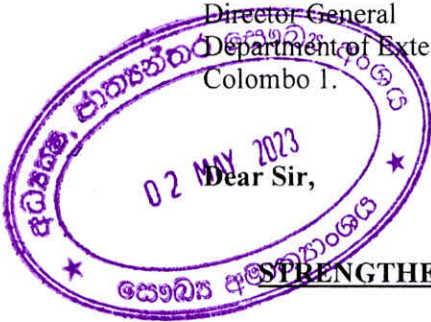




Japan International Cooperation Agency
 10th & 13th Floors, DHPL Building,
 No. 42, Navam Mawatha, Colombo - 2, SRI LANKA.
 TEL : (+94)011-2300470 / 2303700
 FAX : (+94)011-2300473 / 2303692
 E-mail : sl_oso_rep@jica.go.jp
 Homepage: <http://www.jica.go.jp/srilanka/english/index.html>
 Facebook : <https://www.facebook.com/jicasrilanka>

April 21, 2023.

Director General
 Department of External Resources
 Colombo 1.



*JCTA
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Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:
 STRENGTHENING OF COMMUNITY HEALTH SYSTEM FOR INFECTIOUS
 DISEASES CONTROL (A)
 COURSE NO: 202208263J001**

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is as follows.
 Online from 7th August to 1st September 2023
 In Japan from 27th September to 21st October 2023.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight copies of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- ✓ Ministry of Health
 - International Health Division
 - All Provincial Departments of Health

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 31st May 2023.**

- **Duly filled prescribed Application Form**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Copy of the passport (if available)**
- **Result of Chest X-ray**
- **Job Report with Questionnaire (Annex)**

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, International Health Division
All Provincial Department of Health
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Strengthening of Community Health System for
Infectious Diseases Control (A) (Online & In Japan)**
課題別研修「地域保健システム強化による感染症対策(A)」(遠隔+本邦研修)
JFY 2023

Course No.: 202208263J001

Online program Period: From August 7 to September 1, 2023

Course Period in Japan: From September 27 to October 21, 2023

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

Sustainable Development Goals (SDGs) were adopted by the United Nations in September 2015. Built on the Millennium Development Goals (MDGs), which ended in 2015, the SDGs are specific targets to be reached by 2030. Three of the eight goals in MDGs, 'reduction of child mortality', 'improvement of maternal health,' and 'combating HIV/AIDS, malaria and other diseases' were not achieved despite global efforts. These goals were extended as part of the SDGs. In all, the SDGs include thirteen health associated targets. Goal 3 is to "Ensure healthy lives and promote well-being for all at all ages." To achieve the targets, global efforts are required in both developing countries and developed countries.

Many developing countries still face difficulties providing infectious diseases control services in all regions. There are many reasons for this, including lack of human resources, budget, equipment, and facilities. Regional disparity in infrastructure, patient transportation, and inadequate health administration are particular problems that need to be addressed. Improving health systems in developing countries is essential to achieving global health goals. Using case studies from Okinawa and Japan, this program is designed to assist those responsible for nursing management to propose improvement plans that will impact infectious diseases control.

Okinawa Prefecture, which is the southernmost regional government in Japan, is made up of around 160 islands, many quite remote. This regional government has long focused on addressing infectious diseases issues. Much of this emphasis stems from post-World War II reconstruction when Okinawans suffered in extremely poor health conditions with inadequate medical staff and facilities. By implementing initiatives to improve its health systems, Okinawa succeeded in achieving Universal Health Coverage.

This program aims to leverage the success of the experience in Okinawa Prefecture and provide the knowledge, skill, and structure for participants to solve infectious diseases control issues through public health activities in their home countries.

In Japanese fiscal year 2023, this program is conducted as a hybrid program consisting of "online phase" using on-demand video materials and live sessions, and "on-site phase" in Okinawa, Japan.

For what?

This program, based on the success in Okinawa Prefecture, aims to provide participants with knowledge, skills, and keys to solve the issues on infectious diseases control in

developing countries.

For whom?

This program is designed for those who in a nursing position or its supervising position to be responsible for planning, implementation, evaluation and management of infectious diseases control in public health sections of central or local governments which address to improve public health.

How?

Participants shall have opportunities:

- 1) to analyze the obstacles on infectious diseases control in their countries in comparison with those of Okinawa and Japan, and
- 2) to obtain the clues to improve their current situation through learning the experience of measures taken in Okinawa Prefecture, which is one of the local government located southernmost in Japan, on its health administration especially just after the WW II.

Okinawa has good practices of the control of tuberculosis, parasitic diseases such as malaria and filariasis, but do NOT have a lot of experiences of HIV/AIDS, so this program does not put much focus on HIV/AIDS control.

II. Description

1. Title (Course No.)

Strengthening of Community Health System for Infectious Diseases Control (A) (202208263J001)

2. Course Duration in Japan

Online: August 7 to September 1, 2023

In Japan: September 27 to October 21, 2023

3. Target Regions or Countries

Albania, Bangladesh, Egypt, Indonesia, Republic of North Macedonia, Pakistan, Sri Lanka, Tajikistan, and Viet Nam

4. Eligible / Target Organization

This program is designed for the central or local governments which address to control infection diseases.

5. Capacity (Upper Limit of Participants)

9 participants

6. Language

English

7. Objective(s)

New action for infectious diseases control will be introduced by health officials of central or local governments with utilization of acquired knowledge through this program.

8. Overall Goal

Appropriate care for infectious diseases and prevention service will be provided to citizens by efficient functioning of health administration of both national and local levels in respective countries.

9. Output and Contents

This program consists of the following components. Details on each component are given below. The contents may be subject to modify.

1. Preliminary Phase		
<i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Output	Activities	
Job Report	(1) Analysis on the issues on infectious diseases control in working organization or in applicant's work responsibility (2) Be sure to use the attached format when making Job Report (3) Be sure to have the personnel in higher rank check before submission	
2. Core Phase		
<i>Participants attend online program (through On-demand video sessions and Online live discussion) and in-Japan program.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1.To sort and report the issues to be addressed on infectious diseases control in participant's country in order to share them with the program partners	(1) Sorting the issues on infectious diseases control in participant's county (2) Making short and concise presentation	Online live discussion
2.To understand the public health administration in Japan and Okinawa (from post-World War II to present), medical care system, cooperation between medically related organizations, based on the measures of infectious diseases control	(1) Overview of public health administration in Japan (2) Overview of public health, medical and welfare administration in Okinawa (3) Overview of public health and medical care activities in remote islands of Okinawa and mainland Japan (4) Infectious diseases control care services in medical facilities	On-demand or face-to-face sessions for lectures, field visit, and and exercise

<p>3.To acquire the specific idea about the application possibility of infectious diseases control measures through learning the history of public health activities in Japan and Okinawa, practice (methods and techniques), health system, human resources development</p>	<p>(1) Overview of public health nurse personnel stationing system in communities (2) Overview of nursing administrations and human resources development in Okinawa (3) Theory and practice of public health nursing activities (4) Japanese experiences and global trends in controlling Malaria and TB (5) Public health activities in the days "with COVID-19"</p>	<p>On-demand or face-to-face sessions for lectures, field visit, and exercise</p>
<p>4.To make feasible action plan to improve infectious diseases control in home country</p>	<p>(1) Review the contents of the program (2) Making and presentation of "Action Plan"</p>	<p>-On-demand or face-to-face sessions for lectures, field visit, and exercise -Presentation on face-to-face session</p>
<p>3. Utilizing Phase <i>Participating organizations produce final outputs by making use of results reported by participants. This phase marks the end of the Program.</i></p>		
<p>Expected Output</p>	<p>Activities</p>	
<p>To share the learning from the program with colleagues at work</p>	<p>• Presenting the outline of this program in a report meeting such as a workshop for the beneficiaries including co-workers, and discussion how the learning from the program can be applied to the home country</p>	

The finalized program schedule will be given with the acceptance notice.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (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 learn online program for two to three hours a day and attend online live sessions (3-4 times) during the online 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 in a nursing position or its supervising position to be responsible for planning, implementation, evaluating and managing of infectious diseases control at the central or local governments which address to improve public health
- 2) Experience in the Relevant Field: have at least 7 years' working experience in the field of public health
- 3) Educational Background: be a graduate of university or equivalent and licensed in clinical nursing and/or public health professional
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above in order to make an oral presentation and write reports. (This program includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc, if possible)
- 5) Availability: be able to participate in both "online" and "in-Japan" programs
- 6) IT environment (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. Connection from a smartphone or tablet is inappropriate for this program.

- 7) Time management: have permission to participate in the 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 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) Expectations for the Participants: Those who have relation with JICA health project will be preferable.
- 2) Age: between the ages of thirty-five (35) and forty-nine (49) years when the online program starts.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Result of Chest X-ray:** Due to the possible hospital and/or health facility visit, participants are required to submit the result of a chest X-ray taken within the past year. Please submit the signed result, not the image data.
- (5) **Job Report with Questionnaire:** to be submitted with the application form. Fill in Annex in this document.

***Remarks: The Application Form and the Report (ANNEX) must be**

computer-printed, NOT handwritten.

There are some cases which applicants are rejected since the application form is not readable.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

All required material must arrive at **JICA Center in Japan** by June 7, 2023.

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 7, 2023.**

5. 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 Okinawa Center (JICA OKINAWA)

(2) **Program Officer:** Ms. NAKAMA Naoko (oicctp@jica.go.jp)

2. Implementing Partner

Name: Under selection

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 Okinawa Center (JICA OKINAWA)

Address: 1143-1 Aza Maeda, Urasoe City, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

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

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

If there is no vacancy at JICA OKINAWA, 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, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

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

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

6. Pre-departure Orientation*

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

*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

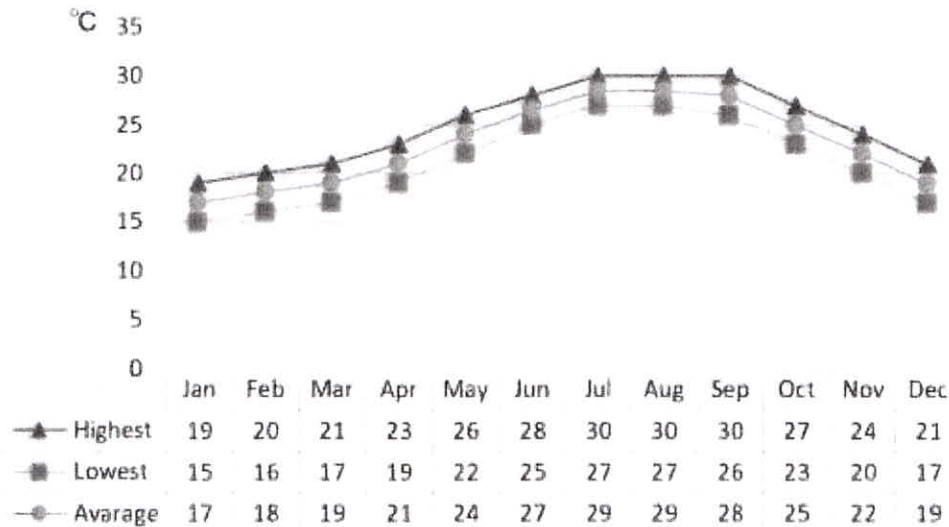
Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

V. Other Information

1. Climate in Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below 4.) The graph below shows the flow of temperature in Urasoe City where JICA Okinawa Center (JICA Okinawa) is located.

The flow of temperature in Urasoe city in 2022



2. Major facilities in JICA OKINAWA:

We are equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At the dining hall, "HALAL" meals for the Muslim and vegetarian meals are available. Internet connection available (either by cable or Wi-Fi) at accommodation rooms and other buildings.

3. Accommodation in JICA OKINAWA:

Accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

It has a tea lounge, smoking room and laundry room on each floor. In addition, there is an exercise room, open from 6 am to 10 pm. Iron, musical instruments, sports gears, variety of DVD selections, and personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

4. What to bring

(1) References for the course

- 1) National Health Plan: To be used when making Action Plan.
- 2) Some examples: Data and sample materials relevant to the examples such as health and health services data, indicators and statistics in your catchment areas (preferably including electronic files that you will be able to use on a computer)

during the course)

3) Relevant photographs (preferably as electronic files) such as:

(a) Health and health services activities related to your work:

(b) Health facilities and staff (e.g., health posts and centers, hospitals, colleagues, teams, facilities, clients or target groups, community health workers and facilities, etc)

(c).Your target groups' life styles and health-relevant practices (e.g., housing, clothing, foods, transportation, water systems, traditional practices or customs)

4) Your own PC (notebook or laptop): To be used in the course and in your work after returning to your country. Having your own computer will enable you to install and use software needed during the course and useful later in your work, to more easily handle and analyze your own and other data, and to develop and revise your Action Plan and other documents.

(2) Clothing

A Participant is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa (*refer 1. Climate of Okinawa). The accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during wintertime.

(3) National Costume

There are a few occasions like opening and closing ceremonies when the participant is requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during course hours of most programs. A participant is strongly recommended to bring national or traditional costumes for opening and closing ceremony and for other activities that participants may have opportunities to join.

(4) Photos and Movies

During participant's stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview with him/her. A participant is requested to bring some photos and videos introducing him/her country, daily life, office, etc. Please note that photos and videos must be copyright cleared or taken by a participant.

5. Environmental conservation activities in JICA Okinawa

We emphasize on the environmental conservation activities such as energy saving, rubbish separation, recycling, etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA Okinawa is located)

- <http://www.city.urasoe.lg.jp/> (Basic information of Urasoe City in English.)
- (2) Homepage of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>
Basic information of Okinawa prefecture is covered (Urasoe City is one of the municipalities of Okinawa prefecture) in English.
- (3) Homepage of Okinawa Convention & Visitors Bureau:
<http://www.ocvb.or.jp/foreign/en>
- (4) YouTube channel : <https://www.youtube.com/user/JICAChannel02>
- (5) Facebook of JICA Okinawa: <https://www.facebook.com/jicaokinawaaic/>
More information is available at the reception of JICA Okinawa.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and

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

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



Contact Information for Inquiries

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

JICA Okinawa Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014



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:

- (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.

**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.



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:				
	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:					
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.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

**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 NOX below in the () which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) an civilian organization but with military personnel or a military division within the organization
- (YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment



4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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



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

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:
Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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



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

By Applicant

Date

Name and
Title/Position

Signature



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.

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) not to discontinuequit 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) 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.

※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~~ the 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