

# বাংলাদেশ পানি উন্নয়ন বোর্ড



পরিচালকের কার্যালয়  
প্রশিক্ষণ পরিদপ্তর  
পানি ভবন (২য় তলা)  
৭২, গ্রীন রোড, ঢাকা-১২০৫  
ফোন-০২-২২২২-৩০০২৪



Office of the Director  
Directorate of Training  
Pani Bhaban (Level-1)  
72, Green Road, Dhaka-1205  
e-mail: dtetrainingbwdb@gmail.com  
Phone: 02-2222-30024

স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২-৩০০

তারিখ: ২২/০৫/২০২৩খ্রি।

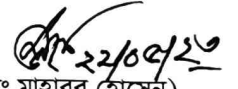
বিষয়: আগামী ২৮/০৮/২০২৩ খ্রি. তারিখ হতে ০৮/০৯/২০২৩ খ্রি. তারিখ পর্যন্ত সময়ে অনলাইনে এবং ১০/০৯/২০২৩খ্রি. তারিখ হতে ০৭/১০/২০২৩ খ্রি. তারিখ পর্যন্ত সময়ে জাপানে অনুষ্ঠিতব্য “Issue-focused Training Course on Practical IWRM (Integrated Water Resources Management) for Solving Water problems (A) (Online & In Japan) (202208475J002)” শীর্ষক প্রশিক্ষণ কোর্স এবং আগামী ২৩/০৮/২০২৩ খ্রি. তারিখ হতে ১৮/১০/২০২৩ খ্রি. তারিখ পর্যন্ত সময়ে জাপানে অনুষ্ঠিতব্য “Issue-focused Training Course on Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation (202208428J001)” শীর্ষক প্রশিক্ষণ কোর্সে প্রার্থী মনোনয়নের লক্ষ্যে দরখাস্ত আহবান প্রসঙ্গে।

সূত্র: ১) অর্থনৈতিক সম্পর্ক বিভাগের স্মারক নং-০৯.০০.০০০০.০৩৪.২৫.০১০.২২-৭৩৮ তারিখ: ১৭/০৫/২০২৩খ্রি।

২) জাইকা'র স্মারক নং- JICA (TR)-046/23 তারিখ: ১৬/০৫/২০২৩খ্রি।

উপর্যুক্ত বিষয় ও সূত্রস্থ স্মারকদ্বয়ের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, আগামী ২৮/০৮/২০২৩ খ্রি. তারিখ হতে ০৮/০৯/২০২৩ খ্রি. তারিখ পর্যন্ত অনলাইনে এবং ১০/০৯/২০২৩খ্রি. তারিখ হতে ০৭/১০/২০২৩ খ্রি. তারিখ পর্যন্ত সময়ে জাপানে অনুষ্ঠিতব্য “Issue-focused Training Course on Practical IWRM (Integrated Water Resources Management) for Solving Water problems (A) (Online & In Japan) (202208475J002)” শীর্ষক প্রশিক্ষণ কোর্সে বাপাউবো হতে ২(দুই) জন (১জন মূখ্য ও ১জন বিকল্প) সহকারী প্রকৌশলী/উপ-বিভাগীয় প্রকৌশলী/নির্বাহী প্রকৌশলী এবং “Issue-focused Training Course on Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation (202208428J001)” শীর্ষক প্রশিক্ষণ কোর্সে বাপাউবো হতে ২(দুই) জন (১জন মূখ্য ও ১জন বিকল্প) সহকারী প্রকৌশলী/উপ-বিভাগীয় প্রকৌশলী/ মনোনয়ন প্রদান করা হবে। সে পরিপ্রেক্ষিতে আগ্রহী কর্মকর্তাদের জাইকা পত্রের নির্দেশনা মোতাবেক নির্ধারিত আবেদন ফরম যতায়তনভাবে পূরণ করতঃ চাহিত সকল তথ্যাদিসহ (০৪ সেট) যথাযথ কর্তৃপক্ষের মাধ্যমে আগামী ২৫/০৫/২০২৩খ্রি. তারিখের মধ্যে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাউবো, ঢাকা দপ্তরে প্রেরণের জন্য আদেশক্রমে অনুরোধ জানানো হলো।

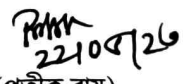
সংযুক্তি: বর্ণনামতে।

  
(মোঃ মাহাবুব হোসেন)  
উপপরিচালক (বৈঃপ্রঃ)  
প্রশিক্ষণ পরিদপ্তর  
বাপাউবো, ঢাকা।  
তারিখ: ২২/০৫/২০২৩খ্রি।

স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২-৩০০

সদয় অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো।

- ১। প্রধান/ প্রধান প্রকৌশলী/ অতিঃ প্রধান প্রকৌশলী.....।
- ২। সচিব, বোর্ড সচিবালয়, বাপাউবো, ঢাকা।
- ৩। পরিচালক/তত্ত্বাবধায়ক প্রকৌশলী.....।
- ৪। সিএসও টু মহাপরিচালক, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।
- ৫। সিনিয়র সিস্টেম এনালিস্ট, সেন্ট্রাল আইসিটি সেল, বাপাউবো ঢাকা (বোর্ডের ওয়েব সাইটে প্রকাশ করার জন্য অনুরোধ জানানো হলো)।
- ৬। নির্বাহী প্রকৌশলী, (সকল).....।
- ৭। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন/অর্থ/পূর্ব রিজিওন/পশ্চিম রিজিওন/পরিকল্পনা), বাপাউবো, ঢাকা।
- ৮। দপ্তর কপি/মাষ্টার নথি।

  
(প্রতীক রায়)  
সহকারী পরিচালক (বৈঃপ্রঃ)



are discrepancies between the air tickets and the passport, airlines may not allow him/her to embark.

2) **Photocopy of the Passport:**

If the applicant already has a passport please submit us the copy of identification page.

3) **Nominee's English Score Sheet:**

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

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.

5) **Medical History and Examination Questionnaire**

6) **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.



# Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Practical IWRM (Integrated Water Resources  
Management) for Solving Water Problems (A)  
(Online & In Japan)**

**課題別研修「地域の水問題を解決する実践的統合水資源管理(A)」  
(遠隔+本邦研修)**

**JFY 2023**

**Course No.: 202208475J002**

**Online Program Period: August 28, 2023 to September 8, 2023**

**Course Period in Japan: September 10, 2023 to October 7, 2023**

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**

This program is part of "the Global Agenda for Sustainable Water Security and Water Supply", which aims to achieve a society where water resources are properly managed and available for drinking water and other uses for all people, and to contribute to implement integrated water resources management as stated in Target 6 of the SDGs, by developing entities responsible for water resources management in the regions and establishing multi-stakeholder partnerships to work which forms part of "the practical integrated water resources management cluster".

## **For what?**

This course aims at the capacity development of the participants on the planning and implementation of IWRM.

## **For whom?**

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

## **How?**

Participants shall have opportunities in Japan to build up the capacity of planning and implementing IWRM and coordinating stakeholders, through lectures, site visits and discussions. Participants also formulate their own "Action Plan" at the end of this course that describes what they will carry out for the improvement of water resource management in their own countries after they return from Japan.

## II. Description

**1. Title (Course No.)**

**Practical IWRM (Integrated Water Resources Management) for Solving Water Problems (A)**  
**(202208475J002)**

**2. Course Period**

Online Program Period: August 28, 2023 to September 8, 2023

Course Period in Japan: September 10, 2023 to October 7, 2023

\*This course will be a combination of online lecture and in-person training in Japan.

**3. Target Regions or Countries**

Cambodia, Philippines, Saint Lucia, Sri Lanka 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)**

5 participants

**6. Language**

English

**7. Objective**

This program aims at the capacity development of the participants on the planning and implementation of 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:

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

**(2) Core Phase**

*Participants dispatched by the organizations attend the program.*

Expected Module Output	Contents	Means
(1) To understand the concept of IWRM	Outline of IWRM	Lecture
	Water resources and environment	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	Lecture
	Monitoring water table and land subsidence	Lecture Site visit
	Sustainable groundwater use including groundwater simulation	Lecture
	Water supply and demand control in waterworks side	Lecture Site visit
	Water demand management (domestic and agricultural water)	Lecture
(3) To understand the water resource development plan, the fair and efficient water utilization plan, the planning methods and the practice of IWRM	Outline of water resources policy in Japan	Lecture
	Integrated dam operation and drought management	Lecture Site visit
	Application of Japanese efficient water use and advanced water-related technologies to foreign countries	Lecture
(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	Consensus building for comprehensive river development	Lecture Site visit Discussion Workshop
	Implementation of IWRM in international rivers	
	Case study of water conflict management	
(5) To formulate "Action Plan" to implement IWRM in the certain river basin, which is identified as the suitable river basin for IWRM practice in "Job Report"	"Job Report" presentation "Action Plan" presentation	Discussion Presentation

*\*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 participants' organization.	Application and implementation of Action Plan back in the participants' country

### **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 preparations before dispatching their participants by carrying out the activities of Preliminary Phase describes 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 and have more than 10 years of work experience in water resources management.
- 2) Educational Background: be a university graduate from the faculty of engineering or equivalent level.
- 3) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above.  
(This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 4) 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.

- 5) Online participation: have a PC and 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 is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or 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:** 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 (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 **JICA Center in Japan** **by July 10, 2023**, and late submission is unacceptable.)

**(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 **July 31, 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) **Name:** JICA Kyushu Center (JICA KYUSHU)

(2) **Contact:** Ms. Yoko NAKATSUKA, Training program Division

(e-mail: [kictp@jica.go.jp](mailto: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. 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 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

(where "81" is the country code for Japan, and "93" is the local area code)

Please refer to facility guide of JICA Kyushu at:

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

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations 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 GUIDEBOOK," which will be given before departure for

Japan.

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](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.

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Center in Japan</b>	
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>

## **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) Theme Report**

Accepted participants are required to submit Theme Report following the instruction to be given at the Acceptance Notice.

#### **(3) Action Plan**

Accepted participants will have a presentation on their Action Plan at the end of the program to show their ideas and plans, which will be carried out in their countries, reflecting the knowledge and method acquired from the program.

### **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**

### **Job Report**

#### **Practical IWRM (Integrated Water Resources Management) for Solving Water Problems (A) (JFY 2023)**

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	<div>[ I ] Task or The information that I need.</div>	<div>[ II ] Useful information that I obtained /found.</div> <div>[ III ] Lecturer</div>

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

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

[ 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

### **Tentative Schedule**

\*The schedule is subject to change without notice.

Date	Agenda
Aug.28 - Sep. 8	<On-demand lecture> Problem solution using IAS Summary of rockfill dam construction Where does tap water come from? Making tap water Management of agricultural reservoir
Sep. 10	Arrival in Japan
Sep. 11	Briefing Program orientation
Sep. 12	General orientation Japanese language class
Sep. 13	Exchange program Course orientation Q&A on on-demand lecture
Sep. 14	Job report presentation Theme report presentation
Sep. 15	River disaster prevention facility Basic plan of the Chikugo River water resources development and wide-area consensus formation History of flood control and water utilization of Chikugo River system
Sep. 16	(Holiday)
Sep. 17	(Holiday)
Sep. 18	JICA's cooperation in IWRM Introduction to water resources management Practical IWRM approach
Sep. 19	Social survey methods required for practice of IWRM Practice of consensus building
Sep. 20	IWRM and governance International river basins management and consensus building
Sep. 21	Evaluating the impact of climate change on water resources fed by snow and glacier Japan's experiences of water resources development
Sep. 22	Q&A Discussion
Sep. 23	(Holiday)
Sep. 24	(Holiday)
Sep. 25 - 27	Study trip to Kumamoto
Sep. 28	Weather data monitoring, quality evaluation and applications Water balance analysis and underground dam development

Sep. 28	Explanation on Action plan Review session
Sep. 30	(Holiday)
Oct. 1	(Holiday)
Oct. 2	Agricultural reservoir
Oct. 3	River information system
Oct. 4	Action plan making
Oct. 5	Water environment in Kitakyushu City and river law Citizen activities for preventing river
Oct. 6	Preparation for Action plan presentation Evaluation session Action plan presentation Closing ceremony
Oct. 7	Return to home country

## **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**

### **Job Report**

#### **Practical IWRM (Integrated Water Resources Management) for Solving Water Problems (A) (JFY 2023)**

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

# Issue Analysis Sheet (IAS)

ANNEX- II

Country

Name

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

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

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

[ 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.

## 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.

## 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"> <li>To be filled by you and your supervisor*</li> <li>To be signed by your supervisor</li> <li>Official stamp of your organization is needed.</li> </ul>
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:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use "√" or "x" to mark the ( ) options,
- To attach your photographs,
- 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:

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



Japan International Cooperation Agency

**CONFIDENTIAL**

**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.



**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		Official Stamp	
Department / Division			
Office Address and Contact Information			
Address:			
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:		Signature:	
Name:		Official Stamp	
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)

--

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

--

Attach here  
your photo(taken within  
the last six months)

Size: 4.5x3.5cm

**3. Personal Information on Applicant****1) Name of Applicant (as shown in the passport)**

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

**Family Name /Surname**

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

**First Name**

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

**Middle Name**

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

<b>2) Nationality</b> (as shown in the passport)				
<b>3) Sex</b> (for VISA application)	( ) Male		( ) Female	
<b>4) Date of Birth</b>	Date	Month (ex. April)	Year	Age (as of the date of the form)

**5) Passport/Visa**

Passport possession	( ) Yes	( ) No	Expiry date of passport	Date	Month	Year
USA visa possession*	( ) Yes	( ) 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 YES or NO below in the ( ) which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) 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.

--



Japan International Cooperation Agency

**CONFIDENTIAL**

- 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

**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?

<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.**

**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 (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](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.



Japan International Cooperation Agency

**CONFIDENTIAL**

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



# Japan International Cooperation Agency

JICA Bangladesh

3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19)

Gulshan-1, Dhaka-1212, Bangladesh

Tel: + (880-2) 22229-1897, 22229-1899

JICA (TR) - 046/23

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

২৬৬  
...../মপ তারিখ: ২২/০৫/২৩  
১। অমণ (পূর্ব/পশ্চিম/পরি/প্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/বনি)

- ২।.....
- ★ অনুশিপি অবগতির জন্য প্রেরণ করা হলো।
  - ★ বিধি মোতাবেক ব্যবস্থা নিন।
  - ★ পত্রের মর্মামুসারে প্রতিবেদন পেশ করুন।
  - ★ পরীক্ষা করে পেশ করুন।
  - ★ তদন্ত করে মতামত সহ প্রতিবেদন দিন।
  - ★ সত্যায়ন যোগদান করুন এবং কার্যবিবরণী অবহিত করুন।
  - ★ আলাপ করুন।

May 16, 2023

Subject: **Issue-focused Training Course on Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation (202208428J001)**

Dear Sir,

## 1. Announcement of Issue-focused Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan : **from August 23, 2023 to October 18, 2023**. We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

## 2. Recommendation of JICA Bangladesh Office

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

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

## 3. Application

1 (One) seat may be allocated for Bangladesh for this training. We request you to send 2 (Two) applications (one principal and one alternative) by **June 13, 2023** 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 the application form as handwriting is not permitted. **The Application form is also available in the below link;**

[https://www.jica.go.jp/bangladesh/english/activities/04\\_6.html](https://www.jica.go.jp/bangladesh/english/activities/04_6.html)

#### (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:

প্রশিক্ষণ পরিসংখ্যান, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।	
ডায়েরি নং: ৪৪৫	তারিখ: ২২/০৫/২৩
<input type="checkbox"/> উপ-পরি (প্রশাসন)	<input type="checkbox"/> প্রকৌঃ স. নাকুনা নিন
<input checked="" type="checkbox"/> উপ-পরি (প্রঃ প্রঃ)	<input type="checkbox"/> নীতিমূলক/প্রকৌঃ পেশ করুন
<input type="checkbox"/> উপ-পরি (প্রঃ প্রঃ)	<input type="checkbox"/> নথি তৈরি করুন
<input type="checkbox"/> উপ-পরি (প্রঃ প্রঃ)	<input type="checkbox"/> আলোচনা করুন

অতিরিক্ত মহাপরিচালক (প্রশাসন) এর দপ্তর, বাপাউবো, ঢাকা।	
ডায়েরি নং: ২০৬৭	তারিখ: ২২/০৫/২৩
মতি: প্রঃ প্রকৌঃ প্রমানউ/সচিব/তত্ত্বঃ প্রকৌঃ মাসউ/পরিচালক, কপ/সওয়া/গুংলা/প্রশাসন কলাশ/হুমি ও গায়া/নিরাপত্তা/জনসংযোগ/উপ-সচিব (প্রশাসন)/উপ-পরি (আইন)	
স্বাক্ষর/অতি জরুরী/আলাপ করুন/প্রয়োজনীয় ব্যবস্থা নিন/নথি পেশ করুন/নথিতে রাখুন	
পিএ	অতিরিক্ত মহাপরিচালক (প্রশাসন)

If the applicant already has a passport/NID please submit us the copy of identification page.

3) **Nominee's English Score Sheet:**

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

4) **Inception Report :**

to be submitted with the Application Form. Refer to Attachment-1 for Inception Report in section VI, and submit it along with the Application Form **by June 23, 2023**.

5) **Medical History and Examination Questionnaire**

6) **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 Hokkaido 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,



---

Reiko Nagao  
Representative

**Attachment:**

☐ 2 copies of G.I

**Copy for information & necessary action:**

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



# 【In Japan】 Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Adaptive Watershed Management to Climate Change:  
Disaster Risk Reduction and Ecosystem Conservation**  
課題別研修『気候変動に対する順応的流域管理  
「災害リスク削減と生態系保全」』  
**JFY 2023**

Course No.: 202208428J001

Program Period : From August 23, 2023 to October 18, 2023

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.

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

## 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**

Global warming, which is generally considered to stem from increased emissions of greenhouse gases (e.g. carbon dioxide), has caused climate change on a global scale, including significant variations in rainfall amounts. Developing countries in particular experience frequent cyclones/hurricanes and resultant heavy rain that has developed to unexpected levels, causing a corresponding increase in damage to human life and property. Meanwhile, conventional flood countermeasures such as dams and levees are often found to have adverse effects on the ecosystem in watershed areas.

For these reasons, an adaptive watershed management approach that integrates flood countermeasures and ecosystem conservation rather than viewing them as incompatible is being stressed on an international level; the dissemination of such an approach and the advancement of human resources in developing countries represent effective support measures enabling these regions to deal with climate change.

## **Motivation**

This course is designed for mid-level working and senior administrative officers of organizations operating watershed management projects, and aims to share adaptive watershed management methods among them.

## **Methodology**

Participants will have opportunities to have mainly lectures including field studies and discussions. Participants will also formulate a final report including an action plan describing what the organization will do after the participants complete the program putting the knowledge and ideas acquired and discussed among others into their on-going activities.

Participants will have KCCP program which includes series of lectures, and discussions.

## **What is “Adaptive Management of Drainage Basin”?**

It aims an adaptation to global climate change from viewpoints of drainage basin management. Under global climate change, we will have higher risk in river management: the fluvial regime changes quickly and also discharge at rainy season easily exceeds the former level. We cannot decrease the disaster risk caused by future climate change by a further hard works such as a big dam and/or embankment construction, since it will be difficult to construct these structures infinitively. It will be better to reduce the disaster risk by alternative countermeasures such as construction of retention pools and an appropriate control of flooded water. Besides, reducing watershed runoff and soil erosion through afforestation and sustainable forest management can be a temporary and/or additional disaster risk reduction measure. This is closely related to another important issue: biodiversity conservation. Especially a suitable management of riparian zone which is always rich in biodiversity, but in many places its ecosystem has been degraded or damaged by hard river works and urbanization will be also effective for the soil conservation in the watershed. This course aims to reduce the vulnerability of our society by using an adaptation management in

drainage basin. It proposes a new drainage basin management system which adjusts to present and future natural conditions by reducing the vulnerability, and by increasing the resilience to global climate change.

## II. Description

**1. Title (Course No.)**

Adaptive Watershed Management to Climate Change: Disaster Risk Reduction and Ecosystem Conservation **(202208428J001)**

**2. Course Duration in Japan:** August 23 to October 18, 2023

**3. Target Regions or Countries:**

Fiji, Iran, Kosovo, Malawi, Moldova, Saint Lucia

**4. Eligible / Target Organization:**

Project implementation organizations engaging in flood control or ecosystem conservation in watershed areas

**5. Capacity (Upper Limit of Participants):** 7 participants

**6. Working Language:** English

**7. Program Objective(s):**

Government officials of central and local governments or public specialized agencies involved in flood control and/or ecosystem conservation in watershed will learn about Japanese experiences on adaptive watershed management, including Ecosystem-based Disaster Risk Reduction (Eco-DRR), an approach to reduce and mitigate the impact of disasters by taking advantage of the ecosystems.

Through this program, participants will formulate action plan to attain sustainable watershed management, reducing disaster risk and conserving ecosystems.

**8. Overall Goal:**

Target organizations will acquire adaptive watershed management skills including ecosystem-based approach, thereby contributing to implementation of sustainable watershed management.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (before departure to Japan) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
To formulate the Inception Report	Formulation and submission of Inception Report to JICA office in respective country. Please refer to Attachment-1 in section VI.

<b>(2) Core Phase in Japan</b> (August 23 to October 18, 2023) <i>Participants dispatched by the organizations attend the program implemented in Japan.</i>			
Expected Output	Module	Subjects / Agendas	Methodology
1. To be able to understand the hazards of various disaster risk increases in the watershed that is associated with climate change and development on a global scale.		*Global environmental changes *Approaches of disaster prevention and adaptation to climate changes *International efforts (including JICA) on adaptation to global warming and sea-level rise and ecosystem conservation	Lecture Observation Discussion

<p>2. To be able to understand the concept of Eco-DRR and acquire ecological disaster risk reduction methods that do not depend only on structures.</p>	<ul style="list-style-type: none"> <li>*Basic landscape ecology</li> <li>*Basic use of GIS</li> <li>*Basic remote sensing</li> <li>*Watershed analysis</li> <li>*River law, river monitoring</li> <li>*Basin management (flood control and environment) and nature restoration</li> <li>*Plantation and sustainable forest management to reduce run-off and soil erosion in the watershed</li> <li>*Sabo Dam and reduction of debris transport</li> <li>*Practice on flood control: flood observation technique</li> <li>*Flood control by diversion channel</li> <li>*Flood control by retention pool</li> <li>*Dam influence on flood plain</li> </ul>	<p>Lecture Observation Discussion</p>
<p>3. To be able to devise Eco-DRR method for reducing various disaster risks in the target watershed.</p>	<ul style="list-style-type: none"> <li>*Traditional knowledge and technics for flood control</li> <li>*Task solving on conservation of biodiversity</li> <li>*Maintenance mechanism of biodiversity on flat plain rivers</li> <li>*River management and maintenance mechanism of biodiversity</li> <li>*Citizen participation and Biodiversity conservation on public works</li> <li>*Water quality and environmental conservation of drainage basin</li> <li>*Capacity development on water resources</li> </ul>	<p>Lecture Discussion</p>

4. To be able to devise a sustainable management plan for the entire river basin by using concrete Eco-DRR methods in the target watershed area.	<ul style="list-style-type: none"> <li>*Task analysis workshop</li> <li>* Review session</li> <li>*Interim report guidance</li> <li>* Creation and presentation of Action Plan</li> </ul>	Lecture Practice Discussion 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) Be nominated by their government,
- 2) Current duties:  
Mid-level working officers in charge of flood control, forest management, erosion control, watershed management or ecosystem conservation projects within organizations
- 3) Experience in the relevant fields: Individuals with at least five (5) years' experience,
- 4) Educational background: be university graduates or equivalent,
- 5) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (This workshop includes active participation in discussions, action plan (final report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 7) Preferable to have computer literacy because this program contains subjects on GIS (Geographical Information System).

### (2) Recommended Qualifications

- 1) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or 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**: 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) **Inception Report** : to be submitted with the Application Form. Refer to Attachment-1 for Inception Report in section VI, and submit it along with the Application Form by June 23, 2023.

#### 4. Procedures for Application and Selection

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

Closing date for application to the JICA Center in Japan: June 23, 2023

Note: Please confirm the closing date set by JICA Office or the Embassy of Japan in respective country to meet the final date in Japan.

##### (2) Selection

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

##### (3) Notice of Acceptance

Notification of results shall be made by the JICA overseas office (or the Embassy of Japan) in respective country to the respective Government by **not later than July 7, 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 Hokkaido Center (Obihiro)

(2) **Program Officer:** Mr. TAKEBAYASHI Tsugumi (obic\_kccp@jica.go.jp)

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan

Tel: 81(\*)-155(\*\*)-35-1210 Fax: 81(\*)-155(\*\*)-35-1250

Note: \*: country code for Japan, \*\*: area code for Obihiro

Email: obic\_kccp@jica.go.jp

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

### 2. Implementing Partner

(1) **Name:** Arc corporation

(2) **URL :** <http://izuarc.com>

### 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 Hokkaido Center (Obihiro)
--------------------------------



Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro, Hokkaido, 080-2470, Japan  
 TEL: 81-155-35-2001 FAX: 81-155-35-1250  
 (where "81" is the country code for Japan, and "155" is the local area code)

If there is no vacancy at Hokkaido Center (Obihiro), or when conducting program outside Obihiro region, JICA will arrange alternative accommodations for the participants.

## 5. Expenses

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, living expenses, outfit, and shipping.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (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 "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.

## 6. Pre-departure Orientation\*

A pre-departure orientation will be held at JICA overseas office (or the Embassy of Japan) in respective country, 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.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Obihiro)	<a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a>

## V. Other Information

### 1. Certificate

Participants who have successfully completed the course will be awarded a certificate by JICA.

### 2. For your health

It is advisable for participants to bring the household medicine. Especially in case you have or have had malaria, you are kindly requested to bring the medicine for malaria with you because it is quite difficult to obtain it in Japan.

### 3. Climate

The climate condition in Obihiro is given below. Participants are advised to prepare appropriate clothes. (Japan Meteorological Agency 2022)

		Obihiro city			Kushiro city		
		Aug	Sep	Oct	Aug	Sep	Oct
Temperature (°C)	Maximum	31.2	31.8	29.7	22.4	21.6	15.9
	Average	20.5	17.9	10.8	19.5	19.5	19.5
	Minimum	12.5	5.1	-2.1	17.0	13.3	6.9
Humidity (%)		85	80	76	91	87	80
Precipitation (mm)		265.5	72.0	93.5	285.5	91.0	100.0

### 4. Currency Exchange

Participants are advised to exchange local currency to Japanese currency on your arrival in Narita or Haneda international airport if necessary, since there is not enough time for currency exchange during the course.

### 5. Ceremony

The program includes some ceremonies, for which it is recommended to bring appropriate clothes.

### 6. Items to be lent to participants by JICA

JICA provides participants with the following necessary items during the course period:

- 1) rain jacket & trousers
- 2) work jacket & trousers
- 3) rubber boots
- 4) binoculars

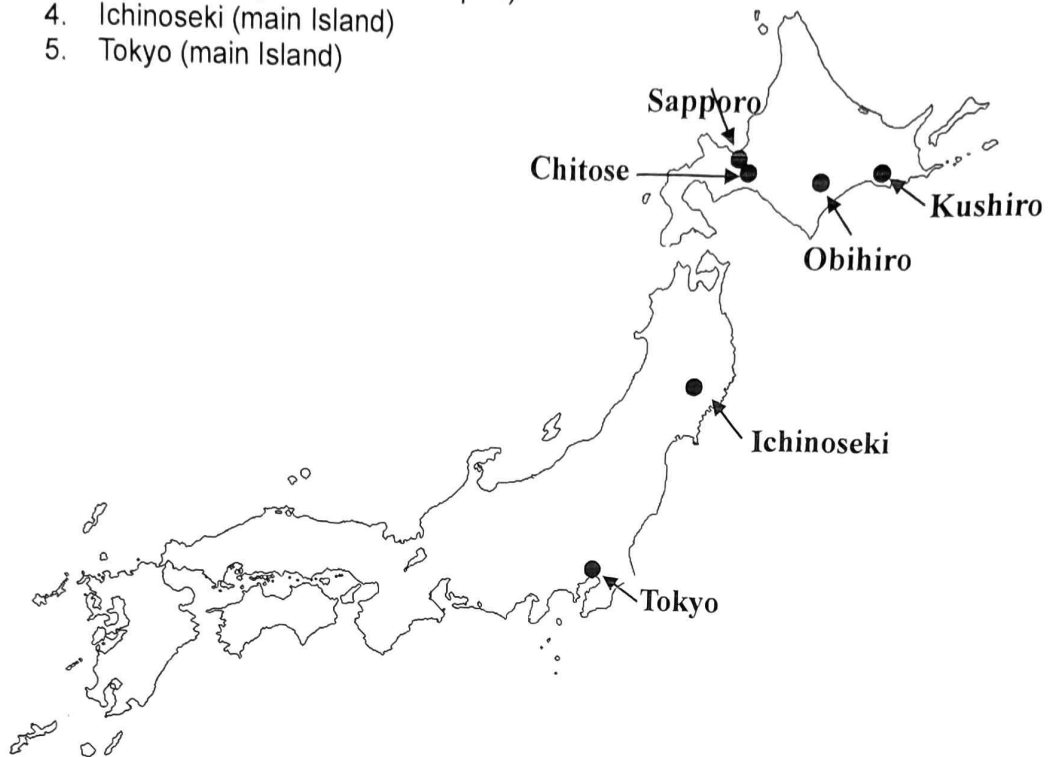
Therefore, participants don't need to bring their own items above.

### 7. Field Trip

As a supplemental program, field trips are planned during your stay. However, the place might be changed or added.

1. Sapporo (Capital city of Hokkaido, lecture on GIS)

2. Chitose (Flood control by retention pool)
3. Kushiro (Largest marsh in Japan)
4. Ichinoseki (main Island)
5. Tokyo (main Island)



## VI. Annex

### Inception Report

Applicants are requested to prepare an Inception Report with application form on the following issues, and submit it to the JICA Office in respective country or JICA Hokkaido (Obihiro) by **June 23, 2023**, preferably by e-mail to [obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)

#### a. Purposes

- (1) To clarify current situation, issues or problems that applicant is facing
- (2) To provide advance information to lecturers

#### b. Contents

- (1) Name of applicants
- (2) Name of organization
- (3) Map of land use and vegetation
- (4) Population
- (5) Basic climatic condition
  - 1) Mean annual temperature
  - 2) Monthly air temperature
  - 3) Monthly precipitation data
- (6) River data
  - 1) River length and surface of drainage basin
  - 2) Water qualities, if available, indicate BOD, COD level or any bio-index etc.
- (7) Please name specifically the endangered species of plants, animals and insects which should be conserved from the viewpoint of biodiversity in your designated drainage basin.
- (8) Please indicate past flood data in the target drainage basin.

unit: m<sup>3</sup>/s

Name of the river:					
Date / Period	Precipitation	Normal discharge	Peak discharge (hourly)		

- (9) Subjects on which you would like to focus on this program

#### c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

#### d. Presentation (only for accepted participants)

The Inception Report is to be presented by each participant using MS Power Point at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your target drainage basin, condition of flood and ecosystem conservation.

## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

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

such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



### ***CORRESPONDENCE***

For enquiries and further information, please contact the JICA Office or the Embassy of Japan. Further, address correspondence to:

#### **JICA Hokkaido Center (Obihiro)**

Address: 1-2, Minami 6-chome, Nishi 20-jo, Obihiro-city, Hokkaido, 080-2470, Japan

TEL: +81-155-35-1210    FAX: +81-155-35-1250

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

E-mail: [obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)

## VI. Annex

### Inception Report

Applicants are requested to prepare an Inception Report with application form on the following issues, and submit it to the JICA Office in respective country or JICA Hokkaido (Obihiro) by **June 23, 2023**, preferably by e-mail to [obic\\_kccp@jica.go.jp](mailto:obic_kccp@jica.go.jp)

#### a. Purposes

- (1) To clarify current situation, issues or problems that applicant is facing
- (2) To provide advance information to lecturers

#### b. Contents

- (1) Name of applicants
- (2) Name of organization
- (3) Map of land use and vegetation
- (4) Population
- (5) Basic climatic condition
  - 1) Mean annual temperature
  - 2) Monthly air temperature
  - 3) Monthly precipitation data
- (6) River data
  - 1) River length and surface of drainage basin
  - 2) Water qualities, if available, indicate BOD, COD level or any bio-index etc.
- (7) Please name specifically the endangered species of plants, animals and insects which should be conserved from the viewpoint of biodiversity in your designated drainage basin.
- (8) Please indicate past flood data in the target drainage basin.

Name of the river: \_\_\_\_\_ unit: m<sup>3</sup>/s

Date / Period	Precipitation	Normal discharge	Peak discharge (hourly)		

- (9) Subjects on which you would like to focus on this program

#### c. Layout

Typewritten in English, 3-5 pages (12-point font, double spaced, A4 size paper)

#### d. Presentation (only for accepted participants)

The Inception Report is to be presented by each participant using MS Power Point at the beginning of the program.

- (1) The time allocation for each presentation of the Inception Report will be about 10 minutes.
- (2) It is advisable to bring some materials such as pictures or other visual aids to show your target drainage basin, condition of flood and ecosystem conservation.



# Terms of Use

This Online Knowledge Co-Creation Program (hereinafter referred to as "Online KCCP") implemented by Japan International Cooperation Agency (hereinafter referred to as "JICA") is provided to Users (as defined in Article 1) under the following terms and conditions (hereinafter referred to as the "Terms"). All users (Participants and Audiences) are required to agree with the following Terms of Use and observe it.

## Article 1. Definitions

"Compilation" means a compilation, which constitutes an intellectual creation because of the selection or arrangement of its contents.

"Database Work" means a database, which constitutes an intellectual creation because of the selection or systematic construction of information contained therein.

"Derivative Work" means a work created by translating, composing as a musical arrangement, reformulating, dramatizing, making into a cinematographic work, or otherwise adapting a pre-existing work.

"Materials" means any or all materials including lecture images/video distributed and provided to Users by various means in this Online KCCP.

"Original Author" means the author of any of Materials, whether or not the author is an official's member at JICA.

"Participants" means the representatives of target countries for the Online KCCP who are nominated by their government and are selected by JICA.

"Audiences" means the persons who are allowed to participate in the Online KCCP by JICA other than the Participants in accordance with the prescribed procedure.

"Users" means Participants and Audiences who take this Online KCCP.

## Article 2. Scope of Authorized Use

1. Users are allowed to browse and view Materials distributed and provided through Online KCCP for the purpose of only for the following purposes:
  - for the achievement of the program goals
  - for the improvement of knowledge necessary for operations that contribute to the development of each country and non-commercial use.
2. Regarding the handling of Materials by Users, the following acts are prohibited.
  - (1) copy or reproduction of Materials without the written consent of JICA and Original Author, including download or scan, or production of a digital copy, print-out or the like of Materials;
  - (2) distribution, sale, making available for transmission, or transmission of Materials;
  - (3) transfer or assignment of the right, or grant of a license, to use Materials to any other person or entity;
  - (4) inclusion of Materials in Compilation or Database Work without written consent of JICA and Original Author; or
  - (5) creation or exploitation of Derivative Work from Materials, and use it or allow it to be used by third party, without the written consent of JICA and Original Author.
  - (6) quotation from Materials beyond the scope stipulated in 'Article 32 of Copyright Act in Japanese Law'<sup>\*1</sup>, without the written consent of JICA and Original Author.
3. In addition to the prohibitions specified in the preceding clause, Users may not do any of the following:

---

<sup>1</sup> Copyright Act in Japanese Law - Article 32:

- (1) It is permissible to quote and thereby exploit a work that has been made public. In such a case, the work must be quoted consistent with fair practices and within a scope that is justified for the purpose of news reporting, critique, study, or other place in which the work is quoted.
- (2) It is permissible for public relations materials, research or statistical materials, reports, and other similar works, which have been prepared by a national or local government agency, incorporated administrative agency, or local incorporated administrative agency with the goal of making them widely known to the general public, and have been made public under the authorship of such agency, to be reprinted as explanatory materials in a newspaper, magazine, or other printed publication; provided, however, that this does not apply if it is expressly indicated that this is prohibited.

- (1) alter, decompile, disassemble or reverse engineer any or all of the information platform software in connection with the provision of Online KCCP, including analyzing and converting the software into a human readable format;
  - (2) perform or cause third party to be performed unauthorized access to the information platform used for Online KCCP as far as ;
  - (3) commit any act that would otherwise violate any law, regulation, order or public policy, or interfere with the operation of Online KCCP (including any act that would defame, harass or otherwise cause harm to Online KCCP);
  - (4) commit any act that would infringe any right of third party or entity, interfere with the use of Online KCCP by third party or entity, or otherwise cause third party or entity trouble or problem. (for the purposes of this item (iv), the term "third party or entity" includes any other Users of Online KCCP); or
  - (5) act in any other manner or way that JICA deems inappropriate.
4. Users will, at their own risk and expense, set up all communications environment such as the internet and provide all equipment and devices that are necessary for Users to access Online KCCP. However, Participants may be able to receive support from JICA upon request if it is difficult to maintain and procure the same communications environment as above. If the participation of Participants in Online KCCP is hindered due to the communication environment, based on their request or information, JICA will consider whether it is possible to take the course again within the technically possible range and answer it.

### **Article 3. Copyrights**

#### **1. Copyrights in Materials**

The copyrights of Materials for Online KCCP are owned by JICA and/or the respective Original Authors.

Users may use Online KCCP, Materials and the Website only in ways that comply with the Terms and all applicable laws and regulations, including copyright laws of the relevant country or region.

#### **2. Copyrights in the document prepared by Users**

- (1) All the documents prepared by Users in the KCCP (including reports, action plans, presentations, and etc.) shall be prepared by Users themselves in principle. If Users use a third party's work (reproduction, photograph, illustration, map, figures, etc.) which is protected under the laws and

regulations in User's country or copyright-related multinational agreements, Users shall obtain a license to use the work within the scope approved by the copyright holder.

- (2) Users shall agree that JICA may use the documents prepared by Users (for example, reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, references for other KCCP courses and project formulation).

#### **Article 4. Disclaimer**

1. JICA and Original Authors make every effort to assure the accuracy and completeness of the content of Materials consistent with high Technical standards. However JICA and Original Authors hereby disclaim all warranties of any kind, express or implied, regarding the accuracy, completeness, quality or fitness for a particular purpose of Materials.
2. Online KCCP, the Website and Materials are provided "as is", and JICA and Original Authors make no representation or warranty, express or implied, including but not limited to representation or warranty of technical availability (including the absence of bugs or other failure, or fitness for or compatibility with User's devices, equipment or software), timeliness or continuity of provision of services, merchantability, fitness for a particular purpose, non-infringement, the absence of latent or other defects, accuracy, or the presence or absence of errors whether or not discoverable. JICA accepts no liability for the conformity of any of Materials with any other materials. Further JICA makes no warranty that Online KCCP, the Website or Materials, or any use thereof does not or will not infringe any patent, copyright or other intellectual property rights, or any other rights including right to privacy or reputation of JICA or any other person or entity.
3. In no event shall JICA, its trustees, directors, officers, employees or other affiliates be liable for incidental, consequential or any other damages, including but not limited to economic damages, damage or injury to persons or property, or lost profits, regardless of whether JICA has been advised, knows or has reason to know of such damages. However, the above provisions do not apply to any damages incurred by Users resulting from JICA's willful misconduct or gross negligence.

## **Article 5. Alteration or Discontinuation**

1. The services of Online KCCP and the Website may be supplemented, altered, deleted, suspended or discontinued due to system maintenance (whether regular or emergency), system failure or any other reason, without any prior notice.
2. JICA accepts no liability for any loss or damage incurred by Users resulting from such supplement, alteration, deletion, suspension or discontinuation as specified in the preceding clause.

## **Article 6. Privacy Policy**

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 that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
  - (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.
3. Security Notice  
JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

## **Article 7. Miscellaneous**

If any provision of the Terms is invalid or unenforceable under applicable law, it shall not affect the validity or enforceability of the remainder of the Terms, and without further action by the parties to the Terms, the invalid or unenforceable provision shall be reformed to the minimum extent necessary to make such provision valid and enforceable.

#### **Article 8. Governing Law and Jurisdiction**

The Terms shall be governed by and construed in accordance with the laws of Japan. It is agreed that the Tokyo District Court shall have exclusive jurisdiction for the first instance over any dispute arising out of or in connection with the Terms.

#### **Article 9. Notice**

1. JICA will, from time to time, notify Users of any information as may be necessary for Users, by posting notices on the Website or in any other manner that JICA deems appropriate.
2. The notice specified in the preceding clause will become effective at the time when JICA uploads such notice on the information platform.

#### **Article 10. Update of Terms**

JICA reserves the right to modify, revise or otherwise update the Terms at its own discretion without User's prior consent, in which case JICA will notify User's of such modification, revision or update by posting the same on the Website.

This Terms of Use was updated on October 9.

END

## 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"> <li>To be filled by you and your supervisor*</li> <li>To be signed by your supervisor</li> <li>Official stamp of your organization is needed.</li> </ul>
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			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		Fax:
	Tel:	E-mail:	

### (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			Official Stamp
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

### Form 3. INDIVIDUAL APPLICATION FORM

To be filled by Applicant.

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

\_\_\_\_\_

2. **Course Number:** (the number as 'xxxxxxxxxx' shown in the GI)

---

Attach here  
your photo

(taken within  
the last six months)

**Size: 4.5x3.5cm**

### 3. Personal Information on Applicant

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

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

**Family Name /Surname**

[illegible]

First Name

[illegible]

Middle Name

[illegible]

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

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### 4. Experience and Eligibility

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

\*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

By Applicant

Date

Name and  
Title/Position

Signature

## 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?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: <div style="display: inline-block; width: 150px; border-bottom: 1px solid black; margin-top: 5px;"></div> 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.**

**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 divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 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](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