

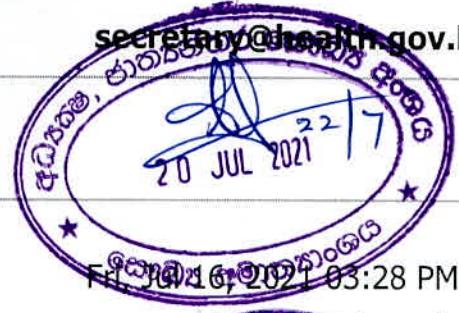
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ID/JICA programme.
22/07/2021

Advertisement on website.

secretary@health.gov.lk

Medical Equipment Management and Maintenance



FILED 16/07/2021 03:28 PM

From : Thanuja Dilrukshi <Thanujad@erd.gov.lk>

Subject : Medical Equipment Management and Maintenance

To : secretary@health.gov.lk, jjrathnasiri2000@yahoo.com, International Health Unit <dihunit@health.gov.lk>, secretary@pubad.gov.lk

Cc : Udeni Udugapathuwa <Udeni@erd.gov.lk>, Chandrika Senanayaka <Chandrika@erd.gov.lk>



Knowledge Co-Creation Programme: "Medical Equipment Management and Maintenance"

From 21st February 2022 to 01st March 2022 (Online)

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

We would be thankful if you could make necessary arrangement to send nominations in line with the required qualifications mentioned in the GI Booklet submitted by JICA. Each of the nominees has to submit two sets of applications along with the following documents on or before 08th October 2021.

1. Duly filled Application Form for "JICA Knowledge Co-Creation Programme" - New official Application form can be downloaded from ERD public website (www.erd.gov.lk) (Hand written applications will not be accepted)
2. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS),
3. Duly filed ERD Form

Scanned copies submission through email is accepted considering the prevailing situation.

Your cooperation in this regard is highly appreciated.

Kind regards & Safe Stay

Thanks & Best Regards

H G P Thanuja Dilrukshi

Research Assistant

Department of External Resources

Ministry of Finance

The Secretariat

3rd Floor

Colombo 01

Sri Lanka

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708 KB

 **KCCP_Application Form_2020年12月改訂.docx**
196 KB



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

GENERAL INFORMATION ON
MEDICAL EQUIPMENT MANAGEMENT AND MAINTENANCE (A)
(Online)
課題別研修「医療機材管理・保守(A)」(遠隔研修)
JFY 2021
Course No.: 202003012J001
On-Demand Program Period: December 8, 2021 to December 23, 2021
On-line Program Period: January 11, 2022 to March 15, 2022

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

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

Developing countries are facing big challenges to establish and maintain a sustainable and reliable health service delivery system. The Government of Japan and JICA continuously supported various medical facilities, in order to achieve this goal. For example, JICA provided medical equipment to these facilities as part of capacity development in the health sector. Human resource development for management and maintenance of medical equipment is essential in maximizing and sustaining the impact of such assistance by the Government of Japan. From the lessons of the past training programs, it is critical to improve the knowledge and the skills of the engineers who are currently engaged in the management and maintenance of medical equipment.

This training course is designed for participants from English-speaking countries to ameliorate serious shortages of well-trained engineers. The training will provide basic knowledge and technics to properly maintain medical equipment, to ultimately raise the quality of medical care in the target countries.

For what?

Proper management and maintenance of medical equipment are critical in delivering effective healthcare services. This training course enables engineers in charge of medical equipment maintenance to acquire electric, electronic and medical engineering skills, as well as the knowledge and the skills on proper handling of medical equipment. The goal is to enable the participants to contribute to raising the medical equipment management and maintenance standards in their home countries.

For whom?

Engineers who are in charge of the management and maintenance of medical equipment at ministry of health, national hospitals, medical research laboratories, medical educational facilities and major regional hospitals in the target countries.

How?

The training course will be provided by online. The course materials are specially developed for engineers in charge of management and maintenance of medical equipment in the target countries, in collaboration with Japanese experts in the field.

II. Description

- 1. Title (J-No.): Medical Equipment Management and Maintenance (A)
(202003012J001)**
- 2. Online Program Period**
 - (1) On Demand Program(All countries) : **December 6, 2021 to December 17, 2021**
 - (2) On line Program Period :
 - I. February 7, 2022 to February 15, 2022**
(Marshall, Micronesia, Palau, Papua New Guinea, Solomon, Timor-Leste)
 - II. February 21, 2022 to March 1, 2022**
(Bangladesh, Bhutan, Laos, Mongolia, Nepal, Sri Lanka)
 - III. March 7, 2022 to March 15, 2022**
(Argentina, Eswatini, Saint Lucia, Uganda, Zambia)

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

Argentina, Bangladesh, Bhutan, Eswatini, Laos, Marshall, Micronesia, Mongolia, Nepal, Palau, Papua New Guinea, Saint Lucia, Solomon, Sri Lanka, Timor-Leste, Uganda, Zambia
- 4. Eligible / Target Organization**

This program is designed for engineers from the ministry of health, national hospitals, medical research laboratories, medical educational facilities and major regional hospitals.
- 5. Course Capacity (Upper limit of Participants)**

18 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**

The purpose of the course is to improve the knowledge and the skills of government officers and staff members, who are engineers, and are responsible for purchasing, managing and maintaining medical equipment, so that an appropriate level of medical equipment management and maintenance services can be achieved and maintained in the target countries.
- 8. Overall Goal**

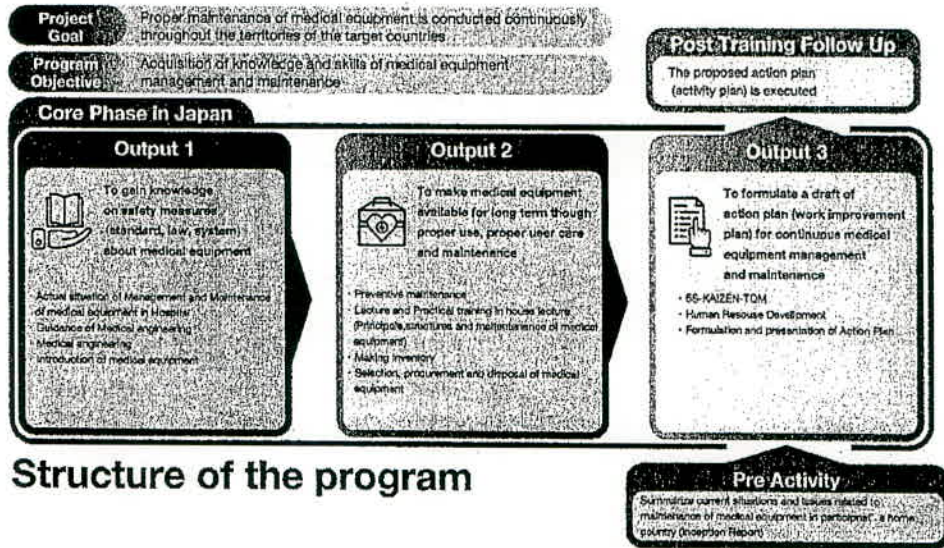
Through the course, an appropriate level of medical equipment management and maintenance are continuously provided in the target countries, and the quality of medical services is improved.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
Prior to your online program		
Preliminary Activity	(1) Prepare Inception Report	Exercise
<i>Online On Demand Program at your country</i> As a part of the training course, each participant is required to participate in Online Program remotely in respective country.		
<p><Online Program></p> <p>1. To gain knowledge on safety measures (standard, law, system) about medical equipment</p>	<p>Guidance of Medical engineering</p> <p>Medical engineering (material engineering, biophysics, bioinstrumentation)</p> <p>Safety management</p> <p>Introduction of medical equipment</p> <p>Planned Preventive maintenance</p>	<p>On-demand Lecture</p> <p>On-demand Lecture</p> <p>On-demand Lecture</p> <p>On-demand Lecture</p> <p>On-demand Lecture</p>
<p><Online Program></p> <p>2. To make medical equipment available for long term through proper use, proper user care and maintenance</p>	<p>Selection, procurement and disposal of medical equipment</p> <p>Basic knowledge of sterilization</p> <p>Basic knowledge of Electrocardiogram</p> <p>Basic knowledge of Artificial ventilator</p>	<p>On-demand Lecture</p> <p>On-demand Lecture</p> <p>On-demand Lecture</p> <p>On-demand Lecture</p>
<i>Online Program at your country</i> As a part of the training course, each participant is required to participate in Online Program remotely in respective country.		
1. To gain knowledge on safety measures (standard, law, system) about medical equipment	(1) Actual situation of Management and Maintenance of medical equipment in Hospital	Lecture and Exercise

	(2) Visit Hospital	Lecture and Pre recorded Video
2. To make medical equipment available for long term through proper use, proper user care and maintenance	(1) Preventive maintenance	Lecture and Exercise
	(2) Lecture and Practical training in house lecturer (Principle, structures and maintenance of medical equipment)	Lecture and Exercise
	(3) Medical devices related to the Covid-19	Lecture
	(4) Visit hospital	Lecture Pre Recorded Video
3. To formulate a draft of action plan (work improvement plan) for continuous medical equipment management and maintenance	(1) 5S	Lecture and Exercise
	(2) Formulation and presentation of Action Plan	Lecture and Exercise
After Finish the K.C.C.P		
Post Training Follow Up	Presentation of training report and action plan to your supervisors and related staff members	Exercise
	Execution of your action plan	Exercise



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 medical equipment management and maintenance. The participating organizations are expected to utilize this opportunity to train appropriate personnels 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 and resolving the issues and problems related to medical equipment management and maintenance.
- (3) As this program is designed to facilitate participants to come up with the plan to bring a change in their organization. Participating organizations are expected to make due preparation with the participants by carrying out the activities of the Preliminary Phase described in section II-9
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.
- (5) Participating organizations are requested to allow the participants to participate in this online program for three hours a day and attend Online live sessions (7days) during the program period without disturbing by daily work.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be an engineer in charge of the management and maintenance of medical equipment in the ministry of health, national hospitals, medical research laboratories, medical educational facilities and/or major regional hospitals in the target countries
- 2) Experience in the relevant field: have more than 5 years of experience in the field of medical equipment management and maintenance
- 3) Language: have a competent command of spoken and written English
- 4) Age: must be under 45 years of age
- 5) Recommendation: must receive a recommendation by the national government or JICA projects
- 6) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube (streaming), Google Classroom (or other learning management system such as Cornerstone), and Zoom. Also with a web camera for the online live sessions

- 7) Time management: Have permission to participate in this online program for two to three hours a day, including several live sessions
- 8) Health: must be in good health to participate in the program. 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) Recommendable Qualification

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

(3) IT Environment

- 1) Internet communication speed: downstream bandwidth is more than 20Mbps
- 2) Browser Recommended: Google Chrome, Microsoft Edge Chromium
Alternative: Firefox, Safari
- 3) OS: Windows 10, macOS, Android
- 4) Device: to be prepared a PC or Tablet/Smartphone

3. Required Documents for Application

(1) Application Form: The Application Form is available at **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. 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

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

*The closing date in your country is earlier than the date noted below.

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to JICA Tohoku in JAPAN by October 15, 2021)

(2) Selection:

Primary screening is conducted at the JICA overseas office (or the embassy of

Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than November 5, 2021.

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

Inception Report – to be submitted by November 30, 2021

Accepted candidates are required to prepare an Inception Report (Please read ANNEX-I "Inception Report" for detailed information.) before online training. The Inception Report should be sent to JICA by November 30, 2021, 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) 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,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (4) not to engage in political activities, or any form of employment for profit,
- (5) 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,
- (6) 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, and
- (7) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA TOHOKU

(2) Contact: Mr. YAMAGUCHI Hiroyuki (thictad@jica.go.jp)

2. Implementing Partner:

(1) Name: Air Water East Japan Inc. (Medisun Group Fukushima Branch)

(2) URL: none

3. Orientation:

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

*YouTube of Course introduction: https://www.youtube.com/watch?v=uFogvxbR_uE

4. About JICA Tohoku Center

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

The screenshot shows the JICA Tohoku Center website. At the top, there is a navigation bar with links for Home, About JICA, News & Features, Countries & Regions, Our Work, Publications, and Investor Relations. Below this, a breadcrumb trail reads: Home > About JICA > Organization > Domestic Offices > Tohoku Center. The main content area is titled 'Tohoku Center' and features a large photograph of the center's interior. To the right of the photo is an 'Office Information' section with the following details:

Tohoku Center
Address
20th floor, Sendai Daiichi Seimei
Tower Bldg. 6-1 Ichiban-cho 4-chome,
Aoba-ku, Sendai City, Miyagi
Prefecture 980-0811

Below the photo, there is a paragraph of text:

JICA Tohoku Center (JICA Tohoku) is located in Sendai, the largest city in the northern Japan. We are blessed with beautiful nature, delicious seafood and abundant local resources in rural Japan.

In March 2011, the Tohoku region was devastated by massive earthquakes and tsunamis. We were fortunate to receive overwhelming support from all over the world, and are thankful for the assistance we received. Since the event JICA Tohoku has partnered with local people, taking part in the rebuilding effort in the region through partnerships providing diverse assistance programs. Through this effort, the disaster affected areas collaboratively worked on recovery with developing countries. These joint effort further strengthened the community relationship between Tohoku and other developing countries.

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



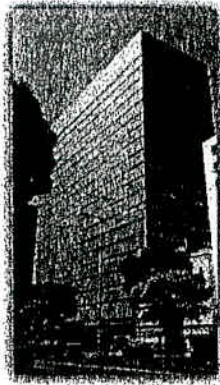
facebook

メールアドレスまたは電話番号 パスワード ログイン

プロフィール

JICA ジャイカ
JICA 東北
@jicatohoku
ホーム

秋募集
応募受付中
8/20・9/29
JICA 海外協力隊



JICA Tohoku



JICA Plaza Tohoku

V. ANNEX-I:

Medical equipment management and maintenance

Inception Report

Name of applicant :

Country :

Organization and present post :

E-mail :

Remark1 : The Report should be typewriting in English (12 point font,A4 size paper)and total pages of the report must be limited to 5 pages.

Remark2 : Each participant is required to have presentation in 10 minutes based on this Inception Report at the early stage of the training for the purpose of the making the training more effective and fruitful by comprehending the situations and problems of the participant each other.

Remarks3 : For Inception Report presentation, we recommend that you will use visual aids such as Power Point, slides, films and other materials.

<Contents>

1. Introduce general condition of your country, i.e., Population, climate, main products, national budget and other important figures.

2. Describe overall condition of status health and medical situations (national strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes, main diseases and health services, number of hospital, medical staffs and other supportive systems, etc.)

3. Please draw a chart of your organization and write the names of departments (sections). In addition, please add the number of staffs of each department (section) in it.

4. Hospital Profiles

Please explain the administration of your hospital.

If you are working at Ministry of Health or other (e.g. educational institution), Please skip it.

Ownership		
Name of the hospital		
Coverage area		
Coverage hospital (estimate)		
No. of employees (persons)	Medical doctor	
	Nurse	
	Biomedical staff (Engineer or Technician)	
Number of beds		
Number of inpatients per month(persons)		
Number of outpatient per day (persons)		
Number of delivery per month (persons)		
Number of operation per month	General anesthesia	
	Local anesthesia	

Hospital income and expenditures (Annual)

Income	Central government	
	Local government	
	Patient Medical expense	
	Others	
Total income		
Expenditures	Administration	
	Maintenance	
	Newly purchase of Medical equipment	
	Spare parts, consumable for Medical equipment	
	Service contract(outsourcing) of Medical equipment management	
Total expenditures		

Medical equipment management

5. Please describe your country Act, Cabinet order, Regulation of medical equipment management field.

6. In your hospital /Organization, What type of special software use that to manage medical devices?

7. Please describe problems and difficulties in the medical equipment management field?
(Remark: bullet point, 3 problems)

-
-
-

8. Please describe major causes of failures or breakdown of medical equipment.
(Remark: bullet point, 3 problems)

-
-
-

9. Please describe major Japanese medical equipment used in your country.
Note: equipment name, manufacture, model

10. Please attached list of medical equipment used at your facility
(Remark: Attach photo, and List)

11. Please describe the name of the medical equipment and numbers that is currently out of order, what causes the failure?
(Note: Ultrasound device, fault of transducer (Probe), User dropped transducer on the floor)

12. Please describe what type of medical equipment do you most frequently maintain?
(Remark: bullet point, 3 medical device)

-
-
-

13. What is the most interesting subject in this training?

14. What is the most challenge you want to solve in your organization?

V. ANNEX-II:

Course Schedules for FY2021

Medical Equipment Management and Maintenance Course

	day	Time	Contents
Tue	1	9:00-9:30 9:30-10:00 10:00-11:20 11:20-11:40 11:40-12:00	Orientation Opening Ceremony Inception report presentation and Q&A Explanation of assignment (action plan) Japanese Language class
Wed	2	9:00-9:15 9:15-10:30 10:30-11:00 11:00-12:00	Morning meeting ("Show & Tell" each county's appealing point) Actual Situation of management and maintenance of medical equipment at Japanese hospitals What is 5S method at medical institutions Problem analysis and discussion
Thu	3	9:00-9:15 9:15-10:30 10:30-11:15 11:15-12:00	Morning meeting ("Show & Tell" each county's basic information) Planned preventive maintenance(PPM) How to develop and utilize Inventory list How to develop tools for PPM (Standard operating procedure and Checklist for User and Engineer)
Fri	4	9:00-9:15 9:15-9:45 9:45-11:00 11:00-12:00	Morning meeting ("Show & Tell" each county's basic information) Medical equipment management by COVID19 situation Introduce for Medical equipment for related to the COVID-19 (Ventilator, CPAP, UVC disinfect system etc.) How to inspect those medical equipment.
Sat			Assignment implementation day
Sun			※ 【Theme】 Develop the tool for implementation for PPM (Standard operating procedure and Checklist for User and Engineer)
Mon	5	9:00-9:15 9:15-10:45 10:45-12:00	Morning meeting ("Show & Tell" each county's appealing point) Check the content of the development tool(assignment) Principle, operation and maintenance of Medical device (sterilizer)
Tue	6	9:00-9:15 9:15-10:15 10:15-11:15 11:15-12:00	Morning meeting ("Show & Tell" each county's appealing point) Safety management "Important factor by PPM" How to measure the leakage current. Troubleshooting
Wed	7	9:00-9:15 9:15-11:00 11:00-11:30 11:30-12:00	Morning meeting ("Show & Tell" each county's appealing point) Action Plan Presentation ※ 【Theme】 Evaluation meeting Closing ceremony

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)

Address: 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



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
Form45. Terms and Conditions, and Declaration	You

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

Please be advised:

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

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

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

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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)	-	
6. *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

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Start at: 1 + Alignment: Left + Aligned at: 0" + Indent... at:
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Note for Applicants from Latin American and the Caribbean Countries:-

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

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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	() 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		<input type="text"/>	<input type="text"/>	<input type="text"/>

*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 \checkmark or X below in the () which best describes the relationship.**

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



4. Experience and Eligibility

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

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

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

2) Academic Background (University, College or Higher Education)

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

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

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

4) Language Proficiency (Self-Assessment)

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



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



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

By Applicant

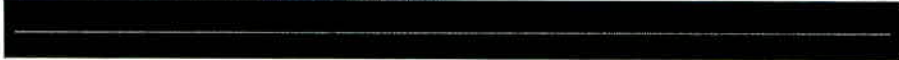
Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program



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

<input type="checkbox"/> No	<input type="checkbox"/> Yes:— Please specify (_____)
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(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 (_____)
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(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 (_____)
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3. Other Medical Issues/Conditions

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

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: _____ Weeks of pregnancy (_____ weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

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

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

By Applicant _____

Date

Name and
Title/Position

Signature

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



Form __. 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) not to quit the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

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

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

(3)(1) Security Notice

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



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

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

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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



4. Portrait Right Policy

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date
Name and Title/Position
Signature