



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

24 MAY 2022

TO : The Regional Executive Directors
Regions 1-13, NCR and CAR

FROM : The Assistant Secretary
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **INVITATION FOR THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) FOREIGN TRAINING COURSE “AGRICULTURAL AND RURAL DEVELOPMENT (FARMING EXPERIENCE)” SPONSORED ON 19 JULY 2022 – 5 AUGUST 2022 THROUGH ONLINE ZOOM APPLICATION**

This pertains to the attached invitation, dated 20 May 2022, of the Japan International Cooperation Agency (JICA), which was received by this office on 23 May 2022, inviting DENR to attend the foreign training course entitled “Agriculture and Rural Development (Farming Experience)” on 19 July 2022 to 5 August 2022 through online means.

The training is under the JICA program on Knowledge Co-Creation Program-Young Leaders (KCCP-YL), a technical cooperation program aimed at promoting human resources development and nation-building in inviting young leaders to enhance their specialties through learning skills and technologies. The goal of this training program is to enhance the knowledge of future leaders on regional agricultural and rural development through implementation of effective policies and actions using the examples and experiences of Japan.

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

1. A government employee or official involved in agricultural and/or rural development;
2. Between the age of twenty (20) to thirty-five (35) years old and expected to become leaders in their specialized fields in the future;
3. Possess a Bachelor’s degree;
4. Competency in spoken and written English; and
5. In good physical and mental health to attend the program in Japan.

The nominees shall submit the following requirements to the HRDS-Training and Development Division **not later than 08 June 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training will benefit the nominee and project’s relevance to the organization needs, to be endorsed by the Head of Office;

2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
5. Certificate of No Pending Administrative Case;
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:
 - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
 - b) That the applicant has no pending scholarship nomination;
 - c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
 - d) That the applicant has submitted all required reports from previous foreign travels.
8. Updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
9. Self-certification for official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the foreign training course. **Participants endorsed by the HRDC shall submit to JICA the following documents not later than 24 June 2022:**


1. JICA KCCP-YL Application Form;
2. Additional Data Form;
3. Recommendation Letter from immediate supervisor addressed to Mr. Sakamoto Takema, JICA Philippines Chief Representative;
4. Photocopy of passport or any government issued ID;
5. JICA KCCP-YL Certification;
6. A one-page essay entitled "As a young leader, what can I do to help my country?"; and
7. Inception Report.

The final selection for participation in the training course will be decided by JICA Hokkaido Center in consultation with concerned organizations in Japan. Notifications of results will be made by the JICA Philippines Office not later than 12 July 2022.

For information or inquiries, Mr. Joseph C. Silva can be contacted at 8889-7119 local 256 or via email at SilvaJoseph-PP2@jica.go.

Attached are the Invitation Letter from JICA, General Information Manual, JICA Application form, additional Data Form, and Poster for information and ready reference.

For consideration.


 HIRO V. MASUDA, DBA, CESO III



PP-202205200004
20 May 2022

HON. JIM O. SAMPULNA, CESO I
Acting Secretary
Department of Environment and Natural Resources
Elliptical Road, Diliman, Quezon City

Attention: **Atty. Ernestor D. Adobo Jr. (CESO I)**, Undersecretary for Legal, Administration, Human Resources and Legislative Affairs

Dear Acting Secretary Sampulna,

The JICA Knowledge Co-Creation Program-Young Leaders (KCCP-YL) is a technical cooperation program aimed at promoting human resources development and nation-building in developing countries. Under the program, groups of young leaders, who will eventually become nation-builders in the future, are invited to enhance their specialties by learning technologies and skills.

We are pleased to share with you that the application for the course indicated below is now open:

Training Course: Agricultural and Rural Development Course (Farming Experience) (Online)
Online Program Duration: **July 19 – August 5, 2022**
Total Slots for the Philippines: **12**
Deadline of application: **June 24, 2022**

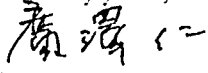
We would like to note that in the context of the COVID-19 pandemic, this program will be conducted online via live and on-demand sessions.

In this regard, we would like to request your office to share the information on this course to your personnel who fit the target profile of participants and duly endorse their nomination. For your reference, we have attached the General Information Material, and Nominee Qualifications & Requirements. Please submit the application documents through email to SilvaJoseph-PP2@jica.go.jp, copy furnished to RegnimJewel-PP@jica.go.jp on or before the application deadline.

For more information or inquiries, your office may contact Mr. John Joseph C. Silva at (02) 8889-7119 local 256 or via email at SilvaJoseph-PP2@jica.go.jp, or visit our website through this link: <https://rb.gy/gf0rl9>.

Thank you very much for your continuous support.

Very truly yours,


HIROSAWA Jin
Senior Representative

Attachments: General Information Material and Nominee Qualifications & Requirements



Knowledge Co-Creation Program (Young Leaders) (Philippines)

General information on

Agricultural and Rural Development Course
(Farming Experience)
農業・農村開発コース
JFY2022

Course No. 202110226J001

Course Period: 19th July 2022 to 5th August 2022

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

The "Knowledge Co-Creation Program (Young Leaders)" is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, With the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are provided with opportunities to:

- 1) Develop their specialties through learning technologies and skills of Japan, and
- 2) Increase young leader's willingness to resolve issues on their own.

II. Description

1. Title /Course No.

Agricultural and Rural Development (Farming Experience)
/202110226J001

2. Course Duration

19th July 2022 to 5th August 2022

3. Target Regions or Countries

Philippines

4. Target Group

Staff of Ministry of Agriculture, LGUs, agricultural cooperatives, other relevant organization which tackles the issues of agricultural and / or rural development.

5. Number of Participants

12 participants

6. Language

English

7. Objective(s)

Through participation in this course, the participants are expected

- (1) Enhance their knowledge and skills as future leaders of regional agricultural and rural development in the Philippines.
- (2) To acquire ideas for the effective implementation of policies and actions for the regional agricultural and rural development.
- (3) To have improvement of the knowledge of the examples of regional agricultural and rural development in Japan through discussion and lectures.

8. Outline

This course consists of the following components.

This course will be conducted completely online.

To secure sufficient internet access, we will have a connecting test before starting this course. All participants will be connected via "zoom" in the following time. (The date and time can be changed depending on the situation.)

What you will gain from the course.

We provide variety of lectures of professionals with various background such as public sector, private sector and local communities.

Week 1: Gain Key insights into policies on rural development, agricultural development food value chain in Japan, especially examples in Hokkaido

This week, we focus on gaining insights into policies on rural development in Japan, especially about Hokkaido so that you can deepen your understanding about rural development in Japan through learning about unique policies and initiatives in Japan.

Week 2-3: Challenges for rural development in Hokkaido and countermeasures

Based on the lectures of Week 1, we focus on learning challenges that local governments are facing and countermeasures and some good practices in Hokkaido by collaboration with industry, government and academia.

<Tentative Schedule of the Course>

19th July 2022 to 5th August 2022

Expected Module Output	Subjects/Agendas	Methodology
1) Analyze current situation/issues regarding Regional Rural/Agricultural development in the Philippines	<ul style="list-style-type: none"> - Presentation of "Inception Report" - Participatory Workshop 	-Online Presentation
2) Understand policies and initiatives on Rural Development and Food value chain in Hokkaido.	<ul style="list-style-type: none"> • Understand the policies on Food value chain in Hokkaido and its implementation mechanism. • Initiatives taken by Farmers and farmer's group(Farmer's market, experiential farming) • Agricultural cooperatives (JA) • Agricultural development and extension center and extension workers 	<ul style="list-style-type: none"> -Online Lectures -Online Discussion
3) Understand Relevant knowledge and acquire necessary skills for promoting regional agricultural development.	<ul style="list-style-type: none"> • Distribution of agricultural product with DX and Food value chain. • Examples on improvement of competitiveness of Agricultural field in Hokkaido. • Examples of Regional Agricultural/Rural development through the experiential farming experience. 	<ul style="list-style-type: none"> -Online Lectures -Online Discussion
4) Formulate an Action Plan for promoting participatory rural development in respective areas	<ul style="list-style-type: none"> • Participatory workshop • Formulation of action plan based on knowledge and skills obtained through the program • Presentation of Action Plan and discussion among participants and lecturers 	-Online Presentation

※This course is tentative and the schedule is subject to change without notice due to

the situation related to the COVID-19.

III. Eligibility and Procedures

1. Nominee Qualifications

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to the course subject.

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government of Philippines in line with the procedures mentioned in 3. (1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a reasonable command of English and good command of spoken and written English.
- 5) Health: must be in good health to participate in the online program.

(2) Recommended Qualifications

- 1) Educational Background: It is preferable that the applicant hold a Bachelor's degree.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

(3) Other requirements

As this course is implemented by online in the respective countries, Applicants are required to fulfill the following requirements.

- 1) In dispensable item: laptop or personal computer
- 2) Stable Network: must be secured to attend the online courses.
- 3) Application Software: Web conferencing software "Zoom" must be downloaded to attend the online course.

2. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA Philippines office**

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

(2) Photocopy of Passport: You should submit it with the application form if you possess your passport. If not, you are requested to submit its photocopy or other ID as soon as you obtain it.

* The following information should be included in the photocopy of your passport or ID.

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

(3) Inception Report: Country Report on the main issues concerning the targeted field in your country must be submitted before the course start. Detailed information is provided in the Annex1.

(4) Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

You will be required to submit 'Contact Person at your Organization for Post-Program Survey about KCCP for Young Leaders' filled with the information about the appropriate person in your organization to whom JICA will send the questionnaire on the monitoring purpose of the program. The person is expected to be your supervisor or the person in your human resources department, who can observe some changes of your attitudes toward your tasks after participating in the program. See 'ANNEX-2' of 'V. Annex'.

3. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA Philippines office.**

(All require material must be sent to **JICA Hokkaido Center, Japan by 5th July, 2022**)

(2) Selection

Primary screening is conducted at the JICA Philippines office after receiving official documents from your government. JICA Hokkaido 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 Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA Philippines office will notify the results **not later than 12th July, 2022.**

4. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) to carry out such instructions and abide by such conditions as may be stipulated by both the Governments of the Philippines and Japan in respect of the course,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (4) not to record online lessons or use contents provided during the program without JICA's permission since all copyrights belong to JICA. Arrangements will be made for streaming the program in case of network problem.
- (5) not to engage in political activities, or any form of employment for profit.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Hokkaido Center (JICA Hokkaido)
- (2) **Program Officer:** Mr. SHIGEYOSHI Rintaro/ Ms. OZAKI Hiroko
(Shigeyoshi.Rintaro@jica.go.jp/ Ozaki-Hiroko@jica.go.jp)

2. Implementing Partner

- To be announced

V. Annex:

ANNEX 1

Inception Report

1. Purpose

The inception report aims to share and clarify your issues in regional agricultural development with us and other participants. It will lead us to find out appropriate solutions through the program.

2. Instructions

- 1) Should be written in English and summarized in 4 (four) pages using Microsoft Power Point.
- 2) Should cover All "Items" below.
- 3) Every participant may have 5 minutes to give an oral presentation at the beginning of the course.

3. Items of the Inception Report

Each page should include pictures related to the contents for better understanding.

- Page 1) Self Introduction
Your name, information of your region, personal topics, etc.
- Page 2) Your professional background
related to regional agricultural development.
- Your present job, specialities and your organization.
- Page 3) Current issues or challenges
related to regional agricultural development in your country/region
(especially regarding to Policy on Regional agricultural development)
- Page 4) Area of Interest and expectation of this course
Describe your subject of particular interest with reference to Regional
agricultural development along with your expectation of this course.
(especially regarding to Policy on regional agricultural development.)

ANNEX 2

Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

REQUEST FOR POST-PROGRAM SURVEY

JICA conducts the post-program survey about how the ex-participants have been utilizing the knowledge and skills through the program in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

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【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the course)

Name	
Designation / Position	
Department / Division	
E-mail Address	

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 for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

Japanese Development Experience

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

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

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

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

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



Contact Information for Inquiries

For inquiries and further information, please contact the JICA Philippines office.

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku ,

Sapporo, Hokkaido, 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

Qualifications for KCCP-Young Leaders (YL)

1. Filipino citizens who are working in any of the following (depending on the course):
 - Government offices (national and local offices, government owned and controlled corporations, etc.)
 - Duly recognized non-profit organizations (research and extension offices, etc.)
 - Cooperatives
2. Twenty (20) to thirty five (35) years of age at the time of the training
3. Directly engaged in the related category/field applied for
4. Physically and mentally fit
5. From the non-military sector
6. Should not have, in principle, stayed or visited Japan
7. In principle, holder of a valid passport (valid for at least 6 months from the date of travel). **For YL courses with Japan Program, only Government employees must secure Official Passport upon acceptance.**
 - For those without valid passport, any government issued ID with the following information: Name, Date of Birth, Nationality, and Gender
8. Preferably has been employed for at least two years of service in permanent status in the nominating office
9. No pending application for scholarship under another study program or for migration/emigration
10. Check the General Information of the course for specific target agency/participants and other details

**Young Leaders Application Form and Requirements to be submitted by the Applicants
Aside from those Listed in the GI**

1. Application Form - Young Leaders (Word/172KB)
2. One 2 in. X 2 in. with white plain background photo. Should be pasted on the application form
3. Additional Required Data Form (Word/23.6KB)
4. Recommendation from immediate supervisor to assess applicant's performance at work and to certify his/her proper qualifications in participating in the program. The letter should be addressed to Mr. SAKAMOTO Takema, Chief Representative of JICA Philippine Office.
5. Young Leaders Certification (Word/24KB) on:
 - a. employment
 - b. no administrative or criminal case
 - c. no pending nomination to other local and foreign scholarship/s
 - d. no pending service obligation/s from previous training/scholarship/s

Note: The applicant should use the downloadable Young Leaders Certification form. It should be certified by an authorized signatory/officer of the nominating organization (e.g. Human Resource Officer/Training Officer/Supervisor/Head of Office). The official service record from the nominating organization should be attached to the accomplished certificate.

6. A one-page essay entitled "As a young leader, what can I do to help my country?" (1 page, A4 size, 1.0 spacing, Arial 11)

False information made by the applicant in his/her application will automatically disqualify him/her from the Program.

For applicants from government organizations, kindly ensure that you are following proper endorsement process by contacting your central office. For some government organizations, endorsement by regional or bureau director is enough, and would be valid basis for the issuance of travel authority when accepted. Meanwhile, some organizations require that the nominee should be endorsed by the central office.

For applicants from local government units (LGUs), kindly inform the Local Government Academy (LGA) about your application for proper guidance. The LGA can be contacted at +(632) 8634 1906 or 8634-1912 loc. 120.

Kindly submit the accomplished form and other requirements via email not later than 5pm on the prescribed deadline to:

TRAINING PROGRAM SECTION
Japan International Cooperation Agency (JICA)
40th Floor, Yuchengco Tower, RCBC Plaza
6819 Ayala Avenue, Makati City
Telephone no.: 8889-7119 local 256

Email Address: To: Mr. Joseph Silva: SilvaJoseph-PP2@jica.go.jp
Cc: Ms. Jewel Regnim: RegnimJewel-PP@jica.go.jp

CERTIFICATION

This is to certify that _____ ***(name of the nominee)*** _____, nominee for JICA Knowledge Co-Creation Program (Young Leaders):

(please check all applicable to the nominee)

- is an employee of *(nominating organization)* holding *(tenure: e.g. permanent)* position for *(no. of years/duration)*
- has no administrative or criminal case
- has no pending nomination to other local and foreign scholarship/s
- has no pending service obligation/s from previous training/scholarship/s

based on our records.

This certification is being issued in relation to the nominee's application to JICA's Knowledge Co-Creation Program (Young Leaders).

Issued this _____ day of *(month and year)*.

Signature over Printed Name of Authorized Signatory
(Designation)

Attachment: Official Service Record



**Application Guideline for
the JICA Knowledge Co-Creation Program (Young Leaders)**

This guideline explains how to apply for the Knowledge Co-Creation Program (KCCP) (Young Leaders) 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.

Forms to be submitted
Form1. Application Form
Form2. Questionnaire on Medical Status and Restrictions
Form3. Contact Person at Your Organization for Post-program Survey about KCCP for Young Leaders
Form4. Terms and Conditions, and Declaration

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 and 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 1, 2, 4	
3. Your Photo	Form 1	
4. Attach a copy of passport (Machine Readable Zone) * Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
5. Attach the required document(s) as instructed in the GI	-	

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



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Application Form for the JICA Knowledge Co-Creation Program (Young Leaders):

Form1. 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

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

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

*Applicants from Latin America and the Caribbean only.



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6) Contact Information

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

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

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <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"/> a 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



4. Experience and Eligibility

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

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 experiences in JICA's programs)

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

4) Experience visiting / living in Japan

() Yes	() One month or less	() More than one month
() No		

5) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as in the GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor



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Writing	() Excellent	() Good	() Fair	() Poor
Language Tests 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 (to be completed by the Applicant)

1) Personal Statement including your Goal: Describe the reasons for your application and what you intend to achieve in this program.

2) Relevant Experience of Applicant: Describe previous occupational experiences which are highly relevant to the themes of this program.

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



Japan International Cooperation Agency

《青年研修用》

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By Applicant

Date
Name
Signature

Form 2. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTIONS

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for any 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 in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
-----------------------------	--

(c) Do you have any allergies to the 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.? (_____)
-----------------------------	---

(d) Please indicate any needs arising from disabilities which may require additional support and facilities.

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

2. Medical History

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

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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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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3. Other Medical Issues/Conditions

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

* Are you pregnant?

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

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

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA, and may result in termination of the program.

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

By Applicant

Date

Name

Signature

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



Application Forms for the JICA Knowledge Co-Creation Program (Young Leaders)

**Form3. CONTACT PERSON AT YOUR ORGANIZATION
FOR POST-PROGRAM SURVEY
ABOUT KCCP FOR YOUNG LEADERS**

JICA conducts ex-post questionnaire surveys on Participants of the KCCP for Young Leaders in order to understand how Participants utilize the knowledge acquired in Japan in their daily work. For this purpose, JICA would like to send Participants a questionnaire by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to persons other than the Participants such as their supervisor or the person in the human resources department, who can observe changes in Participants' attitude in performing his/her tasks after the program.

We would highly appreciate it if you could give us the name to whom JICA can send the questionnaire(s). Please fill in the following tables. The questionnaire(s) will be directly sent by e-mail to the Applicant and the person given below within 1 year after the program. We kindly ask for your understanding and cooperation for implementing the survey.

【Name of Applicant】

Name	
------	--

【Contact Person at Applicant's organization】 (Applicant's supervisor or a person in the human resources department to whom JICA can send the questionnaire after the program)】

Name	
Designation / Position	
Department / Division	
E-mail Address	



Form4. 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 to 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 and JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or seriously 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 commissioned tasks.

(3) Security Notice

JICA takes 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 in 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, when 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, and 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, and 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 references 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 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 consequences 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 purposes 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
Signature

ADDITIONAL REQUIRED DATA FORM
KNOWLEDGE CO-CREATION PROGRAM

INSTRUCTION: Fill-in the required information below. DO NOT LEAVE ANYTHING BLANK. Write "N/A" for NOT APPLICABLE.

1. FULL NAME					
		<i>SURNAME</i>	<i>GIVEN</i>	<i>MIDDLE</i>	<i>NICKNAME</i>
2. CATEGORY APPLIED FOR					
3. NOMINATING ORGANIZATION					
NAME:					
ADDRESS:				REGION:	
TEL. NO. :			EMAIL AD:		
4. PLACE OF BIRTH					
5. CIVIL STATUS					
6. FAMILY RELATIONS		<i>NAME</i>	<i>OCCUPATION</i>	<i>ADDRESS</i>	
FATHER:					
MOTHER:					
SPOUSE:					
7. ACADEMIC RECORD					
<i>LEVEL</i>	<i>SCHOOL</i>	<i>YR. GRADUATED</i>	<i>DEGREE/COURSE COMPLETED</i>	<i>HONORS RECEIVED</i>	
ELEMENTARY:					
SECONDARY:					
COLLEGE:					
POST GRAD:					
8. PARTICIPATION IN ACTIVITIES RELATED TO CATEGORY APPLIED FOR (<i>SEMINARS, TRAINING, PROGRAMS, ETC.</i>)					
9. MEMBERSHIP IN ORGANIZATIONS (<i>VOLUNTARY SERVICE, CIVIC GROUPS, ETC.</i>) PLS. ADD ROWS WHEN NEEDED					
NAME		DATE OF MEMBERSHIP		POSITIONS HELD	

10. SCHOLARSHIPS/AWARDS, CITATIONS, AND OTHER HONORS RECEIVED									
<i>PLS. ADD ROWS WHEN NEEDED</i>									
TYPE OF AWARD			DATE RECEIVED			SPONSOR			
11. COUNTRIES VISITED <i>PLS. ADD ROWS WHEN NEEDED</i>									
COUNTRY			PURPOSE OF VISIT			DATES & DURATION			
12. NAMES OF RELATIVES RESIDING IN JAPAN <i>PLS. ADD ROWS WHEN NEEDED</i>									
COMPLETE NAME				RELATIONSHIP			ADDRESS		
13. DO YOU HAVE RELATIVES WHO HAVE JOINED PREVIOUS FRIENDSHIP/YOUNG LEADERS PROGRAM?									
YES		NO		IF YES, STATE IN THE SPACE BELOW THE NAME, SECTOR, YEAR, & RELATIONSHIP					
NAME		SECTOR			YEAR		RELATIONSHIP		
14. HAVE YOU BEEN TO JAPAN?				YES		NO			
IF YES, WHEN?									
15. IT Environment (for the on-demand online program)									
1)	Internet communication speed: Is your downstream bandwidth more than 20Mbps?					YES		NO	
2)	Do you have the recommended browser? Browser: Recommended: Google Chrome Alternative: Microsoft Edge, Mozilla Firefox(*1), Safari(*2) *1 As of August 2018, Mp4 videos cannot be played in Fire Fox of Android Version. *2 The expected learning system cannot be played properly on less than iOS 8.0.2.					YES		NO	
3)	Do you have any of this OS: Windows, macOS, Android, iOS?					YES		NO	
4)	Software: Do you have the Zoom app?					YES		NO	
5)	Device: Can you prepare a PC or Tablet with camera and microphone?					YES		NO	
16. HOW DID YOU LEARN ABOUT THE YOUNG LEADERS PROGRAM?									
I solemnly swear that to the best of knowledge, the answers made on this form, prepared by me personally, are true and correct.									
_____					_____				
APPLICANT'S SIGNATURE					DATE				

Please visit the JICA Philippines website through this link for the complete details:
<https://rb.gy/gf0rl9>



JICA Knowledge Co-Creation Program: Young Leaders
**Agricultural and Rural Development
Course (Farming Experience)**

Online Program: July 19 to August 5, 2022

Eligible Applicants:

- National/Local Government Officers working for agricultural and/or rural development
- Staff of Agricultural Cooperatives
- Staff of relevant organizations which tackles the issues of agricultural and/or rural development

Lectures about:

- Policies on Food Value Chain (FVC), Examples on improvement of competitiveness of Agricultural field in Hokkaido, Japan;
- Japan Agricultural Cooperatives (JA);
- Examples of Regional Agricultural / Rural development through the experiential farming experience

Submit your applications to SilvaJoseph-PP2@jica.go.jp,
cc'ed to RegnimJewel-PP@jica.go.jp
on or before **June 24, 2022**

You may contact JICA Philippines Training Program Section at 02 8889 7119 loc. 256 or
email SilvaJoseph-PP2@jica.go.jp for more information.

Please visit the JICA Philippines website through this link for the complete details:
<https://rb.gy/gf0rl9>



Requirements (available in <https://rb.gy/gf0rl9>):

1. JICA KCCP-Young Leaders Application Form
2. Additional Required Data Form (ARDF)
3. Recommendation Letter from immediate supervisor, addressed to Mr. SAKAMOTO Takema, JICA Philippines Chief Representative
4. JICA KCCP-Young Leaders Certification
5. Photocopy of passport or any government issued ID
6. A one-page essay entitled "As a young leader, what can I do to help my country?"
7. Inception Report (please refer to the General Information for more details found in the JICA website: <https://rb.gy/gf0rl9>)

Submission Procedure:

1. Submit the complete application documents through email.
2. Use "[JICA KCCP-YL] Surname_Application" in your email subject when submitting your application documents.
3. Do not submit Google Drive links or zip files. Please send the documents as individual attachments.

Submit your applications to SilvaJoseph-PP2@jica.go.jp,
cc'ed to RegnimJewel-PP@jica.go.jp
on or before **June 24, 2022**

You may contact JICA Philippines Training Program Section at 02 8889 7119 loc. 256 or email SilvaJoseph-PP2@jica.go.jp for more information.