

Kartavya Bhavan-1, New Delhi,
Dated the 17th July, 2026.

TRAINING CIRCULAR

Subject:- **In-person Knowledge Co-Creation Program for Young Leaders on "Community-led Rural Development" from 29th November to 17th December, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program for Young Leaders on "Community-led Rural Development" from 29th November to 17th December, 2026 in Japan** under the Technical Cooperation Programme with India. The course is intended for (i) Central or local government officials involved in agricultural and rural development administration, (ii) Staff members of counterpart institutions for JICA technical cooperation projects in the field of agriculture and rural development and (iii) Staff of agricultural-related organizations, including public institutions, cooperatives and relevant associations. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Three**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by the Government of Japan**, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs:

- (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the **Passport**.

5. **Application Form complete in all respects alongwith check-list (Annex-IV) reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 11.09.2026 positively at the following address:- :-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2871,
Email- **vs.upadhyay@gov.in**
chourasia.anil@nic.in

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.dea.gov.in under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India
Tele: 2401 2871

1. Joint Secretary (Admn.), Ministry of Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Rural Development, Krishi Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://dea.gov.in/foreign-training-and-employee-corner>]



Knowledge Co-Creation Program (Young Leaders) (Asia and Africa)

General information on

“Community-led Rural Development” Course

「住民主体の農村振興」コース

JFY2026

Course No.: 202517500J001

Course Period in Japan:

November 29, 2026 – December 17, 2026

This information pertains to one of the JICA Knowledge Co-Creation Programs (Young Leaders) 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 June 2023, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

The “Knowledge Co-Creation Program (Young Leaders)” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

KCCP-Young Leaders is a program focused on building regional relationships between developing countries and Japan. Participants are also expected to build ties between their own countries and Japan through their participation in the program.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for about 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan,
- 2) increase their willingness to resolve issues on their own, and
- 3) know Japanese society and culture deeply through the program.

II. Description

1. Title (Course No.)

Community-led Rural Development (202517500J001)

2. Course Duration in Japan

November 29- December 17, 2026

3. Target Countries

Azerbaijan, Ghana, India, Kenya, Malawi, Pakistan, Sudan, Tanzania, Uganda, Yemen

4. Target Group

Participants in the following positions preferably under the age of 35 are eligible to participate in this program:

- 1) Central or local government officials involved in agricultural and rural development administration
- 2) Staff members of counterpart institutions for JICA technical cooperation projects in the field of agriculture and rural development
- 3) Staff of agricultural-related organizations, including public institutions, cooperatives, and relevant associations

5. Number of Participants

14 participants

6. Language

English

7. Objective(s)

Through participation in this course, the participants are expected

- (1) To understand practical approaches to agricultural and rural development, including policy measures, community participation, value chain development, regional branding, and rural innovation
- (2) To learn about concrete initiatives for agriculture and rural development undertaken by agricultural stakeholders.
- (3) To understand Japan's experiences and technologies related to agricultural and rural development (such as smart agriculture, infrastructure development, and agricultural innovation), as well as the underlying social context.
- (4) To enhance awareness toward problem-solving and strengthen human networks through mutual learning and exchanges of opinions with stakeholders and participants.

8. Outline

This course consists of the following components.

(1) Lectures and Presentation regarding:

- a. overall challenges, policies, and current conditions of agriculture and rural development in Japan, including climate change measures and rural revitalization,
- b. Japan's experiences and practices in community-based agricultural and rural development, including smart agriculture, infrastructure development, branding, and support for small-scale farmers, and
- c. analytical approaches and concepts such as food value chains and trust-building, as well as case studies from Ehime Prefecture.

(2) Site Visits and Field Trips to:

- a. local farmers and agricultural producers, including citrus farmers and vegetable growers,
- b. agricultural facilities and organizations such as sorting and distribution centers (JA facilities), roadside stations (Michi-no-Eki), and direct sales outlets, and
- c. community-based initiatives in rural areas including Uchiko-cho and Gogoshima Island.

(3) Discussions with

- a. local residents, farmers, and agricultural stakeholders,
- b. local government officials and related organizations, and
- c. fellow participants to promote mutual learning, comparative analysis, and network building.

<Tentative Schedule of the Course>

Date	Venue	Contents	Purpose
29/Nov	Ehime University	Arrival in Ehime Prefecture	To understand the environment and systems surrounding agriculture in Japan and Ehime. To share participants' challenges and foster mutual understanding.
30/Nov-1/Dec		Course Orientation and Inception Report presentation	
2/Dec-3/Dec		Lectures - Community Health in Japan - Understanding Japan and Ehime - Comparing Japan and Home Communities - FVC, Information Asymmetry, and Trust Building - Regional Branding and Local Government	
4/Dec-11/Dec	On site	Site visits to Matsuyama city, Yawatahama City, Uchiko cho and Gogoshima Island - Dogo Hot Spring Tourist Area Shopping Arcade Market - Roadside Stations - JA Citrus Sorting Facility - Local Vegetable and Citrus Farms	To Learn about the support by local governments and the ingenuity of farmers and beneficiaries through directly interacting with farmers, producers and their products in the markets, shopping streets, and shops.
14/Dec-16/Dec	Ehime University	Action plan preparation and presentation	To apply and implement the lessons/achievements learned during the training to the daily work after returning to the home countries.

※This course is tentative and the schedule is subject to change without notice.

III. Eligibility and Procedures

1. Nominee Qualifications

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

【Remarks】

Gender: Each Organizations is requested to strongly encourage female candidates

to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government of target countries in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: Have more than two (2) years of practical experience in a field relevant to the course described in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to CEFR B2 or above (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health to participate in the program in Japan.

Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire

(“QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION”)

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

6) Attitude : have interest in Japanese society and culture, and interaction with local residents

(2) Recommended Qualifications

- 1) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan.
- 2) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

2. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please

specify

necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

* The following information should be included in the photocopy:

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

* It is recommended that your passport be valid for more than 6 months after the last day of the program.

3. 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 require material must arrive at **JICA Center in Japan** by **September 25, 2026**)

(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 Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 9, 2026**.

4. Additional Document to Be Submitted by Accepted candidates

Inception Report -- to be submitted by **November 13, 2026**, preferably by e-mail to Izawa.Hinako@jica.go.jp

See 'ANNEX -1' of 'VI. Annex'.

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 any type of immoral conduct including sexual harassment, 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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: [JICA Shikoku Center \(JICA SHIKOKU\)](#)
- (2) Program Officer: [Ms. IZAWA Hinako \(Izawa.Hinako@jica.go.jp\)](mailto:Izawa.Hinako@jica.go.jp)

2. Implementing Partner

- (1) Name: [Ehime University](#)
- (2) URL: <https://www.ehime-u.ac.jp/en/>

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:

[Toyoko Inn Matsuyama Ichibancho](#)

Address: 1-10-8 Ichi-bancho, Matsuyama-shi, Ehime 790-0001, Japan
TEL: 089-941-1045

[HOTEL AZ Ehime Uchiko](#)

Address: 1529-1 Uchiko, Uchiko-cho, Kita-gun, Ehime 791-3301, Japan
TEL: 0893-44-3371

[Super Hotel Yawatahama](#)

Address: 1460-123 Chiyoda-cho, Yawatahama-shi, Ehime 796-0076, Japan
TEL: 0894-20-9000

5. Expenses

The following expenses will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
 - *If accommodation is required during the stay in the third country, the expenses for the stay (Only accommodation and daily allowance are covered; taxi fares for transportation are not included.) will be transferred to the bank account lent by JICA after arrival in Japan in accordance with JICA's regulations.
 - Please note that you will be responsible for arranging and paying for your own accommodation in third country when you return home.
- (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 “KENSU-IN GUIDE BOOK,” (English/French/Spanish/Russian).

*Link to the Website:

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

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.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.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html

VI. Annex:

ANNEX 1 Guidelines for Inception Report

Japanese lecturers do not yet have a clear understanding of your activities and the challenges you face. To receive more relevant, practical, and useful advice from the lecturers, it is essential that you clearly communicate your work, the challenges you are confronting, and your expectations for the training program.

The Inception Report is a tool designed for this purpose. To maximize the benefits of the training, please present your situation and needs in accordance with the following guidelines.

1. Prepare the report in PowerPoint format.

2. The report should consist of four (4) slides/pages.

3. Structure of the Report

Slide 1: Title Page

- * Report title
- * Participant's name
- * Organization
- * Position/Title

Slide 2: Self-Introduction

- * Brief introduction of your organization
- * Description of your current responsibilities and activities
- * Please use photographs or images that clearly illustrate your work and activities.

Slide 3: Challenges and Issues

- * Describe the main challenges, problems, or constraints you currently face in your work.
- * Please explain these issues in a way that relates to the expectations you will present on the next slide.

Slide 4: Expectations for the Training

- * Explain what you hope to learn through the training.
- * Describe how you expect to apply the knowledge and experiences gained to improve your work or activities in the future.

4. File Size and Submission

- * Please prepare the PowerPoint file in a size suitable for submission by email.
- * If your internet connection is unstable or slow, photographs and other large files may be sent separately.

5. Submission Deadline and Address

- * Please send your report to the address indicated in the General Information (GI).
- * The submission deadline is also specified in the GI.

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 for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

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 Shikoku Center (JICA SHIKOKU)

Address: First Floor, Kagawa Sanyu Bldg., 3 Kajiya-machi, Takamatsu City, Kagawa
760-0028, Japan

TEL: +81-87-821-8824

("81" is the country code for Japan, and "87" is the local area code)

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

**Application Guideline for
the JICA Knowledge Co-Creation Program (Young Leaders)**

This guideline explains how to apply for the Knowledge Co-Creation Program (KCCP) (Young Leaders) 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.

Forms to be submitted
Form1. Application Form
Form2. Questionnaire on Medical Status and Restrictions
Form3. Contact Person at Your Organization for Post-program Survey about KCCP for Young Leaders
Form4. Terms and Conditions, and Declaration

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 and 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.

« Young Leaders Training Course / 青年研修 »

CONFIDENTIAL
CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 1, 2, 4	
3. Your Photo	Form 1	
4. Attach a copy of passport (Machine Readable Zone) * Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
5. Attach the required document(s) as instructed in the GI	-	

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.

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Application Form for the JICA Knowledge Co-Creation Program (Young Leaders):

Form1. APPLICATION FORM

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

INSTITUTION/DIVISION (Approval Sign & Stamp from Director)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) for Young Leaders 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:

MINISTRY (When this application is through a ministry.)

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

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

MINISTRY OF STATE SECRETARIAT

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

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

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※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)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin America and the Caribbean only.

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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	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ 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 ✓ or X below in the () which best describes the relationship.**

- | |
|---|
| ☐ the Military, an active military personnel or a military personnel listed in the muster roll/military register
☐ 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
☐ the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
☐ a civilian organization but with military personnel or a military division within the organization |
|---|

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() 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)

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 experiences in JICA's programs)

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

4) Experience visiting / living in Japan

() Yes	() One month or less	() More than one month
() No		

5) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as in the GI)				
Listening	() Excellent	() Good	() Fair	() Poor

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Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Tests Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				
3) Other languages ()	() Excellent	() Good	() Fair	() Poor

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

5. Background and Purpose of application (to be completed by the Applicant)

- 1) Personal Statement including your Goal:** Describe the reasons for your application and what you intend to achieve in this program.

- 2) Relevant Experience of Applicant:** Describe previous occupational experiences which are highly relevant to the themes of this program.

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



Japan International Cooperation Agency

« Young Leaders Training Course / 青年研修 »

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By Applicant

Date

Name

Signature

Form 2. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTIONS
(Self-Declaration)
1. Present Medical Status

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

☐ No	☐ Yes: Name of illness (), Name of medicine () <i>If yes, please attach your doctor's letter (preferably in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
-----------------------------	--

(c) Do you have any allergies to the medicine, food, pollen etc.?

☐ No	☐ Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()
-----------------------------	---

(d) Please indicate any needs arising from disabilities which may require additional support and facilities.

() <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be inquired directly by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

☐ No	☐ Yes: Please specify ()
-----------------------------	---

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

☐ No	☐ Yes: Please specify ()
-----------------------------	---

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

☐ No	☐ Yes: Please specify ()
-----------------------------	---

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

☐ No	☐ Yes: Please specify () name of medicine taken if any ()
-----------------------------	--

3. Other Medical Issues/Conditions

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

--

* Are you pregnant?

☐ No	☐ Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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	
Signature	

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

Form3. CONTACT PERSON AT YOUR ORGANIZATION FOR POST-PROGRAM SURVEY ABOUT KCCP FOR YOUNG LEADERS

JICA conducts ex-post questionnaire surveys on Participants of the KCCP for Young Leaders in order to understand how Participants utilize the knowledge acquired in Japan in their daily work. For this purpose, JICA would like to send Participants a questionnaire by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to persons other than the Participants such as their supervisor or the person in the human resources department, who can observe changes in Participants' attitude in performing his/her tasks after the program.

We would highly appreciate it if you could give us the name to whom JICA can send the questionnaire(s). Please fill in the following tables. The questionnaire(s) will be directly sent by e-mail to the Applicant and the person given below within 1 year after the program. We kindly ask for your understanding and cooperation for implementing the survey.

【Name of Applicant】

Name	
------	--

【Contact Person at Applicant's organization】 (Applicant's supervisor or a person in the human resources department to whom JICA can send the questionnaire after the program)]

Name	
Designation / Position	
Department / Division	
E-mail Address	

Form4. 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 to 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 and JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or seriously 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 commissioned tasks.

(3) Security Notice

《Young Leaders Training Course / 青年研修》

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JICA takes 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 in 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, when 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, and 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, and 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 references 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 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 consequences 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 purposes 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
Signature