

No.13/14/2022-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,
Dated the 9th September, 2022.

TRAINING CIRCULAR

Subject:- **Online & In-person Knowledge Co-Creation Program on "Management of Power Utilities" on 5th, 6th, 12th, 13th, 19th and 20th December, 2022 (online), 9th, 10th and 16th January, 2023 (online), 22nd and 31st March, 2023 (online) and from 20th February to 6th March, 2023 in Japan.**

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The Government of Japan has invited nominations for **In-person** Knowledge Co-Creation Program on "**Online & In-person** Knowledge Co-Creation Program on "**Management of Power Utilities**" on 5th, 6th, 12th, 13th, 19th and 20th December, 2022 (online), 9th, 10th and 16th January, 2023 (online), 22nd and 31st March, 2023 (online) and from 20th February to 6th March, 2023 in Japan under the Technical Cooperation Programme with India. The course is intended for those currently posted to managerial positions and candidates to become managers in departments responsible for strategic planning, financial management, and legal and regulatory of participating countries power utilities/sectors. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One regular candidate and One reserved candidate.**

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by** the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs:-

- (i) Sponsoring Government's application form.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 21.10.2022 positively at the following address:- :-**

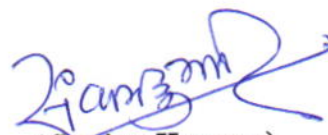
Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

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6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Akamine Kengo, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Ministries/Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in under the link "Foreign Training and Employee Corner".



(Sanjay Kumar)

Under Secretary to the Govt. of India
Ph: 23093173

1. Joint Secretary (Admn.), Ministry of Power, Shram Shakti Bhavan, Rafi Marg, New Delhi.
2. Joint Secretary (Admn.), Ministry of New & Renewable Energy, Block No.14, CGO Complex, Lodhi Road, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. JICA India Office (Mr. Akamine Kengo, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Management of Power Utilities (Online & In Japan) 課題別研修「電気事業経営」(遠隔 & 本邦研修) JFY 2022

Course No.: 202107915J001

Online Program (pre-course: attendance from each location)

Period: December 5, 6, 12,13,19, 20,2022, January 9,10,16,
March,22,31,2023

Course Period in Japan : February 20, 2023 to March 6, 2023
(Including quarantine period)

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

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

Background

Business circumstances in which power utilities all over the world are operating have been dramatically changing in the past decade. This made substantial change in their way of operations as well as managerial issues that they need to tackle. Conventional issues such as universal access and expansion of power supply are still priorities of management targets, but in addition, they now need to develop business models to cope with deregulation, enhance investment from private partners, and upgrading power system to deal with rapidly increasing variable renewable energy (VRE).

Structures of power utilities vary. Majority of utilities had vertically integrated structures in the past but as worldwide deregulation in power sector progresses, structural unbundling is getting common. Generation sectors where market mechanism is easy to be introduced, power transactions are made through competitive markets in addition to bilateral trades between independent power producers (IPPs) and off takers. On the contrary, transmission system operators (TSOs), which operate and own power network systems, are not appropriate for competition because it is prone to natural monopoly but still need to improve operational efficiency so as to deliver stable, clean and affordable electricity to public. Regulatory frameworks that contribute to accountability and securing service quality of those entities are also of great importance.

Achieving carbon neutrality of power production is one of the biggest challenges for most of the power utility companies worldwide after the Paris Agreement. Increasing VRE would provide benefits for climate change as well as power production cost to certain extent however, to undergo transition toward carbon neutral power system without disruption, they need to figure out right strategies to cope with increasing power fluctuations and financial uncertainties.

For what?

This program aims to contribute to enhancing management capacities of the participating countries power utility/sector to achieve sustainability of their operations in rapidly changing power business circumstances through lectures on theories of management in power utilities and sharing management knowledge and experiences of power utilities around the globe and Japan, and develop action plans for improving their own institution.

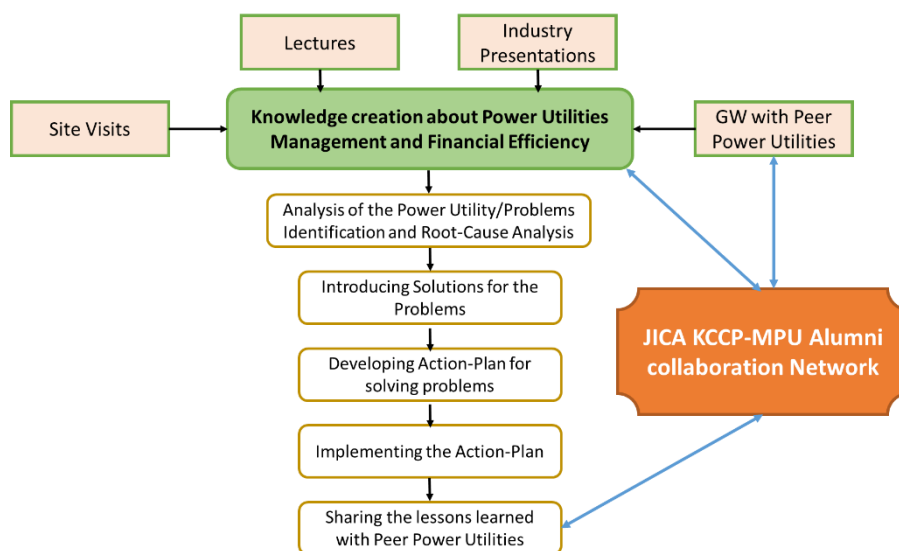
For whom?

This program is for those currently posted to managerial positions and candidates to become managers in departments responsible for strategic planning, financial management, and legal and regulatory of participating countries power utilities/sectors. The participants are expected to lead their entities by implementing action plans that they develop throughout the program.

How?

This program consists of the following components:

- Lectures on different aspects of power utilities management and operation
- Identification of problems and their root-causes at participating countries power utilities
- Formulate and discuss countermeasure strategies and actions to respond to the problems and achieve national targets for the power sector
- Case lessons in power utility management from similar countries and Japan
- Introduction and field visits of Japanese power utilities
- Collaboration network for JICA KCCP-MPU alumni (By the end of the KCCP-MPU 2022-23 batch, a collaboration network for the alumni of this and upcoming batches will be established. This platform will serve as a knowledge/lesson sharing hub for the alumni and other engaged institutions. This platform will keep the alumni and other engaged institution connected even after the program is finished)



Vision

To provide sustainable, affordable, secure and safe power in participating countries:

Mission

1. Help participating countries power utilities mid-level management employees to identify their problems, root-causes, and countermeasures to resolve the problems.
2. Build the capacity of power utilities to introduce strategic goals and actions to achieve the national strategic goals related to the power sector
3. Facilitating lectures and exposure visits of Japan power industry
4. Establishment of JICA KCCP-MPU alumni Collaboration Network

Specific Goals

1. Improve management and operational efficiency in power utilities of participating countries
2. Improve financial management operations

3. Diversify energy mix
4. Reduce reliance on imported sources of energy
5. Increase power generation capacity
6. Improved Asset management
7. Increase renewable energy share in the energy mix
8. Improve energy efficiency in demand and supply sides
9. Enhance customer satisfaction

Lectures titles and Descriptions

1. Japan Energy Market overview (Japan as an energy importing country)
2. Financial management key aspects; Challenges and opportunities in power utilities
3. DX finance (block chain concept) for fee collection and data usage gathering
4. Feasibility study (Project Initiation and management (project lifecycle))
5. Models of power markets regulations and structure in energy importing countries;
Tariff setting; Viable tariff and subsidy structure for power utilities
6. Liberalized power market models; Electricity bulk and retail business
7. Best Practices of assets management in power utilities
8. Renewable energy and energy efficiency development trends, policies for their
integration, benefits and challenges
9. AI and DX development trends and outlook; AI and DX applications in power sector
10. Marketing models, public relations, customer satisfaction in power utilities
11. Strategic planning, policy development/analysis and leadership in power sector
(Cases of similar countries)
12. Demand and supply side management (Energy Efficiency, Smart Energy System,
Smart Grids, Micro-grids)

Japan Power Industry Introduction

Japan Power industry		
No	Presentations (on-line)	Field trips (IUJ visit period)
1	TEPCO	Kariwa nuclear power plant
2	J-Power	Okutadami /Oku- Kiyotsu
3	e-rex	Niigata Zero-Carbon City (Echigo Natural Gas, Chioyda energy, Niigata Swan energy)
4	IAEA	(topic in the presentation) (related to TEPCO site visit) Global Policy and regulation for Nuclear Power plant

Assignment titles

Assignment Titles		
No	Assignment description	Departments

1	Identification of problem and root-causes	1. Finance 2. Technical 3. Policy and Regulatory
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II. Description

1. Management of Power Utilities (Course No.202107915)

2. Course Duration

Online: December 5, 6, 12,13,19, 20,2022, January 9,10,16, 2023

** to attend sessions in Japan, participants must submit all assignments during the on-line session from December 5, 2022 to January 16, 2023. If participants will miss the assignments during above Online session, he/she will lose the eligibility to join Japan session**

Online during Japan waiting period : February 22, 23, 24, 2023

Face to Face session In Japan: February 27 to March 3, 2023

**participants must arrive in Japan at February 20, 2023, and then take several procedures to stay in Japan

**February 25 and 26, Participants will move to IUJ (International University of Japan)

**March 4, participants will take departure procedure from Japan.

3. Target Regions or Countries

Angola, India, Kenya, Kyrgyz, Laos, Lebanon, Malawi, Nigeria, Pakistan, Sierra Leone, South Africa, Tajikistan, Tanzania, Timor-Leste, Uganda and Uzbekistan

4. Eligible / Target Organization

Power utilities excluding pure private entities such as independent power producers

5. Capacity (Upper Limit of Participants)

16 participants

6. Language

English

7. Objective(s)

To enable participants to improve management practices in their respective departments through acquiring knowledge and lessons in power utility management, developing action plans, and exercising leadership in introducing and implementing action plans during and after completion of the program.

8. Overall Goal

To enhance quality of service delivery and operational sustainability of participating country Power Utilities through improving financial and management efficiencies, by exposing the participants to state of the art and contemporary practices of managing power utilities in developed and developing countries.

9. Output and Contents

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

Expected Output	Subjects/Agendas	Methodology
Understand the management and operation theories and experiences of Power Utilities in the new era	<ul style="list-style-type: none">-Regulatory Frameworks-Power utility management-Strategy of power utilities-Financial management-Human resources management-Asset management-Tariff structures-Risk management-New business models	Lectures / Discussions
Identify management issues of their organizations	Topic and items will be guided after lecture session	Discussions and follow up meetings
Develop action plans to address management issues in their organization.	Topic and items will be guided after lecture session	Discussions and follow up meetings
Learn lessons from Japanese power utility experience and practices	Topic and items will be guided after lecture session	Discussions and follow up meetings

<Structure of the Course>

Tentative Schedule (Industry presentations should be arranged by JICA-Van)

Lecture part by On-Line (pre-learning before IUJ visit)

Date	Week	From-To	Activity type	Topic	Venue			
5-Dec-22	1	Japan time 17:00-20:00	Kick-off and Orientation	Kick-off meeting	Each participant location			
				JICA opening remarks				
				Introduction of program				
				Logistics and self-introduction				
				Expectation to this program				
				Program orientation				
				Program overview				
				Program objectives				
6-Dec-22		Japan time 17:00-20:00	Presentation	Country reports presentation + Q&A				
12-Dec-22	2	Japan time 17:00-20:00	Lecture	Japan Energy Market overview (Japan - a country importing primary energy as Jordan)	Each participant location			
				Industry policy and future strategy in Japan				
		Japan time 17:00-20:00	Lecture	TEPCO Video + Group discussion				
				Electric transmission company strategy and its challenges				
				Company presentation and discussion				
		13-Dec-22		Japan time 17:00-20:00		Presentation	Country reports presentation + Q&A	
							Improvement ideas	

				from presentation	
				Each country situation analysis	
19-Dec-22	3	Japan time 17:00-20:00	Lecture	Cash Management - (1)	Each participant location
				Major components of cash management, procedure and goals	
				Cash Management - (2)	
				Cash planning and monitoring, cash flow concept	
				Allocation of cash and asset for each business phase	
20-Dec-22		Japan time 17:00-20:00	Lecture	Cash Management – (3)	
				Cash operation for sound working capital control	
				Cash Management – (4)	
				Financing for cash position in the market opportunities	
				Evaluation of cash status by donor/banking sector	
9-Jan-23		Japan time 17:00-20:00	Lectures	e-rex Video + Group Discussion	Each participant location
				Renewable energy and its strategy	
				Deregulation and company direction	
				Company presentation and discussion	

				IAEA	
				Global Regulation policy	
				Strategy and its implementation	
				Company presentation and discussion	
10-Jan-23		Japan time 17:00-20:00	Lectures	Project Feasibility	
				Projects at the strategic planning context	
				Projects vs Operation management	
				Project Feasibility	
				Pre-feasibility and feasibility stages of project (Technical Feasibility and Financial Feasibility)	
				Projects initiation	
16-Jan-23	5	Japan time 17:00-20:00	Lectures	Balance Score Card (1)	Each participant location
				Understanding the standards for the evaluation in business performance	
				Concept of management accounting	
				Balance Score Card (2)	At 22-Feb, 2023: JICA registered location in Japan
				Understanding the standards for the evaluation in business performance	
				Concept of management accounting	

Waiting period in Japan 22-Feb-2023		Japan Time 9:00-12:00	Lectures	Project Feasibility Project Cost management Project Risk Management Project Feasibility Projects at the Power Utility context Role of projects at sustainability of Power Utilities	
Waiting period in Japan 23-Feb-2023	6	Japan Time 9:00-12:00	Lectures	Asset management in power utilities (1) The method for the asset management Application to daily management and planning Asset management in power utilities (2) The method for the asset management Application to daily management and planning	At 23, Feb 2023 and 24, Feb 2023, JICA Registered location
Waiting period in Japan 24-Feb-2023		Japan Time 9:00-12:00	Presentations	Action Plan draft – presentation Ideas for the asset management project Review the current situation and actions plans for the future business strategy	
22-Mar 2023		Japan time 17:00-20:00	Presentation, Close-up	Presentation about the progress on Action Plans implementation Group presentation	

				and Q&A	
				Comments by lecturers for the next steps.	
				Summary of Power Utility Strategy	
				Speeches by the key personnel from IUJ, JICA and Head of Power Utilities of some Participating Countries; Certificates distribution	
31-Mar-2023		Japan time 17:00-20:00	Presentation, Close-up		

Japan-IUJ one Week Visit

	Day 0	PM	Arrival	Arrive to IUJ	IUJ	F2F
27-Feb-2023	Day 1	8:50 - 10:20	Lecture	Overview of Power Utility in Japan <ul style="list-style-type: none"> Current Japan Government policy for power utility Each operator's strategy in power utility industry 	IUJ-Niigata	F2F
		10:30 - 12:00	Lecture	Case Discussion; YONDEN (Shikoku Power Electric) <ul style="list-style-type: none"> Variety of power source configuration (hydropower, nuclear-power, thermal, wind-power) After deregulation, new strategy for the growth and SDGs Assignment questions and group discussion, class discussion 		

		12:00 - 13:00	Lunch	Lunch		
		13:00 - 14:30	Lecture	Guest Speaker – YONDEN <ul style="list-style-type: none"> Case of YONDEN strategy Speech and Q&A 		
		14:40 - 16:10	Group Work	Group Work 1 - Strategy of Participating Countries Power Utilities <ul style="list-style-type: none"> Analysis of the strategies Ideas for the future growth and deregulation by changes in social needs 		
		16:20 - 17:00	Networking	Welcome Party IUJ *with IUJ students <ul style="list-style-type: none"> Interaction with IUJ students 		
28-Feb-2023	Day 2	8:50 - 10:20	Lecture	Japan Power Utility Policy 1 <ul style="list-style-type: none"> Japan government policy for the power utility Regulation and industrial needs for the social change 	IUJ-Niigata	F2F
		10:30 - 12:00	Lecture	Japan Power Utility Policy 2 <ul style="list-style-type: none"> Japan government policy for the power utility Regulation and industrial needs for the social changes 		
		12:00 - 17:00	Site visit	Kasiwazaki Kariwa Nuclear Power Plant – Visit <ul style="list-style-type: none"> Site visit for the largest nuclear power plants in Japan Briefing and Q&A by power plant staff 		
01-Mar-2023	Day 3	8:50 - 12:00	Site visit	Visit Niigata Zero Carbon City <ul style="list-style-type: none"> Site visit for the SDGs, Zero Carbon city policy and its implementation Briefing and Q&A by Niigata city staff 	IUJ-Niigata	F2F
		12:00 - 13:00	Lunch	Lunch		

		13:00 - 14:30	Lecture	<p>New Strategy for Power Utility</p> <ul style="list-style-type: none"> Ideas for participating countries power utilities business strategies through the lectures and site visit Implementation draft ideas 		
		14:40 - 16:10	Group Work	<p>Group Work 2 - Strategy of Participating countries</p> <ul style="list-style-type: none"> Generate draft strategy for participating countries power utilities 		
		16:20 - 17:00	Group Work	Self-Study		
02-Mar-2023	Day 4	8:50 - 12:00	Lecture	<p>Digital Finance in Japan; Power Utility - Digital Application in Japan</p> <ul style="list-style-type: none"> Technology for the power utility to implement new strategy Application to fee, asset management, daily operation Preparation for the future deregulation and technology enhancement 	IUJ-Niigata	F2F
		12:00 - 13:00	Lunch and Site visit	Lunch Break; Hotel New Otani Yuzawa - experience in Resort Hotel		
		13:00-17:00	Site visit	<p>Oku Kiyotsu Power Utility Plant</p> <ul style="list-style-type: none"> No.1 Biggest pumped storage power generation Hydropower sample Briefing and Q&A by power plant staff 		
03-Mar-2023	Day 5	8:50 - 10:20	Group Work	<p>Participating countries power utilities Strategy - group work - complete the plan</p> <ul style="list-style-type: none"> Group work for finalizing the strategies Summary of the learnings from this course 	IUJ-Niigata	F2F
		10:30 -	Presentation	Presentation –Power Utility		

	12:00		strategies • Group presentation and Q&A		
	12:00 - 13:00	Lunch	Lunch		
	13:00 - 14:30	Closure	Wrap Up • Learnings from Power utility management • Certificate		
	14:40 - 16:10	Departure	Move to Tokyo		

※Visiting Japan would depend on COVID-19 situation.

Follow up of Action Plan (after completion of the Program)

Action Plan will be further revised through additional analyses and discussions with officials and management concerned in participants' institutions. Action plans need to be authorized and implemented in participants' organizations after completion of the program. Participants will be requested by JICA for reporting status of action plans to evaluate effectiveness of the program. Participants will be requested to send a finalized action plan to JICA not later than June 30, 2023. Participants may seek possibilities of further cooperation with JICA concerning management improvement in the case they find additional cooperation is necessary to implement their action plans.

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) Managers and the candidates to become managers equivalent responsible for strategy planning and/or management of power utilities. As a future top leader of their respective organizations, participants are expected to have their action plan authorized and implemented in cooperation with relevant departments after completing the program.
- 2) Experience in the Relevant Field: have around 5 years or more in practical experience in the field of power utilities. Experiences in management departments are preferable.

【NOTE】 Since the program aims at improving management of public utilities, target organizations are public entities such as public power companies, pure private companies (i.e. IPPs) may be declined.

- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language Proficiency: have a sufficient command of spoken and written English which is equal to TOEFL IBT 79-80 (CBT 213, PBT 550) or more (This course includes active participation in discussions and intensive policy proposal writing, thus requiring high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC and IELTS etc if they have.)
- 5) must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (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, 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. 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 November 4, 2022**)

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than November 8, 2022.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Before starting the program, only accepted participants are requested to send Country Report (Case Study) by **Dec 01, 2022**

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics
- (3) to prepare your own PC for ZOOM
- (4) to attend all the program: partial attendance is not allowed
- (5) in principle, a completion certificate will be given to participants who have achieved certain results by participating in all online program.
- (6) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (7) 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),
- (8) not to bring or invite any family members (except for programs longer than one year),
- (9) 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,
- (10) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (11) not to engage in political activities, or any form of employment for profit,
- (12) 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",
- (13) 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,
- (14) not to drive a car or motorbike, regardless of an international driving license possessed,
- (15) to observe the rules and regulations at the place of the participants' accommodation, and
- (16) 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:** Industrial Development and Public Policy Department, JICA
Tokyo Center (JICA TOKYO)

(2) **Contact :** tictip@jica.go.jp

*Please add the course number "202107915J001" to a subject of the email.

2. Implementing Partner

(1) **Name:** International University of Japan

(2) **URL:** <https://www.iuj.ac.jp>

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:

** Japan waiting period (February 20-25, 2023)

TBD (depending upon the situation)

** Japan Face to Face session (from February 26 to March 3, 2023)

International University of Japan

Address: 777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 JAPAN

TEL: +81- 25-779-1111 FAX: +81- 25-779-4441

(where "81" is the country code for Japan, and "3" is the local area code)

Please refer to facility and access guide of International University of Japan at its URL,

<https://www.iuj.ac.jp/about-2/location/>

(for campus map, please access to tab: About IUJ>Campus Life>Campus Map pdf)

If there is no vacancy at International University of Japan campus, International University of Japan will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

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

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

(3) Medical care for participants who become ill after arriving in Japan (the costs

related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

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

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

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

6. Pre-departure Orientation*

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



Contact Information for Inquiries

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

JICA Tokyo Center (JICA TOKYO)

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		3. Male/Female	
4. Educational Qualifications			
5. Service to which the officer belongs		6. Date of regular appointment	
7. Details of posts held during the last five years (starting from the present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile
8. Name of foreign training programme applied for and its relevance to the candidate			
9. Papers etc. if any published by the candidate			
10. Details of Foreign Training Programmes attended during the last two years			
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution
			Source of funding
Signature of the candidate:			
Office Phone No. Mobile No.:			
E-mail:			
CERTIFICATE			
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.			
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)			

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use ☒ "x" to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. 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.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in

principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

**Application Form for the JICA Training and Dialogue Program****OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J			-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position		Official Stamp	
Department / Division			



Japan International Cooperation Agency

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Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization**1) Name of Organization:****2) The mission of the Organization and the Department / Division:****2. Purpose of Application****1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.****2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.**



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in “Every Item”. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

[illegible]

2. Number: (Please write down as shown in the General Information) **(required)**

J	0		-				
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3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[illegible]

First Name

[illegible]

Middle Name

[illegible]

2) Nationality
(as shown in t

5) Date of Birth (please write out the month in English as in “April”)

3) Sex

() Male

☐ Female

Date _____

Month

Year

Age

4) Religion

6) Present Position and Current Duties

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

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

**Attach the
nominee's
photograph (taken
within the last three
months) here
Size: 4x6
(Attach to the
documents to be
submitted.)**

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record
1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()	() Excellent	() Good	() Fair	() Poor	

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (), Quantity ()
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

() <i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>
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2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (), Place & dates ()
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ()

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (), Place & dates ()
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ()

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ()
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ()			
<input type="checkbox"/> Other >>> Specify ()			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ()

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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

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

Date:	Signature:
	Print Name:



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