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வெளிநாட்டுவளங்கள்திணைக்களம்
Department of External Resources

මුදල් අමාත්‍යාංශය

මහලේකම් කාර්යාලය (3වැනි මහල), කැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு

செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance

The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/HOAS/1312

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

20 January 2021

Secretary / Ministry of Education

Secretary / Ministry of Health



Attn: Officer In-charge of Foreign Trainings

Dear Sir

“Intellectual & Development Disabilities in Community Activities”

Online course from 08 March 2021 to 15 March 2021

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. It is appreciated if you could submit two sets of applications along with the following documents **on or before 09 February 2021**.

1. The duly filled Application Form for “JICA Knowledge Co-Creation Programme” (including inception report) **(hand written applications will not be accepted)** - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet, if available: (e.g. TOEFL, TOEIC, IELTS)
3. Questionnaire about General Information (Annex I)
4. Questionnaire on disability (Annex 2)
5. Copy of the Passport (if available)
6. ERD Form

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

(cont.....p/2)

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலைநகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

Your early response in this regard is highly appreciated.

Yours faithfully,



Udeni Udugahapattuwa

Addl. Director General

for Director General

Copy to: 01. Director General, Department of Social Services

} PI. send applications with your
recommendations through the
relevant line Ministry.

520/1312



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

GENERAL INFORMATION ON

Intellectual & Developmental Disabilities in Community Activities

JFY 2020

課題別研修「地域活動としての知的・発達障害者支援」

NO. 201902054J001

Online Course Period (except Jamaica): March 8 to March 15, 2021

Time for Malaysia and Mongolia: 8:00-10:00 (Local time)

Time for Mozambique and South Africa: 9:00-11:00 (Local time)

Time for Sri Lanka: 12:30-14:30 (Local time)

Online Course Period for Jamaican Participants: March 7 to March 14, 2021

Time for Jamaica: 19:00-21:00 (Local time)

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

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

I. Concept

Background

In 2015, countries adopted the 2030 Agenda for sustainable Development and its 17 Sustainable Development Goals (SDGs). Building on the principle “No one will be left behind”, the agenda emphasizes a holistic approach to achieve sustainable development for all. The SDGs explicitly include disability and persons with disabilities. Disability is referenced in multiple parts of the SDGs, specifically in the parts related Goal 4: Quality Education, Goal 8: Decent Work and Economic Growth, Goal 10: Reduced Inequality, Goal 11: Sustainable Cities and Communities¹.

In fact, however, because of beliefs and prejudices against persons with disabilities, especially persons with intellectual and developmental disabilities in developing countries, they are more likely to face barriers that hinder access to education, health services, and equitable employment and, as a result, face a greater risk of falling into poverty than those without disabilities. As a result, persons with intellectual and developmental disabilities cannot fully enjoy their human rights and participate in society².

Under this situation, it is required to build a society that is comfortable to live in for all people, with emphasis on support that ensures active participation and equality of persons with intellectual and developmental disabilities in a society with the following aspects:

- which targets on all the persons including persons with intellectual and developmental disabilities, who have had less opportunities to participate in social activities
- which can promote the local residents' understandings of persons with intellectual and developmental disabilities

This course is designed to meet the requirements mentioned above to realize society for all.

This program aims participants to acquire analytical frameworks, and to learn concrete approaches to implement in their own countries. Method of this course is online learning by using the Zoom, Google Classroom, and other tools.

For what?

The purpose of this program is:

1. to acquire analytical frameworks to work on disability and development, i.e. social model of disability and inclusion
2. to learn concrete approaches to realize society for all by learning important practices off/for persons with intellectual and developmental disabilities, i.e. inclusive education, supported employment, self-advocacy, a concept of inclusion of persons with disabilities and 2 E; Empowerment and Enablement to develop feasible actions to implement in each participants' countries.

¹ <https://sdgs.un.org/goals> (As of December 25, 2020)

² https://www.jica.go.jp/english/our_work/thematic_issues/social/c8h0vm00005znamu-att/guideline_social_02.pdf (As of December 25, 2020)

For whom?

This program is offered to the following (1) or (2);

- (1) Government officials who are responsible for the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities
- (2) Staff of NGOs and civil society engaged in the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities

Note: The participation of person with disabilities in above-mentioned categories is welcomed.

How?

This program will be held online. It consists of following methods:

- live session: lecture and workshop
- on-demand learning: video and other learning materials
- individual work: working on assigned work

II. Description

- 1. Title: Intellectual & Developmental Disabilities in Community Activities (201902054J001)**
- 2. Online Course Period**
March 8 to March 15, 2021
* Only for Jamaican participants, due to the time difference:
March 7 to March 14, 2021.
- 3. Target Regions or Countries**
Jamaica, Malaysia, Mongolia, Mozambique, South Africa and Sri Lanka
- 4. Eligible/Target Organization**
that qualifies (1) or (2) below;
 - (1) Government officials who are responsible for the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities
 - (2) Staff of NGOs and civil society engaged in the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities
- 5. Course Capacity (Upper limit of Participants)**
12 participants
- 6. Language to be used in this program:**
English
- 7. Course Objective:**
This course aims participants:
 - To acquire analytical frameworks to work on disability and development, i.e. social model of disability and inclusion
 - To learn concrete approaches to realize society for all by learning important practices of/for persons with intellectual and developmental disabilities, i.e. inclusive education, supported employment and self-advocacy
- 8. Overall Goal**
Each participants are able to develop feasible actions to realize participation of persons with intellectual and developmental disabilities in each participants' country.

9. Expected Module Output and Contents:

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

* There will be an assignment to submit prior to the course. Details of the assignment will be informed to those who are selected to participate in this course.

1) Module Output

March 8 to March 15, 2021		
Expected Module Output	Subjects/Agendas	Methods
1. To acquire analytical frameworks to work on disability and development, i.e. social model of disability and inclusion.	- Social Model of Disability - Inclusion	- Lectures - Workshops
2. To learn concrete approaches to realize society for all by learning important practices of/for persons with intellectual and developmental disabilities.	- Inclusive education - Supported employment - Self-advocacy	- Lectures - Discussions - On-demand learning (video, etc.)
3. To develop feasible actions to realize participation of persons with intellectual and developmental disabilities in each participants' country.	- Situation analysis and action making	- Individual work (assignment) - Workshop

***After the online course, participants are expected to share the list of actions with their supervisors and colleagues and discuss how to make use of results to their activities.**

2) Structure of the program *

Day	Date**	Curriculum
Day 1	March-8 (Mon)	Program Orientation Social Model of Disability
Day 2	March-9 (Tue)	Inclusion
Day 3	March-10 (Wed)	Inclusive education

Day 4	March-11 (Thu)	Supported employment
Day 5	March-12 (Fri)	Self-advocacy
Day 6	March-15 (Mon)	Situation analysis and action making Closing Ceremony

*: Subjects and schedule may be minor changed.

**: Only for Jamaican participants: Date will be from March 7 (Sun) to March 14 (Sun).

10. Time to attend:

There will be two groups in the online course below.

- Group 1: Jamaica, Malaysia and Mongolia
- Group 2: Mozambique, South Africa and Sri Lanka

【Group 1】 Online program: 9:00-11:00 (Japan Time)

Country	Expected meeting time	Online program	Expected dismissal time
Jamaica	18:30(-1)	19:00-21:00(-1)	21:30(-1)
Malaysia	7:30	8:00-10:00	10:30
Mongolia	7:30	8:00-10:00	10:30

【Group 2】 Online program: 16:00-18:00 (Japan Time)

Country	Expected meeting time	Online program	Expected dismissal time
Mozambique	8:30	9:00-11:00	11:30
South Africa	8:30	9:00-11:00	11:30
Sri Lanka	12:00	12:30-14:30	15:00

11. Circumstance for the Internet Connection

The program is conducted through a platform "Zoom Meeting". It's necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least).

Please refer to this URL for how to measure internet speed.

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

Attending the program by mobile phone is not recommended due to the screen size and functions. Each participant needs to make a list of actions and presentation by his/her own device.

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

12. Attendance requirement

Participation in the all online programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees do not necessarily have to be employed by the applying organizations. However, the nominees must be either engaged in the said field or directly related to program subject and officially selected by the organizations for their specific purposes.

The participation of person with disabilities engaged in support for persons with disabilities, especially intellectual and developmental disabilities, is welcomed.

Please inform JICA Tokyo if you need reasonable accommodation. (Regarding the contact of JICA Tokyo, please see the information on page 10)

(1) Essential Qualifications

- 1) Current Duties: who qualifies (A) or (B) below;
 - (A) Government officials who are responsible for the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities
 - (B) Staff of NGOs and civil society engaged in the well-being of persons with disabilities, and, especially of persons with intellectual and developmental disabilities
- 2) be expected to continue his/her duty after the online course
- 3) Language: be fluent in spoken and written English. (Because this course includes active participation in discussions, report development and presentation, high English competence is required. If applicants have an official certificate of English language such as TOEFL, IELTS, TOEIC, please attach it for selection purpose.)
- 4) Internet Connection: have the Internet learning environments (devices, software*, and networks) at home or workplace. "Zoom", "YouTube", Google services etc. will be used in the online course.
*If you are not able to arrange internet connection or necessary device/software, please consult with JICA office in your country.
- 5) must be in good health, both physically and mentally, to participate in the

program.

- 6) Attendance: have to participate in all the online program.
- 7) Not have participated in this course in the past.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: have minimum of three (3) years of experiences as a project manager/coordinator.
- 2) Type of Organization: Government agencies, NGOs and civil society
- 3) Age: Between the age of more than thirty (30) and under fifty (50) years of age with university diploma or equivalent academic background.
- 4) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

(3) Expected requirements* specific for the online course:

- 1) Hardware: PC or tablet with speaker/microphone and web camera
- 2) Software: Zoom, YouTube, Google Classroom, Microsoft Excel, Word and Power Point and Chrome and Internet Explorer
- 3) Internet Access/Connection: speed enough to use as shown in 2) software above
- 4) Time availability: Required to join all the live sessions mentioned on page 6.

*If you need any assistance for preparation of the learning environment, please consult the local JICA office. Please note that the JICA office may not be able to assist with all requirements.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan).**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Photocopy of passport: to be submitted with the application form, if you possess a passport. If not, you are requested to submit a photocopy of an alternative official identification.

*Photocopy should include the followings: Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) Nominee's English Score Sheet: to be submitted with the application form, if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) Questionnaire about General Information: to be submitted with the application form. Fill in **ANNEX 1** of this General Information (G.I.).

(5) Questionnaire on disability: to be submitted with the application form. Fill in **ANNEX 2** of the G.I.

※Note: All the required documents must be submitted by the closing 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).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **February 11, 2021**)

(2) Selection:

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

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than **February 18, 2021**.

5. Document(s) to be submitted by accepted candidates:

(1) Assignment to be submitted by **March 3, 2021**.

* Further information will be provided later only for the accepted participants.

6. Conditions for Attendance:

- (1)** to strictly adhere to the program schedule.
- (2)** not to change the program topics.
- (3)** To respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tokyo Center (JICA TOKYO)
- (2) **Contact:** Ms. KANNO Naomi, Ms. AOTA Harumi (ticthdop@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/tokyo/english/office/index.html>
- (4) **Facebook:** <https://www.facebook.com/jicatokyo>

2. Pre-Orientation for accepted participants:

Online personal interview and Internet access/connection test will be held on either February 24, 25, or 26, 2021. Further information will be provided to the participants.

V. Other Information

1. Certificate

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

* It is required for participants to fully participate in the online course.

VI. ANNEX:

ANNEX-1 Questionnaire about General Information by February 11, 2021
(for all candidates)

ANNEX-2 Questionnaire on disability by February 11, 2021
(for all candidates)

For all candidates: to be submitted together with the Application Form

ANNEX-1

Intellectual & Developmental Disabilities in Community Activities 2020

Questionnaire

(JFY 2020)

All applicants are required to fill in this form and submit together with the Application Form. (Please type or write in clear letters.)

1. Name:
2. Country:
3. Organization/Position:
4. Outline of your Organization:
5. Your experience working the well-being of persons with disabilities, especially Intellectual and Developmental Disabilities.
6. What do you expect to learn in this course?

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to participate in programs 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 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



Guidelines of Application Form for the JICA Knowledge Co-Creation Program

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

1. Parts of Application Form to be completed

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying.
The applicants for KCCP (Group and Region Focus) are required to fill in every item.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

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



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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

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

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
 - (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
 - (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
 - (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP



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- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.
- (3) The details of Term of Use for the Online KCCP are shown in the JICA Website : https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

**Application Form for the JICA Knowledge Co-Creation Program****OFFICIAL APPLICATION**

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

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

Intellectual & Developmental Disabilities in Community Activities

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

201902054J001

3. Country Name:**4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.



Japan International Cooperation Agency

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

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



9) Contact Information

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

10) Internet learning environment

*If you need any assistance for preparation of the learning environment, please consult JICA office.

Internet Access/Connection	<p>1. Do you have Internet access/connection at home? Yes / No</p> <p>2. Do you have Internet access/connection at workplace? Yes / No</p> <p>3. Do you have fast and stable internet access/connection for online meeting/seminar by Zoom at home? Yes / No</p> <p>4. Do you have fast and stable internet access/connection for online meeting/seminar by Zoom at workplace? Yes / No</p> <p>5. Can you attach documents by email at home? Yes / No</p> <p>6. Can you attach documents via email at workplace? Yes / No</p>
Device&Network	<p>1. Device: ex)Personal Computer, Tablet,etc. ()</p> <p>2. Operating System: ex)Windows10, MacOS X, MacOS 10.9.X,etc. ()</p> <p>3. Browser: ex)InternetExplorer11+, Edge12+, Chrome 30+,etc. ()</p> <p>4. Network: ex)Wifi, WiredLAN,etc. ()</p>
Application	<p>1. Can you download and sign in "ZOOM" application? Download from https://zoom.us/download Yes / No</p> <p>2. Can you view "YouTube" video? sample [JICA-Net Library]Health Medical Care System in Japan https://youtu.be/s4YvIYiscwA Yes / No</p>



Experiences	1. Have you ever participated in online meeting/seminar before? Yes / No
	2. Have you ever used "ZOOM" as online meeting/seminar application before? Yes / No

11) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education) (required)

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