

No.13/6/2024-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 21<sup>st</sup> May, 2024.

**TRAINING CIRCULAR**

Subject:- **Online & In-person Knowledge Co-Creation Program on "Enhancement of Startup Ecosystem in Metropolitan Area" from 5th to 9th August, 2024 (Online) and 18th August to 7th September, 2024 (in Japan).**

The Government of Japan has invited nominations for **Online & In-person Knowledge Co-Creation Program on "Enhancement of Startup Ecosystem in Metropolitan Area" from 5th to 9th August, 2024 (Online) and 18th August to 7th September, 2024 (in Japan)** under the Technical Assistance Programme with India. The programme is intended for central ministries and agencies related to startups (Ministry of Innovation, etc.), local government, public/private incubation/acceleration/hub, industry associations, universities in charge of supporting entrepreneurs or promotion of startup ecosystems, and startups, etc. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

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 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 together with the Medical History Questionnaire.
- (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 24.06.2024 positively at the following address:-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5233,  
Email- [Pankaj.gangwar@gov.in](mailto:Pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

.....2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Watanabe Jun, Senior Representative, JICA India Office, 16<sup>th</sup> 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 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](http://www.dea.gov.in) in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].

  
( Pankaj Gangwar )

Under Secretary to the Govt. of India  
Tele: 23095233

1. Joint Secretary (Admn. ), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn.), M/o Science & Technology, Technology Bhavan, New Mehrauli Raod, ND-16.
3. Joint Secretary (Admn.), M/o Skill Development & Entrepreneurship, Shram Shakti Bhavan, Rafi Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].

संख्या.13/6/2024- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 21 मई, 2024

**प्रशिक्षण परिपत्र**

विषय:- 5 से 9 अगस्त, 2024 (ऑनलाइन) और 18 अगस्त से 7 सितंबर, 2024 (जापान में) तक "महानगरीय क्षेत्र में स्टार्टअप पारिस्थितिकी तंत्र में वृद्धि" पर ऑनलाइन और व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत 5 से 9 अगस्त, 2024 (ऑनलाइन) और 18 अगस्त से 7 सितंबर, 2024 (जापान में) तक "महानगरीय क्षेत्र में स्टार्टअप पारिस्थितिकी तंत्र में वृद्धि" पर ऑनलाइन और व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम केंद्रीय मंत्रालयों और स्टार्टअप (नवाचार मंत्रालय, आदि), स्थानीय सरकार, सार्वजनिक/निजी इनक्यूबेशन/एक्सेलरेशन/हब, उद्योग संघों, उद्यमियों का समर्थन करने या स्टार्टअप इकोसिस्टम को बढ़ावा देने के प्रभारी विश्वविद्यालयों और स्टार्टअप आदि से संबंधित एजेंसियों के लिए है। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) चिकित्सीय इतिहास संबंधी प्रश्नावली के साथ प्रायोजक सरकार का आवेदन पत्र।
- (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
- (iii) पासपोर्ट की एक फोटोकॉपी।



5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 24.06.2024 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसीएंडटी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001  
फोन:- 011 - 2309 5233,  
ईमेल- [Pankaj.gangwar@gov.in](mailto:Pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वतनबे जून, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से आर्थिक कार्य विभाग, वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), इलेक्ट्रॉनिक और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), विज्ञान और प्रौद्योगिकी मंत्रालय, प्रौद्योगिकी भवन, नई महरौली राव, एनडी - 16।
3. संयुक्त सचिव (प्रशासन), कौशल विकास और उद्यमिता मंत्रालय, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली।
4. भारत सरकार के सभी मंत्रालयों/विभागों के संयुक्त सचिव (प्रशासन)।
5. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

एमओएफ की वेबसाइट पर अपलोड किया जाएगा

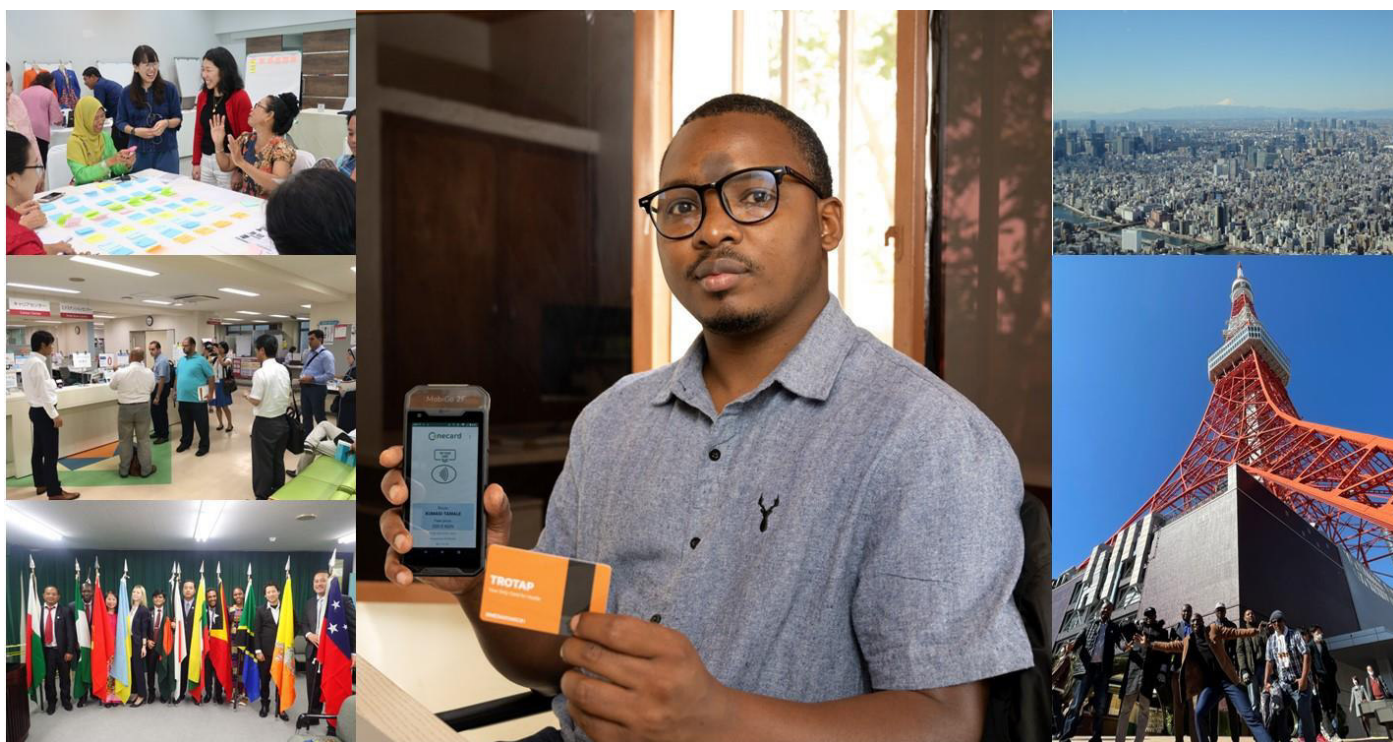
[<https://mofapp.nic.in/training/default.aspx>].



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Enhancement of Startup Ecosystem in Metropolitan Area



Course Number: 202311534J001

Course Period: (Online) August 5 - August 9, 2024

(In-Japan) August 18 - September 7, 2024



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



# How do we develop Startup Ecosystem?

Understand the policies and measures for building and developing of startup ecosystems in Japan and the Tokyo metropolitan area to formulate and implement policies in participant's own countries, and build relationship with startup ecosystem actors and consider future collaboration.



# Outline

This program is designed for personnel of startup-related central/local ministries, public/private incubation/acceleration/innovation hub, etc. in countries and cities of which the startup ecosystem is relatively in the middle to late growth stage.

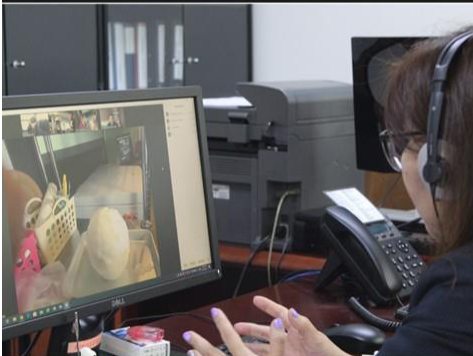
Participants will visit and receive lectures from public/private startup ecosystem actors (central/local ministries and agencies, investors such as venture capitals (VC), incubation and acceleration facilities, research and educational institutions such as universities, companies which invest in or have business collaboration with startups, Japanese startups, etc.) and formulate an action plan while exchange information and opinions between participants.

Format: Online including on demand & Face-to-Face (in-Japan)

\*After completion of Online program, participants can participate in "In-Japan program".

Language: English

Course Capacity: 13 participants (12 counties)



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “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.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.



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# For What?

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## Background

Population growth and large market, social issues, possibility of DX, these factors tend to come together in developing countries. Under the situation of these factors combined, it potentially boosts technological innovation. Also, some social issues have been solved by innovative startups. Therefore, it is important to promote and to grow startups.

However, the startup ecosystems which could promote and support startups, has not yet developed sufficiently in developing countries.

JICA is working on to support building and developing startup ecosystems to realize the environment in which innovative startups are continuously and autonomously created and nurtured.

This program aims participants to learn how to establish and enhance startup ecosystem and entrepreneurs, organize issues of startup ecosystem in their countries, and develop measures to strengthen startup ecosystem in their countries.

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## Objectives

- Understand the policies and measures for building and developing startup ecosystems in Japan and the Tokyo metropolitan area, and while exchanging information with its actors, be able to formulate and implement policies and measures that suit to their own countries and cities.
- Build relationships with Japanese actors and consider future collaboration.
- Formulate an action plan to enhance startup ecosystem for achieving above objectives.



# To Whom?

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## Job Areas and Organizations

This program is designed for central ministries and agencies related to startups (Ministry of Innovation, etc.), local government, public/private incubation/acceleration/hub, industry associations, universities in charge of supporting entrepreneurs or promotion of startup ecosystems, and startups, etc.

The target is personnel who involved in the planning, implementation and management of policy measures at the target organization.

\*Since these organization may have been established recently, the years of work experience does not matter.

\*Participation of the semi-higher official is also welcomed.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Targeted Countries

Cote d'Ivoire, Egypt, Ethiopia, India, Indonesia, Malaysia, Nigeria, Peru, Sri Lanka, Uganda, Viet Nam and Zimbabwe

Participants who have successfully completed both Online and In-Japan program will be awarded a certificate by JICA.





# When?

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## Program Period



### Online

August 5 – August 9, 2024



### In-Japan

August 18 – September 7, 2024

\*Arrival in Japan: August 18

\*Departure from Japan: September 7

# Where?

This course is carried out as hybrid format (Online & In-Japan), organized by JICA Tokyo Center.

For Online program, participants are required to have a certain IT environment. Participants can participate from office or home. In case participants need any support, consult with JICA local office.

For In-Japan program, mostly participants will stay JICA Tokyo Center.



# How?

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## How to Learn

### Online

- Making & Presentation of Country Report
- Live Lectures
- Discussions
- Self-Study

### In-Japan

- Lectures
- Site visits
- Discussions
- Making & Presentation of Action Plan



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## Language

English

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## Commitment to the SDGs



## Program Structure

### Place and Time to attend for Online Program

#### (1) Place

The place to take the program (On Demand/ Online) will be determined by the internet environment. Please inform JICA which place you would like to take the program (e.g., home, office). If you cannot find the proper place to take the program, please consult with JICA Office.

#### (2) Time for Online program

The online program will be live streamed mostly between 17:00 and 20:00 in Japan time. The time in each country is as follows. Detailed schedule will be delivered with the Acceptance Notification.

All participants will be connected via Zoom in following time zones.

Japan	17:00 - 20:00
Peru*	3:00 - 6:00*
Cote d'Ivoire	8:00 - 11:00
Nigeria	9:00 - 12:00
Egypt, Zimbabwe	10:00 - 13:00
Ethiopia, Uganda	11:00 - 14:00
India, Sri Lanka	13:30 - 16:30
Indonesia, Viet Nam	15:00 - 18:00
Malaysia	16:00 - 19:00

*\*In case if participant from Peru could not participate in online live-streamed lectures due to time difference, they are required to watch archived lecture videos and do self-study.*

#### (3) Time for on-demand program

Participants will be able to access on-demand material (such as archived lecture videos or on-demand materials) at any time and any place. Participants must work on assignments at home or workplace and submit their assignments by the designated deadline.



#### (4) Circumstance for Internet Connection

The Online program is conducted through a platform “Zoom Webinar and/or Meeting”. It’s necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least). Please refer to this URL for how to measure internet speed. Mobile phones are not recommended.

<https://www.speedtest.net/>

If you are not able to arrange internet connection or necessary devices, please consult with JICA office in your country.

#### (5) Attendance requirement

Participation in Online program is an essential requirement for the completion of the course. Partial attendance is NOT allowed. If you do not participate online program fully without any proper reasons, you MAY NOT join In Japan Program.

### Program Schedule \*tentative

Online Program	
Before Online Program	<ul style="list-style-type: none"><li>▪ Assignment (Country Report)</li><li>▪ Self-study with archived lecture videos/on-demand materials</li></ul>
5 August (Mon)	<ul style="list-style-type: none"><li>▪ Program Orientation</li></ul>
6 August (Tue)	<ul style="list-style-type: none"><li>▪ Lectures for the Promotion Policies on the enhancement of Startup Ecosystems by Japanese Government</li><li>▪ Discussion</li></ul>
7 August (Wed)	<ul style="list-style-type: none"><li>▪ Presentation of the Country Report</li><li>▪ Discussion</li></ul>
8 August (Thu)	<ul style="list-style-type: none"><li>▪ Lectures for the Promotion Policies on the enhancement of Startup Ecosystems by Local Government and the Designated Agency</li><li>▪ Discussion</li></ul>
9 August (Fri)	<ul style="list-style-type: none"><li>▪ Individual Consultation for preparation of Draft Action Plan</li><li>▪ Orientation for In-Japan Program</li></ul>

In-Japan Program	
Arrival	<ul style="list-style-type: none"> <li>▪ JICA will provide transportation from participant's country to JICA Tokyo Center</li> </ul>
19 August (Mon)	<ul style="list-style-type: none"> <li>▪ JICA Briefing</li> <li>▪ Program Orientation</li> <li>▪ Introduction of JICA's activities</li> <li>▪ Lecture on the Venture Business and Startup</li> <li>▪ Discussion</li> </ul>
20-23 August (Tue-Fri)	<ul style="list-style-type: none"> <li>▪ Site-Visit to Startup Ecosystems in Yokohama, Kawasaki, Tsukuba</li> <li>▪ Lecture <ul style="list-style-type: none"> <li>➢ Ministry of Education, Culture, Sports, Science and Technology</li> <li>➢ SME Agency</li> <li>➢ Japan Investment Corporation, etc.</li> </ul> </li> <li>▪ Discussions</li> <li>▪ Learn about startup support services by central government and public organization</li> <li>▪ Learn about good practices for collaboration between Industry-Government-Academia <ul style="list-style-type: none"> <li>➢ Japan Finance Corporation</li> <li>➢ Organization for Small and Medium Enterprises and Innovation (SMRJ)</li> <li>➢ SME Consultants Association</li> <li>➢ Tokyo Metropolitan Government, Tokyo Chamber of Commerce and Industry</li> <li>➢ Venture Capitals</li> <li>➢ Universities</li> <li>➢ Local Government, etc.</li> </ul> </li> </ul>

26-28 August (Mon-Wed)	<ul style="list-style-type: none"> <li>▪ Lecture, Discussion</li> <li>▪ Learn about good practices for startup ecosystem actors/companies</li> <li>▪ Corporate Venture Capital (CVC), Venture Capital (VC), incubators/accelators and hubs <ul style="list-style-type: none"> <li>➢ AAIC Investment, etc.</li> </ul> </li> <li>▪ Visit startup event/seminar</li> </ul>
29-30 August (Thu-Fri)	<ul style="list-style-type: none"> <li>▪ Startup Support Facilities in Tokyo Metropolitan Areas <ul style="list-style-type: none"> <li>➢ Tokyo Venture Capital Hub</li> <li>➢ SHIBUYA QWS, xBridge Tokyo, Startup Workspace the E.A.S.T.</li> <li>➢ Gaiax Co.Ltd., etc.</li> </ul> </li> <li>▪ Startup Support Facilities in Hyogo &amp; Osaka Areas <ul style="list-style-type: none"> <li>➢ Kobe Chamber of Commerce &amp; Industry</li> <li>➢ Kobe University</li> <li>➢ Osaka Innovation Hub, etc.</li> </ul> </li> <li>▪ Interaction with Japanese startups</li> </ul>
31 August (Sat)	<ul style="list-style-type: none"> <li>▪ Japanese cultural tour</li> </ul>
2-4 September (Mon-Wed)	<ul style="list-style-type: none"> <li>▪ Site Visit to Saitama Women's Career Development Center</li> <li>▪ Individual consultation for Action Plan formulation</li> <li>▪ Formulating Action Plan</li> </ul>
5 September (Thu)	<ul style="list-style-type: none"> <li>▪ Action Plan Presentation</li> </ul>
6 September (Fri)	<ul style="list-style-type: none"> <li>▪ Action Plan Presentation</li> <li>▪ Evaluating session</li> <li>▪ Closing Ceremony</li> </ul>
Departure	<ul style="list-style-type: none"> <li>▪ JICA will provide transportation from JICA Tokyo Center to participant's country</li> </ul>

\*Details will be announced with Acceptance Notification.

\*Saturday and Sunday have no lectures.



## Management Members

### Implementing Partner

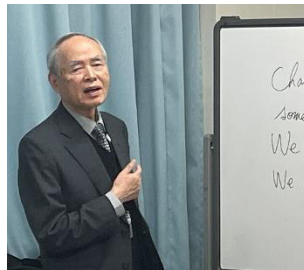
World Business Associates Co., Ltd. (WBA)

#### Course Leader

Mr. MOTOTAMA Junichiro, MBA, Ph.D.

It will be an exciting opportunity for me to see you at this Co-creation Program and to learn together with you on the Enhancement of Startup Ecosystem in Metropolitan Area.

I will be at your guide and facilitator throughout the entire course of this Program as the Course Leader. See you soon online and in Japan.



#### Course Leader

Mr. OKITA Fumio, MA

This course provides you significant learning and findings of various subjects in both remote and in-Japan program. I will support and assist you through whole program with my experiences in the field of business and industrial developments as a developer and a business consultant.



### JICA

#### Program Officer

Private Sector Development

Ms. AOYAMA Shiori

We hope you all learn about startup ecosystem development deeply and enjoy the KCCP in Japan!



#### Program Officer

Tokyo Center

Ms. ABE Kumiko

This KCCP will provide you a lot of new experiences. Let's co-create knowledge and learn together!



# Eligibility and Procedures

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## 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- 

## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: be involved in support and promotion of entrepreneurs and startup ecosystems.

<public sector>

- a. Administrative officers in charge of promotion of entrepreneurs and startup ecosystems
- b. Staffs of local business associations or educational institutes in charge of promotion of entrepreneurs and startup ecosystems

<private sector>

Staffs of the organizations of startup ecosystems such as incubation/acceleration/hub, industry associations, vc, etc.

\*Since this course aims to become able to propose policies and initiatives for building a startup ecosystem in the participant's affiliated organization, participation of the semi-higher officials (equal to the level of director in a ministry or above) is also welcomed.

2) Educational Background: be a graduate of university

3) Language Proficiency: have a sufficient ability of English for lectures, discussion, presentation, etc. (TOEFL iBT 60 or above) Please attach an official certificate for English ability such as TOEFL, IELTS, TOEIC etc, if any. This program includes interactions and discussion with Japanese startup-related actors. Participants need to have a sufficient English ability for establishment relationship with them.

4) Technical Requirements :

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- Participants are required to join Online program via PC. Participating from outdoor with mobile is not preferable.

\*Internet access charge incurred for this course shall be borne by your organization. If you are not able to secure stable connection environment or necessary devices, JICA local office will support it. In that case, please fill out the Questionnaire in the Application Form.

c Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office. If needed, participants can request JICA local office for their support.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space



- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d Software (which may be required)

- Zoom Client for Meeting (<https://zoom.us/download>).

\*In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

6) Attendance: be required to attend ALL the Online program including on-demand and live sessions. Otherwise, participants will not be allowed to participate to In-Japan program. If the time zone is not suitable for the full participation in live sessions, please consult with the JICA local office in advance.

## **(2) Recommended Qualifications**

- 1) Age: between the ages of thirty (25) and fifty (50) years
- 2) Experience in the relevant field: have more than 1 year's experience in the field of promotion of entrepreneurs or startup ecosystems.
- 3) 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)

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

#### (2) Photocopy of Passport:

You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*The following information should be included in the photocopy:

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

#### (3) English Score Sheet:

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

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### 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 Tokyo Center by **July 8, 2024**)

#### (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 22, 2024**.

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

**Country Report:** to be submitted by **August 2, 2024**

Accepted candidates are required to prepare a Country Report and present it at Online program. The Country Report should be sent to JICA by due date. The format of Country Report will be sent with Acceptance Notification.

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## 6. 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, including any upgrades and using/collecting miles, even if you will be recommended by airlines) 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 “3.Expenses”, “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.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
  - (2) URL: <https://www.jica.go.jp/tokyo/english/office/index.html>
  - (3) Program Officer: ABE Kumiko ([tictip@jica.go.jp](mailto:tictip@jica.go.jp))
- 

## 2. Implementing Partner

- (1) Name: World Business Associates Co., Ltd.
  - (2) URL: <https://www.wba.co.jp/>
  - (3) Course Leader: MOTOYAMA Junichiro, Director & Senior Consultant
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses 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 is provided with PDF data or will be given before departure for Japan. (Refer to 5. Reference)

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)



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## 4. 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.

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 Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word. <https://www.youtube.com/user/JICAChannel02>

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## 5. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_2024\\_en.pdf](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_2024_en.pdf)



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



### Website: JICA

English/French/Spanish/Russian

[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)



### Video: About Tokyo, Japan

Tokyo Promotion Video “NOTHING LIKE TOKYO – New Town”

<https://youtu.be/a4kixWkkrcA>



# 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.

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.



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

**Further, address correspondence to:**

### **JICA Tokyo Center (JICA Tokyo)**

Address: 49-5, Nishihara 2-chome, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

**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**

<b>Duration of Training</b>	<b>No. of years of service completed in Govt. as on the date of FTP</b>	<b>Upper age limit on the date of FTP</b>	<b>Cooling off period</b>	<b>Limit on participation in number of trainings in a year</b>
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 exempted from the provisions 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 nomination 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, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, 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 filed 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. Clearance:-**

Once the nomination forwarded by DEA to the sponsoring 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.

**Abbreviation:-**

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**

<b>1. Name</b>				
<b>2. Date of Birth</b>			<b>3. Male/Female</b>	
<b>4. Educational Qualifications</b>			<b>5. Date of Entry into Govt. Service</b>	
<b>6. Service to which Officer belongs</b>			<b>7. Date of Regular appointment</b>	
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone : Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
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.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

## 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
<b>Form1. Official Application Form</b>	<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>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	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.



**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>	<b>Date</b>	<b>Month</b> (ex. April)	<b>Year</b>	<b>Age</b> (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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
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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.

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\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes:	Weeks of pregnancy (                  weeks)
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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 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**

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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**

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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)

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- 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