

North Block, New Delhi,  
Dated the 20<sup>th</sup> August, 2025.

**TRAINING CIRCULAR**

Subject:- **In-person Knowledge Co-Creation Program for Young Leaders on "Disaster Risk Reduction and Community Development C" from 3rd December to 19th December, 2025 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program for Young Leaders on "Disaster Risk Reduction and Community Development C" from 3rd December to 19th December, 2025 in Japan** under the Technical Cooperation Programme with India. The course is intended for the central or local officers or relevant personnel like NGO/NPO staff engaged in the policy and education for Disaster Risk Reduction and Community Development to learn about Japanese practice in Disaster Risk Reduction and Community Development. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Six**.

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

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

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

- (i) Sponsoring Government's application form **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) The desired **Job Report**.

5. **Application Form complete in all respects alongwith check-list (Annex-IV) reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 23.09.2025 positively at the following address:- :-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5082,  
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 Ministries/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 the website of Department of Economic Affairs, Ministry of Finance at **www.dea.gov.in** under the link "Foreign Training and Employee Corner".

  
( Soumitra N. Motilal )

Under Secretary to the Govt. of India  
Tele: 23095017

1. Joint Secretary(Admn.), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
3. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Young leaders)

# Disaster Risk Reduction and Community Development C

防災とまちづくり C



Course Number: 202413889J001


Course Period: December 3- December 19, 2025



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.



# How do we develop a community with disaster- resistant ?

Develop specialties through learning  
technologies and skills  
from the experiences of Japan,  
increase willingness to resolve issues on own.



# Outline



This program is designed for the central or local officers or relevant personnel like NGO/NPO staff engaged in the policy and education for Disaster Risk Reduction and Community Development to learn about Japanese practice in Disaster Risk Reduction and Community Development.

The sessions will be held by face to face including the site-visit related to this program.

All sessions are carried out in English.

The period of the program is from December 3 to December 19, 2025.

Course Capacity:  
13 participants



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

The Japanese Cabinet released the Development Cooperation Charter in February 2015, 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.

# For What?

---

## Background

The “Knowledge Co-Creation Program (Young Leaders)” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries. Under the program, young leaders, who will become nation-building leaders in the future, are invited to this program to be provided with opportunities to:

- 1) develop their specialities through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own.

## Objectives

Through participation in this program, the participants are expected:

- 1) to understand basic knowledge of the history of disaster prevention, disaster prevention education system, etc.
- 2) to understand efforts by governments, research institutions, and residents to prevent disasters, build disaster-resistant cities, and rebuild in disaster-stricken areas.

# To Whom?

---

## Job Areas and Organizations

This program is designed for the central or local officers or relevant personnel like NGO/NPO staff engaged in the policy and education for Disaster Risk Reduction and Community Development to learn about Japanese practice in Disaster Risk Reduction and Community Development.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

## Targeted Countries

India, Nepal

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

# When?

## Program Period

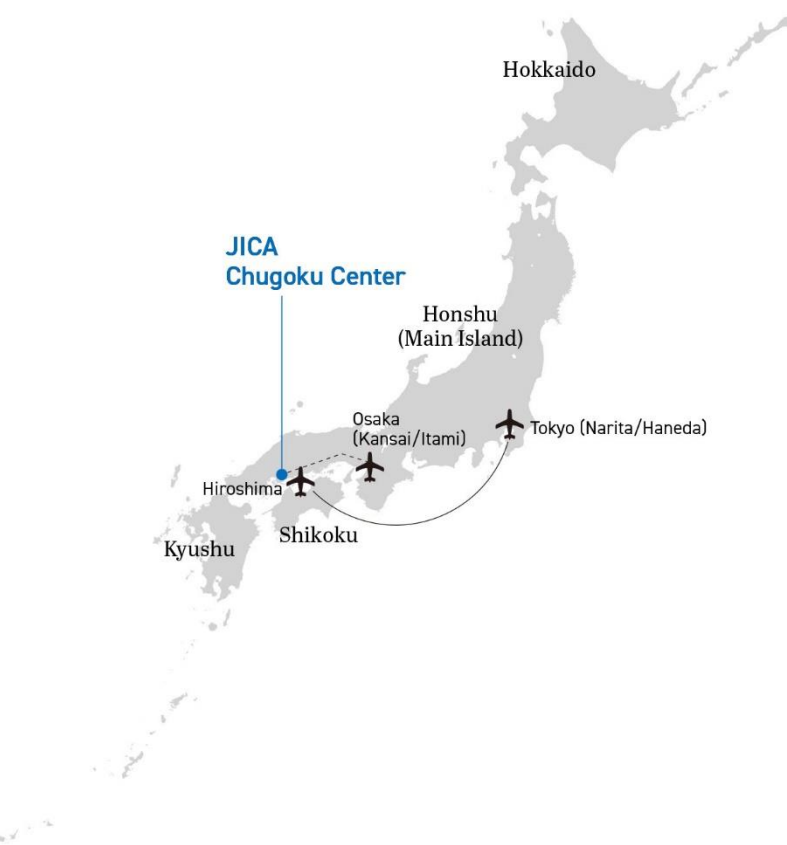


From December 3, 2025  
to December 19, 2025

# Where?

This course is carried out face to face, organized by JICA Chugoku Center.

Chugoku region is consist of 5 prefecture, Hiroshima, Yamaguchi, Okayama, Shimane, and Tottori. This training program is conducted in Hiroshima mainly.



# How?

---

## How to Learn

- Self-Study
- Interactive
- Q&A Session
- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Watch



Listen



Experience



Study



Interact



Discuss



Present

---

## Language

English

---

## Commitment to the SDGs



## Program Structure

This course consists of the following components.

(1) Lectures regarding :

- a. overall system on policies on disaster risk reduction in Japan, and
- b. history, policies and activities which has been implemented at central government and local government
- c. improve citizen's awareness, education and enlightenment for disaster prevention and Community Development

(2) Discussions;

To exchange opinions about disaster prevention with lecturer and participants, etc.

※This schedule is tentative. (\* Schedule might be change)

	Date (2025)	Day	Time	Program
1	December 3	Wed		Arrival in Hiroshima
2	December 4	Thu	AM	Opening ceremony, Briefing, Program Orientation
			PM	General Orientation (Visit to the Peace memorial museum)
3	December 5	Fri	AM	Presentation of Job Report
			PM	【Lecture】 DRR efforts in JICA, mainstreaming DRR
4	December 6	Sat		Self-Study
5	December 7	Sun		Self-Study
6	December 8	Mon	AM	【Lecture】 Mechanisms and Countermeasures for Flood disaster
			PM	【Lecture】 Mechanism and Countermeasures for Landslide 【Lecture】 Mechanism and Countermeasures for Earthquake
7	December 9	Tue	AM	【Lecture/Site Visit】 Weather Forecasts and Disaster Prevention Weather Information.
			PM	【Lecture/Site Visit】 The Role of the mass media for Disaster Prevention
8	December 10	Wed	AM	【Lecture】 The role of local government
			PM	【Lecture】 Countermeasures for Flood disaster in Hiroshima

9	December 11	Thu	AM	【Lecture】Community Disaster Prevention Leader Development
			PM	【Lecture/Site Visit】Disaster Relief of Hiroshima city
10	December 12	Fri	AM	Mid-Review
			PM	Mid-Review
11	December 13	Sat		Self-Study
12	December 14	Sun		Self-Study
13	December 15	Mon	AM/PM	【Lecture/Site Visit】Recovery and Reconstruction in Mabi Town from Flood Disaster in 2018
14	December 16	Tue	AM	【Lecture】Community Empowerment and Building up the network for DRR
			PM	【Lecture】Community Based DRR
15	December 17	Wed	AM	【Lecture】Disaster Imagination Game
			PM	Preparation of Final Report
16	December 18	Thu	AM/PM	【Presentation】Presentation of Final Report Evaluation meeting, Closing ceremony
17	December 19	Fri		Leaving from Japan

# 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):** 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.

### (1) Essential Qualifications

- 1) Nomination: be nominated by the Government of each country line with the procedures mentioned in 3.(1)below.
- 2) Experience in the Relevant Field: Those who have practical job experiences of minimum three years in the above field.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to 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. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## (2) Recommended Qualifications

- 1) The participant will be expected to continue working in the same field more than 2 years after this program.
  - 2) Gender Equality and Women's Empowerment: <1>Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- 

## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
  - \* 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
- (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) **Job Report:** Job Report on the main issues concerning the targeted field in his/her job to be submitted with application form. Detailed information is provided in the ANNEX.
  - ※Please write a Job Report in English.

## 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 Chugoku Center in Japan by October 7th, 2025)

※We JICA Chugoku can't accept the application after the closing date for applications.

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Chugoku 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 October 21<sup>th</sup>, 2025.

---

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

Presentation slide of Job Report --to be submitted by November 7<sup>th</sup>, 2025. Accepted participant will have presentation about your job report on December 5<sup>th</sup>, 2025. For that presentation, they are required to prepare a presentation slide of Job Report. Detailed information will be given by JICA Chugoku by e-mail.

## 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 immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "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, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

---

## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Chugoku Center (JICA Chugoku)
  - (2) Program Officer: Ms. Hirata yukari ([cicttp@jica.go.jp](mailto:cicttp@jica.go.jp))
- 

## 2. Implementing Partner

- (1) Name: Hiroshima NPO Center
  - (2) URL: <http://npoc.or.jp/>
- 

## 3. 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 the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

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

## 4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan.

**JICA Chugoku Center (JICA CHUGOKU)**

Address: 3-3-1, Kagamiyama, Higashi-hiroshima, Hiroshima, 739-0046, Japan

TEL: +81-82-421-6310 FAX: +81-82-420-8082



(where “81” is the country code for Japan, and “82” is the local area code. Please refer to facility guide of JICA Chugoku at its URL.

[Chugoku Center](#) | [Chugoku Center](#) | [About JICA](#) | [JICA](#)

---

## 5. 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.

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>
Part II: Introduction of JICA Centers in Japan	
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>

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>

---

## 6. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf)

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



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)



JICA Knowledge Co-Creation Program (Young leaders)

Disaster Risk Reduction and Community Development C Course No. 202413889J001



## **PDF: Facility Guide for JICA Chugoku Center**

English/

[Chugoku Center](#) | [Chugoku Center](#) | [About JICA](#) | [JICA](#)

## **Video: Welcome to JICA Chugoku**

Introduction of JICA Chugoku

[Introduction of JICA Chugoku - YouTube](#)

# Other information

(1) Personal computer (Laptop Computer) is recommended to prepare and/or revise Job Report, and Action Plan.

(2) It is recommended for participants to bring the wear for winter referring the temperature table below link. Please bring formal wear for ceremony. It depends on you whether you bring ethnic costume or suits as formal wear.

[Climate & Weather Averages in Hiroshima, Japan \(timeanddate.com\)](http://timeanddate.com)

(3) It is recommended for participants to bring some souvenir from your country to introduce about your country to lecturers.

(3) As Japanese electric outlet is Type-A, if the participants would like to bring own computer, it is necessary to bring a Type-A adaptor also. If your machine does not have an adaptor, you should bring a transformer. Japanese voltage is 100V, frequency is 60Hz.



(4) Participants should bring about 200 US dollars for an unexpected situation.



# Annex

## Job Report

Course Title : Disaster Risk Reduction and Community Development B  
(202413889J001)

Country:

Name :

**Please fill in this report in English. (Strongly required to typewrite)**

**1. Describe the general situation of Disaster Risk Reduction and Community Development in your country**

**2. Describe the issues that the organization in which you belong is facing regarding Disaster Risk Reduction and Community Development**

**3. Describe the issues that you are facing regarding Disaster Risk Reduction and Community Development**

**4. Describe what you would like to learn through the program**

# 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 Chugoku Center (JICA Chugoku)**

Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0466, Japan

TEL: +81-82-421-6310 FAX: +81-82-421-6313

("81" is the country code for Japan, and "82" is the local area code)

# Annex

## Job Report

Course Title : Disaster Risk Reduction and Community Development B  
(202413889J001)

Country:

Name :

**Please fill in this report in English. (Strongly required to typewrite)**

**1. Describe the general situation of Disaster Risk Reduction and Community Development in your country**

**2. Describe the issues that the organization in which you belong is facing regarding Disaster Risk Reduction and Community Development**

**3. Describe the issues that you are facing regarding Disaster Risk Reduction and Community Development**

**4. Describe what you would like to learn through the program**



**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 (Young Leaders)**

This guideline explains how to apply for the Knowledge Co-Creation Program (KCCP) (Young Leaders) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

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

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the ( ) options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms and all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

## « Young Leaders Training Course / 青年研修 »

**CONFIDENTIAL**
**CHECK LIST before submission:**

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

**Note for Applicants from Latin American and the Caribbean Countries:**

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

## &lt;&lt; Young Leaders Training Course / 青年研修 &gt;&gt;

**CONFIDENTIAL**

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

**Form1. APPLICATION FORM**

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

**INSTITUTION/DIVISION (Approval Sign & Stamp from Director)**

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

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

**MINISTRY (When this application is through a ministry.)**

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

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

**MINISTRY OF STATE SECRETARIAT**

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

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

## &lt;&lt; Young Leaders Training Course / 青年研修 &gt;&gt;

**CONFIDENTIAL**

※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> (as shown in the passport)				
<b>3) Sex</b>	( ) Male		( ) Female	
<b>4) Date of Birth</b>	<b>Date</b>	<b>Month</b> (ex. April)	<b>Year</b>	<b>Age</b> (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 of passport	Date	Month	Year
USA visa possession*	( ) Yes	( ) No				

\*Applicants from Latin America and the Caribbean only.

## &lt;&lt; Young Leaders Training Course / 青年研修 &gt;&gt;

**CONFIDENTIAL**
**6) Contact Information**

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

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

**7) Present Position**

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

**【Questionnaire on Relationship with the Military】**

**\*If your organization and/or your status is related to the Military, please mark with ✓ or X below in the ( ) which best describes the relationship.**

- ☐ the Military, an active military personnel or a military personnel listed in the muster roll/military register

☐ an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register

☐ the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense

☐ a civilian organization but with military personnel or a military division within the organization

# 「Young Leaders Training Course / 青年研修」

**CONFIDENTIAL**

( ) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

## 4. Experience and Eligibility

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

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

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

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

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

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

### 4) Experience visiting / living in Japan

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

### 5) Language Proficiency (Self-Assessment)

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

# 「Young Leaders Training Course / 青年研修」

**CONFIDENTIAL**

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

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

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

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

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

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



Japan International Cooperation Agency

« Young Leaders Training Course / 青年研修 »

**CONFIDENTIAL**

--

By Applicant

Date

Name

Signature

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

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

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

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

<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.? ( )
-----------------------------	---

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

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

**2. Medical History**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
-----------------------------	---

(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 ( )
-----------------------------	---

(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 ( )
-----------------------------	--

**CONFIDENTIAL**

### 3. Other Medical Issues/Conditions

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

--

\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (                  weeks)
-----------------------------	---

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA, and may result in termination of the program.

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

By Applicant

Date
Name
Signature

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

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

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

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

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

#### 【Name of Applicant】

Name	
------	--

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

Name	
Designation / Position	
Department / Division	
E-mail Address	

**Form4. TERMS AND CONDITIONS****1. General Rules**

The participants are requested:

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

**2. Privacy Policy**

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

**(1) Scope of Use**

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

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

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

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

**(3) Security Notice**

## 《Young Leaders Training Course / 青年研修》

**CONFIDENTIAL**

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

\*Information Security Policy of JICA in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
  - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons in 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, when the government of Japan or JICA determines it necessary in technical cooperation.

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

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

### 3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, and etc.), within the scope approved by each copyright holder.  
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, and etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.

3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as references for other KCCP courses and project formulation).

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

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

### **DECLARATION** (to be signed by Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
- I will be subject to any penalties imposed as a consequences of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purposes above is as follows:  
☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date  
Name  
Signature