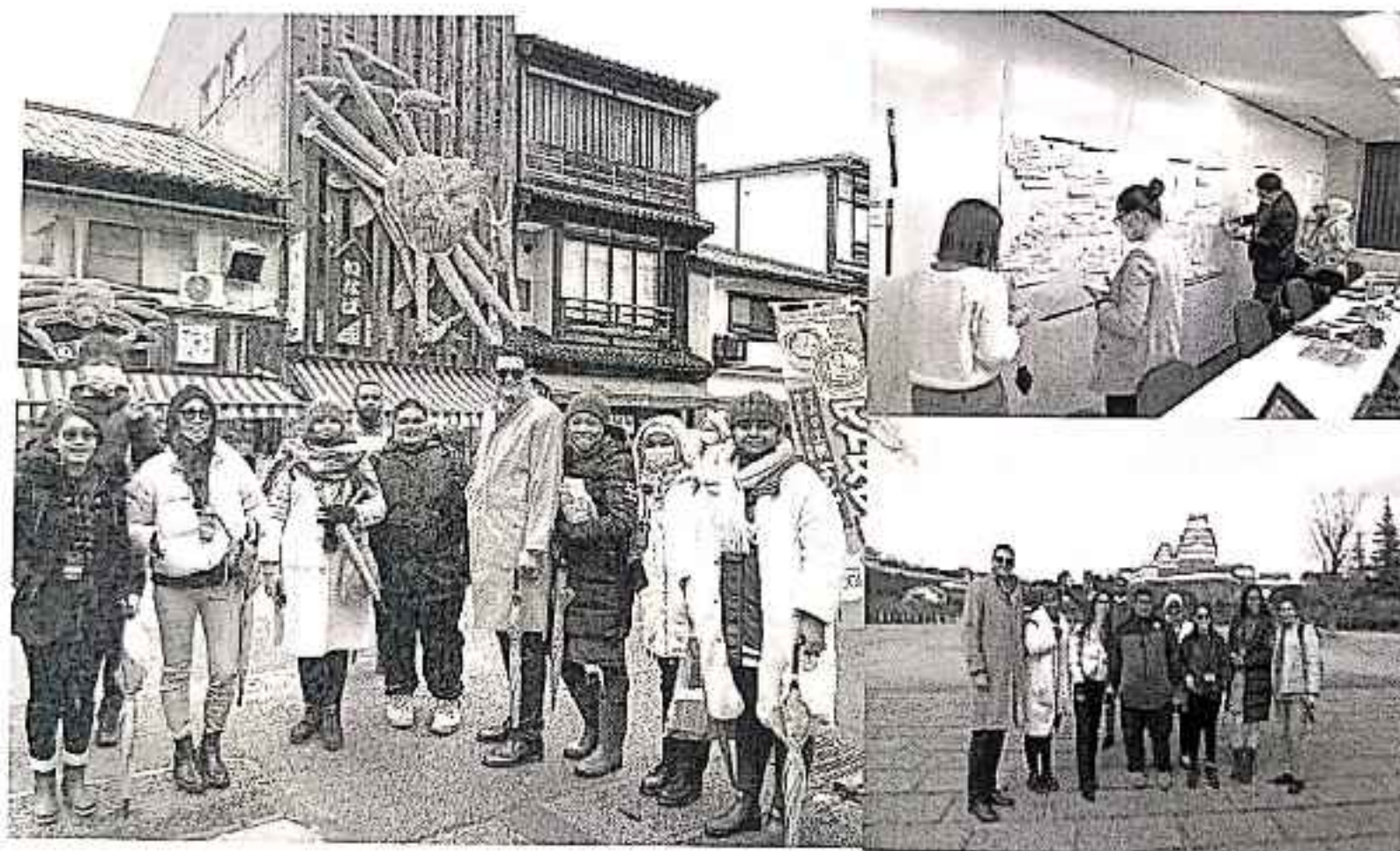
Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Human Resource Development for  
Creating Tourism Destination for Sustainable Tourism

## - Transforming sustainable tourism to foster community development -

－持続可能な観光地域づくりのための人材育成－



Course Number: 202311515J001

Course Period: August 26<sup>th</sup> - September 20<sup>th</sup>, 2024



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

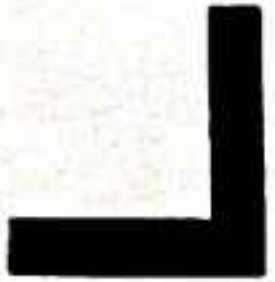
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the unexpected circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



How can you design  
and manage  
innovative programs  
to promote  
sustainable tourism  
as well as to foster  
community  
development?

Gain insights for the promotion of sustainable tourism  
aligned with community development, in practical,  
interactive, and inspirational ways, from the  
experience of Japan.



# Outline

Participants of this program will analyze the challenges in respective country and provide solutions in the areas of sustainable tourism promotion and community development, in comparison with cases in Japan.

Participants have opportunities for lectures from specialists, workshops, field visits, and lively discussion with other participants to deeply understand the issues and solutions.

As an outcome of this program, participants will prepare a feasible action plan and a capacity building plan to promote sustainable tourism in utilizing unique characteristics of communities and regional / local resources.

This program is offered to mid-level officials at central / local governments or non-profit organizations, who are committed to contribute to the regional vitalization through the promotion of sustainable tourism.

All the sessions will be in English and conducted in Japan.

The program starts on August 26<sup>th</sup> and ends on September 20<sup>th</sup>. Participants have to complete their preliminary assignments before coming to Japan.

Course Capacity: 12 persons



## **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.

# Table of Contents

## For What?

|                                |   |
|--------------------------------|---|
| (Background, Objectives) ..... | 6 |
|--------------------------------|---|

## To Whom?

|                                                         |   |
|---------------------------------------------------------|---|
| (Job Areas and Organizations, Targeted Countries) ..... | 7 |
|---------------------------------------------------------|---|

## When?

|                                                            |   |
|------------------------------------------------------------|---|
| (Online Program Period, Face-to-Face Program Period) ..... | 7 |
|------------------------------------------------------------|---|

## Where?

|                                            |   |
|--------------------------------------------|---|
| (Place Where the Program Take Place) ..... | 7 |
|--------------------------------------------|---|

## How?

|                                                        |   |
|--------------------------------------------------------|---|
| (How to Learn, Language, Commitment to the SDGs) ..... | 8 |
|--------------------------------------------------------|---|

|                           |   |
|---------------------------|---|
| (Program Structure) ..... | 9 |
|---------------------------|---|

## Eligibility and Procedures

|                                                                            |       |
|----------------------------------------------------------------------------|-------|
| (Expectations to the Applying Organizations, Nominee Qualifications) ..... | 10-12 |
|----------------------------------------------------------------------------|-------|

|                                            |    |
|--------------------------------------------|----|
| (Required Documents for Application) ..... | 12 |
|--------------------------------------------|----|

|                                                  |       |
|--------------------------------------------------|-------|
| (Procedures for Application and Selection) ..... | 12-13 |
|--------------------------------------------------|-------|

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| (Additional Document(s) to Be Submitted by Accepted Participants) ..... | 14 |
|-------------------------------------------------------------------------|----|

|                                      |       |
|--------------------------------------|-------|
| (Conditions for Participation) ..... | 14-15 |
|--------------------------------------|-------|

## Administrative Arrangements

|                                                                                                                                                 |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| (Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan,<br>Accommodation in Japan, Expenses, Pre-departure Orientation) ..... | 16-19 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------|

## Annex

|                    |       |
|--------------------|-------|
| (Job Report) ..... | 20-21 |
|--------------------|-------|

## For Your Reference

|                                                                        |    |
|------------------------------------------------------------------------|----|
| (JICA and Capacity Development, Japanese Development Experience) ..... | 22 |
|------------------------------------------------------------------------|----|

## Correspondence

|                                               |    |
|-----------------------------------------------|----|
| (For Enquiries and Further Information) ..... | 23 |
|-----------------------------------------------|----|

# For What?

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## Background

In association with the establishment of UNWTO in 2003, aid activities in the tourism sector that can make an important contribution to economic growth in developing countries have been conducted. Since development of tourism sector increases the number of employment and bring strong impacts to various sectors, it significantly accelerates economic development in the region.

However, the benefits have not always been provided to local people due to the “heteronomous tourism”, in which big firms from outside have taken the leading role in tourism development and obtained the lion's share. In order to realize Inclusive Socio-Economic Development, the government, local authorities, local businesses, and communities in the area need to play their respective roles collaboratively in tourism development.

In Japan, the number of the inbound tourists reached to 10 million in 2013, and it continued to increase up to 31 million in 2019. In order to attract more domestic and international tourists, the Japan

Tourism Agency (JTA) under the Ministry of Land, Infrastructure, Transport and Tourism of Japan has been working on “Creating Tourist Destination (CTD)”. “Creating Tourist Destination” means that wider range of stakeholders such as local governments, tourism business owners, other local business owners, farmers and community people, facilitate regional/town/community development through tourism by fully utilizing local resources in the area. JTA has been focusing its effort on the human resource capacity development for the tourism promotion to facilitate regional vitalization.

During the COVID-19 pandemic, tourism sector in Japan has been tremendously damaged due to the restriction of receiving inbound visitors. On the other hand, domestic tourism revived with overcoming the difficulties for using appropriate measures for preventing the infection of COVID-19. Currently, Japan is receiving inbound visitors again, and it is expected that both domestic and international tourism demand will increase further.

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## Objectives

To develop core capabilities and skills for creating and managing innovative programs to promote sustainable tourism as well as to foster community development.

# To Whom?

## Job Areas and Organizations

This program is offered to mid-level officials at central / local governments or non-profit organizations, who are committed to contribute to the regional vitalization through the promotion of sustainable tourism.

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

## Targeted Countries

Albania, Antigua and Barbuda, Georgia, India, Jordan, Mongolia, Micronesia, Montenegro, Papua New Guinea, Saint Lucia, Samoa and Tajikistan.

# When?

## Program Period



## Face-to-Face in Japan

August 26<sup>th</sup> – September 20<sup>th</sup>, 2024

# Where?

All the sessions will be conducted in-person in Japan. During the program, you will have opportunities to interact with many resource persons and organizations in Kansai region.



# How?

## Methodologies

- Lectures
- Field visits
- Workshops
- Discussions
- Presentations



## Language

English

## Commitment to the SDGs

JICA is committed to achieving the SDGs. According to UNWTO, tourism can contribute to all the 17 goals.

## SUSTAINABLE DEVELOPMENT GOALS



## Program Structure (Tentative)

### 1. Preliminary task

Prepare the Job Report, which addresses the concerns and interests of the participant. The Report will be shared with instructors and program officials.

### 2. Modules

| Modules | Subjects/Agenda                                                                                                                                                                                                                                                                                                                                                                              | Methodology                          |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| (1)     | To understand and analyze issues on the sustainable tourism, local community development, and the capacity building of core personnel in their own countries<br>- Job Report Presentation to understand the situation and issue of own country.                                                                                                                                              | Workshop<br>Presentation             |
| (2)     | To conduct comparative study on the situation in their own countries and Japan by understanding strategies, legal system and grant (subsidy) policies in Japan.<br>- Lecture on learning strategies, legal system and grant (subsidy) policies.                                                                                                                                              | Lecture<br>Field visit               |
| (3)     | To conduct comparative study on the situation in their own countries and Japan by understanding capacity building in tourism supported by local governments.<br>- Lecture on sustainable tourism development and field visits to learn from positive and negative examples.<br>- Field visits to observe the approach for the regional tourism management with limited resources.            | Lecture<br>Field visit<br>Discussion |
| (4)     | To understand strategies and experiences of the sustainable community development cases through field visits and empirical inquiries.<br>- Lecture on approaches for sustainable tourism in local community from the personnel who plays an active part under the policy of "regional revitalization."<br>- Observation of Japanese tradition "OMOTENASHI"(Hospitality) in tourism business. | Lecture<br>Field visit               |
| (5)     | To draft a feasible action plan and a capacity building plan to promote sustainable tourism in utilizing unique characteristics of communities and regional / local resources.<br>- Formulating Action Plan                                                                                                                                                                                  |                                      |

# Eligibility and Procedures

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## 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.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

#### 1) Current Duties

Mid-level officials at central / local governments or non-profit organizations, who are committed to contribute to the regional vitalization through the promotion of sustainable tourism.

**2) Experience in the relevant field:** More than 5 year experience at or engagement with central / local governments or non-profit organizations, in the area of tourism and/or community development.

**3) Educational Background:** University graduates or equivalent.

**4) Language Proficiency:** This program includes active participation in workshops, discussions, and presentation, which requires high competence of English ability. Therefore, participants should have a competent command of

spoken and written English which is equivalent to TOEFL iBT 90 or better. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc, if available.

## 5) Technical Requirements :

### Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.

### Internet Connection

### Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

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

- 7) **Requirement for the certificate:** Full participation in the program and submission of various assignments (including the preliminary assignment) is an essential requirement for the completion of the course.

## (2) Recommended Qualifications

### Expectations for the Participants

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants



regardless of their sexual orientation or gender identity.

3) Difficulties/Disabilities: The participation of person with difficulties/disabilities is welcomed. Reasonable accommodation for persons with difficulties/disabilities will be made. Please write your situation in the Questionnaire on medical status restriction of the Application form. (Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014 and JICA has observed it.)

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### 3. Required Documents for Application

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

\*If you have any difficulties/disabilities which require assistance, please specify necessary 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

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

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### 4. Procedures for Application and Selection

(1) **Submission of the Application Documents**

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

(All required material must arrive at JICA Center in Japan by July 1<sup>st</sup>, 2024)

(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 July 12<sup>th</sup>, 2024.

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## 5. Additional Document(s) to Be Submitted by Accepted Participants

Job Report -- to be submitted by August 2<sup>nd</sup>, 2024

Accepted participants are required to prepare a Job Report (Please read Annex "Job Report" for detailed information.) before their departure. The Job Report should be sent to JICA by e-mail to [Ueno.Misaki@jica.go.jp](mailto:Ueno.Misaki@jica.go.jp) / [Maeda.Yoko@jica.go.jp](mailto:Maeda.Yoko@jica.go.jp)

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## 6. Conditions for Participation

The participants of JICA Knowledge Co-Creation Program 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 "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants'

accommodation, and  
(12) to refund allowances or other benefits paid by JICA in the case of a change  
in schedule.



JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0341 FAX: +81-78-261-0342

(where "81" is the country code for Japan, and "78" is the local area code)

Please refer to facility guide of JICA Kansai at its URL,  
<https://www.jica.go.jp/kansai/english/office/index.html>

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

## 5. Expenses

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 6. Pre-departure Orientation

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

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

### Part I: Knowledge Co-Creation Program and Life in Japan

English ver.

<https://www.youtube.com/watch?v=SLurfKugrEw>

### Part II: Introduction of JICA Centers in Japan



## 7. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf)



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



### Website: JICA

English/French/Spanish/Russian

[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)



## 8. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai 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 country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of

- the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
  5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or opportunity during the program.



# Annex

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## Job Report

for the JICA's Knowledge Co-Creation Program  
"Human Resource Development for  
Creating Tourism Destination for Sustainable Tourism" (2024)

### Your Name and Affiliation

This program is designed for mid-level officials at central / local governments or non-profit organizations, who are committed to contribute to the regional vitalization through the promotion of sustainable tourism.

Complete and submit the following statements by August 2nd, 2024. Additional assignments may be sent to the accepted participants, and in that case they should be submitted before your arrival in Japan.

**Identify your concerns, and explain the challenge or issue on which you are going to work in the program, by completing the items below. Read carefully and write analytically introducing actual cases and/or available data and statistics.**

### Prologue

What are they that you like very much about your country, province / municipality, or community?

### 1. Issues

1-1. List challenges or issues in the areas of development and promotion of sustainable tourism and/or community development, which you are engaged with and you are willing to create solutions about.

1-2. Among the challenges or issues mentioned in the previous section, choose the one on which you are going to work in the JICA's Knowledge Co-Creation Program.

### 2. Institutions



2-1. List the institution(s) in your country or in your province / municipality that play major roles in (i) development and promotion of sustainable tourism and (ii) community development.

2-2. List key persons who are actually and potentially involved with the challenge or issue mentioned in the section 1-2.

2-3. Describe briefly about existing plans and projects in the areas of (i) development and promotion of sustainable tourism and (ii) community development

2-4. Explain how the institution(s), key persons, plans, and projects mentioned above are related to the challenge or issue.

### **3. Initial analysis**

3-1. List the several factors that you think are the causes of the challenge or issue.

3-2. Explain briefly about the social, environmental, and economic impacts of the challenge or issue on the communities that you are concerned with.

### **Epilogue**

What are they that you expect very much for the JICA's Knowledge Co-Creation Program which you are going to participate?

#### **[Format]**

Microsoft Word, A4 size,

Single Space,

Maximum 3 pages.

Font: Arial 12pt

# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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

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



## **Correspondence**

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

Further, address correspondence to:

### **JICA Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code

## ANNEX-II

### **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 | Limit on participation in number of trainings in a year          |
|----------------------|------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------|
| Upto one week        | 3 years                                                          | Less than 58 years                 | Two FTPs of duration of less than one week in a calendar year    |
| One to Two weeks     | 7 years                                                          | Less than 58 years                 | One FTP of duration of one to two weeks in a calendar year       |
| More than two weeks  | 9 years                                                          | Less than 55 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:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) 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.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed 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.
- (iv) **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:-**

- (i) 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.
- (ii) 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, MTCF – Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--|
| <b>1. Name</b>                                                                                                                                   |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>2. Date of Birth</b>                                                                                                                          |                                         |                                  |                                                                                                                                               | <b>3. Male/Female</b>                      |  |
| <b>4.Educational Qualifications</b>                                                                                                              |                                         |                                  |                                                                                                                                               | <b>5. Date of Entry into Govt. Service</b> |  |
| <b>6.Service to which Officer belongs</b>                                                                                                        |                                         |                                  |                                                                                                                                               | <b>7. Date of Regular appointment</b>      |  |
| <b>8. Details of Posts held during the last five years (starting from present) :</b>                                                             |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>S.No.</b>                                                                                                                                     | <b>Post held &amp; Pay level</b>        | <b>Period of Posting</b>         | <b>Ministry/Department/ Organization</b>                                                                                                      | <b>Nature of Work</b>                      |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>9. Name of training programme applied for and its relevance to the candidate</b>                                                              |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>10. Papers etc, if any, published by the candidate</b>                                                                                        |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>11. Details of Foreign Training Programmes attended during the last two years :</b>                                                           |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>S.No.</b>                                                                                                                                     | <b>Dates &amp; Duration Of Training</b> | <b>Subject/title of training</b> | <b>Name of the Training Institution</b>                                                                                                       | <b>Source of funding</b>                   |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
|                                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>Signature of the candidate:</b>                                                                                                               |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>Office Phone :</b>                                                                                                                            |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>Mobile No. :</b>                                                                                                                              |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>E-mail :</b>                                                                                                                                  |                                         |                                  |                                                                                                                                               |                                            |  |
| <b>CERTIFICATE</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<br>(alongwith official seal) |                                         |                                  |                                                                                                                                               |                                            |  |

**ANNEX-IV**

**CHECK LIST**

| <b>Sl.<br/>No.</b> | <b>Required Documents</b>                                                                                                                      | <b>YES/NO</b> |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.                 | <b>MTCP Application Form/ JICA Application Form /<br/>Online Submitted Singapore Application Form<br/>alongwith supervisor endorsement</b>     |               |
| 2.                 | <b>Complete DEA Proforma alongwith Vigilance<br/>Clearance</b>                                                                                 |               |
| 3.                 | <b>Whether Application has been recommended/<br/>nominated by Line Ministry/Department/State<br/>Government</b>                                |               |
| 4.                 | <b>Whether undertaking by Ministry/Department is<br/>given for bearing the air fare for the travel where<br/>training is not fully funded.</b> |               |

**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:**

- (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 "v" 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.



Japan International Cooperation Agency

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**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)<br>*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.



Japan International Cooperation Agency

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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.

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

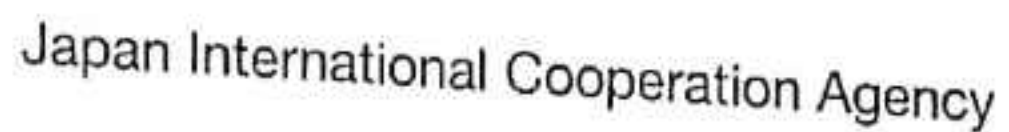
### **2. Expectation and Future Plan of Actions**

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               |



Application form for the JICA Knowledge Co-Creation Program:

\*To be filled by Applicant.

Source Title: (as shown in the GI)

Source Number. (the number as "xxxxxxxxJxxx" shown in the GI)

**Size: 4.5x3.5cm**

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

|                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Family Name / Surname |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Name            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

[illegible][illegible]

|                                              |          |                      |            |                                        |
|----------------------------------------------|----------|----------------------|------------|----------------------------------------|
| 2) Nationality<br>(as shown in the passport) |          |                      |            |                                        |
| 3) Sex<br>(for VISA application)             | ( ) Male |                      | ( ) Female |                                        |
| 4) Date of Birth                             | Date     | Month<br>(ex. April) | Year       | Age<br>(as of the date of<br>the form) |
|                                              |          |                      |            |                                        |

|                      |         |        |                            |      |       |      |
|----------------------|---------|--------|----------------------------|------|-------|------|
| Passport possession  | ( ) Yes | ( ) No | Expiry date<br>of passport | Date | Month | Year |
| USA visa possession* | ( ) Yes | ( ) No |                            |      |       |      |

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



Japan International Cooperation Agency

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### 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<br><input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University<br><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 YES or NO below in the ( ) which best describes the relationship.

|            |                                                                                                                                                                       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (YES / NO) | the Military, an active military personnel or a military personnel listed in the muster roll/military register                                                        |
| (YES / NO) | 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        |
| (YES / NO) | the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense                               |
| (YES / NO) | an civilian organization but with military personnel or a military division within the organization                                                                   |
| (YES / NO) | 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 |



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

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

| Institution | City/<br>Country | Period             |                  | Degree | Major |
|-------------|------------------|--------------------|------------------|--------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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<br>(ex. TOEFL, TOEIC, etc.) |               |          |          |          |  |
| 2) Mother Tongue                                        |               |          |          |          |  |



|                           |               |          |          |          |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages<br>( ) | ( ) 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.

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

|  |
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- 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.

|  |
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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:<br>Name of illness ( ), Name of medicine ( )<br><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:<br>What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?<br>( ) |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

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

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

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

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

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

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



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### 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:<br>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.



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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               |