

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR/TO : **All Regional Executive Directors**

The Director
Biodiversity Management Bureau

FROM : **The Assistant Secretary**
Administration and Human Resources

SUBJECT : **INVITATION TO NOMINATE ONE (1) CANDIDATE TO THE
ONLINE TRAINING PROGRAM ON COASTAL AND MARINE
ECOSYSTEM CONSERVATION THROUGH
COLLABORATIVE MANAGEMENT OF MARINE
PROTECTED AREAS FROM 11 JANUARY TO 15 FEBRUARY
2022**

DATE : **OCT 01 2021**

This pertains to the attached invitation of Japan International Cooperation Agency (JICA), in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate one (1) candidate to the **Online Training Program on Coastal and Marine Ecosystem Conservation through Collaborative Management of Marine Protected Areas from 11 January to 15 February 2022**.

The program aims to develop human resources for the sustainability of coastal ecosystems. Further, it aims to understand nature park management and the Satoyama/Satoumi concept from Japan, deepen understanding of effective protected area management and the sustainable use of natural resources with the participation of local people and the private-sector, and develop an action plan related to effective protected area management within the participating countries.

In this regard, please nominate one (1) candidate with the following qualifications:

1. current duties include working for central/local ministries or relevant agencies having jurisdiction on over coastal/marine protected areas and being involved in management or conservation in their duties;
2. more than two (2) years of experience in the above-mentioned field;
3. good command of the English language;
4. be in good health, both physically and mentally;

The applicants shall submit the following requirements to HRDS-Training and Development Division **not later than 06 October 2021**:

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office;
2. Signed Human Resource Development Committee (HRDC) resolution, if applicable;
3. Individual Development Plan (IDP);
4. Service Record (at least two (2) years as a permanent employee);
5. Certifications stating that the nominee:
 - has no pending administrative and/or criminal case;
 - has no pending scholarship nomination;
 - has at least a very satisfactory performance rating for two (2) immediate rating periods.
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior; and
7. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended) and 2 x 2 photo (hard and soft copies).

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

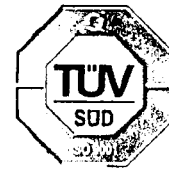
TESDA's deadline of submission of nomination and documentary requirements is on **18 October 2021** and interview is scheduled on **04 November 2021**. Attached are the invitation letter, application form, and other details of the program, for reference.

For information and appropriate action.


RUTH M. TAWANTAWAN, CESO II



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 ISO 9001: 2015 Certified



21 September 2021

SECRETARY ROY A. CIMATU
 Department of Environment & Natural Resources
 DENR Building
 Visayas Avenue
 Diliman, Quezon City

Attention: **Dir. Ric G. Enriquez**
 Director, Human Resource Development Service

Dear Secretary Cimatu:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/agency/organization to nominate one (1) candidate for the online training program:

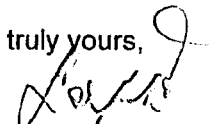
Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet
Coastal and Marine Ecosystem Conservation Through Collaborative Management of Marine Protected Areas	January 11 to February 15, 2022	October 18, 2021	November 04, 2021

In nominating your candidate, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3rd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
 Director General



Attention: DENR-BMB



NOTE: This course could not be implemented in JFY 2020 due to the influence of COVID-19, so it will be conducted jointly with the JFY 2021 course.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Coastal and Marine Ecosystem Conservation through
Collaborative Management of Marine Protected Areas**
課題別研修「保護地域協働管理を通じた脆弱な沿岸・海洋生態系保全」
JFY 2020

NO. 201902167J002

Online Course period:

From January 11 to February 15, 2022(Asia, Oceania)

From January 10 to February 14, 2022(Carib, Central America)

※Please note that the date will change due to the time difference with Japan.

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released 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

Aichi Biodiversity Targets were adopted at the Tenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP10) held in Nagoya, Japan in October 2010. Target 11 aims to expand the Protected Area in the world, and it aims that at least 10 per cent of coastal and marine areas are conserved through effectively and equitably managed by 2020. Moreover, some Oceania countries and Guam has declared "The Micronesia Challenge" that aims similar but stricter target.

Loss of biodiversity has been especially large in marine and coastal ecosystems in Japan. Development Activities during the period of high economic growth in particular caused the massive shrinkage of natural coastline, mud flats, etc. Now, development pressures have been reduced, but there are still worries over lasting effects. There are also new concerns about invasion by alien species and the effects of climate change. On March, 2011, Japan's Ministry of the Environment (MOE) has formulated the Marine Biodiversity Conservation Strategy which shows the basic visions and the direction of measures aimed at conservation and sustainable use of marine biodiversity.

In developing countries, the destruction of ecosystem of coastal area and degradation of the living environment are serious problems in recent years caused by the influence of expansion of water and sea pollution, tourism development, an excess and an illegal fishing, a natural disaster, a climate change, etc. accompanying poverty and economic growth. Some of developing countries have worked on the conservation of coastal ecosystems through introduction of the environmental tax or participation of international initiative for coral reef conservation such as the International Coral Reef Initiative (ICRI). However, in many developing countries, the structure for reconciling the conservation of coastal ecosystem with sustainable local development is not improved. From now on, also in order to contribute to the achievement of the Aichi target, it is necessary to expand the cooperation in coastal ecosystem conservation of developing countries.

By providing knowledge and sharing experiences about the coastal ecosystem conservation in Japan and developing countries, as well as sharing information about current situations, this program aims to contribute to improvement of coastal environment in developing countries through effective management and sustainable use of natural resources.

For what?

The Program aims to develop human resources for the sustainability of coastal ecosystems.

For whom?

The Program is offered to the persons who are involved in management or conservation of coastal and marine ecosystems in governmental organization.

How?

The Program consists of lectures, practices, observations from various viewpoints necessary for coastal ecosystem management.

II. Description

- 1. Title (Course No.):**
Coastal and Marine Ecosystem Conservation through Collaborative Management of Marine Protected Areas (201902167J002)
- 2. Online Course Period:**
From January 11 to February 15, 2022(Asia, Oceania)
From January 10 to February 14, 2022(Carib, Central America)
※Please note that the date will change due to the time difference with Japan.
- 3. Target Regions or Countries:**
Albania, Fiji, Kiribati, Micronesia, Mexico, Palau, Papua New Guinea, Phillipines, Saint Lucia, Solomon Islands, Tuvalu
- 4. Eligible / Target Organization**
This program is designed for central/local ministries or relevant agencies having jurisdiction over national parks/protected areas or marine/coastal zone
- 5. Course Capacity (Upper Limit of participants)**
11 participants
- 6. Language to be used in this program:**
English
- 7. Objective(s):**
To understand nature park management and the Satoyama/Satoumi concept from Japan. To deepen understanding of effective protected area management and the sustainable use of natural resources with the participation of local people and the private-sector. To develop an action plan related to effective protected area management within the participating countries.
- 8. Overall Goal**
New protected areas are established. Otherwise management of existing protected areas are improved.
- 9. Output and Contents:**
This program consists of the following components. Details on each component are given below:

Modules	Examples of Subjects/Agendas
<p>1) Characteristics of protected area management in Japan (zoning-based/council-type management) as well as priority issues on protection, utilization and administrative management of natural environments within protected areas of the participating countries can be explained;</p>	<p>Formulation/submission of Country report, PAN (Protected Area Network) concept, Grand design by the central government, Grand design by the local government, How to identify the target unit for Grand design,</p>
<p>2) Protection and management of marine life in coastal and marine protected areas are understood, and priority issues in participating countries and the measures against them can be explained;</p>	<p>Reduction of land load (Conservation of water system), Sustainable use of Fishery Resources / SATOUMI, Revival of traditional fishing method, Rehabilitation of coral reefs as coral ecosystem conservation, Measures against illegal activities related to protected areas,</p>
<p>3) Ideas for promoting the concept of Satoyama/Satoumi within participating countries can be explained as a means of buffer zone management;</p>	<p>Utilization of GIS for Grand design, Assessment of effectiveness of conservation activities, Development of technique for seedling production of coral, Designing appropriate monitoring and database,</p>
<p>4) Requirements for CEPA activities and sustainable tourism in coastal and marine protected areas are understood, and work plans for the participating countries can be prepared;</p>	<p>Use of Self-management of eco-tourism, Research and public awareness, Local community involvement, Lectures on economic values of ecosystem services including disaster prevention functions, Financial mechanisms, Linkages with related sectors and resource uses</p>
<p>5) Priority action plans can be prepared to promote the sustainable conservation, utilization and management of coastal/marine ecosystems and biodiversity within the participating countries.</p>	<p>Issue analysis, Action prioritization, Making concept notes and action plans</p>

(Subject to minor changes)

<Structure of the program>

Topic outline (subject to minor changes)

JAPAN	Time difference	6	7	8	9	10	11	12	13	14	15	16	17	18	Group No.
Mexico	-15	15	16	17	18	19	20	21	22	23	0	1	2	3	①
Saint Lucia	-13	17	18	19	20	21	22	23	0	1	2	3	4	5	①
Albania	-8	22	23	0	1	2	3	4	5	6	7	8	9	10	②
Phillipines	-1	5	6	7	8	9	10	11	12	13	14	15	16	17	②
Palau	0	6	7	8	9	10	11	12	13	14	15	16	17	18	②
Micronesia	+1	7	8	9	10	11	12	13	14	15	16	17	18	19	②
PNG	+1	7	8	9	10	11	12	13	14	15	16	17	18	19	②
Solomon Islands	+2	8	9	10	11	12	13	14	15	16	17	18	19	20	①
Tuvalu	+3	9	10	11	12	13	14	15	16	17	18	19	20	21	①
Fiji	+3	9	10	11	12	13	14	15	16	17	18	19	20	21	①
Kiribati	+3	9	10	11	12	13	14	15	16	17	18	19	20	21	①

* Due to the time difference between Japan and Carib and Central America, Tuesday in Japan is Monday in Mexico and Saint Lucia, so please be careful.

JAPAN Date		JAPAN TIME Online Time/ Video Duration	Implementation way	Type	Program contents
11-Jan	Tue	7:00 - 9:00	online		JICA Opening ceremony/Course orientation (Group 1)
		16:00 - 18:00	online		JICA Opening ceremony/Course orientation (Group 2)
12-Jan	Wed	7:00 - 9:00	online	D	Country/ Job report presentation (Group 1)
		16:00 - 18:00	online	D	Country/ Job report presentation (Group 2)
		1:00	video	L	①Introduction to coastal marine ecology and conservation
		1:00	video	L	②Scientific study for island ecosystem conservation
13-Jan	Thu	8:00 - 9:00	online	L	International efforts in coral reef restoration (Group 1)
		17:00 - 18:00	online	L	International efforts in coral reef restoration (Group 2)
15-Jan	Sat				
16-Jan	Sun				
		1:00	video	L	③International goals and national strategies
		1:00	video	L	④Leading examples of PAs management around the world/ Resilience-based Conservation management
18-Jan	Tue	8:00 - 9:00	online	L	Coastal and Marine Management Strategies for Pacific Island Countries (Case study in Palau) (Group 1)
		17:00 - 18:00	online	L	Coastal and Marine Management Strategies for Pacific Island Countries (Case study in Palau) (Group 2)

19-Jan	Wed	7:00 - 9:00	online	D	Lecture video ①②③④ Q & A (Group 1)
		16:00 - 18:00	online	D	Lecture video ①②③④ Q & A (Group 2)
		1:00	video	L	⑤Policy for natural environment conservation and PAs Management in Japan
		1:00	video	L	⑥Integrated coastal management in Iriomote-Ishigaki National Park / Sekisei Lagoon
		1:00	video	L	⑦Nature Conservation Policies in Okinawa Prefecture
		1:00	video	L	⑧Reduction on land based load
		1:00	video	L	⑨Case study of coral reef restoration in Onna Village
		1:00	video	L	⑩Seed Production and transplantation of Stony Corals
22-Jan	Sat				
23-Jan	Sun				
		1:00	video	L	⑪Community-based conservation and promotion of local economy in Shiraho
		1:00	video	L	⑫Community-based MPA Management in Kerama National Park
25-Jan	Tue	7:00 - 8:00	online	D	Lecture video ⑤⑥⑦⑧ Q & A (Group 1)
		8:00 - 9:00	online	D	Lecture video ⑨⑩⑪⑫ Q & A (Group 1)
		16:00 - 17:00	online	D	Lecture video ⑤⑥⑦⑧ Q & A (Group 2)
		18:00 - 19:00	online	D	Lecture video ⑨⑩⑪⑫ Q & A (Group 2)
		1:00	video	L	⑬Coastal marine conservation based on Satoumi approach
		1:00	video	L	⑭Sustainable use of marine resources (Resource management)
		1:00	video	L	⑮Sustainable Tourism (Ecotourism)
27-Jan	Thu	6:00 - 7:00	online	L	Green Fins -Sustainable Scuba Diving Business (Group 1)
		7:00 - 8:00	online	D	Lecture video ⑬⑭⑮ Q & A (Group 1)
		17:00 - 18:00	online	D	Lecture video ⑬⑭⑮ Q & A (Group 2)
		18:00 - 19:00	online	L	Green Fins -Sustainable Scuba Diving Business (Group 2)
		1:00	video	L	⑯Awareness education through public-private partnership
		1:00	video	L	⑰Environmental education and awareness activity
29-Jan	Sat				

30-Jan	Sun				
		1:00	video	L	⑱Conservation of mangroves in protected areas
		1:00	video	L	⑲International Cooperation for the Mangrove Conservation
		1:00	video	L	⑳Integration of scientific information by GIS and conservation policies
1-Feb	Tue	7:00 - 8:00	online	D	Lecture video ⑱⑲ Q & A (Group 1)
		8:00 - 9:00	online	D	Lecture video ⑱⑲⑳ Q & A (Group 1)
		16:00 - 17:00	online	D	Lecture video ⑱⑲ Q & A (Group 2)
		17:00 - 18:00	online	D	Lecture video ⑱⑲⑳ Q & A (Group 2)
2-Feb	Wed	8:00 - 9:00	online	L	Action Planning: Feedback from Ex-participant (Case in Palau)
		17:00 - 18:00	online	L	Action Planning: Feedback from Ex-participant (Case in Palau)
		1:00	video	L	Action Planning 1: Problem Analysis Action Planning 2: Selection of actions
			self-work	P	Action Planning 1: Problem Analysis Action Planning 2: Selection of actions
3-Feb	Thu	7:00 - 9:00	online	P	Report of progress & consultation (Group 1)
		16:00 - 18:00	online	P	Report of progress & consultation (Group 2)
		1:00	video	L	Action Planning 3: Preparation of concept note Action Planning 4: Preparation of Presentation file
5-Feb	Sat				
6-Feb	Sun				
			self-work	P	Action Planning 3: Preparation of concept note
8-Feb	Tue	7:00 - 9:00	online	D	Presentation of concept note & Review of concept note (Group 1)
		16:00 - 18:00	online	D	Presentation of concept note & Review of concept note (Group 2)
			self-work	P	Review and submission of concept note
			self-work	P	Preparation of Presentation file
10-Feb	Thu	7:00 - 9:00	online	P	Report of progress & consultation (Group 1)
		16:00 - 18:00	online	P	Report of progress & consultation (Group 2)
			self-work	P	Preparation of Presentation file
12-Feb	Sat				

13-Feb	Sun				
			self-work	P	Preparation of Presentation file
15-Feb	Tue	7:00 - 9:00	online	D	Presentation of Action Plan (Group 1)
		9:00 - 9:30	online		Closing Ceremony (Group 1)
		16:00 - 18:00	online	D	Presentation of Action Plan (Group 2)
		18:00 - 18:30	online		Closing Ceremony (Group 2)

III. Eligibility and Procedures

1. Expectations to the Applying Organizations:

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Participating organizations are requested to allow the participants to participate in this Remote program for almost two hours a day for the program period without disturbing by daily work.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1)Current duties: working for central/local ministries or relevant agencies having jurisdiction over coastal/marine protected areas, and being involved in management or conservation in their duties.
- 2)Experience in the relevant field: have more than two (2) years of experience in the above mentioned field.
- 3)Educational Background: be university graduates or equivalent.
- 4)Language: have a good command of English enough to give an oral presentation, listening to the lectures and write a report in English.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program.
- 6) PC with the Internet access and web camera: Possess a PC with the Internet access to Zoom, JICA-VAN(learning management system such as Cornerstone). Also with a web camera for the online live sessions.

7) Time management: Have permission to participate in this remote program for almost two hours a day, including several live sessions

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at the **JICA office (or the Embassy of Japan)**.
- (2) Photocopy of personal status certificates :** to be submitted with the application form (e.g., Photocopy of passport)
*Photocopy should include the followings: Name, Date of birth, Nationality, Sex
- (3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
- (4) Country and Job Report:** to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the application form.
- (5) QUESTIONNAIRE:** to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the application form.

4. Procedure for Application and Selection:

(1) Submission of the Application Documents:

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

(All required material must arrive at **JICA Center in Japan by November 17, 2021**).

(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 December 10, 2021**.

5. Conditions for Attendance:

The Participants of KCCP are required

- (1)** to strictly observe to the course schedule.
- (2)** to refrain from engaging in political activities, or any form of employment for profit or gain.
- (3)** 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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Okinawa Center (JICA Okinawa)
- (2) **Programme Officer:** Ms. KAMEYA Nao (oicctp@jica.go.jp)

2. Implementing Partner: Japan Wildlife Research Center

V. Other Information

For your Information

For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA Okinawa is located)
Urasoe city: <http://www.city.urasoe.lg.jp/>
Basic information of Urasoe city is provided in English.
- (2) Homepage of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>
Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.
- (3) Homepage of Okinawa Convention & Visitors Bureau: <http://www.ocvb.or.jp/foreign/en>
- (4) YouTube channel of JICA Okinawa: <https://www.youtube.com/user/jicaokinawa>
- (5) Facebook of JICA Okinawa: <https://www.facebook.com/jicaokinawaaic/>

VI. ANNEX :

ANNEX1 COUNTRY AND JOB REPORT

Name: _____ Country: _____

【Purpose for formulating Country and Job Report】

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report are available at JICA office or the Embassy of Japan in your country. However, the report can be based on other forms if all the answers to the questions of this form are covered.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recommended)

- Governmental organization chart
- Plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to this sector
- Information and statistics related
- General information related
- Information of related organization (Ministries, local government NGOs, etc)

1. Basic information of the participant		
1-1. Full Name	[Family]	[First] [Middle]
1-2. Country		
1-3. Education & Job record (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title
	--	
	--	
	--	
2. Country description (Please describe based on the latest sources)		
2-1. General Statistics on your country		

(Ex.)

- Area, population, GDP/person
- The number of people engaging in coastal ecosystems conservation
- Number of major protected areas and their characteristics
etc.

2-2. Outlines of the present situation in your country

(Ex.)

- Ministries or agencies concerned
- Situation of relevant industries (Tourism etc.)
- Policies concerned
etc.

2-3. Major problems and caused consequences that your country currently faces

3. Job description (Please describe as clearly and minutely as possible)

3-1. Description of your organization

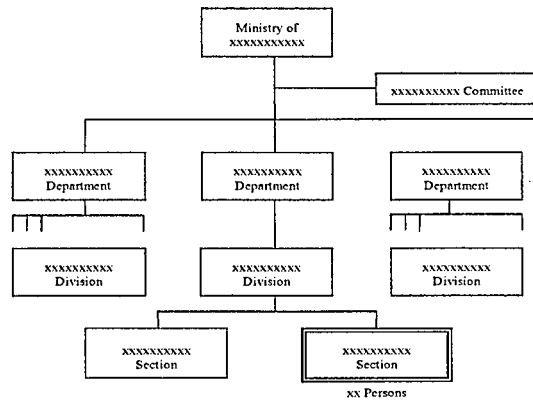
(1) Roles and responsibilities of your organization

(2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

〈Organization Chart Example〉



(3) Problems and caused consequences that your organization currently faces

(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)

3-2. Description of your job in your organization

3-2-1. Present Job

(1) Position

(2) Main actual activities and their objectives	
(3) Related persons or organizations in activities (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

3-2-2. Previous Job

(Please describe your previous related job if any. If you have never changed, or your previous job was not related at all, you can skip these items.)

(1) Position	
(2) Main actual activities and their objectives	
(3) Related person or organization in activities (2)	

(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

ANNEX2

QUESTIONNAIRE

Applicants are required to submit the questionnaire with Application Form and Job Report.

<p>The quality internet environment is required to participate in the program. Please check if all are applicable to essential qualifications of a nominee.</p>	
Who is the owner of the PC to be used during the program duration?	<input type="checkbox"/> You <input type="checkbox"/> Your organization
Can you use the pc as yours during the program duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No, it'll be shared.
Does the PC have web camera (built-in or external)?	<input type="checkbox"/> Yes, it has a built-in one. <input type="checkbox"/> Yes, it has an external one. <input type="checkbox"/> No, neither.
Can you watch about one-hour video (streaming) without any internet connection problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you participate in the On-line (Live) Sessions during this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
From where will you participate in the program?	1. On-demand learning <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
	2. On-line(Live) session <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
Do you have an E-mail address? If you participate in this course, we need to register your e-mail address on the learning management system.	<input type="checkbox"/> Yes Please write your E-mail address: <input type="checkbox"/> No

**Application Guideline for
the JICA Knowledge Co-Creation Program**

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

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

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

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

Please be advised:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From to (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

Date:			Signature:		
Name:	SEC. ISIDRO S. LAPEÑA, PhD., CSEE				
Title / Position	Director General			Official Stamp	
Department / Division	TESDA				



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature

6) Contact Information

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

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

7) Present Position

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

【Questionnaire on Relationship with the Military】

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

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

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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



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

5. Background and Purpose of Application

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

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

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

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

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



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

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: (_____) <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>
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2. Medical History

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
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Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

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

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

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

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

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date
Name and Title/Position
Signature

VI. ANNEX :

ANNEX1 COUNTRY AND JOB REPORT

Name: _____ Country: _____

【Purpose for formulating Country and Job Report】

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report are available at JICA office or the Embassy of Japan in your country. However, the report can be based on other forms if all the answers to the questions of this form are covered.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recommended)

- Governmental organization chart
- Plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to this sector
- Information and statistics related
- General information related
- Information of related organization (Ministries, local government NGOs, etc)

1. Basic information of the participant

1-1. Full Name	[Family]	[First]	[Middle]
1-2. Country			
1-3. Education & Job record (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title	
	--		
	--		
	--		

2. Country description (Please describe based on the latest sources)

2-1. General Statistics on your country

(Ex.)

- Area, population, GDP/person
- The number of people engaging in coastal ecosystems conservation
- Number of major protected areas and their characteristics
etc.

2-2. Outlines of the present situation in your country

(Ex.)

- Ministries or agencies concerned
- Situation of relevant industries (Tourism etc.)
- Policies concerned
etc.

2-3. Major problems and caused consequences that your country currently faces

3. Job description (Please describe as clearly and minutely as possible)

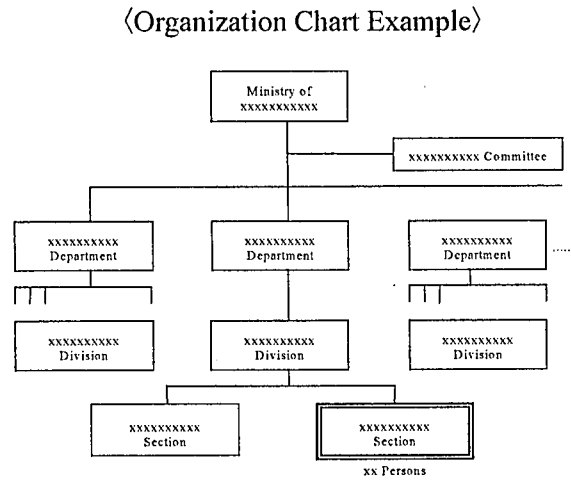
3-1. Description of your organization

(1) Roles and responsibilities of your organization

(2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)



(3) Problems and caused consequences that your organization currently faces

(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)

3-2. Description of your job in your organization

3-2-1. Present Job

(1) Position

(2) Main actual activities and their objectives	
(3) Related persons or organizations in activities (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	
3-2-2. Previous Job (Please describe your <u>previous related job</u> if any. If you have never changed, or your previous job was not related at all, you can skip these items.)	
(1) Position	
(2) Main actual activities and their objectives	
(3) Related person or organization in activities (2)	

(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

ANNEX2

QUESTIONNAIRE

Applicants are required to submit the questionnaire with Application Form and Job Report.

<p>The quality internet environment is required to participate in the program. Please check if all are applicable to essential qualifications of a nominee.</p>	
<p>Who is the owner of the PC to be used during the program duration?</p>	<input type="checkbox"/> You <input type="checkbox"/> Your organization
<p>Can you use the pc as yours during the program duration?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, it'll be shared.
<p>Does the PC have web camera (built-in or external)?</p>	<input type="checkbox"/> Yes, it has a built-in one. <input type="checkbox"/> Yes, it has an external one. <input type="checkbox"/> No, neither.
<p>Can you watch about one-hour video (streaming) without any internet connection problem?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can you participate in the On-line (Live) Sessions during this course?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>From where will you participate in the program?</p>	<p>1. On-demand learning</p> <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
	<p>2. On-line(Live) session</p> <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
<p>Do you have an E-mail address? If you participate in this course, we need to register your e-mail address on the learning management system.</p>	<input type="checkbox"/> Yes Please write your E-mail address: <input type="checkbox"/> No

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and

personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



CORRESPONDENCE

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

JICA Okinawa International Center (JICA OKINAWA)

Address : 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

Tel: +81-98-876-6000, Fax: +81-98-876-6014

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant and Mr. / Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. / Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20_____.

Applicant

HR/Personnel Manager

For Your Reference

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JICA Okinawa International Center (JICA OKINAWA)

Address : 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

Tel: +81-98-876-6000, Fax: +81-98-876-6014

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

II. Documentary Requirements – Nominees must submit ONE SET of the following on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE

Director General

Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

IAN NOMIO
Desk Officer
Telefax: 88179095
Email: fstp.unit@tesda.gov.ph

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course:

Name	Agency	Position	Age	Contact Number / Email Address	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities