



Republic of the Philippines
Department of Environment and Natural Resources
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Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

SEP 16 2022

FOR : **The Bureau Director**
Environmental Management Bureau

The Regional Directors
Environmental Management Bureau

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **INVITATION FOR NOMINATION TO THE JICA
KNOWLEDGE CO-CREATION PROGRAM ON PROMOTION
OF APPROPRIATE TREATMENT TECHNOLOGY FOR THE
TREATMENT AND DISPOSAL OF HAZARDOUS WASTE VIA
ONLINE MEANS**

This pertains to the attached invitation of the Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program on Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste, to be held on 20 January to 10 February 2023 via online means.

This program is designed for the departments in charge of waste management in the local or central government that is responsible for legislation process of hazardous waste or supporting local governments. It aims to enable the participants to explain about outline of legal system and policies on hazardous waste in Japan and the storage, collection and proper disposal and the final disposal technologies of hazardous waste for proper treatment and reducing emission of hazardous waste.

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

1. Must have more than three (3) years of experience in the related area with enough background in solid waste management;
2. Must be engaged in management of hazardous waste;
3. Must have a competent command of spoken and written English;
4. In good physical and mental health to participate in the program.

The nominees shall submit the following requirements to the HRDS-Training and Development Division (email: hrds-tdd@denr.gov.ph) **not later than 20 September 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 online course. Participants endorsed by the HRDC shall submit to TESDA the print out copy of JICA Application form with passport-size photos, photocopy of passport, certification from the HR Head using TESDA's format, and Nominee Assessment (see attached format), and other requirements.

Attached are the invitation letter from JICA, course information, application form and other forms, for information and ready reference.

For consideration.


MIRIAM M. MARCELO



HRDS Training and Development Division <hrds-tdd@denr.gov.ph>

Fwd: JICA Training Invitation: Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste

FSTP UNIT <fstp.unit@tesda.gov.ph>

Tue, Sep 13, 2022 at 5:10 PM

To: HRDS Training and Development Division <hrds-tdd@denr.gov.ph>

Dear HRDS,

Regarding your request about the official invitation letter for this program we send it to the DENR as soon as possible. for now i will give you an advance date for the submission of documentary requirements is on before October 10, 2022 and Date of Interview is on before October 20, 2022.

Please see attached file for your reference.

Thank you.

[Quoted text hidden]



IAN NOMIO
DESK OFFICER/ADMINISTRATIVE SUPPORT STAFF
09294941468/88179095
FOREIGN SCHOLARSHIP AND TRAINING PROGRAM UNIT
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

4 attachments

ANNEX-1.docx
18K

ANNEX-2.docx
17K

Application Form (2).docx
192K

GI_202107950J001_Promotion of Appropriate Treatment Tech_ Treatment & Disposal of Hazardous Waste.pdf
929K



PP-202209060002
06 September 2022

ATTY. DANILO P. CRUZ
Director General
Technical Education and Skills Development Authority
East Service Road, South Luzon Expressway
Fort Bonifacio, Taguig City

Attention: Foreign Service Training Program (FSTP)

Dear Director General Cruz,

The JICA Knowledge Co-Creation Program (Group and Region Focus) indicated below will be conducted as part of the Official Development Assistance of the Government of Japan through JICA's Training Program for overseas participants:

KCCP GRF Number:	202107950J001
KCCP GRF Title:	Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste
Online Program Period:	January 20 – February 10, 2023
Deadline of Application:	October 27, 2022

In this regard, may we request TESDA to invite the offices listed below, which we deem, can identify appropriate nominees for the course:

- Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
- Local Government Units under the Local Government Academy, preferably:
 - a. Quezon City
 - b. Cebu City
 - c. Davao City
- Department of Health (DOH)
- Other related government agencies

We have attached the General Information for reference. We would highly appreciate it if TESDA could kindly coordinate with the nominees on the submission of their filled-out Application Forms and other requirements. Thereafter, we would like to request TESDA to endorse the shortlisted nominees and share the complete application documents to JICA Philippines Office after the panel interview of the screening committee on or before the deadline mentioned in this letter.

Thank you very much for your continuous support.

Very truly yours,

MAIVA P. ALCAMPADO
Section Chief
Training Program Section

*Attachments: General Information Material, Annex I, II, and JICA Application Form
CC: DENR-EMB, LGUs thru LGA, DOH, and other related government agencies*

JICA PHILIPPINES

40th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City, Philippines
P.O. Box 1026, MCPO, Makati City, Metro Manila
Tel: +63-2-8889-7119 Fax: +63-2-8889-6850
URL: <https://www.jica.go.jp/philippine/english>



【Online】 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste (Online)

**課題別研修「有害廃棄物の処理・処分における適正処理技術の推進」(遠隔)
JFY 2022
Course No. 202107950J001**

Course period: From January 20, 2023 to February 10, 2023

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

'JICA Knowledge Co-Creation (KCC) Program' 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

In developing countries that are highly industrialized, it is necessary to reduce and prevent environmental impact through proper treatment and management of hazardous waste. In the SDGs target 12.4, it is written: "By 2020, achieve environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impact on human health and air". This program is designed to contribute to this target.

For what?

The curriculum of this program is specialized in hazardous waste, which is regarded as important in terms of environmental protection such as human health, life safety, and ecosystem.

In particular, this course aims to learn the importance and necessity of countermeasures for hazardous waste through learning appropriate treatment and disposal technologies for hazardous waste contained in medical waste, chemical waste, sludge, construction waste, etc. It aims to transfer technology and know-how to implement appropriate countermeasures for hazardous waste in their countries.

For whom?

This program is offered to the staffs in charge of solid waste management in local government or central government that is responsible for legislation process of hazardous waste or supporting local governments. Nominees should have enough background in the field of solid waste management.

How?

Participants will learn techniques and know-how in the field through online lectures, virtual tour, and discussions.

II. Description

1. Title (Course No.)

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste (202107950J001)

2. Online Program Period

From January 20, 2023 to February 10, 2023

3. Target Regions or Countries

Indonesia, Iraq, Kenya, Philippines, Republic of North Macedonia, Ukraine, Vanuatu

4. Eligible / Target Organization

This program is designed for the departments in charge of waste management in the local or central government that is responsible for legislation process of hazardous waste or supporting local governments.

5. Course Capacity (Upper limit of Participants)

7 participants

6. Language to be used in this program

English

7. Course Objective

Participants will be able to explain about outline of legal system and policies on hazardous waste in Japan and the storage, collection and proper disposal and the final disposal technologies of hazardous waste for proper treatment and reducing emission of hazardous waste.

8. Expected Module Output and Contents

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

Expected Module Output	Subject No.	Methodology
1) Being able to explain about outline of legal system and policies on hazardous waste in Japan	1. Solid waste treatment in Japan(video) 2. Solid waste treatment in Kitakyushu city(video) 3. Waste treatment and disposal in Kitakyushu city 4. Introduction industrial waste 5. Hazardous substance management system 6. Analysis of harmful substances in waste 7. Recycling of waste (Kitakyushu eco-town, video)	Lecture and virtual tour
2) Being able to explain the storage, collection and proper disposal technologies of hazardous waste (Industrial and others)	8. Hazardous waste treatment 9. PCB processing technology (video)	Lecture, and virtual tour

<p>3) Being able to explain the storage, collection and proper disposal technologies of hazardous waste (medical and construction)</p>	<p>10. Management of medical waste in hospital 11. Treatment of medical waste 1 12 .Treatment of medical waste 2</p>	<p>Lecture, and virtual tour</p>
<p>4) Being able to explain the final disposal technology of hazardous waste</p>	<p>13 .Overview of final disposal site 14. Controlled type final disposal site</p>	<p>Lecture, and virtual tour</p>

*Please refer to the attached schedule (Annex-3). The schedule is subject to change.

III. Eligibility and Procedures

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Staffs in charge of waste management in local or central government
- 2) Experience in the relevant field: have more than 3 years of experience in the related area with an enough background in solid waste management
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible).

Remote training implementation requirements:

- **Stable network environment**
 - * Please consider to take this program under the same stable internet environment during the course period
- To be able to attend a Zoom Meeting at a designated time.
- To be able to use Microsoft Office(Excel, Word, PowerPoint)
- Preparation of computer with camera, earphone, and microphone

(2) Recommended Qualifications

- 1) Be preferably in relation with past or on-going JICA projects focusing on environment such as waste management.
- 2) Be engaged in management of hazardous waste.
- 3) Be familiar with computer operation, as there will be many chances for report writing and presentation.
- 4) 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. Required Documents for Application

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

Embassy of Japan).

* If you have any difficulties/disabilities, which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Job Report and Questionnaire: Fill in Annex-1 and Annex-2 of this General Information, and submit them along with the Application Form. Job Report and Questionnaire are necessary documents for screening applicants.

(3) Photocopy of passport or ID card: to be submitted with the application form

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex

4. Procedure for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in JAPAN by **November 7, 2022.**)

(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

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 7, 2022.**

5. Conditions for Attendance

The participants of KCCP are required

(1) to strictly adhere to the program schedule.

(2) to prepare the terminals used (computer, webcam, microphone and earphone) and the Internet environment to participate in online program, and

(3) to work assignments and submit them.

6. Online Program

(1) This course will be conducted as a set of programs online. The platform for online program will be conducted by “YouTube” and “Zoom”. The URL to attend the online class will be shared later.

(2) We will provide teaching material (online textbook) to each Participant. Details will be announced at the time of notification of selection result.

(3) The length of the online program (On-demand basis) is set relatively long for the number of lectures. Please watch the lecture videos via YouTube and submit your assignment by the specified date. On the first day of training program, January 20, 2023, participants are requested to attend Course Orientation (Live broadcast) via Zoom. After watching all the lecture videos, Participants are supposed to take online class (Live broadcast) via Zoom on February 10, 2022, the last day of this training,

(4) Please note that participants who do not watch lecture videos or submit the assignment will not be allowed to attend the online class (Live broadcast, to be held on February 10).

IV. Administrative Arrangements

1. Organizer

- (1) Center: JICA KYUSHU (Training Program Division)
- (2) Program Officer: Mr. MIURA Sho (kictp@jica.go.jp)
- (3) URL : (a) Introduction of JICA Kyushu

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

- (b) Introduction of Knowledge Co-Creation Program

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

2. Implementing Partner

- (1) Name: Kitakyushu International Techno-cooperative Association (KITA)
- (2) URL: http://www.kita.or.jp/english/e_index.html

V. Other Information

1. Report

Job Report & Questionnaire

Each applicant is required to submit his/her own Job Report & Questionnaire at the time of application.

2. Remarks

Participants must understand the following terms and conditions and sign a declaration when they submit Application Form.

- General Rules
- Privacy Policy
- Copyright Policy
- Portrait Right Policy

VI. Annex

1. Job Report
2. Questionnaire
3. Tentative Schedule

Annex-1

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste (JFY 2022)

Job Report

Name: _____
Country: _____
Organization and present post: _____
E-mail: _____

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be **limited to 3 pages** (not including organization chart).

Remarks 2: Please itemize your answer and make them specific

1. Organization and main tasks

- (1) Brief description on the main tasks of the organization
- (2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned (The chart should be attached and not be counted in this page limit.)

- 3) Description on your job assignments

2. Existing challenges of hazardous waste in your workplace

- (1) Outline of your hazardous waste including method and capacity
- (2) Challenges you are facing in your workplace (Please describe concrete details)
- (3) Targets as a desirable situation that you would like to realize

3. Expectations for the training course

- (1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects
- (2) How do you expect to apply skills and knowledge listed in the curriculum after you take this training course?

Annex-2

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste

**(JFY 2022)
Questionnaire**

Name: _____ Country: _____

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is "Yes," please fill in "Years" parentheses with your years of experience on the respective items.

	YES	NO	Years
(1) Environmental science and engineering.....	()	()	()
(2) Sanitary engineering.....	()	()	()
(3) Environmental education.....	()	()	()
(4) Household refuse treatment practice.....	()	()	()
(5) Solid waste management administration.....	()	()	()

2. Explain the situation in the jurisdiction of your organization.

(1) Population in the area which your organization is in charge of

(2) Infectious waste

a. Annual amount

b. Method of collection and transportation

c. Method of treatment and disposal

(3) Hazardous waste other than infectious waste

a. Type and annual amount

b. Main method of treatment and disposal

(4) Do you have laws that controls treatment and disposal of hazardous waste?

Yes

No

Annex-3

Tentative Schedule (This schedule is subject to changes)

We will let you know the lecture time of Live broadcast (Jan. 20 and Feb.10, 2023) to the accepted Participants.

Date	Lecture title
2023/1/20(Fri)	Course Orientation (the first Live broadcast via Zoom)

2023/1/20(Fri) On demand method <u>Lecture</u>	Waste treatment and disposal in Kitakyushu
	Introduction of Industrial waste
	Hazardous substance management system
	Analysis of harmful substances in waste
	Overview of final disposal site
<u>Virtual Tour</u>	Hazardous waste treatment
	Management of medical waste in hospital
	Treatment of medical waste 1
	Treatment of medical waste 2
	Controlled type final disposal site
<u>Video</u> 2023/2/9(Thu) ↓	Solid waste treatment in Japan
	Solid waste treatment in Kitakyushu city
	Recycling of waste (Kitakyushu eco-town)
	PCB processing technology

2023/1/27(Fri)	Extraction of issues in hazardous waste treatment (The second Live broadcast via Zoom)
2023/2/3(Fri)	Problem solving in hazardous waste treatment (The third Live broadcast via Zoom)
2023/2/10(Fri)	Question and Answer Session/ Closing (The last Live broadcast via Zoom)

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 Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

Annex-1

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste (JFY 2022)

Job Report

Name: _____

Country: _____

Organization and present post: _____

E-mail: _____

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2: Please itemize your answer and make them specific

1. Organization and main tasks

(1) Brief description on the main tasks of the organization

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned (The chart should be attached and not be counted in this page limit.)

1) Description on your job assignments

2. Existing challenges of hazardous waste in your workplace

(1) Outline of your hazardous waste including method and capacity

(2) Challenges you are facing in your workplace (Please describe concrete details)

(3) Targets as a desirable situation that you would like to realize

3. Expectations for the training course

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge listed in the curriculum after you take this training course?

Annex-2

Promotion of Appropriate Treatment Technology for the Treatment and Disposal of Hazardous Waste

(JFY 2022) Questionnaire

Name: _____ Country: _____

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is "Yes," please fill in "Years" parentheses with your years of experience on the respective items.

	YES	NO	Years
(1) Environmental science and engineering	()	()	()
(2) Sanitary engineering	()	()	()
(3) Environmental education	()	()	()
(4) Household refuse treatment practice	()	()	()
(5) Solid waste management administration	()	()	()

2. Explain the situation in the jurisdiction of your organization.

(1) Population in the area which your organization is in charge of

(2) Infectious waste

a. Annual amount

b. Method of collection and transportation

c. Method of treatment and disposal

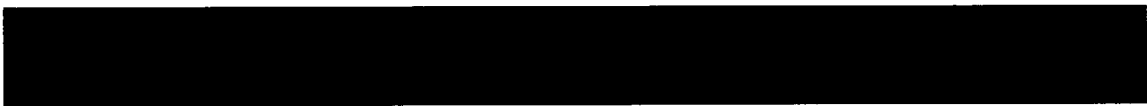
(3) Hazardous waste other than infectious waste

a. Type and annual amount

b. Main method of treatment and disposal

(4) Do you have laws that controls treatment and disposal of hazardous waste?

Yes No



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.



Application form for the JICA Knowledge Co-Creation Program:

*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:	<input type="text"/>	Signature:	<input type="text"/>	
Name:	<input type="text"/>			
Title / Position	<input type="text"/>		Official Stamp	
Department / Division	<input type="text"/>			
Office Address and Contact Information	Address: <input type="text"/>	Tel: <input type="text"/>		E-mail: <input type="text"/>

(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:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>		Official Stamp
Department / Division	<input type="text"/>		

Application form for the JICA Knowledge Co-Creation Program

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

1. Reason for nominating the Applicant



*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 (for VISA application)	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

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

*Applicants from Latin American and the Caribbean Countries only.

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 required 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



Date
Name and Title/Position
Signature

3. Other Medical Issues/Conditions

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

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* Are you pregnant?

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

I understand 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 and Title/Position
Signature

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

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),

***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 divulcation, 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 the KCCP, the participants shall also comply with terms of use of copyrighted works for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
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