

No.13/10/2024-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 18th July, 2024.

TRAINING CIRCULAR

Subject:- **In-person Knowledge Co-Creation Program on “Gender and Diversity in Disaster Risk Reduction and Climate Change” from 12th November to 5th December, 2024 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on “Gender and Diversity in Disaster Risk Reduction and Climate Change” from 12th November to 5th December, 2024 in Japan** under the Technical Assistance Programme with India. The programme is intended for (i) government officers in charge of DRR or climate change adaptation with a gender and diversity perspective (ii) government officers in charge of promoting gender equality and women's empowerment in the context of DRR or climate change adaptation and (iii) representatives of civil society and non-governmental organizations working for gender equality and women's empowerment in DRR or climate change adaptation.. 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) The desired **Essay**.
- (iv) 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 03.09.2024 positively at the following address:-**

Ms. Charu Vijay,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5233,
Email- charu.vijay@nic.in
chourasia.anil@nic.in

.....2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, 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 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 in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].



(**Charu Vijay**)

Under Secretary to the Govt. of India

Tele: 23095233

1. Joint Secretary (Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Women and Child Development, Shastri Bhavan, New Delhi.
4. Adviser (CCFU), Deptt. Of Economic Affairs, North Block, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

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

संख्या.13/10/2024- बीपीसी एंड टी

भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 18 जुलाई, 2024

प्रशिक्षण परिपत्र

विषय:- जापान में 12 नवंबर से 5 दिसंबर, 2024 तक "आपदा जोखिम न्यूनीकरण और जलवायु परिवर्तन में लिंग और विविधता" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 12 नवंबर से 5 दिसंबर, 2024 तक "आपदा जोखिम न्यूनीकरण और जलवायु परिवर्तन में लिंग और विविधता" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। कार्यक्रम का उद्देश्य निम्नलिखित के लिए है: (i) लिंग और विविधता के दृष्टिकोण से DRR या जलवायु परिवर्तन अनुकूलन के प्रभारी सरकारी अधिकारी, (ii) DRR या जलवायु परिवर्तन अनुकूलन के संदर्भ में लैंगिक समानता और महिला सशक्तिकरण को बढ़ावा देने के प्रभारी सरकारी अधिकारी, और (iii) DRR या जलवायु परिवर्तन अनुकूलन में लैंगिक समानता और महिला सशक्तिकरण के लिए काम करने वाले नागरिक समाज और गैर-सरकारी संगठनों के प्रतिनिधि । 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:

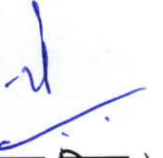
- (i) चिकित्सीय इतिहास संबंधी प्रश्नावली के साथ प्रायोजक सरकार का आवेदन पत्र।
- (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
- (iii) वांछित निबंध ।
- (iv) पासपोर्ट की एक फोटोकॉपी।

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 03.09.2024 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

सुश्री चारु विजय,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5233,
ईमेल- charu.vijay@nic.in
chourasia.anil@nic.in

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, 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 "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।


(चारु विजय)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (आपदा प्रबंधन), गृह मंत्रालय, एनडीसीसी-द्वितीय भवन, जय सिंह रोड, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, इंदिरा पर्यावरण भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन), महिला एवं बाल विकास मंत्रालय, शास्त्री भवन, नई दिल्ली।
4. सलाहकार (सीसीएफयू), विभाग आर्थिक कार्य विभाग, नार्थ ब्लॉक, नई दिल्ली।
2. भारत सरकार के सभी मंत्रालयों/विभागों के संयुक्त सचिव (प्रशासन)।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

एमओएफ की वेबसाइट पर अपलोड किया जाएगा
[\[https://mofapp.nic.in/training/default.aspx\]](https://mofapp.nic.in/training/default.aspx)



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

GENERAL INFORMATION ON

Gender and Diversity in Disaster Risk Reduction and Climate Change (In Japan)

課題別研修「ジェンダーと多様性からの災害リスク削減と気候変動」(本邦研修)
JFY 2024

Course No.: 202311438J001

Course Period in Japan: From November 12 to December 5, 2024

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.¹

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, 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

The Sendai Framework for Disaster Risk Reduction(2015-2030), adopted at the Third United Nations World Conference on Disaster Risk Reduction held in Sendai in March 2015, outlines the importance of recognizing the needs of various stakeholders in particular women, in disaster risk reduction(DRR). It also mentions that women should have an equal voice and responsibility in policy development and implementation in DRR. The Government of Japan also announced its plan to organize a training program to promote women's leadership in DRR, as part of the Sendai Cooperation Initiative for Disaster Risk Reduction, which was launched by the government of Japan during the Conference. It is, therefore, important to promote women's active and equal participation in DRR and consider their specific needs and interests when developing DRR policies and managing and implementing DRR programs and projects.

The training course on Gender and Diversity in Disaster Risk Reduction and Climate Change provides an opportunity to learn from Japan's experience on disaster prevention and climate change adaptation, emergency responses, recovery and reconstruction, with special consideration to vulnerable groups of people, such as women, children, the elderly, the persons with disabilities, foreign residents and LGBTQIA+. It also aims to share the knowledge and the experiences among participating countries and collaboratively learn and generate effective, equal and meaningful approaches to DRR and climate change with a gender and diversity perspective.

For what?

The participants will share ideas and approaches to gender and diversity in DRR and climate change. Through collaborative learning processes, the course aims to co-create new, effective and transformative approaches to promote women's leadership, in particular, and to generate effective, equal and meaningful approaches to DRR and climate change with a gender and diversity perspective.

For whom?

The participants will be tripartite: i) government officers in charge of DRR or climate change adaptation with a gender and diversity perspective, ii) government officers in charge of promoting gender equality and women's empowerment in the context of DRR

or climate change adaptation, and iii) representatives of civil society and non-governmental organizations working for gender equality and women's empowerment in DRR or climate change adaptation.

How?

The training course will be provided by online during quarantine in Tokyo and in Tohoku area. The program covers the experiences of Tokyo and Tohoku area in Japan. Tohoku area was severely damaged by the earthquake and tsunami in March 2011. The participants will have the opportunities to learn from Japan's experience as well as exchange of ideas with local residents in Japan, both national and international experts and participants from other countries.

II. Description

1. Title (Course-No.):

Gender and Diversity in Disaster Risk Reduction and Climate Change
(202311438J001)

2. Course duration in Japan

Course Period in Japan: November 12 to December 5, 2024

3. Target regions or countries

Bangladesh, Chile, India, Nepal, Mexico, and Uganda

4. Eligible / target organization

The training course is designed for personnel from:

- a) The central government in charge of DRR with a gender and diversity perspective or climate change adaptation;
- b) The central government in charge of gender equality and women's empowerment or climate change adaptation;
- c) Civil society and non-governmental organizations working for gender equality and women's empowerment in DRR or climate change adaptation

Please see III-2 for the detailed nominee qualifications.

5. Course capacity (upper limit of participants)

6 participants

6. Language to be used in this course:

English

7. Course objective:

The purpose of the course is to mutually understand and exchange information and good practices on DRR and climate change adaptation from a gender and diversity perspective by participants and relevant organizations in Japan and discuss and co-create effective approaches to promote DRR and climate change adaptation from a gender and diversity perspective and women's leadership in DRR and climate change adaptation.

8. Overall goal

The overall goal of the training course is to place a greater emphasis on gender and diversity approaches to DRR, disaster prevention and climate change adaptation, as well as to promote women's greater participation and leadership in decision making processes for DRR and climate change adaptation policies, programs and projects.

9. Relationship with SDGs (Sustainable Development Goals)

JICA has been committed to promote the achievement of all goals of SDGs by 2030, along with their inclusive approaches for “Leaving no one behind”. The SDGs goal 5 is to achieve gender equality and empowerment of all women and girls, which is a stand-alone goal as well as a cross-cutting goal indispensable to achieve all the other 16 goals. The SDGs goal 13 is to take urgent action to combat climate change and its impact, including strengthening resilience and adaptive capacity to climate-related hazards and natural disasters in all countries(13.1). SDGs goal 11 is to make cities and human settlements inclusive, safe, resilient and sustainable, including by 2030, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction(2015–2030), holistic disaster risk management at all levels(11.b).

10. Module of training course with expected output:

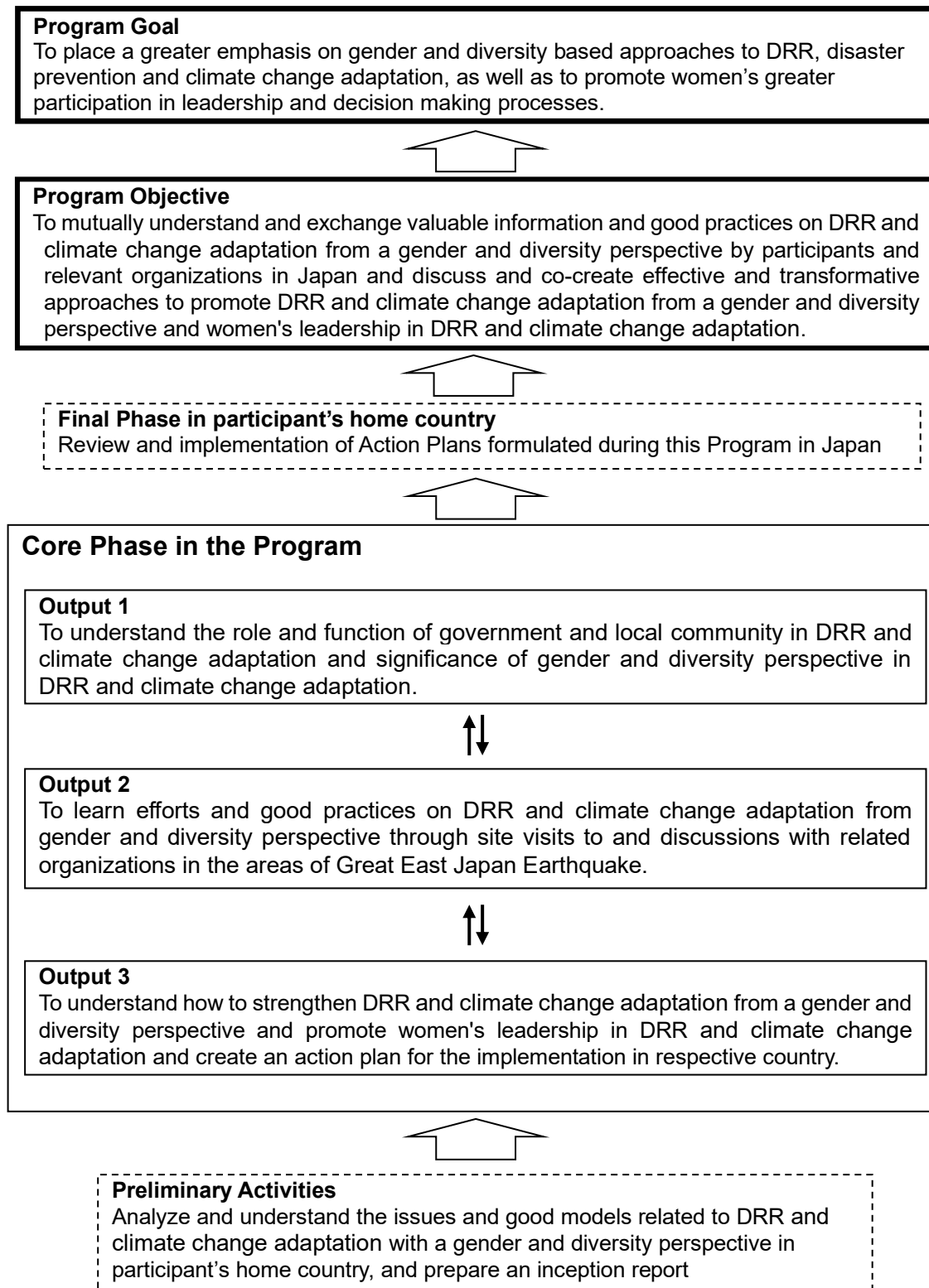
The training course module consists of the following components.

Training course in Japan in 2024 (November 13 to December 4, 2024) Participants to be dispatched by the concerned government and organizations will attend the training course implemented in Japan. Please see Annex I for further information.		
Expected Module Output	Subjects/Agendas	Methodology
1. To understand the role and function of government and local community in DRR and climate change adaptation and significance of gender and diversity perspective in DRR and climate change adoption.	(1) Gender and Diversity in DRR: An Overview	Lecture Discussion
	(2) Japanese DRR system	Lecture
	(3) Japan's Disaster Prevention System and Gender Equality	Lecture
	(4) Disaster Response from a Gender Equality Perspective in Japan	Lecture
	(5) JICA's Gender Mainstreaming Efforts	Lecture
	(6) JICA's Gender Initiatives in DRR	Lecture
	(7) Women, Peace and Security	Lecture
	(8) Global Trends: Gender Diversity in DRR	Lecture Discussion
	(9) Sendai Framework and gender	Discussion
	(10) Violence against Women and Girls and DRR	Lecture Discussion

	(11) Climate Change and Gender	Lecture Discussion
	(12) JICA's Climate Change and Gender Initiatives	Online Lecture Discussion
	(13) Gender, Diversity and DRR: NGO Initiatives	Lecture Discussion
	(14) Challenges and Possibilities of Disaster Traditions from the Perspective of Gender Equality and Diversity	Lecture Discussion
	(15) Climate Change Response in Minamisanriku Town	Lecture Discussion
	(16) Disaster Case Management	Lecture Discussion
	(17) Gender and Diversity Initiatives in Local Disaster Management Plans in Sendai City	Lecture Discussion
	(18) Disaster Prevention in Sendai City's Gender Equality Plan	Lecture Discussion
	(19) Disaster Risk Reduction Initiatives at Gender Equality Centers	Lectures Field Visit
2.To learn efforts and good practices on DRR and climate change adaptation from gender and diversity perspective through site visits to and discussions with related organizations in the areas of Great East Japan Earthquake.	(1) Disaster prevention hands-on learning (Honjo bosai kan)	Field visit
	(2) Community Disaster Prevention Activities by Women Leaders in Hiratsuka	Field Visit Discussion
	(3) Free session by participants	Presentation
	(4) Inception Report Presentation	Presentation
	(5) Women's Economic Independence: Introduction of Entrepreneur's Business	Lecture Discussion
	(6) Visit Iwate TSUNAMI Memorial Museum(Great East Japan Earthquake Tsunami Memorial Museum)	Field Visit
	(7) Efforts to create a town that does not need the word "Normalization"	Lecture Discussion
	(8) Gender and DRR Initiatives of Civil Society Organizations Kirarin kids	Lecture Discussion
	(9) Yamamoto Town (storyteller)Earthquake Remains Nakahama Elementary School	Field visit Discussion
	(10) Relocation in Yamamoto Town	Field visit Discussion

	(11) Gender and Diversity in Climate Change Adaptation: Branding of the Migaki Strawberry	Lecture Filed visit
3.To understand how to strengthen DRR and climate change adaptation from a gender and diversity perspective and promote women's leadership in DRR and climate change adaptation and create an action plan for the implementation in respective country.	(1) Inclusive DRR: Beppu model	Lecture Discussion
	(2) Exchange of opinions -Involvement of diverse stakeholders and women's leadership (policy advocacy)	Lecture Discussion
	(3) DRR activities from gender perspective in Junior high school	Discussion
	(4) LGBTQIA+ and DRR	Lecture Discussion
	(5) Co-creation Event: Next Steps in Developing Women's Disaster Prevention Leaders	Lecture Discussion
	(6) Progress of Action Plan of ex-training participants	Lecture Discussion
	(7) Progress of Action Plan of ex-participants	Presentation
	(8) Action Plan Presentation (country presentations)	Presentation

<Structure of the Program>



III. Eligibility and Procedures

1. Expectations to the Applying Organizations:

- (1) This Program is designed primarily for organizations that intend to address specific issues or problems related to gender and diversity in DRR and climate change adaptation. The participating organizations are expected to utilize this opportunity to train appropriate personnel in the field.
- (2) The course materials are specially developed, in collaboration with relevant prominent organizations in Japan, to meet the specific needs of participating organizations, so that the organizations can work toward effectively managing the issues and problems related to gender and diversity in DRR and climate change adaptation.

2. Nominee Qualifications:

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

"Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either person who is engaged in the said field or directly related to program subject."

(1) Essential Qualifications

1) Current Duties: The candidate should meet one of the 3 categories below. If there are several candidates in each country, it is preferable that the applying country should select candidates from each category.

- a. a manager of a department in charge of DRR or climate change adaptation and planning in the central government, or
- b. a manager of a department in charge of gender equality in the central government, or
- c. an executive director of a local non-governmental organization promoting gender and diversity in DRR or climate change adaptation

*Priorities are given to local NGOs over highly recognized international organizations.

2) Experience in the relevant field: have more than 5 years of experience in the field of gender equality and/or DRR and/or climate change adaptation and will continuously work in the same or related department.

3) Educational Background: a graduate of university

4) Language: have a competent command of spoken and written English which

is equal to TOEFL iBT 100 or more (This training includes active participation in discussions, which require high competence of English ability).

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

(2) Recommended Qualifications

1) Age: possibly be under the ages of fifty-five (55) years

2) Gender Equality and Women's Empowerment:

JICA seeks more female applicants due to the past records of fewer applications from women. 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, Passport Number and Expiry Date

(3) Essay: Candidates are required to submitting the Essay with Application Form. Please refer ANNEX II .

Note: The applicant must be submitted all required documents.

You will not be selected if there are any deficiencies in the documents submitted.

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 Tohoku in Japan by **September 17th, 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 Tohoku Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 8th, 2024.**

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

Inception Report – to be submitted to JICA Tohoku by **October 22th, 2024.**

Accepted candidates are required to prepare an Inception Report. The format (MS Power Point) will be sent to the participants with Notice of Acceptance. The inception report should be submitted to JICA Tohoku by **October 22th, 2024,** preferably by e-mail to **thictad@jica.go.jp**

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) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated

by both the nominating Government and the Japanese Government in respect of the course,

- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan):

(1) **Center:** JICA Tohoku Center (JICA TOHOKU)

(2) **Program Officer:** Ms. YAMATO Teruko (thictad@jica.go.jp)

2. Implementing Partner:

(1) **Name:** IC Net Limited.

(2) **URL:** <http://www.icnet.co.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:

JICA Tokyo Center (JICA TOKYO)

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

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

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

Please refer to facility guide of JICA TOKYO at its URL,

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

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

5. Expenses

The following expenses in Japan will be provided by JICA:

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

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

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

(4) Expenses for program implementation, including materials.

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

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

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

6. Pre-departure Orientation

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html



3.11 Tsunami



Tsunami Damage



City of Sendai



JICA Training



V. Other Information

1. Location of the training site

City of Sendai, Miyagi Prefecture, Japan



The city of Sendai is located in the northern part of Japan, called the Tohoku region. The distance from Tokyo is about 350km, and it takes about 1.5 hours by shinkansen (bullet train). The population is about one million.

2. Climate

Average temperatures and precipitation in Sendai (2021)

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average High (° C)	4.8	8.6	13.4	16.6	21.6	24.9	27.8	28.7	24.6	20.0	15.7	8.4
Average (° C)	1.2	3.7	8.6	11.6	17.0	20.6	24.1	24.9	20.8	15.8	11.1	4.7
Average Low (° C)	-2.3	-0.5	4.0	6.9	12.9	17.9	21.7	22.2	17.6	12.0	7.1	1.1
Precipitation (mm)	9.5	74.5	107.5	92.5	74.5	62.0	189.0	182.5	125.5	143.0	65.0	57.5

3. Computers

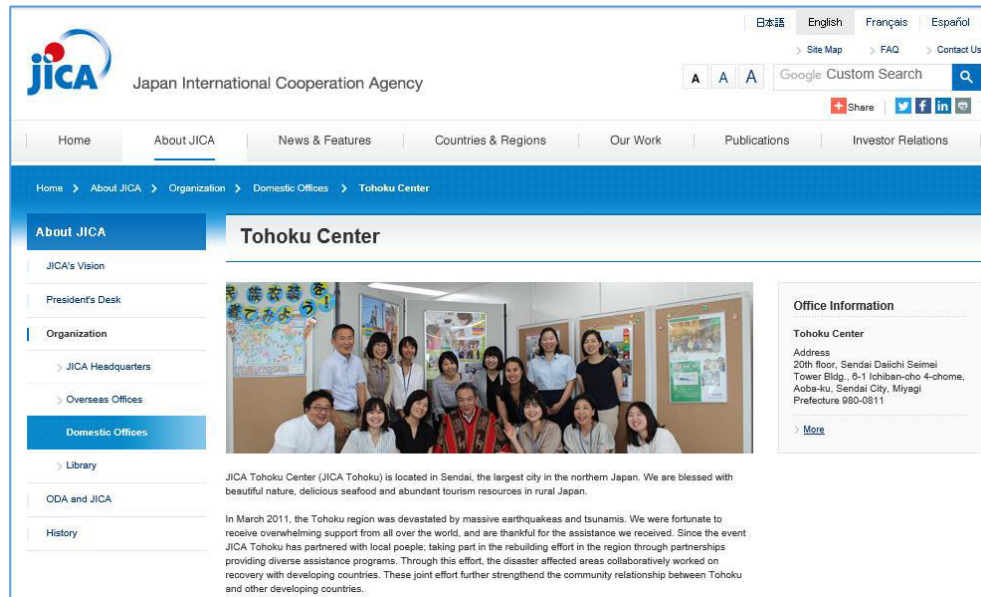
The participants are recommended to bring own laptop/notebook computers

(*1) to prepare for Action Plans and presentation slides, and to check personal e-mail.

(*1) Laptop/notebook computers should have antivirus software installed, and must not have file sharing softwares, such as Winny, WinMX, BitTorrent and Gnutella.

4. About JICA Tohoku Center

Website: <https://www.jica.go.jp/tohoku/index.html>



Find us on facebook at <https://www.facebook.com/Jicatohoku>



JICA Tohoku



JICA Plaza Tohoku

VI. ANNEX-I

1. Tentative Course Schedules and Curriculums of Program in Japan

Date	Day	Content	Type	Attire	Place	Stay
12 th Nov	Tue	Arrival in Japan			JICA Tokyo	Tokyo
13 th Nov	Wed	-Briefing -Program and course orientation -Ice break work -Explanation of Inception report	Lecture Practice	Business casual	JICA Tokyo	Tokyo
14 th Nov	Thu	-Introduction -Gender and Diversity in Disaster Risk Reduction: An Overview and Discussion -Reflection and Questionnaire	Lecture Practice	Business casual	JICA Tokyo	Tokyo
15 th Nov	Fri	-Introduction -Japanese DRR System -Japan's Disaster Prevention System and Gender Equality (Cabinet Office) -Disaster Response from a Gender Equality Perspective in Japan (Gender Bureau)	Lecture	Business casual	JICA Tokyo	Tokyo
16 th Nov	Sat	Disaster Prevention Learning Experience	Observati on	Business casual	Sumida	Tokyo
17 th Nov	Sun	Holiday				Tokyo
18 th Nov	Mon	- JICA's Gender Mainstreaming Efforts -JICA's gender Initiatives in DRR -Women, Peace and Security -Global Trends: Gender Diversity in DRR -Sendai Framework and gender	Lecture Practice Discussio n	Business casual	JICA Tokyo	Tokyo
19 th Nov	Tue	- Violence against Women and Girls and DRR Move to Hiratsuka -Examples of Community Disaster Prevention Activities by Women Leaders -Discussion Examples of Community Disaster Prevention Activities by Women Leaders	Lecture discussio n	Business casual	JICA Tokyo Hiratsuk a	Tokyo
20 th Nov	Wed	-Climate Change and Gender -JICA's Climate Change and Gender Initiatives-Gender, Diversity and DRR: NGO Initiatives -Inclusive DRR: Beppu model DRR: Beppu mode -Free session by participants	Lecture	Business casual	JICA Tokyo	Tokyo

		-Reflection and Questionnaire				
21 st Nov	Thu	-Introduction -Involvement of diverse stakeholders and women's leadership (policy advocacy) -Gender, Diversity and DRR: NGO Initiatives -Reflection and Questionnaire	Lecture Discussion	Business casual	JICA Tokyo	Tokyo
22 nd Nov	Fri	-Inception Report Presentation	Presentation	Business casual	JICA Tokyo	Tokyo
23 rd Nov	Sat	Holiday				Tokyo
24 th Nov	Sun	Move to Minami-Sanriku				Minami-Sanriku
25 th Nov	Mon	-Climate Change from fisherman's perspective (Cruising at Shizugawa Bay) -Women's Economic Independence: Introduction of Entrepreneur's Business -Climate Change Response in Minamisanriku Town - DRR activities from gender perspective in Junior high school -Move to Rikuzentakata	Lecture Observation Practice	Business casual	Minamisanriku	Rikuzentakata
26 th Nov	Tue	-Challenges and Possibilities of Disaster Traditions from the Perspective of Gender Equality and Diversity -Visit Iwate TSUNAMI Memorial Museum (Great East Japan Earthquake Tsunami Memorial Museum) -Efforts to create a town that does not need the word "Normalization" -Gender and DRR Initiatives of Civil Society Organizations	Lecture Observation	Business casual	Rikuzentakata	Rikuzentakata
27 th Nov	Wed	-Move to Morioka -LGBTQIA+ and DRR -Disaster Case Management -Move to Sendai	Lecture Discussion	Business casual	Sendai	Sendai
28 th Nov	Thu	- Gender and Diversity Initiatives in Local Disaster Management Plans in Sendai City -Disaster Prevention in Sendai City's Gender Equality Plan -Disaster Risk Reduction Initiatives at Gender Equality Centers -Tour of L-Park Sendai facilities and exchange of opinions -Discussion	Lecture Discussion	Business casual	Sendai	Sendai

		-Reflection and Questionnaire				
29 th Nov	Fri	-Progress of Action Plan of ex-participants -Co-creation Event: Next Steps in Developing Women's Disaster Prevention Leaders	Lecture Discussion	Business casual	Sendai	Sendai
30 th Nov	Sat	Holiday				Sendai
1 st Dec	Sun	Holiday				Sendai
2 nd Dec	Mon	-Move to Yamamoto-Town -Yamamoto Town -(storyteller)Earthquake Remains Nakahama Elementary School -Relocation in Yamamoto Town -A Case Study of Climate Change Response through IT Agriculture -Farm Guide Move to Sendai	Lecture Discussion Observation	Business casual	Yamamoto	Sendai
3 rd Dec	Tue	-Support for preparation of Country-specific Action Plans	practice	Business casual	Sendai	Sendai
4 th Dec	Wed	- Action Plan Presentation (country presentations) -Copyright license agreement, etc. -Evaluation board -Closing	Presentation Discussion	Business	Sendai	Sendai
5 th Dec	Thu	Departure				

VI. ANNEX- II

Essay Questions

Note: Your essay should be submitted to JICA Office in your country no later than **September 17th , 2024. (Maximum of 2 pages, A4 size, 1.0 spacing, Arial 11)**

The Training Course: Gender and Diversity in Disaster Risk Reduction and Climate Change (202311438J001)

Name: _____

Country: _____

Organization: _____

Position: _____

- (1) Describe the problems on DRR and climate change from a gender and diversity perspective in your country.

- (2) Describe how you contribute to solve the problems mentioned above. Write in concrete and detail.

- (3) Describe specific example of your activities related to women's leadership development or community consensus building during planning process for disaster prevention and risk reduction, and climate change adoption

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



CORRESPONDENCE

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

JICA Tohoku Center (JICA TOHOKU)

20th Floor, Sendai Dai-ichi Seimei Tower Bldg.,
4-6-1 Ichiban-cho, Aoba-ku, Sendai-shi, Miyagi-ken, 980-0811 Japan
TEL: +81-22-223-5775 FAX: +81-22-227-3090
E-mail: thictad@jica.go.jp

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 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 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

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

Application Guideline for the JICA Knowledge Co-Creation Program

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

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

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

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

Please be advised:

- 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

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (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 requested to fill in this part.**

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

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

3) Other languages ()	() Excellent	() Good	() Fair	() Poor
---------------------------	---------------	----------	----------	----------

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

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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

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

By Applicant

Date

Name and Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

[] No	[] 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.?

[] No	[] 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.?

[] No	[] Yes:	
		Please specify ()

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

[] No	[] Yes:	
		Please specify ()

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

[] No	[] Yes:	
		Please specify ()

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

[] No	[] 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

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.

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

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- 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

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement	
2.	Complete DEA Proforma alongwith Vigilance Clearance	
3.	Whether Application has been recommended/ nominated by Line Ministry/Department/State Government	
4.	Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.	