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Department of Environment and Natural Resources
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NOV 07 2022

MEMORANDUM

FOR : The Director
Mines and Geosciences Bureau

The Regional Executive Directors
MGB Regions 1-13 and CAR

FROM : The OIC Director
Human Resource Development Service

SUBJECT : INVITATION TO THE HUMAN RESOURCES DEVELOPMENT
FOR GOVERNMENTAL OFFICERS AND RESEARCHES IN
MINERAL RESOURCES RICH COUNTRIES (KIZUNA
PROGRAM)

This refers to the letter dated 28 October 2022 of Senior Representative Ide Soichiro of Japan International Cooperation Agency (JICA) Philippines on the abovementioned subject, inviting the MGB to nominate applicant/s for said program, specifically in the field of mineral resources. In case of more than one applicant, please ensure they will not come from the same office/unit.

The JICA is offering the following degree courses:

Course	Duration	Target Participants
Master's Degree	September 2023 to September 2026 (maximum) <ul style="list-style-type: none">- 6 months as a research student if necessary- 2 years as a master's course student- overall duration shall not exceed 3 years, in principle	Individuals who take part in policy making and administration related to mineral resources development in central/regional government, governmental research institutions or other related public organizations in the mining/geothermal sector
Doctor's Degree	September 2023 to September 2027 (maximum) <ul style="list-style-type: none">- 6 months as a research student if necessary- 3 years as a master's course student- overall duration shall not exceed 4 years, in principle	Individuals who are responsible for education and research in the mining/geothermal sector in higher education and Technical and Vocational Education and Training (TVET)

Interested applicants shall possess the following qualification requirements of the DENR:

1. Have at least two (2) years holding permanent plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;

3. Performing duties and responsibilities relevant to the field of study/travel being applied for;
4. Have no pending administrative case;
5. Have no pending application and nomination for other study and non-study trips;
6. Have not exceeded four (4) official foreign travel within a year;
7. Have submitted all the required reports from previous foreign travels
8. Have rendered the required service obligation for a scholarship previously enjoyed;
9. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
10. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
11. Must not be a delinquent scholar; and
12. In good mental and physical health.

The nominee shall submit the following requirements to Career Development Division-HRDS **on or before 25 November 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary
2. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has no pending scholarship nomination;
 - b. has not been a delinquent scholar from a previous scholarship grant;
 - c. has submitted all the required reports from previous foreign travels.
5. Updated Personal Data Sheet, with work experience sheet, duly signed by authorized person administering oath;
6. Self Certification of official Travel History for the past 24 months; and

The DENR HRDC shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to the JICA to proceed with the application/admission process.

Attached are the invitation from JICA, briefer for the course and list of application documents from the organizer.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: hrdcs2020@gmail.com telephone: (02) 8927-9107 and VOIP 1063.

For your information and appropriate action.


MIRIAM M. MARCELO



PP- 202210280004

October 28, 2022

SECRETARY MARIA ANTONIA YULO LOYZAGA

Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City

Attention to: Atty. Wilfredo G. Moncano, Director, Mines and Geosciences Bureau

Subject: Human Resources Development for Governmental Officers and Researchers in Mineral Resources Rich Countries (KIZUNA Program)

Dear Secretary Loyzaga:

This is to inform that JICA will commence the above-mentioned scholarship program for Master's and Doctorate degrees on September 2023.

In this regard, we would like to invite the Mines and Geosciences Bureau (MGB) to nominate applicant/s for said program, specifically in the field of mineral resources. In case there will be more than one applicant from said office, we request that they will not come from same department/unit.

Kindly refer to the attached General Information Sheet for details on Program Content, Qualifications, Requirements, etc. Applicants need also to submit a medical certificate stating that they are "fit to travel and undergo training in Japan." Please note that the deadline for submission of all requirements to JICA Philippine Office is on or before **December 2, 2022**.

In case you have additional queries, you may contact Mr. Christian Vic Perez, Program Officer of Environment and Energy Section at tel. no. (02)-8889-7119 ext. 328 or email PerezChristian.PP@jica.go.jp.

Thank you very much and we look forward receiving application from your organization.

Sincerely,

IDE SOICHIRO

Senior Representative

CC: Atty. Ernesto D. Adobo, Jr., Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, DENR

Attached: As stated

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>



Japan International Cooperation Agency

JICA Knowledge Co-Creation Program (Long-Term Training)

General Information for all applicants on Human Resources Development for Governmental Officers and Researchers in Mineral Resources Rich Countries (KIZUNA Program)

FY2023

国別研修

「資源分野の人材育成プログラム」(資源の絆プログラム)

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term Training). This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

1 Background

countries to develop their industries. The effect of mineral resources development has a great impact on the society and economy of the countries concerned. It often comes with infrastructure development and regional development. And it also contributes to developing human resources, such as engineers and technicians, in various fields related to the mineral industry.

The global demand for mineral resources is expected to increase in line with the long term prospects for world economic growth. Under these circumstances, developing countries with mineral resource potential are striving to promote mining industries. These countries are placing more importance on mining activities to support future economic development.

However, governments of developing countries need more capacity and knowledge to promote and regulate mining companies. In order for foreign mining companies to make decisions to participate in mineral businesses of developing countries, there are many aspects that need to be clarified, such as the existence of sound legal systems and their enforcement, basic geological information, infrastructure, political and/or social risk, and security risk.

In the meantime, developing countries endowed with mineral resources require a great amount of capacity and knowledge for their sustainable development, such as proper mineral resources management, establishing sound legal systems, and aspects of resource exploration such as closing mines, mine safety, mine pollution countermeasures, socio-economic measures surrounding mines, public finance system, and environmental measures.

2. Objectives

The objective of Human Resources Development for Governmental Officers and Researchers in Mineral Resources Rich Countries is to develop human resources such as governmental officials, educators and researchers who contribute to the mining development in developing countries. This program offers opportunities for such personnel to study at graduate courses for master's degree / doctor's degree in Japanese graduate schools as international students (hereafter referred to as participants) and experience internships at Japanese companies and institutions.

Beyond acquisition of skills and knowledge, this program also aims to have the participants understand and familiarize themselves with Japanese systems in business. The expected outcome of the program is to develop a network of potential contributors to the mining development in the developing countries.

In order to grow up human resources who can be leaders in promoting resource development in countries with natural resource potential, governmental officials are first priority to be selected.

3. Program Outline

(1) Program Title: **Human Resources Development for Government officers and Researchers in Mineral Resources Rich Countries(KIZUNA Program)**

(2) Language of the Program: **English**

(3) Contents of the Program

<p>Orientation</p>	<p>Participants have orientation at the beginning of the program, including briefing session about the KIZUNA Program, courtesy call to related organizations, etc.</p>
<p>Research Student Program (6 months)</p>	<p>The maximum period for being a research student is six months in principle. Participants are required to prepare for entrance examination of the respective graduate course. Research students are also able to participate in lectures, receive instruction from supervisors.</p> <p>Note:</p> <ul style="list-style-type: none"> - Participants who failed entrance examination is required to return to their home countries. - Necessity of research student program will be considered based on interviews with professors of respective Japanese universities.
<p>Graduate Course Program (2 or 3 years)</p>	<p>Master's degree course / Doctor's degree course</p> <ul style="list-style-type: none"> - Lecture and practice - Research works for the thesis - Field research in Japan and/or home country <p>* Field research is to be planned in accordance with the research theme and upon consultation with the supervisor.</p>
<p>Additional Special Program (Short-term Programs and Internship)</p>	<ul style="list-style-type: none"> - JICA short-term (Spring/Summer) program: Mining Policy and Management Course, observation tours to sites, institutions and firms in Japan. - Internship: Participants have internship program in Japanese companies / institutions during their stay in Japan, and it is recommendable to conduct before graduation. Only when arrangements are made, internship after graduation, up to 6 months, will be considered.

4. Duration

<p>Master's Degree Course Participant</p>	<p>From: End of Sep. 2023</p> <p>To: End of Sep. 2026(maximum)</p> <ul style="list-style-type: none"> - 6 months as a research student if necessary - 2 years as a master's course student - Overall duration shall not exceed 3 years, in principle.
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<p>Doctor's Degree Course Participant</p>	<p>From: End of Sep. 2023</p> <p>To: End of Sep. 2027 (maximum)</p> <ul style="list-style-type: none"> - 6 months as a research student if necessary - 3 years as a doctor's course student - Overall duration shall not exceed 4 years, in principle.
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5. Target Countries

Mining: Indonesia, Philippines, Vietnam, Cambodia, Laos, Fiji, Papua New Guinea, Mongolia, Kazakhstan, Uzbekistan, Bolivia, Ecuador, Peru, Botswana, Mozambique, Madagascar, Zambia, Tanzania, Zimbabwe, Namibia, Malawi, Angola, South Africa and Iran

Geothermal: Indonesia, Philippines, Papua New Guinea, Bolivia, Ecuador, Peru, El Salvador, Nicaragua, Costa Rica, Tanzania, Kenya, Ethiopia, Djibouti, and Turkey

6. Target Participants

This program is designed for the following two types of personnel.

<p>Governmental Officials (Technocrats)</p>	<p>Technocrats who take part in policy making and administration related to mineral resources development in central/regional government, governmental research institutions or other related public organizations in the mining/geothermal sector, and they are first priority as it states in 2. Objectives. Mainly for Master's degree.</p>
<p>Educators/ Researchers</p>	<p>Individuals who are responsible for education and research in the mining/geothermal sector in higher education and TVET (Technical and Vocational Education and Training) institutions in target countries. Mainly for Doctor's degree.</p>

7. Numbers of Participants

Around 25 participants from all the target countries.

B. Fields of Study at Japanese Universities

This program targets fields listed as below.

Economic Geology / Energy Geology / Sedimentology / Petrology

Applied Geophysics / Exploration Geophysics

Geochemistry

Reservoir Engineering

Resources Production and Safety Engineering

Engineering Rock Mechanics / Mining Machinery

Petroleum and Geothermal Engineering / Energy Resources Engineering

Mineral Processing and Recycling / Environmental Remediation

Please be sure to visit the website of listed university below to choose your desired course and supervisor to apply. If you are not sure about appropriate university to apply for, please contact to JICA.

<List of Universities>

- Graduate School of International Resource Sciences, Akita University
<https://www.akita-u.ac.jp/shigen/eng/index.html>
- Graduate School of Engineering Science, Akita University
<https://www.riko.akita-u.ac.jp/en/>
- Graduate School of Engineering, Kyushu University
<https://www.eng.kyushu-u.ac.jp/e/>
- Graduate School of Engineering, Hokkaido University
<https://www.eng.hokudai.ac.jp/english/division/graduate.php>
- Department of resources and Environmental Engineering, Graduate School of Creative Science and Engineering, Waseda University
<http://www.cse.sci.waseda.ac.jp/en/>
- Department of Civil and Earth Resources Engineering, Graduate School of Engineering, Kyoto University
<http://www.ce.t.kyoto-u.ac.jp/en>
- Department of Urban Management, Graduate School of Engineering, Kyoto University
<https://www.um.t.kyoto-u.ac.jp/en>
- Graduate School of Environmental Studies, Tohoku University
<http://www.kankyo.tohoku.ac.jp/en/>
- Department of Systems Innovation, Graduate School of Engineering, The University of Tokyo
http://www.u-tokyo.ac.jp/en/academics/graduate_schools.html
- Graduate School of Life and Environmental Sciences, University of Tsukuba
<https://www.life.tsukuba.ac.jp/en/>

9. Additional Programs for KIZUNA participants

Participants whose major is mining need to attend Short-term (Summer) Program (Mining Policy and Management) and every participant is required to participate Short-term (Spring) Program (Observation Tours) and to join an internship program at related company / institutions. Every program will be held during the course or a vacation period. All programs are carried out in English. Cost to attend the program will be borne by JICA. Details of internship schedule will be considered through consultation with supervising professor and/or JICA.

10. Application Qualifications and Requirements

Applicants shall satisfy the following requirements:

Please bring the original copy of documents when you come to Japan.

(1) Nationality	Citizens of the target countries
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<p>(2) Education</p>	<p>For Master's degree course:</p> <ul style="list-style-type: none"> - At least 16 years of academic background or equivalent - A bachelor's degree <p>For Doctor's degree course:</p> <ul style="list-style-type: none"> - At least 18 years of academic background or equivalent - A Master's degree
<p>(3) Working Experience /Status</p>	<p>Applicants from government sectors / educators must;</p> <ul style="list-style-type: none"> - have more than 2~3 years of working experience at their current organizations - obtain permission for application and securing reinstatement from their current organizations
<p>(4) English Proficiency</p>	<p>Adequate English proficiency, both in written and oral communication, in order to complete the Master's / Doctor's degree. Applicants should submit any one of the English scores (TOEFL, IELTS or TOEIC).</p>
<p>(5) Understanding of the Program</p>	<p>Applicants are required to have clear understanding of the objectives of the program, and have a strong will to contribute to the development of the mining sector in their home countries as well as to strengthen the linkage between their countries and Japan after returning home country.</p>
<p>(6) Others</p>	<p>Applicants must;</p> <ul style="list-style-type: none"> - be both physically and mentally fit for the program, - not be receiving nor applying for scholarship offered by other organizations, <p>Applicants might be required to attend the activities on the weekends / holidays in unavoidable circumstances (ex. official exam).</p> <p>Though the number of female participants has been limited so far, female participants are encouraged to apply for the program.</p>

11. Procedures and Required Documents for Application

Each applicant is required to submit the following documents by the deadline set by JICA Office in the applicants' country.

<p>Application Documents</p>	<p>(1) Application Form (Annex 1) consists of;</p> <ul style="list-style-type: none"> Declaration of desired university placement: 1st and 2nd choice ▪ Personal Information ▪ Education Background ▪ Work Experience ▪ Details of Current and Previous Employment
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	<ul style="list-style-type: none"> ▪ Career Plan after completion of KIZUNA program ▪ Research plan ▪ Medical History ▪ Declaration <p>(2) Undergraduate degree graduation certificate / master's degree completion certificate</p> <ul style="list-style-type: none"> * <u>Prepare the undergraduate certificate if you apply master's course.</u> <u>Also, prepare the master's one if you apply doctor's course.</u> * <u>Officially certified copies of the original.</u> * <u>Written in English or accompanied with official translation in English.</u> <p>(3) Academic transcript</p> <ul style="list-style-type: none"> * <u>Prepare the undergraduate transcript if you apply master's course.</u> <u>Also, prepare the master's one if you apply doctor's course.</u> * <u>Must contain all the grades earned in the university.</u> * <u>Officially certified copies of the original.</u> * <u>Written in English or accompanied with official translation in English.</u> <p>(4) A letter of recommendation (Annex 2) from home country's government.</p> <p>(5) A copy of valid passport with photo (for checking nationality, name, sex, and date of birth. National ID and birth certificate are acceptable if you do not have valid passport. Certified English translation must be attached if ID is not written in English).</p> <p>(6) ID Photo (4 cm × 3 cm) must be pasted on application form.</p> <p>(7) Score of English proficiency examination See "9. Application Qualifications and Requirements", "(4) English Proficiency". If you have any problem or question, please contact to JICA.</p> <p>(8) Check List (Annex 3)</p> <p>(9) Health certificate to be submitted after the selection</p>
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12. Application Period

Complete set of application documents must be submitted to JICA Office in your country before and no later than 2nd Dec. 2022.

13. Selection Procedures

* Any costs incurred during the selection procedures including travel expenses to selection venues will NOT BE COVERED by JICA.

* The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

(1) Selection Procedures

[1st Step] Screening of the Application Documents by JICA

Period: Dec. 2022 – Feb. 2023

JICA will conduct screening whether the applicants meet the program's purpose and qualification set by JICA. JICA will share the information of qualified applicants with Japanese university.

[2nd Step] Screening of the Application Documents by Universities

Period: Feb. 2023 – Mar. 2023

Japanese universities will examine the documents to match applicants with the courses / supervisors, and may select candidates for the 3rd selection.

[3rd Step] Interview by University and JICA

Period: Mar. 2023 – May 2023

Venue: Online (You may have an interview at JICA Office in your country)

Applicants who passed 2nd Step will have an interview through online meeting with faculty member of the Japanese university and JICA Headquarters (Tokyo).

(2) Announcement of result of the selection

JICA will inform candidates with result of the selection through JICA Office in your country by the end of June 2022.

(3) Others

JICA might offer the candidate universities that are not stipulated in the “Declaration of desired university placement” in the Application Form as the result of matching process.

14. Expenses to be borne by JICA

JICA will provide the following expenses for participants in the program.

- A round-trip airfare (actual cost paid to travel agencies)
- Fee for Official Entrance Examination Fee / Admission / Tuition Fee (actual cost directly paid to universities)
- Outfit allowance (general outfit and shipping) (fixed amount)
- Monthly Allowance: living costs and residence, etc. (fixed amount)
- Expenses for support programs during the study in Japan, including the costs of observation tours and internship (actual cost paid to universities, etc.)

(Notes)

*Above amount of each item will be revised every year.

*First payment such as monthly allowance after coming to Japan is expected to be in mid-October or late October.

*Other costs should be covered by the participants' organizations or other individuals.

*Participants are not allowed to work during their stay in Japan.

*To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If



participant want to invite family to Japan, JICA strongly recommend to do so AFTER 6 MONTHS upon arrival in Japan.

5. Other Information

(1) Laptop PC

Participants are strongly recommended to bring their own laptop to conduct their research.

(2) Expenses

Please be noted that the “arrival allowance” is paid one or two weeks after opening bank account in Japan. **Therefore, JICA strongly recommends bringing approximately 100,000 JPY (about 1,000 USD) from your home country to bear the expenses that will be incurred before these allowances are paid after arrival in Japan.**

(3) Research Samples

Participants are recommended to bring their research samples and data. Please consult to your supervisor and check the import regulations.

16. Annex

Annex 1. Application Form

Annex 2. Form of Recommendation Letter

Annex 3. Check List

Reg.No. _____

Human Resources Development for Governmental Officers and Researchers in Mineral
Resources Rich Countries (KIZUNA Program)

APPLICATION FORM

1. Declaration of desired university placement

1) Please write first and second choice of universities, and the respective field of studies that you wish to apply from the following list. For further information, please visit the website of each university and field of study.

If you are not sure which one is suitable for you, please write "JICA" in the box. JICA will choose appropriate one.

Priority	Name of selected University and Graduate School	Supervisor of Choice	Field of Study
Example	***University, Graduate School of***	Professor *****	Engineering
1			
2			

<List of University>

- Graduate School of International Resource Sciences, Akita University
<https://www.akita-u.ac.jp/shigen/eng/index.html>
- Graduate School of Engineering Science, Akita University
<https://www.riko.akita-u.ac.jp/en/>
- Graduate School of Engineering, Kyushu University

<https://www.eng.kyushu-u.ac.jp/e/>
- Graduate School of Engineering, Hokkaido University
<https://www.eng.hokudai.ac.jp/english/division/graduate.php>
- Department of resources and Environmental Engineering, Graduate School of Creative Science and Engineering, Waseda University
<http://www.cse.sci.waseda.ac.jp/en/>
- Graduate School of Engineering, Department of Civil and Earth Resources Engineering, Kyoto University
<http://www.ce.t.kyoto-u.ac.jp/en>
- Department of Urban Management, Graduate School of Engineering, Kyoto University
<https://www.um.t.kyoto-u.ac.jp/en>
- Graduate School of Environmental Studies, Tohoku University

<http://www.kankyo.tohoku.ac.jp/en/>
- Graduate School of Engineering, Department of Systems Innovation, The University of Tokyo
http://www.u-tokyo.ac.jp/en/academics/graduate_schools.html
- Graduate School of Life and Environmental Sciences, University of Tsukuba
<https://www.life.tsukuba.ac.jp/en/>

2) Based on your research plan and request above mentioned, JICA will select the appropriate university. To grant JICA the authority to choose the university for you, please sign your name below and answer the following questions.

Signature of Applicant: _____

*Please sign all the pages on the bottom of the right-hand corner

*It is recommended to type in a word file rather than handwriting

I, (print your full name) _____, give JICA full authority to choose the university at which I will study in Japan.

Anticipated Degree	<input type="checkbox"/> Master's degree <input type="checkbox"/> Doctor's degree
Title of your Research Plan (For Master's/Doctor's thesis)	
Target resources	<input type="checkbox"/> Metallic resources <input type="checkbox"/> Coal <input type="checkbox"/> Oil, gas <input type="checkbox"/> Geothermal <input type="checkbox"/> Others()
Field of Study * Please choose ONE.	<input type="checkbox"/> Economic Geology <input type="checkbox"/> Energy Geology <input type="checkbox"/> Sedimentology <input type="checkbox"/> Petrology <input type="checkbox"/> Applied Geophysics <input type="checkbox"/> Exploration Geophysics <input type="checkbox"/> Geochemistry <input type="checkbox"/> Resources Production and Safety Engineering, <input type="checkbox"/> Engineering Rock Mechanics <input type="checkbox"/> Mining Machinery, Mining Method <input type="checkbox"/> Petroleum and Geothermal Engineering <input type="checkbox"/> Energy Resources Engineering <input type="checkbox"/> Mineral Processing and Recycling <input type="checkbox"/> Environmental Remediation of Mine <input type="checkbox"/> Others()
Time table to complete your course work and graduate (Years needed for graduation) * Please choose one.	<p>Please note that your choice will not always be granted, since the term of your stay will be decided based on the schedules and conditions of the university.</p> <input type="checkbox"/> To have JICA select the applicable "Time Table for graduation". <input type="checkbox"/> Must graduate within _____ year(s) For Master's Course <input type="checkbox"/> 2 years course of study as a Master's student <input type="checkbox"/> Starting as a research student, for up to 6 months, then 2 years as a Master's student after passing the entrance exam (for a total of 2 and a half years) <input type="checkbox"/> Either 2 years as a Master's student OR starting as a research student up to 6 months, then 2 years as a Master's student after passing the exam. (for 2 years or 2 and a half years) For Doctor's Course <input type="checkbox"/> 3 years course of study as a Doctor's Course Student

*Please sign all the pages on the bottom of the right-hand corner

*It is recommended to type in a word file rather than handwriting

	<p><input type="checkbox"/> Starting as a research student, for up to 6 months, then 3 years as a Doctor's Course student after passing the entrance exam (for a total of 3 and a half years)</p> <p><input type="checkbox"/> Either 3 years as a Doctor's Course student OR starting as a research student up to 6 months, then 3 years as a Doctor's Course student after passing the exam. (for 3 years or 3 and a half years)</p>
<p>Internship program</p>	<p>Every KIZUNA participants should conduct internship at any Japanese company/institution. The internship program usually is conducted during academic year. The internship program after graduation might be considered only when arrangement are made with company/institute. In this case, acceptable period is up to 6 months.</p> <p>You should consult with your supervisor and JICA about internship in the early stage of student time. In case of internship after graduation especially, you should consult with your affiliated institution.</p> <p><input type="checkbox"/> Yes, I agree.</p> <p><input type="checkbox"/> No, I don't agree.</p> <p>Reason: _____</p>

*Please sign all the pages on the bottom of the right-hand corner
*It is recommended to type in a word file rather than handwriting

Reg.No. _____

Human Resources Development for Government officers and Researchers in Mineral Resources Rich Countries (KIZUNA Programs)
APPLICATION FORM

Reg. No. _____

2. Personal Information

1. Title:

Human Resources Development for Government officers and Researchers in Mineral Resources Rich Countries (KIZUNA Programs)

Attach the nominee's photograph (taken within the last three months) here
Size: 4x3cm
(Attach to the documents to be submitted.)

2. Number (NOT need to fill in, JICA will inform after selection procedures)

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3. Information about the Nominee

1) Name of Nominee (as in the passport)

Family Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April 1 st , 2017")	
3) Sex	() Male () Female	Date	Month Year Age
4) Religion			

6) Passport/Visa

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

7) Questionnaire on Relationship with the Military

*If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) a civilian organization but with military personnel or a military division within the organization
- (YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

*Please sign all the pages on the bottom of the right-hand corner
 *It is recommended to type in a word file rather than handwriting

8) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

9) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<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 ()		

10) Contact Information

Home	Address: (Province/State) (City)	
	TEL(Primary):	TEL(Secondary):
	E-mail:	
Office	Address: (Province/State) (City)	
	TEL(Primary):	TEL(Secondary):
	E-mail:	
Contact person in emergency	Name: Relationship to you:	
	Address: (Province/State) (City)	
	TEL(Primary):	TEL(Secondary):
	E-mail:	

*Please sign all the pages on the bottom of the right-hand corner

*It is recommended to type in a word file rather than handwriting

(1) Score of any English Assessment Exams that you have taken

- a. TOEFL:
 b. IELTS:
 c. TOEIC:
 d. Others:

(2) Language Proficiency (required)

1) State your level of English proficiency					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
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.

(3) Have you ever been awarded a scholarship for studying abroad?

- Yes** Name of the Scholarship: _____
 Country where you studied: _____
 Duration From (month/year) _____ to (month/year) _____

 No

(4) Are you currently applying for any scholarship(s), other than JICA Program?

- Yes** Name of the Scholarship(s): _____

 No

(5) Have you ever participated in any training course in your country or abroad including any offered by JICA?

- Yes** Name of the course: _____
 Country you visited: _____
 Name of the institution or agency: _____
 Duration From (month/year) _____ to (month/year) _____

 No

Signature of Applicant: _____

*Please sign all the pages on the bottom of the right-hand corner
 *It is recommended to type in a word file rather than handwriting

4. Work Experience

Provide your work experience starting with the most recent and attach another sheet if additional space is needed. Full-time jobs, Part-time jobs and jobs before graduation from university can be included.

(1) Work Experience (as of application)

Organization	Department	Position	Period of Working	From /To (Month/Year)	Full-time or Part-time	** Type
Ex. Ministry of ***	*** Section, ***Directorate	Head	3 years 9 months	9/1999 to 6/2003 Month/Year Month/Year	Full	B
(Most recent)				/ / to / / Month/Year Month/Year		
				/ / to / / Month/Year Month/Year		
				/ / to / / Month/Year Month/Year		
				/ / to / / Month/Year Month/Year		

**For the type of organization above, please choose from the following:

- A. National Governmental B. Local Governmental
- C. Public Enterprise D. Private (profit) E. NGO/Private (Non-profit)
- F. University G. Other

Total years of full-time job experience: _____ year(s) _____ month(s)

Total years of part-time job experience: _____ year(s) _____ month(s)

(2) Name of current department: _____

***Do not abbreviate the name.**

(3) Your Current Occupation (including Position Title)

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(4) Confirmation of the nomination by the applicant's current organization/ institute

***Please write in print except your signature.**

I agree to nominate this person on behalf of our organization/ institute.
 Our organization assure this person's tenure / reinstatement when this person returns to our country after completion of KIZUNA program.

Date:	Signature:	
Name:	Official Stamp	
Designation / Position:		
Department / Division		
Telephone:	E-mail:	

*Please sign all the pages on the bottom of the right-hand corner

*It is recommended to type in a word file rather than handwriting

5. Details of Current and Previous Employment

Please describe your responsibilities in your current and previous work within 150 words. When more space is needed, please write on separate sheets of A4 sized paper. Make sure to sign on each page.

(Current Work)

(Previous Work)

*Please sign all the pages on the bottom of the right-hand corner

*It is recommended to type in a word file rather than handwriting

6. Career Plan after Graduation

Considering the prospective fields of study which you indicated on page 1, how do you intend to utilize your knowledge, skills and experiences that you obtained in Japan after you returned to your home country? Keep in mind that the aim of the program is that you not only contribute to the development of industries within your country, but also utilize the networks that formed while in Japan, and continue to foster relationships between your country and Japan.

(1) Your answer must be typed **and 400-500 words in length.**

(2) If the space below is not enough, please attach separate sheet of A4 sized paper to this page.

(3) Do not forget to sign each page of the attachment.

Signature of Applicant: _____

- *Please sign all the pages on the bottom of the right-hand corner
- *It is recommended to type in a word file rather than handwriting

7. Research Plan

(1) Write a brief research plan of your proposed Master's/Doctor's thesis. The readers (i.e. faculty members of the graduate school) evaluate your academic ability and motivation in regard to the field of study based on this research plan. Below is an example of the advised structure for the research plan. This structure is not essential, but it is strongly recommended.

1. TITLE of your Master's / Doctor's thesis

2. INTRODUCTION (1 paragraph):

Clearly state what your research interests are. You need to include the following in your introduction:

Background information regarding the selected topic and your involvement in it (e.g. what is the main reason why you chose this topic, your relevant working experience, etc.)

The main objective of your study.

3. MAIN BODY (approximately 3 paragraphs):

Provide specific information to support your ideas. Explain what you are going to study and how the research is conducted. You need to include the following points:

Brief explanation regarding your analysis of this topic.

Brief explanation regarding your research methodology.

- Please do not digress, stick to the topic, and be brief of what you want to learn in the Japanese university you chose.

!! IMPORTANT !!

- ✓ You must demonstrate that your academic background and job experience are sufficient enough to successfully engage in and complete the graduate school in Japan. Therefore, it is essential for you to select a research theme which is associated with your current or future assignment in your organization.
- ✓ You are required to discuss with your organization and gather supporting references, such as a policy and/or strategic paper from your organization.
- ✓ You must understand the program offered by the graduate school of your choice very well. The readers (faculty members of graduate schools) will evaluate whether their program is capable of supporting your research, based on the description in the research plan that you wrote.
- ✓ Applicants should write the research plan in light of the requirements and characteristics of the graduate school program. It is strongly recommended that you contact the faculty of your intended university and ask whether or not they can accept your research plan to which you are applying.

4. CONCLUSION (1 paragraph):

Stress the most important point(s) of your research plan, and your future work. You need to include the following in the conclusion:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after you return to your country. It should focus on what difference it will make to your country/organization and how it will foster close connection with the Japanese private sector.
- Describe how your research will contribute to the enhancement of closer relationship between your country / workplace and the Japanese private sector.

(2) The proposal must be typed in no more than 700 words

(3) Do not forget to sign at the bottom of each page of the attachment.

(4) Please see sample research plan for your reference as attached.

8. Declaration

I, (print your name) _____, declare that I apply for the Program of Human Resources Development for Government Officers and Researchers in Mineral Resources Rich Countries (KIZUNA Programs) with a full understanding of the "General Information" (G.I.), especially the articles stipulated below:

(1) APPLICATION

1. All the information answered and provided in this application form by me is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. All the information provided by me in this application form had been approved by my supervisor in my organization.
3. An application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. The selection procedure and results rest entirely with the secretariat of KIZUNA Program. No inquiries or objections by applicants regarding the result of the selection process will be considered.

(2) OBJECTIVE OF THE PROGRAM

When I am accepted for the program, I agree

1. that the objective of the program which is written in G.I. Therefore, I will participate in short-term program, internship, as designated by JICA,
2. that I am required to contribute to the development of my nation's relationship with Japan after completing the program in Japan,

(3) JICA's GUIDELINES

When I am accepted for the program, I agree

1. to understand that inviting participant's family (spouse and children only) members is not recommended before their stay in Japan has passed more than 6 months and all expenses and necessary procedures should be done at own responsibilities,
2. to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
3. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
4. to follow the program, and abide by the rules of the institution or establishment that implements the program,
5. to refrain from engaging in political activity or any form of employment for profit or gain,
6. to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
7. to discontinue the program if JICA and the applicant's current organizations agree on any reason for such discontinuation and not to claim any cost or damage due to the said

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discontinuation,

8. to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the program, against duplication and/or translation by JICA, as long as they are used for the purposes of the program,

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.
 - Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3. and will not use for any purpose other than the following 1.-3. without prior approval of an applicant itself.
 1. To provide Kizuna program to the participants.
 2. To provide Kizuna to the participants from developing countries under the Citizens' Cooperation Activities.
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
9. that 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
10. to observe Japanese laws and ordinances (including, for example, such as 'Sexual Harassment') during my stay, if I violate, will return the total amount or a part of the expenditure required for KIZUNA Program depending on the extent of the violation,
11. to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Signature: _____

(*Please sign at the bottom of all the pages including this page)

Date: (day)____/(month)____/(year)_____

List of Application Documents to be submitted

The deadline for submission is 2nd December, 2022.

All submitted documents should be photocopied in A4.

Please order the documents by number.

Participants need to bring original copy of documents when you come to Japan.

No	Document	Original / Certified Sets		Copy of Original / Certified Sets		Remarks
		Required	Submitted (Check in)	Required	Submitted (Check in)	
1	Application Form (Annex1)	1				<ul style="list-style-type: none"> * Please use clip, do not staple. * Please paste photo on it.
2	Graduation certificate (Officially certified copy)			1		<ul style="list-style-type: none"> * Prepare the <u>undergraduate</u> certificate if you apply master's course. Also, prepare the <u>master's</u> one if you apply doctor's course. * Written in English or accompanied with official translation in English. * Submit <u>officially certified copy</u> of the original (<u>Notary Seal</u> must be stamped for clarification). * Submitted certificate will not be returned to the applicants.
3	Academic Transcript (Officially certified copy)			1		<ul style="list-style-type: none"> * Prepare the <u>undergraduate</u> transcript if you apply master's course. Also, prepare the <u>master's</u> one if you apply doctor's course. * Written in English or accompanied with official translation in English. * Submit <u>officially certified copy</u> of the original (<u>Notary Seal</u> must be stamped for clarification). * Must contain all the grades earned in the university. * Submitted certificate will not be returned to the applicants.
4	Recommendation letter (Annex2)			1		A letter of recommendation with original signature or seal from home country's government.
5	A copy of Passport with photo			1		If you do not have Passport, National ID and birth certificate are acceptable. *(Official translation for non-English documents must be attached.)
6	Score of English proficiency examination			1		<ul style="list-style-type: none"> *Submit any one of the scores of TOEFL, IELTS or TOEIC. * If you have any problem or question, please contact to JICA.
7	List of Application Documents to be submitted (This form)			1		Please put a check in the box and submit this document.