



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel Nos. (632) 8929-6626 to 29
VOIP Trunk line (632) 8755-3300/87553300
Website: <http://www.denr.gov.ph>

MEMORANDUM

FOR : **The Assistant Secretary**
Policy, Planning and Foreign Assisted Special Projects, and
concurrent Director, Biodiversity Management Bureau

The Assistant Secretary
Field Operations – Western Mindanao, and concurrent
Director, Forest Management Bureau

The Regional Executive Directors
DENR Regions 1 to 13, NCR and CAR

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

SUBJECT : **INVITATION FOR NOMINATION TO THE JAPAN
INTERNATIONAL COOPERATION AGENCY (JICA)
TRAINING PROGRAM ON SUSTAINABLE COASTAL
PROTECTION MEASURES**

DATE : **AUG 08 2023**

This pertains to the attached email of the Japan International Cooperation Agency (JICA) dated 03 August 2023 forwarding the invitation for the DENR to nominate a participant for the training program Sustainable Coastal Protection Measures on 24 November-16 December 2023 in Japan.

The training program aims to deepen understanding on the significance of coastal protection based on coastal engineering and pragmatic practices in Okinawa for central/local governments and to acquire capacity for planning, designing and implementing coastal protection including structural and non-structural measures through learning good cases and failures in Japan.

Participants will have opportunities to learn concepts and practical knowledge on coastal protection through lectures, observations and exercises in the context of disaster risk reduction and management in Japan. By the end of the program, participants will be able to formulate an action plan describing how to apply knowledge and techniques learn from Japan and promote coastal protection in each country.

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

1. Director or Deputy Director in charge of coastal protection who has expertise in coastal engineering;
2. Have at least three (3) years of experience in the relevant field;
3. Must have at least a Bachelor's degree;
4. Proficient in spoken and written English; and
5. Must be in good health to participate in the program in Japan.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 15 August 2023**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office, with concurrence of supervising Assistant Secretary and Undersecretary if participant is Division Chief or above:
 - a) The purpose of the training is essential to the effective performance of an official or employee's mandates or functions;
 - b) It is required to meet the functions of the department, agency, bureau or there is substantial benefit to be derived by the state;
 - c) The presence of the official or employee is critical to the outcome of the activity to be attended;
 - d) The projected expenses for the activity are not excessive or involve minimum expenditure; and
 - e) The activity shall not hamper the operational agency of the office.
2. Resolution from the HRDC counterpart (Regional/Bureau) 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) 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 and attached Work Experience 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 said program. Participants endorsed by the HRDC shall submit the required documents to the Technical Education and Skills Development Authority (TESDA) (see attachments). **The deadline for submission of nomination and documentary requirements to TESDA is on 31 August 2023**, with an online interview scheduled on 07 September 2023.

Attached are the email from JICA, course general information and list of requirements for information and ready reference.

For consideration.


MIRIAM M. MARCELO



Remo Reyes <kiri.el.remus.king@gmail.com>

Fwd: Invitation to the KCCP GRF 202208500J001 Sustainable Coastal Protection Measures

3 messages

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

Mon, Aug 7, 2023 at 9:26 AM

To: beng tubang <beng_tubang@yahoo.com>, kiri.el.remus.king@gmail.com, marvin.baloalodenr@gmail.com

----- Forwarded message -----

From: **RegnimJewel, PP**[Regnim Jewel] <RegnimJewel-PP@jica.go.jp>

Date: Thu, Aug 3, 2023 at 10:57 AM

Subject: RE: Invitation to the KCCP GRF 202208500J001 Sustainable Coastal Protection Measures

To:

Cc: MaitaAlcampado, PP[MaitaAlcampado PP] <MaitaAlcampado.PP@jica.go.jp>, SilvaJoseph, PP[Silva Joseph] <SilvaJoseph-PP2@jica.go.jp>

Dear Colleagues,

Good day!

We would like to kindly inform you that TESDA deadline for the subject course is on **31 August**. Applicants with complete submissions will be interviewed by TESDA on **07 September**.

Thank you!

All the best,

Jewel

From: RegnimJewel, PP[Regnim Jewel]

Sent: Wednesday, August 2, 2023 8:28 AM

Cc: MaitaAlcampado, PP[MaitaAlcampado PP] <MaitaAlcampado.PP@jica.go.jp>; SilvaJoseph, PP[Silva Joseph] <SilvaJoseph-PP2@jica.go.jp>

Subject: Invitation to the KCCP GRF 202208500J001 Sustainable Coastal Protection Measures

Dear Colleagues in the DRR Sector,

Greetings!

The JICA Knowledge Co-Creation Program-Group and Region Focus (KCCP-GRF) is a technical cooperation offered to partner countries for the growth of their human resources. Under the program, trainees are expected to enhance and share their specialization through exposure to various practices, technologies, and skills conducted in Japan.

In line with this, we would like to invite your good office to the KCCP GRF Sustainable Coastal Protection. Herewith is the Invitation Letter to TESDA, and other course materials of the subject.

Please refer to the following details:

KCCP GRF Number:	202208500J001
------------------	---------------

KCCP GRF Title:	Sustainable Coastal Protection Measures
Japan Program Period:	November 24, 2023 – December 16, 2023
Deadline of Application:	TBA
Number of Slot/s:	1

List of application documents for trainings coursed thru TESDA:

- **Official Nomination Letter** signed by the authorized signatory following the nomination protocols of your agency
 - addressed to the TESDA Director General
- **Certification from the Head / Manager of the HR Department** stating the nominee's:
 - no pending administrative or criminal case
 - no pending nomination in another course
 - service obligation for a scholarship previously enjoyed has been rendered, if any
 - performance rating for the 2 consecutive semesters immediately preceding the nomination were at least Very Satisfactory
 - non-withdrawal from the course and will not cancel the scholarship/training without justifiable reason and without prior notice from the donor institution, TESDA, and his agency
- **Nominee Data Sheet**
- **Personal Data Sheet**
- **Statement of PRESENT Actual Duties and Responsibilities**
- **Certificate of Health** confirming that the applicant is 'fit to travel and undergo training in Japan'
- **Medical Results** of laboratory tests taken (refer to attached Certificate of Health)
- **Copy of Company ID**
- **Diploma/Transcript of Record**
- **JICA Application Form**
- **Other requirements stated in the General Information Brochure**
 - **Country and Job Report**
 - **Passport copy** (if not in possession, other valid Government IDs such as Voter's ID, Driver's License, etc)

Application to the training course is handled by TESDA and they will schedule an interview for the applicants. Afterwards, those who qualify will be endorsed to JICA by 28 September. Thus, please note that **TESDA will set their application deadline earlier than 28 September.** Interested applicants should immediately coordinate with TESDA to confirm the application requirements and the deadline for submission.. They may also refer to JICA's website for the Invitation/Selection Process and Basic Documentary Requirements (aside from those mentioned in the GI): https://www.jica.go.jp/philippine/english/activities/activity02_03_01.html.

Following are the contact information of TESDA:

Contact Person: **Mr. Ian Bhari Nomio**

Office: **TESDA-Foreign Scholarship and Training Program (FSTP) Unit**

Contact Information: **+632-8817-9095 / fstp.unit@tesda.gov.ph**

This email is only a notice. An official letter containing the application schedule will be sent by TESDA to your agency following their communication protocols.

Kindly acknowledge receipt of this email. Thank you very much!

All the best,



Jewel Mae Regnim

Clerk

Training Program Section

Japan International Cooperation Agency

40F Yuchengco Tower, RCBC Plaza

6819 Ayala Avenue, Makati City, Philippines 1200

Tel: +63 2 8889-7119 (ext. 143) Fax: +63 2 8889-6850

Official Website: <https://www.jica.go.jp/philippine/english>

Official Facebook page: <https://www.facebook.com/jicaphilippines>

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

Mon, Aug 7, 2023 at 9:27 AM

To: beng tubang <beng_tubang@yahoo.com>, kiriel.remus.king@gmail.com, marvin.baloalloadenr@gmail.com

----- Forwarded message -----

From: RegnimJewel, PP[Regnim Jewel] <RegnimJewel-PP@jica.go.jp>**Date:** Wed, Aug 2, 2023 at 8:28 AM**Subject:** Invitation to the KCCP GRF 202208500J001 Sustainable Coastal Protection Measures**To:****Cc:** MaitaAlcampado, PP[MaitaAlcampado PP] <MaitaAlcampado.PP@jica.go.jp>, SilvaJoseph, PP[Silva Joseph] <SilvaJoseph-PP2@jica.go.jp>

[Quoted text hidden]

5 attachments **Letter to TESDA_Sustainable Coastal Protection Measures.pdf**
331K **GI_Sustainable Coastal Protection Measures.pdf**
269K **ANNEX (Sustainable Coastal Protection Measures) .doc**
119K **Certificate of Health.pdf**
146K **Application Form_2023.04.docx**
191K

beng tubang <beng_tubang@yahoo.com>

Mon, Aug 7, 2023 at 1:38 PM

Reply-To: beng tubang <beng_tubang@yahoo.com>

To: Remo Reyes <kiriel.remus.king@gmail.com>

Kindly evaluate and disseminate to FMB, all REDs, BMB. Thanks.

Bernardita "BENG" S. Tubang
Human Resource Development Service
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

----- Forwarded Message -----

From: Wilson Henson <wehenson@denr.gov.ph>**To:** beng tubang <beng_tubang@yahoo.com>; BERNARDITA TUBANG <bstubang@denr.gov.ph>**Sent:** Thursday, August 3, 2023 at 05:42:30 PM GMT+8**Subject:** Fwd: Invitation to the KCCP GRF 202208500J001 Sustainable Coastal Protection Measures

Beng/IDS,

Please process and do CSW.

Thanks

[Quoted text hidden]

--


For. Wilson E. HensonChief, Training and Development Division
Human Resource Development Service
Department of Environment and Natural Resources
Tel. No. 8426-3852
IP Phone Trunkline No. 8249-3367, 8248-3367
local 1065, 1066, 1201

5 attachments

 **Letter to TESDA_Sustainable Coastal Protection Measures.pdf**
331K

 **GI_Sustainable Coastal Protection Measures.pdf**
269K

 **ANNEX (Sustainable Coastal Protection Measures) .doc**
119K

 **Certificate of Health.pdf**
146K

 **Application Form_2023.04.docx**
191K



PP-202308010005

01 August 2023

HON. SUHARTO T. MANGUDADATU, Ph.D.

Director General (Secretary)

Technical Education and Skills Development Authority

East Service Road, South Luzon Expressway

Fort Bonifacio, Taguig City

Attention: Foreign Scholarship and Training Program (FSTP) Unit

Dear Secretary Mangudadatu,

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:	202208500J001
KCCP GRF Title:	Sustainable Coastal Protection Measures
Japan Program Period:	November 24, 2023 – December 16, 2023
Deadline of Application:	September 28, 2023
Number of Slot/s:	1

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 Public Works and Highways (DPWH)**
- **Department of Environment and Natural Resources (DENR)**

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

Your continuous support and prompt action would be highly appreciated.

Very truly yours,

MAITA P. ALCAMPADO

Section Chief

Training Program Section

*Attachments: General Information Brochure, Country & Job Report, Certificate of Health, and Application Form
CC: DPWH and DENR*

JICA PHILIPPINES

40th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City, Philippines

(P.O. Box 1026, MCPO, Makati City, Philippines)

Tel: +632-8889-7119 Fax: +632-8889-6850

Homepage: <http://www.jica.go.jp/philippine/english>



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Sustainable Coastal Protection Measures

課題別研修「持続性の高い海岸保全対策」

JFY 2023

Course No.: 202208500J001

Course Period in Japan: From November 24, 2023 to December 16, 2023

※Above schedule does not include quarantine period of Japan's border measures.

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 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

Background

Disaster risk at coastal areas is increasing due to worldwide climate change, especially for countries that has low elevated land and limited land area such as small islands countries. The vital commercial and national assets, essential infrastructure, and populations of most island countries lie in the coastal zone. Therefore Coastal protection is a critical issue for such countries in terms of disaster risk reduction and land conservation.

Beach nourishment is one of the engineering methods for coastal protection that have been widely developed in recent years. One of the strong advantages of the beach nourishment is that it can improve beach use and environment, unlike in case of hard structures such as seawall or rock revetment. The beach nourishment, however, has rarely been applied in the islands countries and most protection works have been done by hard structures that frequently caused additional coastal erosion.

Japan is promoting various countermeasures on coastal protection including both structural and nonstructural measures, and in particular Okinawa Prefecture has similar condition to islands countries so that there are many good lessons in consideration with coastal protection.

For what?

This program is aim to deepen understanding the significance of coastal protection based on coastal engineering and pragmatic practices in Okinawa for central/local governments and to acquire the capacity for planning, designing and implementing coastal protection including structural (mainly focus on beach nourishment) and nonstructural measures through learning good cases and failures in Japan.

For whom?

This program is designed for central/local governmental officers who are in charge of coastal protection or have expertise of coastal engineering with practical experiences in the relevant field.

How?

Participants shall have opportunities to learn concept and practical knowledge on coastal protection including structural and nonstructural measured through lectures, observations and exercises in the context of disaster risk reduction and management in Japan. In the end of program, they will formulate an action plan describing how to apply knowledge and techniques learnt in Japan and promote coastal protection in each country. This program will deal with not only good but also failure practice Japan has experienced so that they can gain more practical lessons.

II. Description

- 1. Title (Course No.)**
Sustainable Coastal Protection Measures (202208500J001)
- 2. Course Duration in Japan**
Course Period: From November 24th to December 16th, 2023
Period of Technical Training: From November 27th to December 15th, 2023
- 3. Target Regions or Countries**
Philippines, Kiribati, and Marshall Island
- 4. Eligible / Target Organization**
Central / local government in charge of coastal protection or having expertise of coastal engineering with practical experiences.
- 5. Capacity (Upper Limit of Participants)**
17 participants
- 6. Language**
English
- 7. Objective(s)**
Participants will understand the significance of the concept of coastal protection combined both structural and nonstructural measures through learning not only good-practice but also cases of failure on coastal protection in Japan, and how to apply those knowledge and technique in participant countries.
- 8. Overall Goal**
Technical capacity for planning, designing and implementing coastal protection is enhanced in the target countries.

9. Output and Contents

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

Modules	Examples of Subjects/Agendas	Methodology
1) Sharing and discussing current situation in participating countries	<ul style="list-style-type: none"> ▪ Inception report presentation 	Discussion Presentation
2) Understanding disaster risk reduction and coast conservation system in Japan	<ul style="list-style-type: none"> ▪ Disaster Management System in Japan ▪ Coast Conservation System in Japan ▪ Division of roles between national/local government 	Lecture
3) Understanding Structural (mainly focus on beach nourishment) and non-structural coastal protection measures	<ul style="list-style-type: none"> ▪ Introduction of case of coastal protection in Japan (ex; legislation, project examples, management system, etc.) ▪ Coastal engineering ▪ Several types of coastal protection measures for hard and soft structures ▪ Site visit to representative coasts for gravel nourishment and see present condition 	Lecture Observation
4) Understanding the significance of environmental conservation measures (ex; forest and coral)	<ul style="list-style-type: none"> ▪ Coral protection ▪ Nature conservation ▪ Environment education at school 	Lecture Observation
5) Understanding lessons learnt from Japanese experiences In consideration with relationship between development and costal protection	<ul style="list-style-type: none"> ▪ Lesson learnt from failure on tourism and seawall 	Lecture Observation
6) Formulating an action plan for promoting coastal protection in each country	<ul style="list-style-type: none"> ▪ Discussion with beach management bodies to learn method and structure of implementation ▪ Action plan preparation session ▪ Action plan presentation 	Discussion Exercise Presentation

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: director / deputy director in charge of coastal protection who has expertise of coastal engineering
- 2) Experience in the Relevant Field: have more than three (3) years in the field of above mentioned 1).
- 3) Educational Background: be university graduates or equivalent.
- 4) Language Proficiency: have a good command of English enough to give an oral presentation and write a report in English.
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this training program.
- 2) Those who are tasked with formulating the relevant measures for planning and promoting in this field, in the organizations/associations mentioned above.
- 3) Age: between the ages of twenty-five (25) and fifty (50) years
- 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. 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 which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

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

(3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) **Country & Job Report:** Applicants are requested to prepare Country & Job Report (See VI. Annex) and submit together with the Application Form. **Country & Job Report will be used for screening purpose.**

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Job Report / formulation of Coastal Protection plan. (Electronic data are recommended)

- Governmental organization chart
- Coastal Protection plan or related papers, regulations, ordinances, etc.
- General information
 - Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Finances, Main import and export products), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes
- Important related organization for implementing coastal protection administration (Other ministries, local government NGOs, etc.)
- Previous and ongoing projects on coastal protection in each country

Applicants are strongly requested to typewrite the Application Form and Country & Job Report. There are many applicants disqualified from the selection because of the illegible letter in those documents.

The Application Form without Country & Job Report shall be regarded as disqualification.

4. Procedures for Application and Selection

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

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

(All required material must arrive at **JICA Center in Japan** by October 3, 2023)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 13, 2023.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",

- (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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Okinawa Center (JICA OKINAWA)

(2) **Program Officer:** Ms. MATSUBARA Maho (oictp@jica.go.jp)

2. Implementing Partner

T.B.D

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Okinawa Center (JICA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

Please refer to facility guide of JICA Okinawa at its URL,
<http://www.jica.go.jp/english/about/organization/domestic/index.html>

If there is no vacancy at JICA OKINAWA, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the

Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

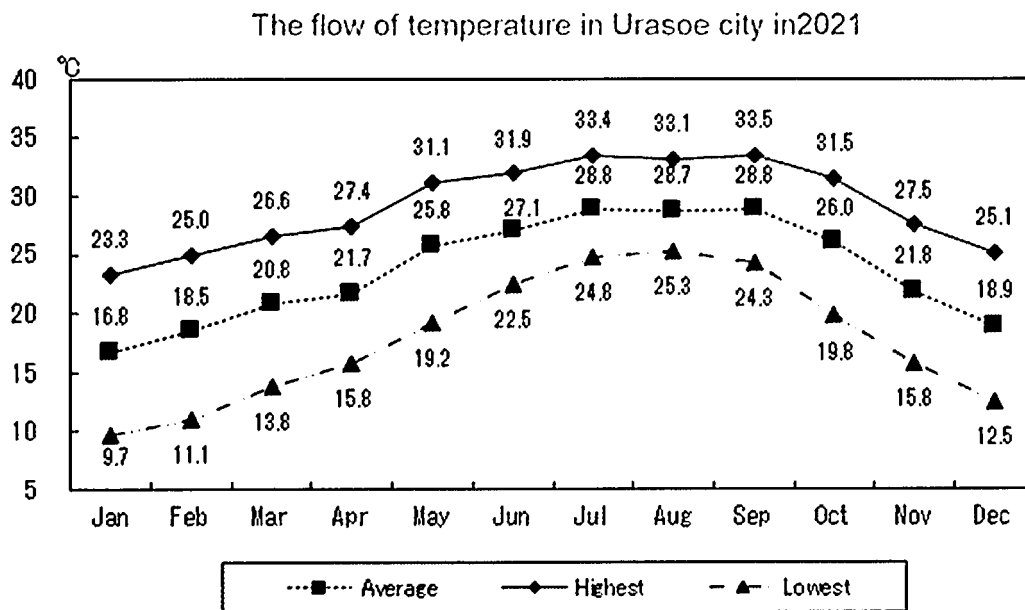
Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following chart is the flow of temperature in Urasoe city where JICA Okinawa is located.



2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, "HALAL" meals for the Muslim and vegetarian meals are available.

Internet connection is available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

JICA Okinawa accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

JICA Okinawa accommodation building has tea lounge, smoking room and laundry room on each floor. Also there is an exercise room, open from 6 am to 10pm.

Iron, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your training program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join.

(3) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

5. Environmental conservation activities in JICA Okinawa

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA Okinawa is located)

Urasoe city: <http://www.city.urasoe.lg.jp/>

Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture:

<https://www.pref.okinawa.jp/site/chijiko/kohokoryu/foreign/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

(3) HP of Okinawa Convention & Visitors Bureau: <http://en.okinawastory.jp/>

(4) The YouTube channel of JICA Okinawa: <https://www.youtube.com/user/jicaokinawa>

(5) More information is available at the reception of JICA Okinawa.

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.



Contact Information for Inquiries

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

JICA Okinawa Center (JICA OKINAWA)

VI. Annex

COUNTRY & JOB REPORT

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report is available at JICA office or the Embassy of Japan in your country.

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

- Governmental organization chart
- Coastal prevention plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to coastal prevention sector
- General information

Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Per Capita GDP, Government Finances, Main import and export goods and services), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes

- Important related organization for implementing coastal prevention administration (Other ministries, local government NGOs, etc)
- Previous and ongoing projects on coastal protection in each country

1. Basic information of the participant

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

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

2-1. General Statistics on your country

(Ex.)

- Area, population, GDP/person
- The number of people engaging in relevant fields(especiallycoastal engineering)
- Number of hotels
- Number of world heritages
- Annual visitor arrivals and average length of stay
- Number of tour-guides
- etc.

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

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

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

3-1. Description of your organization

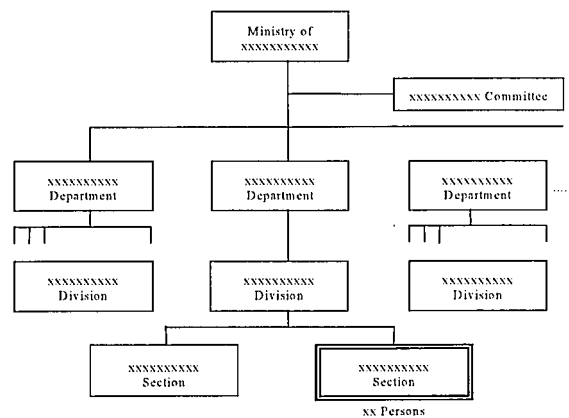
(1) Roles and responsibilities of your organization

(2) Organization Chart

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

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

〈Organization Chart Example〉



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

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

--

3-2. Description of your job in your organization

3-2-1. Present Job

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

3-2-2. Previous Job
 (Please describe your previous coastal prevention related job if any. If you have never changed, or your previous job was not related to coastal protection at all, you can skip these items.)

(1) Position	
(2) Main actual activities and their objectives	

(3) Related person or organization activities in (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPER) in Japanese or English. Do not leave any items blank.

氏名
Name :

男 Male
女 Female
その他 Non-binary

生年月日
Date of Birth :

年齢
Age :

Family name, First name Middle name

1. 身体検査 Physical Examinations

(1) 身長 _____ cm 体重 _____ kg
Height Weight

(2) 血圧 _____ mm/Hg~ _____ mm/Hg 血液型

A B O	RH	+
		-

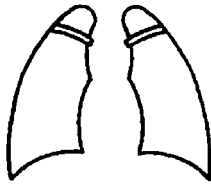
脈拍数 _____ /min 整 regular
Pulse Rate 不整 irregular

(3) 視力 Eyesight : (R) _____ (L) _____ (R) _____ (L) _____
裸眼 without glasses 矯正 with glasses or contact lenses

(4) 聴力 正常 normal 低下 impaired 言語 正常 normal 異常 impaired
Hearing : speech :

(5) 色覚異常の有無 Color blindness : 正常 normal 異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること (6ヶ月以上前の検査は無効。) Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 lung: 正常 normal 異常 impaired

Date _____

Film No. _____

心臓 Cardiomegaly: 正常 normal 異常 impaired

心電図 Electrocardiograph
正常 normal 異常 impaired

胸部聴診(呼吸音) Chest auscultation (breath sound)
正常 normal 異常 impaired
Examinations of the neck (inspection, palpation)
正常 normal 異常 impaired

Describe the condition of applicant's lung. _____

3. 現在治療中の病気 Yes (Disease: _____ Medicine: _____)
Disease & Treatment at Present No

4. 既往症 Past history : Please indicate with + or - and fill in the date of recovery.

Tuberculosis..... (. . .) Malaria..... (. . .) Measles..... (. . .)
Epilepsy..... (. . .) Kidney disease..... (. . .) Heart diseases..... (. . .)
Diabetes..... (. . .) Drug allergy..... (. . .) Psychosis..... (. . .)
Functional disorder in extremities..... (. . .) Others..... (. . .)
Rheumatic fever..... (. . .) Hepatitis..... (Type: A, B, C, D, E) (. . .)
Immunodeficiency (HIV, Chronic Kidney Failure, a Malignant Tumor) (. . .)
Immunosuppressant (Adrenocorticosteroid, Anticancer, Anti rheumatic drug) (. . .)

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster)..... Time(s) () Mumps..... Time(s) () Hepatitis B..... Time(s) ()
MMR (Measles, Mumps, Rubella)..... Time(s) () Chicken pox..... Time(s) () Meningitis..... Time(s) ()
MR (Measles, Rubella)..... Time(s) () Polio..... Time(s) ()
M (Measles)..... Time(s) () Diphtheria Pertussis Tetanus combined..... Time(s) ()

6. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood () ・ 検便 Feces: Parasite(egg of parasite)(+, -)
赤沈 ESR : _____ mm/1hr, WBC count : _____ x10³/μl, Hemoglobin: _____ g/dl, ALT: _____ u/l
貧血検査 Anemia Test: ESR : _____ mm/1hr, WBC count : _____ /cmm, Hemoglobin: _____ gm/dl, Anemia: _____
肝機能検査 LFT : GPT/ALT : _____ (IU/l), GOT/AST : _____ (IU/l), γ-GTP : _____ (IU/l),

7. 診断医の印象を述べて下さい。 Please describe your impression.

継続的治療・投薬の必要性があればその旨ご記入ください。 Please fill in if applicant needs regular medication or treatment.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われませんか?

In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan?
yes no

日付
Date:

署名
Signature:

医師氏名
Physician's Name in Print:

検査施設名
Office/Institution:

所在地
Address:



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

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

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

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

Please be advised:

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

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

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

**CHECK LIST before submission:**

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

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

(If necessary) Confirmation by the organization in charge

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

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

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



CONFIDENTIAL

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

2. Expectation and Future Plan of Actions

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

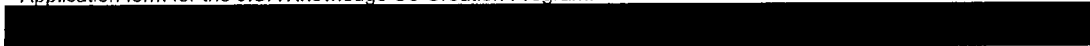
By nominator (head of relevant department/division)

Date

Name and Title/Position

Signature

Application form for the JICA Knowledge Co-Creation Program:



*To be filled by Applicant.

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

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

3. Personal Information on Applicant

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

**Attach here
your photo**

**(taken within
the last six months)**

Size: 4.5x3.5cm



6) Contact Information

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

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

7) Present Position

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

Questionnaire on Relationship with the Military

***If your organization and/or your status is related to the Military, please mark with YES below in the () which best describes the relationship. If not, please mark NO in the () below.**

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



4. Experience and Eligibility

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

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

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

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

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

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

*Only Applicants for KCCP (Group and Region Focused) are 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



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

5. Background and Purpose of Application

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

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

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

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

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



CONFIDENTIAL

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.

* 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 that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

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

By Applicant

Date

Name and Title/Position

Signature

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

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),



- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.

The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

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

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



3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.



CONFIDENTIAL

I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

- Agree Disagree

I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature