

Kartavya Bhavan-1, New Delhi,  
Dated the 9<sup>th</sup> June, 2026.

**TRAINING CIRCULAR**

Subject:- **In-person** Knowledge Co-Creation Program on "**Customs Administration (A)**" from **4th October to 30th October, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person** Knowledge Co-Creation Program on "**Customs Administration (A)**" from **4th October to 30th October, 2026 in Japan** under the Technical Assistance Programme with India. The programme is intended for customs officers, who are involved in customs reform and modernization, to identify issues that need to be addressed to improve customs policy and administration in their countries and to develop Action plans for customs reform and modernization. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

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

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

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

- (i) Sponsoring Government's application form (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**.
- (iv) **English Score Sheet**.
- (v) **Questionnaire**.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 20.07.2026 positively at the following address :-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -I, New Delhi-110001.  
Ph:- 011 - 2401 2878,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto: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, 16<sup>th</sup> 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](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



( Pankaj Gangwar )

Under Secretary to the Govt. of India

Tele: 24012878

1. Joint Secretary (Admn.), Department of Revenue, Ministry of Finance, Kartavya Bhavan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. Senior Representative, JICA India Office, 16<sup>th</sup> 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>]

संख्या.13/6/2026- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,

दिनांक 9 जून 2026 ।

प्रशिक्षण परिपत्र

विषय:- जापान में 4th October से 30th October, 2026 तक "सीमा शुल्क प्रशासन (ए)" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 4th October से 30th October, 2026 तक "सीमा शुल्क प्रशासन (ए)" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य सीमा शुल्क अधिकारियों के लिए है, जो सीमा शुल्क सुधार और आधुनिकीकरण में शामिल हैं, ताकि उन मुद्दों की पहचान की जा सके जिन्हें उनके देशों में सीमा शुल्क नीति और प्रशासन में सुधार के लिए संबोधित करने की आवश्यकता है और सीमा शुल्क सुधार और आधुनिकीकरण के लिए कार्य योजना विकसित की जा सके। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-1) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।
3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।
4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:
  - (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।
  - (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
  - (iii) पासपोर्ट की एक फोटोकॉपी।
  - (iv) अंग्रेजी स्कोर शीट ।
  - (v) प्रश्नावली ।

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 20.07.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसी एंड टी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।  
पीएच:- 011 - 2401 2878,  
ईमेल- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।

*K. Gangwar*

( पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), राजस्व विभाग, वित्त मंत्रालय, कार्तव्य भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
4. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://dea.gov.in/foreign-training-and-employee-corner>]



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

# Customs Administration (A)




Course Number: 202514940J001

Course Period: October 4- October 30, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.  
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.  
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

税関行政 (A)



# How can we contribute to the modernization of the customs administration?

## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.



# Outline

The program aims to enable customs officers, who are involved in customs reform and modernization, to identify issues that need to be addressed to improve customs policy and administration in their countries and to develop Action plans for customs reform and modernization.

All sessions are carried out in English.

The period of the program is from October 4 to October 30, 2026.

Course Capacity: 21 participants



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# For What?

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## Background

With globalization, the role of customs is becoming increasingly important not only in domestic economy but also in international relations. In the past, customs administration was primarily focused on home country issues such as revenue and domestic industry protection. In recent years, however, the expansion of shipping and air transportation, logistical sophistication, trade facilitation under WTO rules, and countermeasure of threats to security due to increasing transnational crime have also become important issues for customs administration. This course aims to deepen the knowledge of customs administration officers involved in customs reform and modernization and encourages them to make an effort within their own customs to solve the current challenges and accelerate the modernization process.

## Course Objective :

The issues faced by each customs are shared among the entire customs authorities, and independent efforts to achieve customs modernization are initiated throughout the organization.

## Course Outcome :

1. To be able to analyze and explain the challenges faced by the customs administration of the participants' home countries, utilizing the knowledge gained through the site visits and discussion with Japan's and other countries' customs participants.
2. To be able to prepare action plans for the modernization of the participants' home countries' customs administration.

# To Whom?

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## Job Areas and Organizations

This program is offered to mid-level Customs officials working at headquarters, who can report directly to the head of the group/section/division/office responsible for customs reform and modernization.

If such officials are unavailable, customs officials at headquarters who are directly in charge of customs reform and modernization may also be eligible.

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## Targeted Countries

**Azerbaijan, Egypt, Ethiopia, Georgia, Ghana, India, Lebanon, Marshall Islands, Micronesia, Mongolia, Philippines, Solomon Islands, South Sudan, Tajikistan, Ukraine, Zimbabwe**

- Country-Focus quota:  
**Maldives, Sri Lanka, Yemen**

Note: Additional participants from other countries may join under the quota of Country-Focus.

\*Participants who have successfully completed the program will be certified by JICA.



JICA Knowledge Co-Creation Program (Group and Region Focus)  
**Customs Administration (A) Course No. 202514940J001**

# When?

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## Course Period in Japan



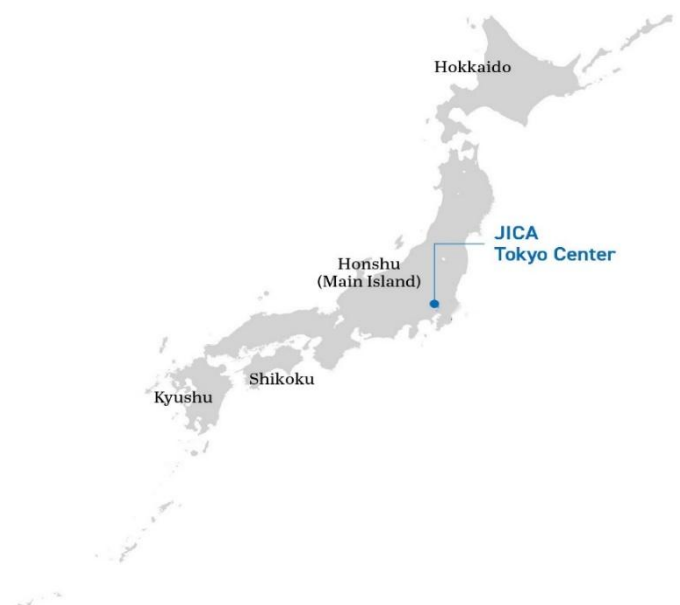
From October 4, 2026  
to October 30, 2026

# Where?

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This course is carried out in JICA Tokyo Center.

For details, see page 19.



# HOW?

## How to Learn



- Lectures
- Field Visits
- Discussions
- Presentations

Participants will gain an overall picture of customs administration and understand the current state of its enforcement in Japan, mainly through a series of lectures, observations and study tours conducted by Japan Customs.

Discussions among participants and lecturers and presentations of Country Reports and Action Plans by participants will also provide opportunities to exchange information on the current status of customs administration in their countries and to identify potential challenges.

## Commitment to the SDGs

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs.

This program aims to realize customs reform and modernization, which will contribute to achieving the Goals 8 and 9.



## Output and Contents

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

### 1) Preliminary Phase (in participants' home countries)

- Review the current status and challenges of customs administration in participants' countries and formulate a Country Report.

\*When analyzing the challenges of customs administration, please use "Problem Analysis" from "Project Cycle Management(PCM)", and consult with manager/colleagues.

- Watch "Project Cycle Management(PCM)" explanation video. PCM is a method of identifying challenges and finding out solutions.

In order to understand "Problem Analysis" please watch Unit0-2. If you have time, please also watch Unit3-6.

✧ Unit0 The ABCs of PCM Unit0 [https://youtu.be/d5eVX\\_9GSew](https://youtu.be/d5eVX_9GSew)

✧ Unit1 The ABCs of PCM Unit1 <https://youtu.be/Dn9OcQo8TpA>

✧ Unit2 The ABCs of PCM Unit2 <https://youtu.be/iueXOK7Eikw>


✧ Unit3 The ABCs of PCM Unit3 <https://youtu.be/9evFf-ztBpw>

✧ Unit4 The ABCs of PCM Unit4 <https://youtu.be/bJBibO7VAxE>

✧ Unit5 The ABCs of PCM Unit5 <https://youtu.be/brLmQkbrui0>

✧ Unit6 The ABCs of PCM Unit6 [https://youtu.be/GI0\\_M3nkwKk](https://youtu.be/GI0_M3nkwKk)

## 2) Program Structure (Tentative)

Title	Subjects/Agendas	Methodology
Concrete Learning about Customs Administration	(1) Overview of Japan Customs (2) international standards of Customs business and its operation in Japan (3) Single Window/ICT (4) Risk Management (5) AEO (Authorized Economic Operator) (6) Rules of Origin (7) Post Clearance Audit (8) HS Classification (9) IPR (Intellectual Property Rights) (10) HRD (Human Resource Development) (11) Customs Valuation (12) Observation to regional Customs	Lectures(including discussions) and Field visit
Learn about other countries' Customs Administration	Presentation and participation in the Country Report Presentation Session by each participant  In the beginning of the program in Japan, all participants are required to make a presentation of the Country Report and have a discussion on the Report with other participants and lecturers.	Presentation Discussion  
Prepare Action Plan	Action Plan Formulation, Presentation, and discussion of the Action Plan  During the program in Japan, all participants are required to formulate an "Action Plan" to solve the priority problems of each country's customs.	Exercise Presentation Discussion

## <Schedule (Tentative) >

	Subject
First week	<ul style="list-style-type: none"><li>● Orientation of the program</li><li>● Presentation of the country report, discussion on the country report and other topics</li><li>● Visit the Customs Training Institute</li><li>● Visit the Central Customs Laboratory</li></ul>
Second week Third week	<ul style="list-style-type: none"><li>● Lectures by Japan Customs (Lecturers: Tokyo Customs, etc)</li><li>● Visit the offices of regional Customs</li></ul>
Fourth week	<ul style="list-style-type: none"><li>● Submission and presentation of action plans</li></ul> <p>Closing ceremony</p>

### 3) Finalization Phase (in participants' home countries)

Participants are expected to hold a dissemination meeting in the respective organizations in order to share knowledge and experience gained from the program and implement the Action Plan.

### 4) Report to JICA

- Participants are expected to report how they shared the knowledge/experiences in Customs to JICA.
- JICA might organize “Online Follow-Up Session” few months later, to understand each participants’ activities. All Participants are expected to join.

# Voice

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## Past Program Alumni Comments



MANSY Walaa Jamal Muhammed Abd El Fattah

Egypt

I found the JICA training program “Customs Administration A” on customs modernization to be a truly enriching experience. I gained valuable insights through both the lectures and the field visits to different customs offices in Japan, which helped me clearly understand how WCO international standards are applied in practice.

I especially appreciated the opportunity to meet and interact with customs officials from different countries, as it allowed me to learn from their experiences and explore new cultures. I am sincerely grateful to the JICA organizers and lecturers for their well-organized and informative program. I personally felt that the atmosphere was warm and supportive, and it truly felt like we were one family. I really enjoyed my time in Japan, especially Tokyo, and I hope to visit again in the future.





## Gima Pokana

Papua New Guinea

My Name is Mr. Pokana Gima (Gima san) from Papua New Guinea Customs Service, and I was privilege to part of the batch of 2025 Customs Administration (A). I work as the Director of the Customs Training Institute (CTI) under the Modernization Division of the Papua New Customs Service.

The JICA Knowledge Co-Creation Program (KCCP) is highly impactful and well-structured capacity building initiative that effectively combines theory, practical exposure, and international best practices in Customs Administration. It provides strong value in areas such as Digital Customs Systems (NACCS/CIS), Risk Management, Authorized Economic Operator (AEO) Frameworks, and Workforce Development (On Job Training and job rotation), which are all relevant to the Customs Modernization efforts.

Apart from sharing of different experiences with colleagues from various Customs Administrations around the world with Japan Customs, our group were also fortunate to enjoy the culture, the food and the friendship through this program.



# Eligibility and Procedures

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## 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in Nominee Qualifications.
  - (4) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make adequate preparation before the course begins.
  - (5) Participating organizations are also expected to make the best use of the results achieved by their participants.
  - (6) In the view of above and to maximize the impact of this program, participating organizations are expected to provide support to participants:
    - Before the course starts:  
Identify organization's challenges and what the participant needs to find in this program to resolve it, and define a theme for the Action Plan with the participants, which must be along with the course concept.
    - During the course:  
Communicate with the participants, monitor the formulation process of the Action Plan and make sure that it aligns with organization's current priority.
    - After the course:  
Support the participants in implementing his/her/their Action Plan.
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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

#### 1) Current Duties:

Mid-level customs officials working at headquarters, who report directly to the head of the group/division/office/section responsible for customs reform and modernization. In the absence of such officials, customs officials at headquarters, who are directly in charge of customs reform and modernization may also be eligible.

#### 2) Experience in the relevant field:

Must have more than 5 years' experience in the field of customs administration.

#### 3) Educational background:

A bachelor's degree or equivalent educational background or experience.

#### 4) Language :

A high level of English proficiency (spoken and written) with a score equivalent to or higher than TOEFL iBT 100 (CBT 250, PBT 600-603), TOEIC 880, or IELTS 7.0 is required, as participants are expected to actively engage in discussions. Please attach official certificates of English proficiency tests, such as TOEFL, TOEIC, etc. where possible.

#### 5) Health:

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.

## (2) Recommended Qualifications

- 1) Age: Between the ages of thirty (30) and forty-five (45) years
  - 2) **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 electronic data of the Application Form is available at the JICA office or the Embassy of Japan to be filled with. The form should be completed electronically (typed), not hand-written.
  - \* If you have any difficulties/disabilities which require assistance, please specify necessary assistance 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) **English Score Sheet(Photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Questionnaire:** to be submitted with the application form. Complete Annex I of this General Information.

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### 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 **3<sup>rd</sup> August, 2026**)

#### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents. JICA Center will consult with Japan Customs 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 4<sup>th</sup> September, 2026.**

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

### (1) Country Report Visual Data File for the Presentation - to be submitted by **28<sup>th</sup> September, 2026.**

Participants are required to prepare a visual data file (Microsoft Power Point) for the presentation (detailed information is provided in the ANNEX II "Country Report"). The Country Report should be sent to JICA by the above date, preferably by e-mail to [tictipdoc@jica.go.jp](mailto:tictipdoc@jica.go.jp) (Ms.Horiuchi).

\*Please mention the course number "202514940J001" in the email.

### (2) Action Plan: Participants should submit an Action Plan towards the end of the program. The guidance on how to develop an Action Plan will be provided during the program. Upon submission, the lecturers will provide feedback on each Action Plan for further improvement.



## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or 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 "3. Expenses", "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,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule, and
- (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).

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
- (2) **Contact:** Ms. HORIUCHI Hazuki, Industrial Development and Public Policy Division
- (3) **E-mail:** [tictipdoc@jica.go.jp](mailto:tictipdoc@jica.go.jp)

\*Please add the course number “202514940J001” to a subject of the e-mail.

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## 2. Implementing Partner

- (1) **Name:** Customs and Tariff Bureau, Ministry of Finance (MOF) ,  
Customs Training Institute, Ministry of Finance (MOF)
  - (2) **URL:** [http://www.mof.go.jp/english/customs\\_tariff/index.html](http://www.mof.go.jp/english/customs_tariff/index.html) (MOF)  
<http://www.customs.go.jp/english/index.htm> (Japan Customs)
- 

## 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 to outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
- 

## 4. Accommodation in Japan

JICA will arrange the following accommodation(s) for the participants in Japan.

JICA Tokyo Center (JICA TOKYO)

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

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

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



Please refer to facility guide of JICA TOKYO at its URL,  
<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodation(s) for the participants. Also, when the participants visit regional Customs, JICA will arrange hotel and domestic flights for each participant.

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## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopovers.
- (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/activities/schemes/tech\\_pro/acceptance\\_training/forparticipants.html](https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html)

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## 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.

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>



## Part II: Introduction of JICA Centers in Japan

JICA Tokyo

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

If the link of these YouTube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

## 7. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\)](#)

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide\\_2024\\_en.pdf](https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_2024_en.pdf)



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



### PDF: Facility Guide for JICA Tokyo Center

English/French/Spanish/Russian



JICA Knowledge Co-Creation Program (Group and Region Focus)  
Customs Administration (A) Course No. 202514940J001



# Other Information

- **About “Action Plan”**

What	<p>During the program in Japan, each participant will be required to formulate an Action Plan and to present it to audience.</p> <p>The aim of the Action Plan is to help participating countries address the challenges they face. Therefore, the Action Plans must be feasible, and the participating organizations should make efforts to implement them.</p>
Topic	<p>The Action Plan should include the following:</p> <ul style="list-style-type: none"><li>➤ Background and details of the identified challenges.</li><li>➤ Potential solutions to the challenges developed by utilizing the knowledge and insights gained from the program in Japan</li><li>➤ A concrete proposal (activities and timeframe) made to implement the possible solutions</li><li>➤ The organization responsible for implementing the possible solutions, and other related organizations.</li></ul>
When and how long	Participants will give a 10-minute presentation (including questions and answers) on the last day of the program.
Language	English
Materials and Computer	<p>The participants are strongly recommended to bring a PC for formulating the Action Plan.</p> <p>If there are some compelling reasons for not bringing a PC, please let JICA know it. JICA Tokyo will lend him/her a PC from the beginning of the training course.</p>

- **Small bag for field visit:**

For a regional field visit in Japan, participants are advised to bring a separate small bag so they can leave behind a big suitcase at the accommodation in Tokyo.

# Annex

Annex I Questionnaire  
Annex II Country Report

## Annex I (Form)

### CUSTOMS ADMINISTRATION (A) (JFY 2026)

#### Questionnaire

The Applicants are requested to fill out this questionnaire and submit with the Application Form. Your interests will be shared with program organizers and lecturers for their preparation. Completed questionnaire should be submitted with the Application Form.

Name:
Country:

1. From the box below, please select two topics that interest you the most and explain what concrete challenges your customs faces, and what kind of examples/experience of Japan Customs you would like to know.

<p>Topic 1: <u>Select just 1 topic from the below.</u></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Automated Clearance System/Single Window System</li><li><input type="checkbox"/> Pre-arrival processing</li><li><input type="checkbox"/> Advance ruling</li><li><input type="checkbox"/> HS Classification (<input type="checkbox"/> Principle / <input type="checkbox"/> Practice/ <input type="checkbox"/> Others),</li><li><input type="checkbox"/> Customs Valuation (<input type="checkbox"/> Theory / <input type="checkbox"/> Practice / <input type="checkbox"/> Others) ,<input type="checkbox"/> Rules of Origin (<input type="checkbox"/> Procedure / <input type="checkbox"/> Verification / <input type="checkbox"/> Others)</li><li><input type="checkbox"/> Risk Management (<input type="checkbox"/> Passenger / <input type="checkbox"/> Cargo / <input type="checkbox"/> Others)</li><li><input type="checkbox"/> Post Clearance Audit (<input type="checkbox"/> Targeting / <input type="checkbox"/> Finding irregularity / <input type="checkbox"/> Others)</li><li><input type="checkbox"/> Time Release Study</li><li><input type="checkbox"/> Authorized Economic Operator</li></ul>
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<input type="checkbox"/> Human Resource Management ( <input type="checkbox"/> Integrity / <input type="checkbox"/> Training) / <input type="checkbox"/> Others) <input type="checkbox"/> Others ( )
Concrete challenges which your Customs faces on the above topic:
What kind of concrete example/experience of Japan Customs would you like to know on the above topic?

<p>Topic 2: <u>Select just 1 topic from the below.</u></p> <input type="checkbox"/> Automated Clearance System/Single Window System <input type="checkbox"/> Pre-arrival processing <input type="checkbox"/> Advance ruling <input type="checkbox"/> HS Classification ( <input type="checkbox"/> Principle / <input type="checkbox"/> Practice/ <input type="checkbox"/> Others), <input type="checkbox"/> Customs Valuation ( <input type="checkbox"/> Theory / <input type="checkbox"/> Practice / <input type="checkbox"/> Others) , <input type="checkbox"/> Rules of Origin ( <input type="checkbox"/> Procedure / <input type="checkbox"/> Verification / <input type="checkbox"/> Others) <input type="checkbox"/> Risk Management ( <input type="checkbox"/> Passenger / <input type="checkbox"/> Cargo / <input type="checkbox"/> Others) <input type="checkbox"/> Post Clearance Audit ( <input type="checkbox"/> Targeting / <input type="checkbox"/> Finding irregularity / <input type="checkbox"/> Others) <input type="checkbox"/> Time Release Study <input type="checkbox"/> Authorized Economic Operator <input type="checkbox"/> Human Resource Management ( <input type="checkbox"/> Integrity / <input type="checkbox"/> Training) / <input type="checkbox"/> Others) <input type="checkbox"/> Others ( )
Concrete challenges which your Customs faces:

What kind of concrete example/experience of Japan Customs would you like to know?

## Annex II

### Country Report

Participants are requested to prepare a Country Report on customs administration, in which all subjects listed below should be addressed. It is strongly recommended to prepare in Microsoft Power Point Style, as you'll give presentation.

The Country Report Visual Data File for the Presentation should be sent to JICA by **28<sup>th</sup> September 2026**, preferably by e-mail to [tictipdoc@jica.go.jp](mailto:tictipdoc@jica.go.jp).

\*Please mention the course number "202514940J001" on a submission.

#### 1. What to include in Country Report:

- (1) Name of the applicant
- (2) Country
- (3) Name of your organization
- (4) Organizations and functions of your administration
  - Organizational chart
  - Number of staff (approximately)
  - Functions and responsibilities of Headquarters, regional customs, divisions and sections
- (5) Customs duties in tax revenue (%)
- (6) Revenue collected by customs in tax revenue (%)
- (7) Export and import volume (USD) and major industries



- (8) Your administration's priorities and strategic plan
- (9) Your current position and duties / responsibilities
- (10) Key Issues and challenges of your customs, hopefully in your current duties / work area.

\*In order to identify key issue and challenges, please use "Problem Analysis" from Project Cycle Management (PCM) tool, and **include "Problem Tree"** in the Country Report, by watching YouTube video below.

(In order to understand the "Problem Tree", please see Unit0-Unit2. If you have time, please also watch Unit 3-6.)

- ✧ Unit0 The ABCs of PCM Unit0 [https://youtu.be/d5eVX\\_9GSew](https://youtu.be/d5eVX_9GSew)
- ✧ Unit1 The ABCs of PCM Unit1 <https://youtu.be/Dn9OcQo8TpA>
- ✧ Unit2 The ABCs of PCM Unit2 <https://youtu.be/iueXOK7Eikw>
- ✧ Unit3 The ABCs of PCM Unit3 <https://youtu.be/9evFf-ztBpw>
- ✧ Unit4 The ABCs of PCM Unit4 <https://youtu.be/bJB1bO7VaxE>
- ✧ Unit5 The ABCs of PCM Unit5 <https://youtu.be/brLmQkbrui0>
- ✧ Unit6 The ABCs of PCM Unit6 [https://youtu.be/GI0\\_M3nkwKk](https://youtu.be/GI0_M3nkwKk)

## 2. Slide Allocation

Participants will give 10min presentations about their country report during the program. Please create the slides with the following proportions in mind. If they become too lengthy, it will be difficult to fit within the 10-minute presentation time, so please keep them concise.

- ① Overview of your country's customs administration (1)-(8) : 4min
- ② Your duties (9): 2min
- ③ Challenges of your country's customs administration(10): 4min

After the presentation, discussions between the participants and the lecturers will be scheduled.

# 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.



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.



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

### **JICA Tokyo Center (JICA Tokyo)**

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

TEL: +81-3-3485-7051 FAX: +81-3-3485-7654 E-mail: [tictipdoc@jica.go.jp](mailto:tictipdoc@jica.go.jp)

("81" is the country code for Japan, and "3" 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**

<b>Duration of Training</b>	<b>No. of years of service completed in Govt. as on the date of FTP</b>	<b>Upper age limit on the date of FTP</b>	<b>Cooling off period</b>	<b>Limit on participation in number of trainings in a year</b>
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**

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

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

**Please mark Yes or No about your status.**

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

**4. Experience and Eligibility**
**1) Career Background (After graduation and before taking the present position)**

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

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

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

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

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

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

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

**4) Language Proficiency (Self-Assessment)**

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

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

**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**

**(Self-Declaration)**

**1. Present Medical Status**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( _____ ), Name of medicine ( _____ ) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( _____ )
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: ( _____ ) <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>
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**2. Medical History**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ ) Name of medicine taken if any ( _____ )
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**3. Other Medical Issues/Conditions**

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

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\* Are you pregnant?

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

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

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

By Applicant

Date
Name and Title/Position
Signature

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

## Form5. TERMS AND CONDITIONS

### 1. General Rules

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The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

### 2. Privacy Policy

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

#### (1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

#### (2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.  
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

#### (3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

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

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

### **3. Copyright Policy**

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The participants are requested to comply with the following;

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

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

([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))

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

### **4. Portrait Right Policy**

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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)

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- 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