



বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রশিক্ষণ পরিদপ্তর
পানি ভবন, ৭২ গ্রীন রোড, ঢাকা-১২০৫।
www.bwdb.gov.bd

নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.৯২

তারিখ: ৩ শ্রাবণ ১৪২৯

১৮ জুলাই ২০২২

সাক্ষুলার

Issue-focused Training Course on Integrated Water Resources Management (B) (Online) (202110072J001) শীর্ষক অনলাইন প্রশিক্ষণ কোর্স ৪(চার) জন (২জন মুখ্য ও ২জন বিকল্প) সহকারী প্রকৌশলী/উপ-বিভাগীয় প্রকৌশলী মনোনয়ন প্রদানের লক্ষ্যে আগ্রহী কর্মকর্তাদের নির্ধারিত আবেদন ফরম পূরণপূর্বক পূর্ণাঙ্গ তথ্যসহ যথাযথ কর্তৃপক্ষের মাধ্যমে আগামী ২৪/০৭/২০২২খ্রিঃ তারিখের মধ্যে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাটুবো, ঢাকা বরাবর আবেদন প্রেরণের জন্য আদেশক্রমে অনুরোধ জানানো হলো। উল্লেখ্য, জাইকার তথ্য অনুযায়ী উক্ত অনলাইন প্রশিক্ষণ কোর্সে কোন প্রকার আর্থিক সুবিধা প্রদান করা হবে না।

ক্রঃ নং	কোর্সের বিষয়	আয়োজনকারী সংস্থা	কোর্সের সময়সীমা	সুযোগ সংখ্যা
01	Issue-focused Training Course on Integrated Water Resources Management (B) (Online) (202110072J001)	JICA Japan	07/11/2022 to 09/12/2022	02

সংযুক্তি: জাইকার পত্র এবং সাধারণ তথ্যাদি।

১৮-৭-২০২২

মোঃ গোলাম ফারুক

উপ-পরিচালক

ফোন: ০২-২২২২৩০০২৬

ফ্যাক্স: ০২-২২২২৩০০২৬

ইমেইল:

golamfaruk499@gmail.com

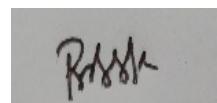
নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.৯২/১(৭৬)

তারিখ: ৩ শ্রাবণ ১৪২৯

১৮ জুলাই ২০২২

সদয় অবগতি/অবগতি ও প্রযোজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল:

- ১) প্রধান প্রকৌশলী /প্রধান/অতিরিক্ত প্রধান প্রকৌশলী (সকল), বাপাউবো,।
- ২) সচিব, বোর্ড সচিবালয়, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।
- ৩) তত্ত্বাবধায়ক প্রকৌশলী (সকল), বাপাউবো,।
- ৪) পরিচালক, বাংলাদেশ পানি উন্নয়ন বোর্ড (সকল)।
- ৫) সিএসও টু মহাপরিচালক, মহাপরিচালক-এর দপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।
- ৬) সিনিয়র সিস্টেম এনালিষ্ট (অতিরিক্ত দায়িত্ব), কেন্দ্রীয় আইসিটি পরিদপ্তর, বাপাউবো, ঢাকা। (সার্কুলারটি বোর্ডের ওয়েবসাইটে প্রকাশের অনুরোধ করা হলো।)
- ৭) নির্বাহী প্রকৌশলী (সকল), বাপাউবো,।
- ৮) ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক(প্রশাসন/অর্থ/পূর্ব রিজিয়ন/পশ্চিম রিজিয়ন/পরিকল্পনা), বাপাউবো, ঢাকা।
- ৯) অফিস কপি।



১৮-৭-২০২২

প্রতীক রায়
সহকারী পরিচালক



JICA (TR) - 055/22

Deputy Secretary
Japan Branch-3
Economic Relations Division (ERD)
Ministry of Finance
Sher-e-Bangla Nagar
Dhaka-1207

Subject: Issue-focused Training Course (Online) (Online) (202110072J001)

Dear Sir,

1. Announcement of Issue-focused Training Course

We are pleased to inform you about the above-mentioned course scheduled to [REDACTED] From November 7, 2022 to December 9, 2022. We are enclosing the General Booklet (G.I.) on this course for your information and further necessary action.

Please note that initially, the training course was scheduled to be held in Japan. However, due to the ongoing COVID-19 pandemic, the course would have to be conducted online.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are Assistant/ Sub Divisional Engineer , under **Bangladesh Water Development Board (BWDB) , Ministry of Water Resources (MoWR)**.

The participant is expected to serve the same/similar position for a significant period of time after completion of training.

3. Application

2 (two) seat may be allocated for Bangladesh for this training. We request you to send 4 (Four) applications (two principals and two alternatives) by Aug. 21, 2022 in accordance with the selection criteria/qualification described in the G.I. as attached. Please pass the above information to concerned Departments of your Government and request them to send Application Form for each applicant (through ERD) to JICA Bangladesh Office.

Documents to be submitted

1) Application Form:

Application Form is attached for your reference. Please type in as handwriting is not permitted. **The Application form is also available in the below link;**

<http://www.jica.go.jp/bangladesh/english/activities>

(Important Notice)

The name of the applicant in the Application Form must be same with the one that appears in his/her passport/NID. JICA will issue air tickets based on the writings of the Application Form. If there are discrepancies between the air tickets and the passport, airlines may not allow him/her to embark.

2) Photocopy of the Passport/NID:

- 3) You should submit it with the application form if you possess your passport. If not, you are requested to submit a photocopy of your ID document for ID purposes. *The following information should be included in the photocopy: Name, Date of Birth, Nationality, Sex (and Passport Number and Expiry Date)
- 4) **English Score Sheet:**
to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- 5) **Job Report and Issue Analysis Sheet (IAS) (Annex I & II):**
- To be submitted with application form. Job Report and IAS are necessary documents for screening of applicants. Those documents should be typewritten in English for the selection purpose in Japan.
 - An applicant should submit an IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.
 - The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course.

6) **Medical History and Examination Questionnaire**

5) **Gender Consideration:**

JICA is promoting Gender equality. Women are encouraged to apply for the program.

- <NOTE> For taking online course, the participants shall meet the following requirements ;
- 1) Participants must be able to prepare communication devices such as PCs and tablets (as well as installation of a web conference system, if any) on their own, or by their organization.
 - 2) Participants must be able to attend the training course from their homes, offices or other appropriate locations, taking into consideration the enough Internet connection environment.
- * JICA will not provide any facility, communication and daily allowance to the participants during the online course period.
** Please refer to G.I for further requirements.

4. Selection Procedures

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies requirements, JICA Bangladesh Office will forward the application to JICA KYUSHU for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Nurun Nahar Momo, Assistant Administrative Officer of JICA Bangladesh (MomoNurunnahar.BD@jica.go.jp) if you have any query.

Sincerely yours,

長野栄子

Reiko Nagao
Representative

Attachment:

- 2 copies of G.I

Copy for information & necessary action:

1. Senior Secretary, Ministry of Water Resources
- Director General, Bangladesh Water Development Board
3. Joint Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Integrated Water Resources Management (B) (Online)
課題別研修「統合水資源管理(B)」(遠隔)

JFY 2022

Course No.: 202110072J001

Online Program Period: From November 7, 2022 to December 9, 2022

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

"Integrated Water Resources Management (IWRM)" is the process by which development and management will be carried out while coordinating stakeholders and related resources such as water and land, in order to achieve fair and reasonable distribution and usage of water. Recently, the importance of IWRM is increasing in many countries especially in which severe conflicts are caused by water issues. Those countries, which have not established IWRM yet, have difficulty in planning and implementing water management. On the other hand, Japan has resolved many water issues by rapidly implementing effective water management in the area where precipitation pattern is variable, and by realizing efficient water use and highly sophisticated land utilization. Therefore, plenty of knowledge and experiences concerning IWRM are accumulated in Japan.

For what?

This program aims to help participants gain the knowledge and plan countermeasures against Water Resources Management issues in the respective countries by applying the concept of IWRM.

For whom?

This program is offered to officials who are responsible for plans to implement IWRM in River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM.

How?

Participants shall have opportunities to build up the capacity of planning and implementing IWRM and coordinating stakeholders, through online lectures and discussions.

Participants also discuss on Action Plan at the end of the course and present what they will carry out for the improvement of water resource management in their own countries.

II. Description

1. Title (Course No.)

Integrated Water Resources Management (B)
(202110072J001)

2. Online Program Period

November 7, 2022 to December 9, 2022

3. Target Regions or Countries

Ethiopia, Iran, Laos, Marshall Islands, Philippines, South Sudan, Sri Lanka, Tajikistan and Viet Nam

4. Eligible / Target Organization

River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM

5. Capacity (Upper limit of Participants)

9 participants

6. Language

English

7. Objective

This program aims at the capacity development of participants to plan and implement IWRM.

8. Overall Goal

The implementation of IWRM is promoted in each participating country.

9. Output and Contents

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

(1) Preliminary Phase <i>Participating organizations make required preparation for the program before the online program.</i>	
Expected Module Output	Activities
Job Report Issue Analysis Sheet	<p>Applicants must prepare the following documents.</p> <ul style="list-style-type: none">• Job Report and Issue Analysis Sheet (IAS): All applicants are asked to fill out Annex I & II.• IAS should be signed and approved by your supervisor.

(2) Core Phase

Participants dispatched by the organizations attend the online program.

Expected Module Output	Contents	Means
(1) To understand the concept of IWRM	Outline of IWRM	Online lecture
	Water resources and environment	Online lecture
(2) To understand the hydrological and water-demand-supply balance, the methods of monitoring, assessment and analysis for planning and implementing IWRM	Surface and ground water	Online lecture
	Monitoring water table and land subsidence	Online lecture
	Sustainable groundwater use including groundwater simulation	Online lecture
	Water supply and demand control in waterworks side	Online lecture
	Water demand management (domestic and agricultural water)	Online lecture
	Outline of water resources policy in Japan	Online lecture
(3) To understand the water resource development plan, the fair and efficient water utilization plan, the planning methods and the practice of IWRM	Integrated dam operation and drought management	Online lecture
	Application of Japanese efficient water use and advanced water-related technologies to foreign countries	Online lecture
	Consensus building for comprehensive river development	Online lecture/ discussion
(4) To understand the causes of water conflicts among different sectors and regions and the ones between upstream and downstream, thereby getting clues to resolve those conflicts	Implementation of IWRM in international rivers	
	Case study of water conflict management	
	Discussion on Action Plan Submission of Final Report	Online discussion/ Report
*Note: These contents may be subject to minor changes.		

(3) Finalization Phase

Participating organizations produce final report by making use of results brought back by participants. This phase marks the end of the program.

Expected Module Output	Activities
Action Plan and/or Revised Strategic Plan and Guidelines are approved in the participant's organization.	Application and implementation of Action Plan in the participant's country after the online program

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, applying organizations are expected to make due preparation before dispatching their participants by carrying out the activities of Preliminary Phase described in section II-9.
- (4) Applying organizations are also expected to be prepared to make use of results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: be responsible for plans for implementing of IWRM in their organization.
- 2) Educational Background: be a graduate of university or equivalent level.
- 3) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above.
- 4) Health: must be in good health to participate in the program.
- 5) Online participation: have a PC, microphone and webcam as well as stable internet environment to participate in the online program.

(2) Recommendable Qualifications

- 1) Age: between the ages of 30 and 50 years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA overseas office (or the Embassy of Japan).

(2) Photocopy of Passport/ID document: You should submit it with the application form if you possess your passport. If not, you are requested to submit a photocopy of your ID document for ID purposes.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex (and 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) Job Report and Issue Analysis Sheet (IAS) (Annex I & II):

- To be submitted with application form. Job Report and IAS are necessary documents for screening of applicants. Those documents should be typewritten in English for the selection purpose in Japan.
- An applicant should submit an IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.
- The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course.

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 the JICA Center in Japan by September 1, 2022.)

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than October 7, 2022.

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule and
- (2) to prepare required terminals (PC, microphone and webcam) as well as stable internet environment for participation in the online program.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Name: JICA Kyushu Center (JICA KYUSHU)
(2) Program Officer: Ms. Yoko NAKATSUKA, Training program Division
(email: kictp@jica.go.jp)

2. Implementing Partner

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

3. Information

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

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 Center in Japan	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

V. Other Information

1. Reports

(1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction.

(2) Final Report

Participants are required to submit Final Report at the end of the online training, reflecting the knowledge and method acquired from the course.

2. Remarks

This training is designed for participants from multiple countries to acquire knowledge and skills of Japan, not for specific participating countries. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

ANNEX- I

**Integrated Water Resources Management (B)
(JFY 2022)**

Job Report

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

1. Organization and main tasks (up to 1 page)

(1) Main tasks of the organization

(2) Organization chart

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

2) Please describe a duty of each department (section) briefly.

(3) Brief description of your assignments

2. Expectations for the training course (up to 1 page)

(1) Your purpose of participating in the course

(2) Subjects of the course which you are interested in the most

(3) Introduction and application plans of the obtained techniques / knowledge from the training course

(4) Other matters which you are expecting to obtain from the course

ANNEX-II**Issue Analysis Sheet (IAS)**

Country _____

Name _____

No.	[A] Issues that you confront.	[B] Actions that you are taking.	[II] Useful information that I obtained /found.	[III] Lecturer
1	[I] Task or The Information that I need.			
2	[I] Task or The Information that I need.			
3	[I] Task or The Information that I need.			

[I],[II],[III] These columns will be filled during the training course.
***You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.**

ANNEX- III

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's participation through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program.

2. How to fill out IAS?

- (1) Please describe the issues you confront in column "**A: Issues that you confront**".
You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**".
This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III : Lecturer**". These columns shall be filled out during the training.
- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.
- (5) "**Column II**" and "**Column III**" shall be filled out during the training.

ANNEX- IV

(Sample)
Schedule for 2021JFY

Topic	Methodology
Course Orientation / Discussion	Live (Zoom)
Problem solution using IAS	On-demand lecture
Water environment in Kitakyushu City and River Law	On-demand lecture
Japan's experiences of Water Resources Development	On-demand lecture
IWRM and governance	On-demand lecture
Introduction to Water Resources Management	On-demand lecture
Practical IWRM Approach	On-demand lecture
JICA's Cooperation in Water Sector	On-demand lecture
International River Basins Management and Consensus Building	On-demand lecture
Evaluating the Impact of Climate Change on Water Resources Fed by Snow and Glacier	On-demand lecture
Q&A Discussion	Live (Zoom)
Basic Plan of the Chikugo River Water Resources Development and Wide-area Consensus Formation	On-demand lecture
History of Flood Control and Water Utilization of Chikugo River System	On-demand lecture
Summary of Rockfill Dam Construction ~ Plan, design, execution and management ~	On-demand lecture
Sustainable Groundwater Conservation in Kumamoto Area	On-demand lecture
Weather data monitoring, quality evaluation and applications	On-demand lecture
River Information System	On-demand lecture
Management of Agricultural Reservoir (Basic)	On-demand lecture
Management of Agricultural Reservoir (Application)	On-demand lecture
Citizen activities for preventing river	On-demand lecture
Q&A Discussion / Final Report	Live (Zoom)
Discussion on Action Plan	Live (Zoom)
Discussion on Action Plan	Live (Zoom)

*Schedule for 2022JFY will be informed at the time of the acceptance notice.

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, 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 Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan
TEL: +81-93-671-6311 **FAX:** +81-93-671-0979

ANNEX-I

Integrated Water Resources Management (B)
(JFY 2022)

Job Report

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

1. Organization and main tasks (up to 1 page)

(1) Main tasks of the organization

(2) Organization chart

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

(3) Brief description of your assignments

2. Expectations for the training course (up to 1 page)

(1) Your purpose of participating in the course

(2) Subjects of the course which you are interested in the most

(3) Introduction and application plans of the obtained techniques / knowledge from the training course

(4) Other matters which you are expecting to obtain from the course

ANNEX-II**Issue Analysis Sheet (IAS)**

Country _____

Name _____

No.	[A]* Issues that you confront.	[B] Actions that you are taking.	
1	[I] Task or The information that I need.	[II] Useful information that I obtained /found.	[III] Lecturer
2	[A]Issues that you confront.	[B] Actions that you are taking.	
3	[A]Issues that you confront.	[B] Actions that you are taking.	[III] Lecturer

[I],[II],[III] These columns will be filled during the training course.

***You shall describe challenges you are facing in your department also in the Job Report.** Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge that will be delivered in this training course.

Application Guideline for the JICA Knowledge Co-Creation Program

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

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

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

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

Please be advised:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

Date:	Signature:
Name:	
Title / Position	
Department / Division	



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)Attach here
your photo(taken within
the last six months)

Size: 4.5x3.5cm

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)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname**First Name****Middle Name****2) Nationality
(as shown in the passport)****3) Sex** Male Female**4) Date of Birth**

Date

Month
(ex. April)

Year

Age
(as of the date of
the form)**5) Passport/Visa**

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

*Applicants from Latin American and the Caribbean Countries only.

6) Contact Information

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

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

7) Present Position

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

[Questionnaire on Relationship with the Military]

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

- the Military, an active military personnel or a military personnel listed in the muster roll/military register
- 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
- the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- an civilian organization but with military personnel or a military division within the organization
- 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				

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3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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.



Japan International Cooperation Agency

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

By Applicant

Date

Name and
Title/Position

Signature

Application form for the JICA Knowledge Co-Creation Program

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc. ()
-----------------------------	--

- (c) Please indicate any needs arising from disabilities that may require additional support or facilities.

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

2. Medical History

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

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

- (b) Have you or/and your family members had tuberculosis?

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

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

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

- (d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify () Name of medicine taken if any ()
-----------------------------	--

**3. Other Medical Issues/Conditions**

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

* Are you pregnant?

[] No

[] Yes:

Weeks of pregnancy (weeks)

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

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

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

By Applicant

Date

Name and
Title/Position

Signature

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

Application form for the JICA Knowledge Co-Creation Program

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) 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 that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

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

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

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date
Name and Title/Position
Signature