

No. 42/10/2023-3Trg  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

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

To

All the Administrative Secretaries to Govt. Haryana State.

**Subject:- In-Person Singapore Co-operation Programme on "Capacity Development for Empowerment of Rural Women" from 2<sup>nd</sup> to 29<sup>th</sup> November, 2025 in Japan.**

\*\*\*\*\*

Sir/ Madam,

I am directed to refer on the subject noted above and to inform that a copy of the letter No. 13/2/2025-BPC&T dated 06.06.2025 received from Sh. Pankaj Gangwar, Under Secretary (BPC&T Section), Ministry of Finance Department of Economic Affairs, Room No. 236, North Block, New Delhi-110001 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. 42/10/2023-3Trg.

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

A copy is forwarded to Sh. Pankaj Gangwar, Under Secretary (BPC&T Section), Ministry of Finance Department of Economic Affairs, Room No. 236, North Block, New Delhi- 110001 w.r.t. their email letter dated 06.06.2025 for information.

  
Superintendent Training

**Fwd: In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan**

1 message

SSPS Haryana <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

6 June 2025 at 16:12

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>  
To: "SSPS Haryana" <ssps@hry.nic.in>  
Date: Fri, 06 Jun 2025 15:28:03 +0530  
Subject: Fwd: In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan  
===== Forwarded message =====

===== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance <chourasia.anil@nic.in>  
To: "Ms Agarwal" <pallavi.agarwal@gov.in>, "JSRC MoRD" <jsrc-mord@gov.in>, "jscd-msje" <jscd-msje@nic.in>, "ash-mohfw" <ash-mohfw@nic.in>, "jsadmin-mha" <jsadmin-mha@nic.in>, "rohitmathur" <rohit.mathur@nic.in>, "jspc-cpc" <jspc-cpc@gov.in>, "jschem-cpc" <jschem-cpc@gov.in>, "bhuvneshk" <bhuvnesh.k@meity.gov.in>, "jsk-dst" <jssk-dst@gov.in>, "Kchaturvedi" <K.chaturvedi@gov.in>, "jsupa-mhupa" <jsupa-mhupa@gov.in>, "js-mowr" <js-mowr@nic.in>, "jshe-mhrd" <jshe-mhrd@nic.in>, "jsad-moe" <jsad-moe@gov.in>, "jscc-agri" <jsc-agri@nic.in>, "js1tourism" <js1.tourism@gov.in>, "js-ship" <js-ship@nic.in>, "sureshkumar1972" <suresh.kumar1972@gov.in>, "jsdpitbd" <jsdpitbd@gov.in>, "jsme" <js.me@nic.in>, "satyajitmishra" <satyajit.mishra@nic.in>, "amstaff" <amstaff@rb.railnet.gov.in>, "crb" <crb@rb.railnet.gov.in>, "js" <js@moes.gov.in>, "samirkumar" <samirkumar@nic.in>, "djagdale" <d.jagdale@gov.in>, "sinhaviyay" <sinhaviyay@nic.in>, "jsda-msje" <jsda-msje@nic.in>, "ddgtrg-dot" <ddgtrg-dot@nic.in>, "srinivasdanda" <srinivas.danda@gov.in>, "jsbo" <jsbo@nic.in>, "js" <js@nic.in>, "jskmmoca" <jskmmoca@nic.in>, "jsnavy-dma" <jsnavy-dma@gov.in>, "raghurajmr" <raghurajmr@ias.nic.in>, "sagarmehra" <sagarmehra@nic.in>, "hkhajong" <hkhajong@nic.in>, "sthakur" <sthakur@nic.in>, "jsadmasi-culture" <jsadmasi-culture@gov.in>, "jsesi" <jsesi@mea.gov.in>, "Sanjayroy14" <Sanjay.roy14@nic.in>, "satishkj" <satish.kj@nic.in>, "jsadmn-dopt" <js.admn-dopt@gov.in>, "js-ca" <js-ca@nic.in>, "ddgesti" <ddgesti@indiapost.gov.in>, "anandsunita" <anand.sunita@nic.in>, "nkmishra" <nk.mishra@nic.in>, "js2-mopr" <js2-mopr@gov.in>, "jslr-dolr" <jslr-dolr@nic.in>, "shailendrak" <shailendra.k@nic.in>, "js-skj-dpe" <js-skj-dpe@gov.in>, "js-establishmentmoc" <js-establishment.moc@gov.in>, "vijaymittal" <vijay.mittal@nic.in>, "rplthakur25" <rplthakur25@nic.in>, "ara-hccg" <ara-hc.cg@gov.in>, "masaldangaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "information" <information@cbi.gov.in>, "arindammodak" <arindam.modak@gov.in>, "jslegal1" <jslegal1@mea.gov.in>, "jsfilmsinb" <jsfilmsinb@nic.in>, "gnsingh13" <gn.singh13@nic.in>, "jsaa" <jsaa@dae.gov.in>, "js-dor" <js-dor@gov.in>, "cs" <cs@ap.gov.in>, "cs-arunachal" <cs-arunachal@nic.in>, "cs-assam" <cs-assam@nic.in>, "cs-officecg" <cs-office.cg@nic.in>, "cs-bihar" <cs-bihar@nic.in>, "csdelhi" <csdelhi@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs-goa" <cs-goa@nic.in>, "cs" <cs@hry.nic.in>, "cs-hp" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "cs-jharkhand" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "chiefsecy" <chiefsecy@kerala.gov.in>, "cs" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cs-meg" <cs-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "csngl" <csngl@nic.in>, "cson" <cson@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "cs-sk" <cs-sk@nic.in>, "cs" <cs@tn.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "cs-uttaranchal" <cs-uttaranchal@nic.in>, "csup" <csup@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "cspn" <cs.pn@nic.in>  
Cc: "Pankaj Gangwar Gangwar" <pankaj.gangwar@gov.in>  
Date: Fri, 06 Jun 2025 15:01:30 +0530  
Subject: In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan  
===== Forwarded message =====

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section  
Bilateral Cooperation Division  
Department of Economic Affairs  
Ministry of Finance

2 attachments

 13-# 25-final.pdf  
27440K

 【ver.202503】 Application Form.xlsx  
252K

No.13/2/2025-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 6<sup>th</sup> June, 2025.

**TRAINING CIRCULAR**

**Subject:- In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan.**

The Government of Japan has invited nominations for In-person Knowledge Co-Creation Program on "Capacity Development for Empowerment of Rural Women" from 2nd to 29th November, 2025 in Japan under the Technical Assistance Programme with India. The programme is intended for central and local government agencies or Non-Governmental Organizations (NGOs) which implement extension (agriculture, home economics, income generation, or community development), gender, and social welfare activities targeting rural women. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

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

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

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

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

5. Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 04.08.2025 positively at the following address:-

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5062,  
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. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

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

  
( Pankaj Gangwar )  
Under Secretary to the Govt. of India  
Tele: 23095082

1. Joint Secretary (Admn.), Ministry of Women & Child Development, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Social Justice & Empowerment, Shastri Bhavan, New Delhi.
3. Joint Secretary (Admn.), Department of Rural Development, Shastri Bhawan, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

**TO BE UPLOADED ON MOF'S WEBSITE**

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

Knowledge Co-Creation Program (Group and Region Focus)

# Capacity Development for Empowerment of Rural Women



Course Number: 202411621J001

Course Period: November 2 - November 29, 2025



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 circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

農村女性能力強化のための人材育成

# How do we empower women in rural areas?

Obtain knowledge and skills  
of organizing group activities  
and developing human resources  
for improving livelihood of rural women  
and revitalizing their communities.

# Outline



This program is designed for officers working for rural women on life improvement, agriculture, and community development at agricultural extension offices, branch offices of Central Government, Local Government, or Non-Governmental Organizations (NGOs).



The sessions will be held in Japan and will include self-study and pre-program for preparing Inception Report.

All sessions are carried out in English.



The period of the program in Japan is from November 2 to November 29, 2025.

Course Capacity:  
15 participants



*\*Please note that sexual gender-based violence (SGBV) such as domestic violence and child marriage, etc. are not directly addressed in this program.*



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

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

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# For What?

## Background

Women play key roles in agricultural and rural development. However, due to their limited access to agricultural resources and opportunities such as land, water, extension services and business related knowledge, many women are not able to demonstrate their capability to realize full production potential. Women also take responsibilities for much of the unpaid care and domestic work, such as household chores and child rearing which makes their work hours much longer than men. Social and cultural constraints and gender-based discrimination also make it difficult for women to advance their potential. This program is designed to provide useful methods and practical skills to empower rural women reflecting good practices of Japan.

## Objective

Participants acquire knowledge on Life Improvement Approach and empowerment of rural women from good practices of Japan.

# To Whom?

## Job Areas and Organizations

This program is designed for central and local government agencies, or Non-Governmental Organizations (NGOs) which implement extension (agriculture, home economics, income generation, or community development), gender, and social welfare activities targeting rural women.

Course Capacity: 15 participants

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

## Targeted Countries

Brazil, Nigeria, Sierra Leone, South Sudan, Zimbabwe, Mozambique, Egypt, Ukraine, Bhutan, Bangladesh, India, Pakistan, Sri Lanka, Vanuatu

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



JICA Knowledge Co-Creation Program (Group and Region Focus)  
Capacity Development for Empowerment of Rural Women Course No. 202411621J001

# When?

## Program Period



Program in Japan  
(Face to Face)

From November 2, 2023  
to November 29, 2023

# Where?

This course will be organized by JICA  
Tsukuba Centre located in the City  
of Tsukuba, Ibaraki Prefecture.  
The City of Tsukuba is sixty  
kilometers northwest of Tokyo  
and is known as a Science City.

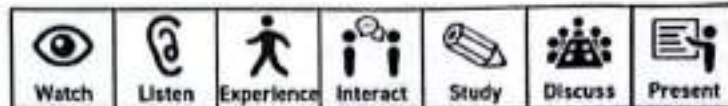


JICA is a Japanese Government Agency under the Ministry of Foreign Affairs.  
Specialized Development for Improvement of Rural Communities - Agency No. 0000000000000000

# How?

## How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



## Language

English

## Commitment to the SDGs

**SUSTAINABLE  
DEVELOPMENT  
GOALS**



## Program Structure

### [Outcomes]

- (1) Participant and their organization identify current situation/challenges of rural women in the target area and formulate an Inception Report.
- (2) Participant understands the transition of Japan's policies and approaches for supporting rural women to improve their living environment and realize their economic independency, including Livelihood Improvement Approach, and extract lessons according to the situation of each country.
- (3) Participant understands the transition, present conditions and challenges of rural women's economic, social and environmental activities/support measures, and extract lessons according to the situation of each country.
- (4) Participant understands methods for supporting rural women and consider measures for improving situations in the target area.



JICA Knowledge Co-Creation Program (Group and Region Focus)  
Capacity Development for Empowerment of Rural Womenen Course No. 202411621J001

## [Contents]

### 1. Preliminary Program

Identify current situation/challenges of rural women in the target area and formulate an Inception Report.

### 2. Program in Japan

Learn following contents and formulate a plan for improving the situation of rural women in each country with the lessons learned.

\* Please note that sexual gender-based violence (SGBV) such as domestic violence and child marriage, etc. are not directly addressed in this program.

- (1) Transition of Japan's policies and approaches for supporting rural women (Cooperative Agricultural Extension Services, Livelihood Improvement Extension Program, gender-equal society, etc.)
- (2) Transition of Livelihood Improvement Approach (LIA) (autonomous and sustainable group activities, home life techniques, sanitation improvement, nutrition improvement, and utilization of locally available resources, etc.)
- (3) Economic, social and environmental activities of rural women (family management agreement, Nougyou-joshi Project, entrepreneurship and 6th industrialization, women's roles in regional development, etc.)
- (4) Practical methods for problem-solving based on women's needs at the community level (Theory and Practical Method of Gender Mainstream used for SHEP Projects, etc.)
- (5) Gender and Development (concept of gender, gender mainstreaming, empowerment of women, gender analysis tools)

### 3. Tentative Schedule (\*subject to change)

[1st week] Orientation, Inception Report Presentation, Issue finding workshop for making Action Plan

[2nd week] Government Policy for Supporting Rural Women in Japan, History of Japan in Supporting Rural Women and the Role of Extension Services, Livelihood Improvement Approach (LIA); concept, methods, workshop, Site-Visit related to LIA

[3rd week] Gender Mainstreaming; concept, methods, workshop, Case Studies of Women Empowerment

[4th week] Study Trip to Nagano Prefecture (TBD); Visiting Women's Group, Local Government Office, JA - Japan Agricultural Cooperatives, Direct marketing shops etc.

[5th week] Action Plan Preparation and Presentation, Discussion, Closing Ceremony



JICA Knowledge Co-Creation Program (Group and Region Focus)  
Capacity Development for Empowerment of Rural Women Course No. 2024116213001

### **[Pre-departure preparations]**

We would ask participants to prepare "Inception Report" before they travel to Japan. This report includes basic information of participant's job responsibilities, issues and challenges he/she faces at each position, and expectations to this program. More information will be shared after participation is officially confirmed.



## Management Members

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### Implementing Partner

**Ms. Michiko SUGAWARA**

Japan International Cooperation Center (JICE)

She oversees the curriculum and is responsible for all the program coordination, acting as a leader of JICE team. Her background is Agricultural Science, and she has an interest in organic farming.



**Ms. Machiko NAITO**

Japan International Cooperation Center (JICE)

She is in charge of the supervision of all the programs of JICE overseas' training and acts as an advisor for JICE Team.



**Mr. Tetsuya YAMAGUCHI**

Japan International Cooperation Center (JICE)

He is a finance officer of this course and also in charge of logistics for the lectures and some of the site visits.



### Program Officer

**Ms. Misaki NOMURA**

Japan International Cooperation Agency (JICA)  
Tsukuba Center

Message: It is crucial for the future of the entire planet that women are able to fully realise their true potential. I hope that you will gain new beneficial knowledge and perspective on empowerment of rural women in Japan. I look forward to meeting you all!



# Eligibility and Procedures

## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

## 2. Nominee Qualifications

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

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

### (1) Essential Qualifications

#### 1) Current Duties:

Government officer, extension officer or Subject Matter Specialist who is engaged in extension activities or gender-related activities for rural women, such as life improvement (home economics), agriculture, community development, and so on.

#### 2) Experience in the relevant field: over 3 (Three) years' experience in the above-mentioned activities.

#### 3) Educational Background: University graduate or equivalent.

#### 4) Language: Proficient in spoken and written English.

#### 5) Health : must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract



infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## **(2) Recommended Qualifications**

- 1) Age: be no more than 45 years old

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

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

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

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

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

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

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

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

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



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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 August 18, 2025)

### (2) Selection

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

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

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than September 22, 2025.

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## 5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),



- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate 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.



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tsukuba Center (JICA Tsukuba/ TBIC)
- (2) Program Officer: Ms. Misaki NOMURA (tblcttp@jica.go.jp)

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## 2. Implementing Partner

Japan International Cooperation Center (JICE)

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## 3. Travel to Japan

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

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## 4. Accommodation in Japan

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

JICA Tsukuba Center (JICA TSUKUBA)  
Address: 3-6Koyadai, Tsukuba-shi, Ibaraki305-0074, Japan  
TEL: + 81-29-838-1111 FAX: + 81-29-838-1119  
(where "81" is the country code for Japan, and "29" is the local area code)  
Please refer to facility information of JICA Tsukuba at its URL,  
<https://www.jica.go.jp/tsukuba/english/office/index.html>

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



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## 5. Expenses

The following expenses in Japan will be provided by JICA

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

\*Link to the 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) or

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

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## 6. Pre-departure Orientation

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

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

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

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



## 7. JICA Tsukuba Information

- JICA Tsukuba website:

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

- JICA Tsukuba Facebook:

<https://www.facebook.com/jicatsukuba>

We post articles about our programs, the activities of the past participants, and other topics on Facebook page. You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.

- JICA Tsukuba Brochure:

[https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba\\_profile\\_en.pdf](https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_profile_en.pdf)

- YouTube clip "Introduction of JICA Tsukuba":

<https://www.youtube.com/watch?v=hKM1iTV-9lg&feature=youtu.be>



## 8. Reference

### KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[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)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLu0KugEw>



### 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)



JICA Knowledge Co-Creation Program (Group and Region Focus)

Capacity Development for Empowerment of Rural Women Course No. 202411621J001

# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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



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 Tsukuba Center (JICA Tsukuba)**

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

TEL: +81-29-838-1111 FAX: +81-29-838-1119

(\*81" is the country code for Japan, and "29" is the local area code)

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

**Eligibility Conditions**

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

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

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

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

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

**4. Nominations:-**

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

**5. Clearance:-**

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

**Abbreviation:-**

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

## DEA PROFORMA FOR FOREIGN TRAINING

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



Japan International Cooperation Agency

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## ՀԱՓԽՆԱԿԳԻ ԲԵԿՆՓԿԻՆ ԵՂԱ ՔԻՆ ԵՂԱ ԻՅԵՓՈՂԵՆ ԱՂՃԱՆԱԿԳԻ ՕՂԵՂՄԱՆ

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                                                                                                                                                                                                                             |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ԵՂԱՑԻՆՔ ԼԵԵԽՆԱԿՄՓ ՀԱՓԽՆԱԿԳԻ ԵՂԱՑ                          | <ul style="list-style-type: none"> <li>To be filled by applicant and supervisor of the applicant*</li> <li>To be signed by supervisor of the applicant</li> <li>Official stamp of organization of the applicant is needed.</li> </ul> |
| ԵՂԱՑԻՆՔ ԳԻՄԿԵԿՄԵՄՓ ՀԱՓԽՆԱԿԳԻ ԵՂԱՑ                         | Applicant                                                                                                                                                                                                                             |
| ԵՂԱՑԻՆՔ ՕՏՆԱԿԳԻԿԱՆ ԳԻ ԼՈՒՍՈՒՄԻՆԱԿԳԻ ՕՂԱԿՍԱ ԿԻՄ ՕՏՆԱԿՆԱԿԳԻ | Applicant                                                                                                                                                                                                                             |
| ԵՂԱՑԻՆՔ ՕՏՆԱԿՍԱ ԿԻՄ ԱԳԻՄԿԱԿՆԱԿԳԻ ՕՂԱԿՍԱ ԿԻՄ ԾՈՒՓՄԱՆԱԿԳԻ   | Applicant                                                                                                                                                                                                                             |

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

### ՕՓՈՂԱՆ ԼՈ ՄԿԵՂԱՆՔ

- To carefully read the General Information (GI) of the KCCP.
- To fill only in typewritten except for signature,
- To fill in the form in English.
- To attach applicant's photograph (data/actual photograph).
- 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.

### ԳԻ ԱՇԽԱՏԱԿԻ ԶԻՆ ՀԱՓԽՆԱԿԳԻ ԵՂԱՑԱ ԿԻՄ ԿԱՊՄԱՆԻՄ ԿԻՄ ՄԻՓՈՐՄԱՆՔ

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



Japan International Cooperation Agency

ALIFOCIO I

## ÁĖČĀĪ ĪĠŌŪ ŁŊĒĠĀŁ ĄĖŁŲĲĀĀĲŲĪŝ

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

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

### ĪĠĀŁ ĖĠĀ ĄĖŲĲŲŲĪĀĀ ĖĀĲŲ ĪŲĀĲŲ ŲŲĀĲŲŲŲ ŲŲŲ ĄĪŲ ĀŲĀĲĪ ĄĖĀĪŲŲŲĀĖ

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

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

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

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



Japan International Cooperation Agency

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Application form for the JICA Knowledge Co-Creation Program:

## ԶԳՐԱՆԻՑ ԼԵՔԳԱԳ Ի ՕՕԻԳԱ ՕԳԼԻ ԷԼՕԻ

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

ԻՄ ՏԳՐԱՆԻՑ ՕՐԿԱՆ (shown in the GI)

ԻՄ ՏԳՐԱՆԻՑ ԻՇԽԵԼԻՔ (the number as "xxxxxxxxJxxx" shown in the GI)

ԻՄ ՏԳՐԱՆԻՑ ՇԵՆՆԱԿՄ (MONTH/YYYY)

From -- Select-- / -- Select-- / -- Select-- To -- Select-- / -- Select-- / -- Select--

ԻՄ ՏԳՐԱՆԻՑ

ԻՄ ԻՇԽԵԼԻՔ ԶԳՐԱՆԻՑ ԼԵՔԿԱԳ ԻՇԽԵԼԻՔ

ՕՐ ԻՇԽԵԼԻՔ ԶԳՐԱՆԻՑ ԻՇԽԵԼԻՔ

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

ՕՐ ՕՐԿԱՆԻՑ ԶԳՐԱՆԻՑ ԼԵՔԿԱԳ ԻՇԽԵԼԻՔ ԶԳՐԱՆԻՑ

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.

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

**ဝဲး ဇီဝဏ္ဏာယုာ်ကွဲး ယုာ် နီုးခဲးဝဲး ဝဲးကွဲး ဂဲး နီုးကွဲး**

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.

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

**ဝဲး အံးကွဲးခဲးကွဲးကွဲး လဲး နီုးကွဲးကွဲးကွဲးကွဲး ကွဲး နီုးကွဲး**

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

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

**ဝဲး ယုာ်ကွဲးခဲးကွဲးကွဲး အံးကွဲးခဲးကွဲးကွဲး လဲး နီုးကွဲးကွဲးကွဲးကွဲး ကွဲး နီုးကွဲး**

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

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

By Nominator (head of relevant department/division)

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



Japan International Cooperation Agency

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Application form for the JICA Knowledge Co-Creation Program:

ἘΓΓΛΙΣΣΗ ΕΙΣΕΓΓΕΙΛΗ ΟΔΙΟΛΟΓΙΟΥ

\*To be filled by Applicant.

ἡς ἈΓΕΛΑῖᾱ ὍΚΕΙΤΕ (shown in the GI)

ἡς ἈΓΕΛΑῖᾱ ἰσχυλὸν (the number as "xxxxxxxxJxxx" shown in the GI)

Attach applicant's photograph (data/actual photograph)

(taken within the last six months)

Size: 4,5x3,5cm

ἡς ὈΝΟΜΑΤΕΠΩΝΥΜΟΝ ὩΣΤΙΣ ΤΟΝ ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ

ἡς ἸΝΩΝ ΓΕ ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ ΚΥ ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ

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

ἘΠΩΝΥΜΟΝ ἸΝΩΝ ἸΟΝΟΜΑΤΕΠΩΝΥΜΟΝ

ἘΚΑΔΕΣ ἸΝΩΝ

ἸΚΥΡΩΣ ἸΝΩΝ

ἡς ἸΩΝΟΜΑΤΕΠΩΝΥΜΟΝ (shown in the passport)

ἡς ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ (for VISA application)

Male Female

ἡς ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ ὉΝΟΜΑΤΕΠΩΝΥΜΟΝ

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

ἡδὲ Ὀὐρανὸν ἄρ' ἔκαστ' ἔχει

|                     |             |                     |             |             |             |
|---------------------|-------------|---------------------|-------------|-------------|-------------|
| Passport possession | -- Select-- | entry<br>date<br>of | Day         | Month       | Year        |
| USA visa possession | -- Select-- |                     | -- Select-- | -- Select-- | -- Select-- |

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

об АҒЫҘҠҢА ҒЫҘҒАЩҠҢКҒЫ

|                   |                      |  |         |  |
|-------------------|----------------------|--|---------|--|
| 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: |  |

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

66 ОҢААКҒЫҮКАΩ ГЫ ΩФҮАКҒЫАИКА ЕКАИΩΩАКΩКАҮАЕ

Must select!

|             |                                                                                                                                      |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------|
| -- Select-- | Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster) |
| -- Select-- | Personnel of the Ministry of Defense, or organizations under the Ministry of Defense                                                 |

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

**υς Ὀφθαλμοὺν ὕμν Ὀφθαλμοὺν**

**υδ Ἀνατολὴ Ἀνατολὴς ὁ ἑλὸς ἑλὸς ὕμν ὕμν ὕμν**

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

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

**υδ ὕμν ὕμν ὕμν ὕμν ὕμν ὕμν ὕμν ὕμν ὕμν ὕμν**

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

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

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

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

በዚህ ስልጣን ውስጥ የሚገኙትን መረጃዎች ይገልጻሉ

|                                                        |           |      |      |      |
|--------------------------------------------------------|-----------|------|------|------|
| 1) Language to be used in the course (as shown in GIL) |           |      |      |      |
| Listening                                              | Excellent | Good | Fair | Poor |
| Speaking                                               | Excellent | Good | Fair | Poor |
| Reading                                                | Excellent | Good | Fair | Poor |
| Writing                                                | Excellent | Good | Fair | Poor |



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Describe previous occupational experiences that is highly relevant in this

**ከፊ ስራ ስራ ስራ ስራ**

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

**ከፊ ስራ ስራ ስራ ስራ**

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

By Applicant

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



Japan International Cooperation Agency

ALIEGCCCIO  
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Application form for the JICA Knowledge Co-Creation Program.

ΕΓΚΛΗΨΗ ΔΟΧΟΔΩΛΗ ΔΘΕ ΛΙ ΙΕΦΕΛ Ι ΟΥ ΘΟΟ ΙΕ  
ΟΦΟΘΟΓΑΘΕΛΙ

ΔΟΦΕΔΕΦΝΦΥΑΥΑΚΥΙΔ

ης ΟΑΩΑΩΥΑ ΙΝΥΚΝΥΦ ΟΑΥΑΕΑ

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

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

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

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

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

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (<br>)                                                                                                                                                                                                          |
| 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. |

ης ΙΝΥΚΝΥΦ ΕΚΑΑΓΑΕ

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

|    |                       |
|----|-----------------------|
| NO | YES                   |
|    | Please specify (<br>) |

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

|    |     |
|----|-----|
| NO | YES |
|----|-----|



The applicant certifies that he/she has read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

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

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

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

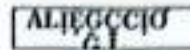
By Applicant

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

※ОФОРМЛЕНИЕ ЗАПОЛНЯЕТСЯ ТОЛЬКО НА РУССКОМ ЯЗЫКЕ  
УЧАСТНИКАМИ ПРОГРАММЫ



Japan International Cooperation Agency



Application form for the JICA Knowledge Co-Creation Program

ඉගැන්වීමේ ඉදිරිපත් කිරීමේ පත්‍රය

උපදේශනා මාර්ගගතව ඉගැන්වීමේ පත්‍රය

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

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

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

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

Agree Disagree

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

By Applicant

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

ඉගැන්වීමේ ඉදිරිපත් කිරීමේ පත්‍රය

The participants are requested:

- (1) to strictly observe the course schedule,

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

### ης Θάκεΰηε ΘΓΦΚηε

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).

### ης ΆΓΑΦΑΚΕΙΑ ΟΓΦΚΝΕ

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.

### ης ΟΓΑΑΑΥΚΑ ΟΚΕΙΑ ΟΓΦΚΝΕ

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

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

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

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

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