

Kartavya Bhavan-1, New Delhi,  
Dated the 15<sup>th</sup> July, 2026.

**TRAINING CIRCULAR**

**Subject:- In-person Knowledge Co-Creation Program on "Effective Plastic Pollution Control and Recycling" from 4th October to 31st October, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on "Effective Plastic Pollution Control and Recycling" from 4th October to 31st October, 2026 in Japan** under the Technical Assistance Programme with India. The programme is intended for Central and Local Government officials involved in developing and implementing policies and legislation on plastic pollution prevention, as well as personnel from public organizations and private companies engaged in practical initiatives. 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**, if the nominees have any official English Examination Score (e.g. TOEFL, TOEIC, IELTS).

5. **Application Form complete in all respects should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 24.07.2026 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, 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>].

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

1. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, 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>].

# Knowledge Co-Creation Program (Group & Region Focus)

General information on

## Effective Plastic Pollution Control and Recycling

課題別研修「効果的なプラスチック汚染対策とリサイクルプラスチック  
条約を受けた日本の知見の世界への展開―」  
JFY 2026

Course No.: 202515141J001

Course Period in Japan: From October 4, 2026 to October 31, 2026

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

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

The Japanese Cabinet released the Development Cooperation Charter in 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

## **Background**

The use of plastics has made people's lives more convenient. However, there are concerns about the environmental impact of plastic waste disposal. In particular, the issue of marine plastics and the fact that greenhouse gases are emitted in the plastic manufacturing and incineration processes, contributing to global warming, are also major problems.

In recent years, plastic pollution has emerged as a major global issue, and there is growing recognition in many countries of the importance of addressing plastics across their entire life cycle, beyond conventional waste management.

In 2022, the United Nations Environment Assembly adopted a resolution to develop an international legally binding instrument on plastic pollution, including in the marine environment and international discussions are currently ongoing.

Moreover, the entry into force of the Basel Convention Plastic Waste Amendments has strengthened international control over the transboundary movement of plastic waste.

At the same time, international organizations and other actors are promoting a transition to a circular economy through efforts such as reducing unnecessary plastic use, encouraging reuse, improving recycling, and utilizing alternative materials.

Under these circumstances, effectively addressing plastic pollution requires close collaboration among diverse stakeholders, including governments, relevant organizations, technology providers, private-sector companies, and civil society.

## **For what?**

This program aims to deepen understanding of plastic pollution and strengthen plastic countermeasures in Japan through the development of plastic-related laws and examples of initiatives by the government, private sector, universities, and others involved in the production and consumption of plastic products.

## **For whom?**

This program is offered to Central and local government officials involved in developing and implementing policies and legislation on plastic pollution prevention, as well as personnel from public organizations and private companies engaged in practical initiatives.

## **How?**

Participants will deepen their understanding of Japan's legal frameworks and stakeholders related to plastic pollution prevention, as well as roles and initiatives across the plastic lifecycle (production, consumption, disposal, and recycling), including technological development and adaptation in product design/manufacturing and waste treatment/recycling, and marine plastic issues and countermeasures, while formulating an action plan through discussions and report preparation.

## II. Description

**1. Title (Course No.)**

Effective plastic pollution control and recycling (202515141J001)

**2. Course Duration in Japan**

October 4, 2026 to October 31, 2026

**3. Target Regions or Countries**

Cambodia, India, Laos, Liberia, Nigeria, Papua New Guinea, South Sudan, Sri Lanka, Sudan, Timor-Leste, Vietnam

**4. Eligible / Target Organization**

Central and local government organizations involved in policies and legislation on plastic pollution prevention, as well as public corporations and private-sector organizations engaged in its prevention.

**5. Capacity**

12 participants

**6. Language**

English

**7. Objective(s)**

Through case studies, participants will gain a deeper understanding of efforts to prevent plastic pollution and develop action plans to improve plastic pollution control measures in participants' own countries.

## 8. Output and Contents

This course consists of the following components.

Details on each component are given below.

| Expected Output                                                                                                                                                                     | Subjects/Agendas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Methodology                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 1. To understand the relevant legislation and organizations/partners involved in the prevention of plastic pollution in Japan.                                                      | <ul style="list-style-type: none"> <li>✓ Overview of legal systems and international frameworks related to marine plastic pollution prevention</li> <li>✓ Relevant initiatives by international cooperation agencies and research institutions</li> <li>✓ Public-private collaboration mechanisms for plastic pollution countermeasures</li> <li>✓ Resource circulation policies, including Extended Producer Responsibility (EPR)</li> <li>✓ Policy tools such as regulations, charges, and incentive schemes</li> </ul> | Lectures, Case studies, Site visits, Discussions and Q&A sessions                                                    |
| 2. To understand the roles of the initiatives and related organizations/partners involved in the entire life cycle of plastics (production, consumption, treatment, and recycling). | <ul style="list-style-type: none"> <li>✓ Concepts and application of life cycle assessment for plastics</li> <li>✓ Basic knowledge of plastics and resource circulation systems</li> <li>✓ Systems for separation, collection, and recycling</li> <li>✓ Approaches to public consensus-building and awareness-raising</li> <li>✓ Circular economy concepts and community-based resource circulation models</li> </ul>                                                                                                     | Lectures, Case studies, Field visits, Discussions and review sessions                                                |
| 3. To understand the technological development and adaptation of plastic products at the design and manufacturing stages.                                                           | <ul style="list-style-type: none"> <li>✓ Basic knowledge of plastic materials and product design</li> <li>✓ Technological trends in alternative materials and bioplastics</li> <li>✓ Environmentally conscious technologies and practices in manufacturing processes</li> <li>✓ Cases of technology introduction, application, and international deployment by the private sector</li> </ul>                                                                                                                              | Lectures, Visits to companies and research facilities, Technical case presentations, Q&A and exchange of views       |
| 4. To understand the technological development and technological adaptation in the treatment and recycling of waste plastics.                                                       | <ul style="list-style-type: none"> <li>✓ Practices of separation, collection, and sorting of waste plastics</li> <li>✓ Recycling initiatives for plastic bottles and other plastic waste</li> <li>✓ Technological trends in material recycling, solid fuel production, and chemical recycling</li> <li>✓ Examples of community-based resource circulation models</li> <li>✓ Cases of private-sector technologies applied in waste treatment and recycling</li> </ul>                                                      | Lectures, Visits to recycling facilities and operational sites, On-site observation, Discussions and review sessions |

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                      |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <p>5. To understand the current situation and measures regarding the marine plastics problem.</p>    | <ul style="list-style-type: none"> <li>✓ Current status of marine plastic pollution and related policy responses</li> <li>✓ Statistical data and trends on marine plastic pollution</li> <li>✓ Monitoring methods and related technologies</li> <li>✓ Knowledge related to marine plastic pollution and health impacts</li> <li>✓ Initiatives by research institutions, demonstration facilities, and civil society actors</li> </ul> | <p>Lectures,<br/>Data and case study analysis,<br/>Facility visits,<br/>Discussions and exchange of views</p>                        |
| <p>6. An action plan will be developed through discussion among participants and report writing.</p> | <ul style="list-style-type: none"> <li>✓ Sharing of issues and challenges in participating countries</li> <li>✓ Weekly reflection and review sessions</li> <li>✓ Group work and discussions</li> <li>✓ Report preparation and final presentation planning</li> <li>✓ Final presentations and Q&amp;A sessions</li> </ul>                                                                                                              | <p>Presentations,<br/>Group discussions,<br/>Individual work and report writing,<br/>Individual coaching,<br/>Final presentation</p> |

## **<Structure of the Course>**

Topic outline (subject to minor changes)

### **1st week (Tokyo)**

- (1) Briefing, program orientation, and country report presentations
- (2) Overview of plastic pollution issues and life cycle assessment of plastics
- (3) Legal and policy frameworks related to plastic pollution prevention, including international trends and marine plastic measures
- (4) Initiatives by international organizations, research institutions and public-private platforms
- (5) Resource circulation policies, including Extended Producer Responsibility (EPR) and examples of circular initiatives
- (6) Marine plastic statistics, monitoring approaches, recycling practices and weekly review

### **2nd week (Kyushu)**

- (1) Basic knowledge of plastics and the relationship between marine plastic pollution and health
- (2) Visit I - Research activities related to marine plastic pollution
- (3) Visit II - Facility visit on marine plastic pollution prevention and awareness-raising
- (4) Visit III - Community-based and civil society initiatives for addressing marine plastic pollution
- (5) Group work and review on marine plastic issues, stakeholder roles and key lessons learned

### **3rd week (Kyushu)**

- (1) Local government policies on waste separation, collection, public consensus-building and awareness-raising
- (2) Visit IV - Field observation of waste separation and collection systems
- (3) Visit V - Visits to recycling and sorting facilities
- (4) Visit VI - Visits to technology sites related to material recycling, fuel recovery, bioplastics and chemical recycling
- (5) Review of municipal policy measures, collection systems, recycling technologies and community-based circular models

### **4th week (Kyushu)**

- (1) Policy tools for plastic pollution prevention, including EPR, regulations and economic instruments
- (2) Circular economy approaches and international case studies
- (3) Introduction of overseas deployment cases of private-sector technologies and related cooperation projects
- (4) Preparation of action plans and final presentations through individual coaching and discussion
- (5) Final presentations, evaluation and closing

### III. Eligibility and Procedures

#### 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### 2. Nominee Qualifications

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

##### 【Remarks】

Gender: Each organization 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

- 1) Current Duties: The applicant must be engaged in relevant work at either a central or local government organization involved in policies and legislation related to plastic pollution prevention, or a public corporation, private organization or private company working on plastic pollution prevention.
- 2) Experience in the Relevant Field: The applicant must have at least 3 years of practical experience in fields related to plastic pollution prevention, such as policies and legislation, project implementation, technological development, waste treatment or recycling.
- 3) Educational Background: be a university graduate
- 4) Language Proficiency: have a competent command of spoken and written English equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) 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.

## **(2) Recommended Qualifications**

- 1) 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.

### 3. 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) English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

**(4) Country Report:** to be submitted with the application form. Please fill in Annex I of this General Information. The report will be used as reference material for the selection process and for the short presentation session at the beginning of the course.

### 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 **August 7, 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 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 September 4, 2026.**

## **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 Kyushu Center (JICA KYUSHU)

(2) **Program Officer:** Mr. YAMAGUCHI Hiroyuki ([kictp@jica.go.jp](mailto:kictp@jica.go.jp))

### 2. Implementing Partner

(1) **Name:** To Be Determined

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kyushu Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505, Japan

TEL: +81- 93-671-6311

(where “81” is the country code for Japan, and “93” is the local area code)

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

<https://www.jica.go.jp/english/domestic/kyushu/index.html>

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodation(s) for the participants.

### 5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see “III. ALLOWANCES” of “KENSU-IN GUIDEBOOK,” (English/French/Spanish/Russian).

\*Link to the Website:

[https://www.jica.go.jp/english/activities/schemes/tech\\_pro/acceptance\\_training/orparticipants.html](https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/orparticipants.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.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

| Part I: Knowledge Co-Creation Program and Life in Japan |                                                                                                                                   |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| English ver.                                            | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                             |
| French ver.                                             | <a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>                             |
| Spanish ver.                                            | <a href="https://www.youtube.com/watch?v=m7l-WIQSDjl">https://www.youtube.com/watch?v=m7l-WIQSDjl</a>                             |
| Russian ver.                                            | <a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>                             |
| Arabic ver.                                             | <a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>                             |
| Part II: Introduction of JICA Centers in Japan          |                                                                                                                                   |
| JICA Hokkaido (Sapporo)                                 | <a href="https://www.jica.go.jp/sapporo/english/office/index.html">https://www.jica.go.jp/sapporo/english/office/index.html</a>   |
| JICA Hokkaido (Obihiro)                                 | <a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a>   |
| JICA Tohoku                                             | <a href="https://www.jica.go.jp/tohoku/english/office/index.html">https://www.jica.go.jp/tohoku/english/office/index.html</a>     |
| JICA Tsukuba                                            | <a href="https://www.jica.go.jp/tsukuba/english/office/index.html">https://www.jica.go.jp/tsukuba/english/office/index.html</a>   |
| JICA Tokyo                                              | <a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>       |
| JICA Yokohama                                           | <a href="https://www.jica.go.jp/yokohama/english/office/index.html">https://www.jica.go.jp/yokohama/english/office/index.html</a> |
| JICA Hokuriku                                           | <a href="https://www.jica.go.jp/hokuriku/english/office/index.html">https://www.jica.go.jp/hokuriku/english/office/index.html</a> |
| JICA Chubu                                              | <a href="https://www.jica.go.jp/chubu/english/office/index.html">https://www.jica.go.jp/chubu/english/office/index.html</a>       |
| JICA Kansai                                             | <a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>     |
| JICA Chugoku                                            | <a href="https://www.jica.go.jp/chugoku/english/office/index.html">https://www.jica.go.jp/chugoku/english/office/index.html</a>   |
| JICA Shikoku                                            | <a href="https://www.jica.go.jp/shikoku/english/office/index.html">https://www.jica.go.jp/shikoku/english/office/index.html</a>   |
| JICA Kyushu                                             | <a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>     |
| JICA Okinawa                                            | <a href="https://www.jica.go.jp/okinawa/english/office/index.html">https://www.jica.go.jp/okinawa/english/office/index.html</a>   |

## V. Other Information

1. Participants are advised to bring comfortable clothing and walking shoes, as the program includes field visits and site visits. Since a short study trip of approximately two nights and three days is planned during the program, participants are also advised to bring a small bag suitable for short travel.
2. For information on weather and seasonal temperatures in Japan and Kyushu, please refer to the Japan National Tourism Organization (JNTO) website:  
<https://www.japan.travel/en/weather/>  
<https://www.japan.travel/en/weather/kyushu/>
3. Participants who intend to use electrical appliances in Japan should note that the voltage used in Japan is uniformly 100 volts, A.C., and that plugs with two flat parallel prongs are used. Please bring an appropriate plug adapter and/or transformer, if necessary.  
For details, please refer to:  
<https://www.japan.travel/en/plan/plug-and-electricity/>
4. Wi-Fi is available at the JICA Center. Wi-Fi may also be available at accommodation facilities; however, participants who wish to use mobile communication services in Japan are advised to confirm in advance whether their mobile phones are compatible with services in Japan. In Japan, prepaid SIM cards, eSIM services, rental mobile phones, and pocket Wi-Fi are available and such services are also available at major airports.  
Please note that JICA will not provide support for the purchase or arrangement of such services. Participants are therefore requested to make any necessary arrangements by themselves.
5. JICA will provide a living allowance during the stay in Japan. However, as the allowance will become available only two business days after arrival in Japan, participants are advised to bring sufficient cash to cover necessary expenses for the first few days after arrival.

## **VI. Annex I :**

### **Country Report for Short Presentation**

This report is to be completed by the nominee and submitted together with the application documents.

The report will be used for the short presentation session at the beginning of the course.

#### **1. Basic Information**

- 1) Country:
- 2) Name of Nominee:
- 3) Organization:
- 4) Position/Title:

#### **2. Main Issue Related to Plastic Pollution in Your Country**

Please describe one major issue related to plastic pollution in your country or organization. (Maximum 100 words)

#### **3. Priority Area(s) of Interest**

Please select up to two priority areas most relevant to your current duties and explain why. (Maximum 80 words)

- ☐ Policies and legislation
- ☐ Stakeholder coordination / institutional arrangements
- ☐ Plastic lifecycle management
- ☐ Product design / manufacturing technology
- ☐ Waste treatment / recycling technology
- ☐ Marine plastic pollution measures
- ☐ Public awareness / community participation
- ☐ Others (please specify: \_\_\_\_\_)

#### **4. Current Role of Your Organization**

Please briefly describe the role of your organization and your own role in addressing the issue above. (Maximum 100 words)

#### **5. Expected Learning and Future Use**

Please briefly describe: (Maximum 150 words)

- (1) what you would like to learn from this course, and
- (2) how you expect to apply the knowledge after returning to your country.

## **For Your Reference**

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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

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



**Contact Information for Inquiries**

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

**JICA Kyushu Center (JICA KYUSHU)**

**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 :<br/>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:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the ( ) options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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)<br>*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.

## 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

## Form3. INDIVIDUAL APPLICATION FORM

\*To be filled by Applicant.

**1. Course Title:** (as shown in the GI)

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

Attach here  
your photo

(taken within  
the last six months)

Size: 4.5x3.5cm

### 3. Personal Information on Applicant

#### 1) Name of Applicant (as shown in the passport)

\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name /Surname**

**First Name**

**Middle Name**

|                                                     |                      |                             |                      |                                            |
|-----------------------------------------------------|----------------------|-----------------------------|----------------------|--------------------------------------------|
| <b>2) Nationality</b><br>(as shown in the passport) |                      |                             |                      |                                            |
| <b>3) Sex</b><br>(for VISA application)             | ( ) Male             |                             | ( ) Female           |                                            |
| <b>4) Date of Birth</b>                             | <b>Date</b>          | <b>Month</b><br>(ex. April) | <b>Year</b>          | <b>Age</b><br>(as of the date of the form) |
|                                                     | <input type="text"/> | <input type="text"/>        | <input type="text"/> | <input type="text"/>                       |

#### 5) Passport/Visa

|                      |         |        |                            |      |       |      |
|----------------------|---------|--------|----------------------------|------|-------|------|
| Passport possession  | ( ) Yes | ( ) No | Expiry date<br>of passport | Date | Month | Year |
| USA visa possession* | ( ) Yes | ( ) No |                            |      |       |      |

\*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

|                   |                      |          |
|-------------------|----------------------|----------|
| Private           | Address:             |          |
|                   | TEL*:                | Mobile*: |
|                   | FAX*:                | E-mail:  |
| Office            | Address:             |          |
|                   | TEL*:                | Mobile*: |
|                   | FAX*:                | E-mail:  |
| Emergency Contact | Name:                |          |
|                   | Relationship to you: |          |
|                   | Address:             |          |
|                   | TEL*:                | Mobile*: |
|                   | FAX*:                | E-mail:  |

\*Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

|                                                 |                                                                                                                                                                                                                                                                                                                |                   |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Organization                                    |                                                                                                                                                                                                                                                                                                                |                   |
| Year that entered the organization              |                                                                                                                                                                                                                                                                                                                |                   |
| Department / Division                           |                                                                                                                                                                                                                                                                                                                |                   |
| Title                                           |                                                                                                                                                                                                                                                                                                                |                   |
| No. of years of service in the present position | Years                                                                                                                                                                                                                                                                                                          | From (Month/Year) |
|                                                 |                                                                                                                                                                                                                                                                                                                |                   |
| Type of Organization                            | <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise<br><input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University<br><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/<br>Country | Period             |                  | Position or Title and<br>Department/Division | Brief Job Description |
|--------------|------------------|--------------------|------------------|----------------------------------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree | Major |
|-------------|------------------|--------------------|------------------|--------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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<br>(ex. TOEFL, TOEIC, etc.) |               |          |          |          |  |
| 2) Mother Tongue                                        |               |          |          |          |  |

|                           |               |          |          |          |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages<br>( ) | ( ) 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

- 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.?

|                                                                                                                                                                                          |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| [ ] No                                                                                                                                                                                   | [ ] Yes:                                  |
|                                                                                                                                                                                          | Name of illness ( ), Name of medicine ( ) |
| 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. |                                           |

(b) Do you have any allergies with 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.?<br>( ) |

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ( )                                                                                                                                                                                                             |
| 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. |

#### 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?

|                             |                                                                               |
|-----------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes:<br>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 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<br>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