



To

**The Under Secretary (EA & IC),**  
DoWR, RD& GR, MoJS,  
Shram Shakti Bhawan,  
New Delhi-110001  
(email : usea-mowr@nic.in)

**Subject: Nomination for Knowledge Co-Creation Program (Country Focus) regarding General Information on Integrated Water Management by JICA-reg.**

Sir,

Japan International Cooperation Agency (JICA) has sought nomination (12 Nos) vide their e-mail dated 10.10.2023 in respect of **Knowledge Co-Creation Program (Country Focus) regarding General Information on integrated Water Management** scheduled to be held during 03.12.2023 to 16.12.2023 in Japan.

In this regard, officers of CWC as per attached Annexure-I, are hereby nominated for above-mentioned Training Program. As mentioned in the brochure, the following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

In view of the above, it is requested to kindly further process the proposal in DoWR, RD&GR to obtain the approval of Competent Authority and all other necessary approvals/clearances from the MoJS and MEA for participation of aforesaid nominated officers for attending the said program.

This issues with the approval of the Chairman, CWC.

**Encl.**

1. Brochure of the program
2. Application Form

Signed by Sandeep  
Bhardwaj  
(Sandeep)  
Date: 20-10-2023 22:32:22  
Assistant Director  
Reason: Approved

**Copy to:**

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member (RM), CWC, New Delhi.
3. Director Coordination (RM / WP&P/ D&R/WPC), CWC, New Delhi.
4. Deputy Secretary (EA&IC), DoWR, RD&GR, MoJS, New Delhi (dsea-mowr@gov.in).





5. Under Secretary, Estt-I/ Estt-II/ Estt-III, CWC, New Delhi with a request that vigilance clearance in respect of above officers concerned may be obtained and forward to US(EA&IC), DoWR,RD&GR under intimation to this office. It is also requested that matter may be taken appropriately for intimating cadre clearance in respect of above officers concerned to US (EA&IC).
6. Under Secretary, CM&V, CWC, New Delhi.
7. Ms. KATO Maria, JICA India Office (Email id: kato.Maria2@jica.go.jp). Advance application form in respect of all 12 participants will be sent at the earliest.
8. Sh. Shekar Devasgayam JICA India Office (Email id: shekarD.ID@jica.go.jp)
9. Concerned officers through CWC website With a request to fill the enclosed application form and send to Training Dte (trngdte@nic.in) by 23.10.2023



**Annexure-I**

**List of STS Officers for attending Knowledge Co-Creation Program (Country Focus) regarding General Information on integrated Water Management scheduled to be held in Japan during 03.12.2023 to 16.12.2023.**

**WP&P Wing**

1. Kiran Pramanik, Director, Cost Appraisal (HWF) Dte.
2. Tarun Singh, Deputy Director, Basin Planning-I Dte.
3. V. Vignesh, Assistant Director-II, Reservoir Operation Dte.
4. Jeeta Ram, Deputy Director, WP&P Coordination

**RM Wing**

5. Manoj Kumar, Deputy Director, FFM Dte.
6. Nikol, Deputy Director, FCA-II Dte.

**D&R Wing**

7. K. Vyshakh, Deputy Director, HCD (E&NE) Dte.
8. Amitabh Tiwari, Deputy Director, SMD Dte.
9. Vijay Singh Meena, Deputy Director, Hydrology (N) Dte.

**HRM Wing**

10. Mahesh Prasad, Deputy Director, PCP Dte.
11. Sandeep, Assistant Director, WSE Dte.

**Field Organisation**

12. Dr. J. Harsha, Director, Monitoring, Bangalore



# Knowledge Co-Creation Program (Country Focus)

GENERAL INFORMATION ON  
Integrated Water Management

国別研修「統合の水管理」  
JFY 2023

NO. 201600711-JXXX / ID. XXXXXXXX  
Course Period in Japan: From December 3, 2023 to December 16, 2023

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

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

## ***I. Concept***

### **Background**

Although 17% of world's population lives in India, the country has only 4% of water resources of the world. India ranks much below in terms of per capita storage. Rapid increase of population has put high pressure on water resources in the country. Though the majority of water is used for agriculture, requirement of water for industrial and other use has been expanding. Some of the rivers in India are trans-boundary, which makes the role of central government very important in water resources planning and management. There is an urgent need for addressing the stated issues and challenges. Further, because of varying rainfall distribution due to climate change, flood and draught disaster happens frequently in large parts of the country which causes huge damages to the agriculture and lead to hike of vegetable price.

The Government of India has put high priority on water resource development in the successive Five-Year Plans during the past six decades. For instance, the total investment in irrigation sector up to the Eleventh Five-Year Plan (2007-2012) counts Rs.4,500 billion. Under the Command Area Development & Water Management (CADWM) Program, both structural intervention (irrigation development) and non-structural intervention such as strengthening of Participatory Irrigation Management (PIM), creation of Water User Association (WUA) for sustainable O&M of irrigation have been disseminated. As a result, irrigation potential created has gone up to approximately 139 million hectare (2012) against 22.6 million hectare in 1951. In the Twelfth Five-Year Plan (2012-2017), the structural intervention by CADWM Program was incorporated into Accelerated Irrigation Benefits Programme (AIBP) and 99 projects were selected as prioritized project for development. On the other hand, non-structural intervention was brought under Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) program from 2015 and development for water conservation, efficient water usage has been promoted. Therefore, the development policy toward irrigation is changing and adapting to tackle the latest issues such as climate change, degradation of underground water and so on.

Regarding a measure toward climate change, flood control measures mostly in the form of flood embankments have been undertaken and about 18.77 million hectare of flood prone area have been protected.

However, issues and challenges have been still serious and complicated due to the rapid growth of the population and climate change. Hence, further endeavor at reinforcing countermeasures are required. Particularly, there is an increasing realization of the need for river basin approach for integrated water resources development and management and the National Water Mission under the Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga

Rejuvenation promotes basin level integrated water resources management. However, no river basin organization, which shall be the core organization for integrated planning, development and management of water resources of the river basin, has been established due to lack of consensus among co-basin states.

Based on the situation mentioned above, the Government of India submitted the official request to the Government of Japan for Knowledge Co-Creation Program titled "Country-focused training of Senior / Middle level and Junior Engineers engaged in Water Resources Development at Central Government as well as in various State Governments" so that participants can acquire the latest knowledge and technology in the fields of "integrated water resource management", "irrigation water management & improvement of irrigation efficiency", "groundwater management & conservation", "adaptation & mitigation of flood disaster", and so on. Though several programs can be planned based on the request from the Government of India, this particular program will focus on integrated water management on irrigation, drainage and groundwater.

**For what?**

This program aims at improving the living standard of farmers through the sustainable agricultural infrastructure improvement and rural development projects.

**For whom?**

This program is offered for administrative and/or technical officials of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects.

**How?**

Participants would have opportunities to learn the framework of law and system on agricultural and rural infrastructure development projects based on irrigation, drainage and groundwater facilities, and to gain the knowledge of their maintenance and rehabilitation methods.

## ***II. Description***

**1. Title (J-No.): Integrated Water management (201600711-JXXX)**

**2. Course Period in JAPAN**

December 3, 2023, to December 16, 2023

**3. Target Country**

India

**4. Eligible / Target Participants**

This program is designed for functionaries of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects. Those involved in JICA related projects shall be prioritized as candidates.

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

10 (ten) participants

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

English

**7. Course Objective**

This program aims participants to acquire element technics of Integrated Water Management, which is necessary to formulate measures of Integrated Water Management, to achieve Sufficient Hydrological Cycle.

**8. Overall Goal**

The organizations of the participants formulate and implement measures of Integrated Water Management to improve the Hydrological Cycle and resolve problems of Integrated Water Management.

### 9. Expected Module Output and Contents:

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

(1) Preparatory Program		
Participating organizations make required preparation in India.		
Output	Activities	
Participants and their organizations identify and define work-related problems on irrigation and drainage prior to the core phase in Japan	To formulate and submit “Inception Report” by <b>November 20<sup>th</sup>, 2023</b> (*See “Annex”)	
	To prepare “Inception Report” presentation by <b>November 30<sup>th</sup>, 2023</b>	

(2) Core Phase in Japan (December 3 to 16, 2023)		
Participants dispatched by their organizations attend the program in Japan.		
Module Outputs	Contents	Means
<b>Inception Report:</b> Participants and their organizations identify issues of water management for irrigation, drainage and groundwater in India and in their working areas	1) Making Inception Report presentations 2) Group discussion 3) Inception Report presentations	Practice Discussion
<b>Output 1:</b> Participants understand the overview of Hydrological Cycle and its effect on Agriculture Development	4) Hydrological Cycle, Definition of Catchment Area, Components of Hydrological Budget Measurement methods for Components of Hydrological Budget, Influences of Agriculture and Rural Development on Hydrological Cycle 5) History of Agriculture and Rural Development in Japan from point of view of Hydrology 6) Geo-Hydrology, Methodologies of geo-hydrological survey	Lecture
<b>Output 2:</b> Participants understand the method of Water Resource Development including Inter-basin Transfer	7) Water Resources Development measures 8) Inter-basin Transfer projects in Japan	Lecture Observation

コメントの追加 [WMマ1]: 昨年度の内容から海水淡水化の単元を削除しました。

コメントの追加 [K2]: 研修員は水文循環および農業開発による影響を理解する。

コメントの追加 [WMマ3]: 英語に直しました。ありがとうございました。



<b>Output 3:</b> Participants understand the overview of Irrigation Scheme/ Integrated Development, and Operation, Maintenance and Management	9) Sequence of Project Finding to Basic Design including Financial/Economic Analysis, Measures for Draught and/or Flood 10) Methodologies of Project Finding, Project Management and Stock Management 11) Operation, Maintenance & Management of Irrigation facilities by Land Improvement District (LID, water user association in Japan) 12) Visiting fields where advanced irrigation & drainage systems are equipped	Lecture Observation Discussion
<b>Output 4:</b> Participants formulate Action Plans based on the current issues faced by their organizations in the working areas	13) Making an Action Plan 14) Group discussion 15) Action plan presentation	Practice Discussion
*Note: These contents may be subject to changes.		

**コメントの追加 [K4]:** 研修員は灌漑開発および灌漑施設の維持管理運営を理解する。

**コメントの追加 [K5]:** 研修員は帰国後に実施する活動の計画を作成し発表する。

### 10. Tentative Schedule

\*TYPES of each program are as follows:

L: Lecture, O: Observation, P: Presentation, D: Discussion

DATE	TIME	TYPE	PROGRAM	Accommodation
Dec. 3	AM		Arrival	JICA Tsukuba
	PM		Free	
Dec. 4	AM	-	• Briefing	JICA Tsukuba
	PM	-	• Course Orientation/Overview of Japan	
Dec. 5	AM	P	• "Inception Report" Presentation • Discussion	JICA Tsukuba
	PM	L	• Geo-Hydrogeology, Groundwater usage: Hydrological Cycle, Catchment Area, Components of Hydrological Budget, Influences of Agriculture and Rural Development on Hydrological Cycle	
Dec. 6	AM	L	• Water Resources Development measures	JICA Tsukuba
	PM	L	• Legal institutions, administrative system and technologies concerning irrigation, water purification and groundwater in Japan	
Dec. 7	AM	L	• Disaster management for agricultural fields and facilities, Measures toward climate change	JICA Tsukuba
	PM	L	• Development of Drainage facilities for agricultural communities	
Dec. 8	AM	L	• Tone River Water Transmission & Control Office (Overview of the facility, O&M)	JICA Tsukuba
	PM	O	• Observation of Tone River Water Transmission & Control Office and Facility	
Dec. 9	AM	L	• Edo River Water Transmission & Control Office (Overview of the facility, O&M)	JICA Tsukuba
	PM	O	• Observation of Metropolitan Area Outer Waterway (Flood Control)	
Dec. 10			Move to Tokai area	Hotel at Nagoya
Dec. 11		O	• Visiting the Survey & Management Office for Kiso River Water System, Inuyama Weir etc.	Hotel at Nagoya
Dec. 12	AM	O	• Visiting Miyata Irrigation Land Improvement District	Hotel at Kyoto
	PM		Move to Kyoto	
Dec. 13	AM	O	• Visiting Hinogawa Irrigation Land Improvement District	JICA Tsukuba
	PM		Return to Tsukuba	
Dec. 14	AM	L	• Preparation of Action Plan	JICA Tsukuba
	PM			
Dec. 15	AM	P	• Action Plan Presentation	JICA Tsukuba
	PM		• Evaluation Meeting, Certificate Ceremony	
Dec. 16			Depart to India	

### III. Conditions and Procedures for Application

#### 1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the preparation phase.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities described in participants' Action Plan.

#### 2. Nominee Qualifications:

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

##### (1) Essential Qualifications

- 1) Current Duties: administrative and/or technical officials of the central and state government, and equivalent affiliated organization responsible for irrigation, drainage, and groundwater projects.
- 2) Experience in the relevant field: have more than 5 years' work experience
- 3) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much exercise work, that may give risks to pregnant body. Thus pregnancy is regarded as a disqualifying condition for participation in this training program.

##### (2) Recommendable Qualifications

- 1) Age: preferably between thirty (30) and forty-five (45) years old
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

コメントの追加 [K6]: 課題別用にジェンダーが室作成した文言ですが挿入しておきます

#### 3. Required Documents for Application

##### (2) Application Form

- 1) The Application Form is available at the JICA office in India.
- 2) Please fill in the application form in English.

3) Please write in block letters if you are handwriting this form.

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

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Inception Report**

All nominees are required to submit "Inception Report" form with Application Form to the JICA India Office. This report will be used as one of the applicants' screening materials. See Annex for instruction.

**4. Procedures for Application and Selection:**

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

Closing date for application to the JICA Office in India: **November 6<sup>th</sup>, 2023**

**(2) Selection:**

After receiving the documents through proper channels from the Government of India, the JICA office in India will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office in India **not later than November 20<sup>th</sup>, 2023.**

**5. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA TSUKUBA
- (2) Contact: Mr. NEMOTO Takuya ( [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp) )

コメントの追加 [K7]: 課アドレスに変更

2. Implementing Partner: TBD

3. Travel to Japan:

- (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)

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

TEL: 81-29-838-1744 FAX: 81-29-838-1776

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

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TBIC at its URL,  
[http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba\\_facility.pdf](http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf)

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled “KENSHU-IN GUIDE BOOK” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the JICA office in India, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***ANNEX: Inception Report***

### **1. What is “Inception Report”?**

The role of “Inception Report” is to share the present issues of water resources management related to participants’ organization with other participants and lecturers. Moreover, “Inception Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of participants’ professional careers, present challenges and expectation toward the program.

### **2. Form of “Inception Report”**

“Inception Report” should be typewritten in English in the form attached.

### **3. Note:**

- (1)** The Inception report is used as one of the applicants’ screening documents.
- (2)** The accepted applicants are expected to bring visual materials for their “Inception Report” Presentations (Microsoft PowerPoint presentations) since participants will have to present their reports at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session and the presentation should not exceed the time limit.
- (3)** Regarding the visual materials for Inception Report Presentation, it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

### *For Your Reference*

#### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



***CORRESPONDENCE***

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

**JICA Tsukuba Center (JICA TSUKUBA)**

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

**TEL: +81-29-838-1744 FAX: +81-29-838-1776**

## 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
<b>Form1. Official Application Form</b>	<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>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

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

### Please be advised:

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

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

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

**CHECK LIST before submission:**

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

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

**Note for Applicants from Latin American and the Caribbean Countries:**

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

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

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

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

## 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:					
Title / Position				Official Stamp	
Department / Division					

**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

## Form3. INDIVIDUAL APPLICATION FORM

\*To be filled by Applicant.

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

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

Attach here  
your photo

(taken within  
the last six months)

Size: 4.5x3.5cm

### 3. Personal Information on Applicant

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

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

**Family Name /Surname**

**First Name**

**Middle Name**

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

#### 5) Passport/Visa

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

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

**6) Contact Information**

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

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

**7) Present Position**

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

**【Questionnaire on Relationship with the Military】**

**\*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





#### 4. Experience and Eligibility

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

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

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

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

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

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

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

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

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

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

2) Mother Tongue				
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

## 5. Background and Purpose of Application

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

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

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

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

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

By Applicant

Date

Name and  
Title/Position

Signature

## 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.?

[ ] No	[ ] Yes:
	Name of illness ( ), Name of medicine ( )
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.	

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

[ ] No	[ ] Yes:
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( )

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

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

#### 2. Medical History

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

[ ] No	[ ] Yes:
	Please specify ( )

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

[ ] No	[ ] Yes:
	Please specify ( )

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

[ ] No	[ ] Yes:
	Please specify ( )

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

[ ] No	[ ] Yes:
	Please specify ( )
	Name of medicine taken if any ( )

### 3. Other Medical Issues/Conditions

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

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\* Are you pregnant?

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

I understand 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**

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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**

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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**

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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**

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

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

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

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

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

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

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- 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