

No.13/12/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 20th August, 2025.

TRAINING CIRCULAR

Subject:- **Online and In-person Knowledge Co-Creation Program on “Management of Power Utilities” from 18th November to 17th December, 2025 (online) and from 20th January to 4th February, 2026 (in-person) in Japan.**

The Government of Japan has invited nominations for **Online and In-person Knowledge Co-Creation Program on “Management of Power Utilities” from 18th November to 17th December, 2025 (online) and from 20th January to 4th February, 2026 (in-person) in Japan** under the Technical Assistance Programme with India. The programme is intended for those currently posted to managerial positions and candidates to become managers in departments responsible for strategic planning, financial management and legal and regulatory of participating countries power utilities ministry/local government or private electric energy sector. 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**.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 16.09.2025 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
chourasia.anil@nic.in

.....2/-

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

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



(Soumitra N. Motilal)

Under Secretary to the Govt. of India

Tele: 23095017

1. Joint Secretary(Admn.), Ministry of New and Renewable Energy, Block No. 14, C.G.O. Complex, New Delhi.
2. Joint Secretary(Admn.), Ministry of Power, Shram Shakti Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

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



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Management of Power Utilities



Course Number: 202411685J001

Course Period: November 18, 2025- March 18, 2026 (+ follow up)

(Online) November 18 to December 17, 2025

(Face-to-Face in Japan) January 20 to February 4, 2026


(Online Presentation) March 17 to 18, 2026



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



JICA Knowledge Co-Creation Program (Group and Region Focus)
Management of Power Utilities Course No. 202411685J001



How should we manage and operate power utility for achieving sustainable management towards Energy Transition

Gain insight to an essence of most suitable
management for the sustainable growth, in
more practical, more interactive,
more inspirational approach
from the experiences of Japan and other
countries/regions.



Outline



From top

1. Kashiwazaki-Kariwa Nuclear Power Plant (https://www.tepco.co.jp/niigata_hq/kk-np/profile/index-j.html) 2. International University of Japan (IUJ) 3 & 4. JICA Tokyo Center

This program is designed for the management level personnel in power utility and related governmental organizations to learn about Japanese and other country/region's practices in business management, direction, and new way for operation.

At the first part, the session will be held via online for the basic understanding of the concept and theories in management of Power Utility, then, face to face session will be held at JICA Tokyo Center and International University of Japan campus, including field trips. After completion of those sessions, one on one follow up session for individual action plan will be held, until the end of May 2026.

All sessions are carried out in English.

The program starts at November 18, 2025 as on-line part, face to face part will be held from January 20, 2026 to February 4, 2026. Then final presentation of individual action plans on March 17 and 18. Then as follow up, one-on-one meeting until the end of May 2026 will be prepared.

Course Capacity: 10 participants



From top 1. JERA Kawasaki Thermal Power Generation Power Plant 2. TEPCO central dispatch center (Source: https://www.tepco.co.jp/tepconews/library/archive-j.html?video_uuid=k3ksnls&catid=61707) 3.4. International University of Japan (IUJ)

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.

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For What?

Background

Business circumstances in which power utilities all over the world are operating have been dramatically changing in the past decade. This made substantial change in their way of operations as well as managerial issues that they need to tackle.

Conventional issues such as universal access and expansion of power supply are still priorities of management targets, but in addition, they now need to develop business models to cope with deregulation, enhance investment from private partners, and upgrading power system to deal with rapidly increasing variable renewable energy (VRE).

Structures of power utilities vary. Majority of utilities had vertically integrated structures in the past but as worldwide deregulation in power sector progresses, structural unbundling is getting common. Generation sectors where market mechanism is easy to be introduced, power transactions are made through competitive markets in addition to bilateral trades between independent power producers (IPPs) and off takers.

On the contrary, transmission system operators (TSOs), which operate and own power network systems, are not appropriate for competition because it is prone to natural monopoly but still need to improve operational efficiency so as to deliver stable, clean and affordable electricity to public.

Regulatory frameworks that contribute to accountability and securing service quality of those entities are also of great importance. Achieving carbon neutrality of power production is one of the biggest challenges for most of the power utility companies worldwide after the Paris Agreement. Increasing VRE would provide benefits for climate change as well as power production cost to certain extent however, to undergo transition toward carbon neutral power system without disruption, they need to figure out right strategies to cope with increasing power fluctuations and financial uncertainties.

Objectives

This program aims to contribute to enhancing management capacities of the participating countries/regions power utility/sector to achieve sustainability of their management and operations in rapidly changing power business circumstances through lectures on theories of management in power utilities and sharing

management knowledge and experiences of power utilities around the global and Japan, and develop individual action plans for improving their own institution's targeted performance.

Targeted Countries

Angola, India, Liberia, Madagascar, Mongolia, Nepal, Nigeria, Sri Lanka, Yemen, and Zambia

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

To Whom?

Job Areas and Organizations

This program is for those currently posted to managerial positions and candidates to become managers in departments responsible for strategic planning, financial management, and legal and regulatory of participating countries power utilities ministry/local government, or private electric energy sector (electric power utility function in Oil and Gas company can be included). The participants are expected to lead their entities by implementing action plans that they develop throughout the program.

When?

Online Program Period



November 18–
December 17, 2025

Face to Face Class Session



January 20 –
February 4, 2026

*Arrival in Japan: January 20

Departure from Japan: February 4

Eligibility to attend face to face class session*

To attend Face to Face class session in Japan, participants **must complete on-line program period by full attendance and fulfill the submission of required reports.**

**Follow up one on one session
followed by Individual Action
Plan Presentation session
(online)**



March 17 – 18, 2026 (individual
action plan presentation by on-
line)

March 31 – revised action plan
submission.

Until May 31, 2026, one on one
meeting by on-line for follow up of
own individual action plans will be

Where?

On-Line: at each participants access
location (e.g. from office, home or
other suitable location for joining the
on-line session to guarantee network
quality)

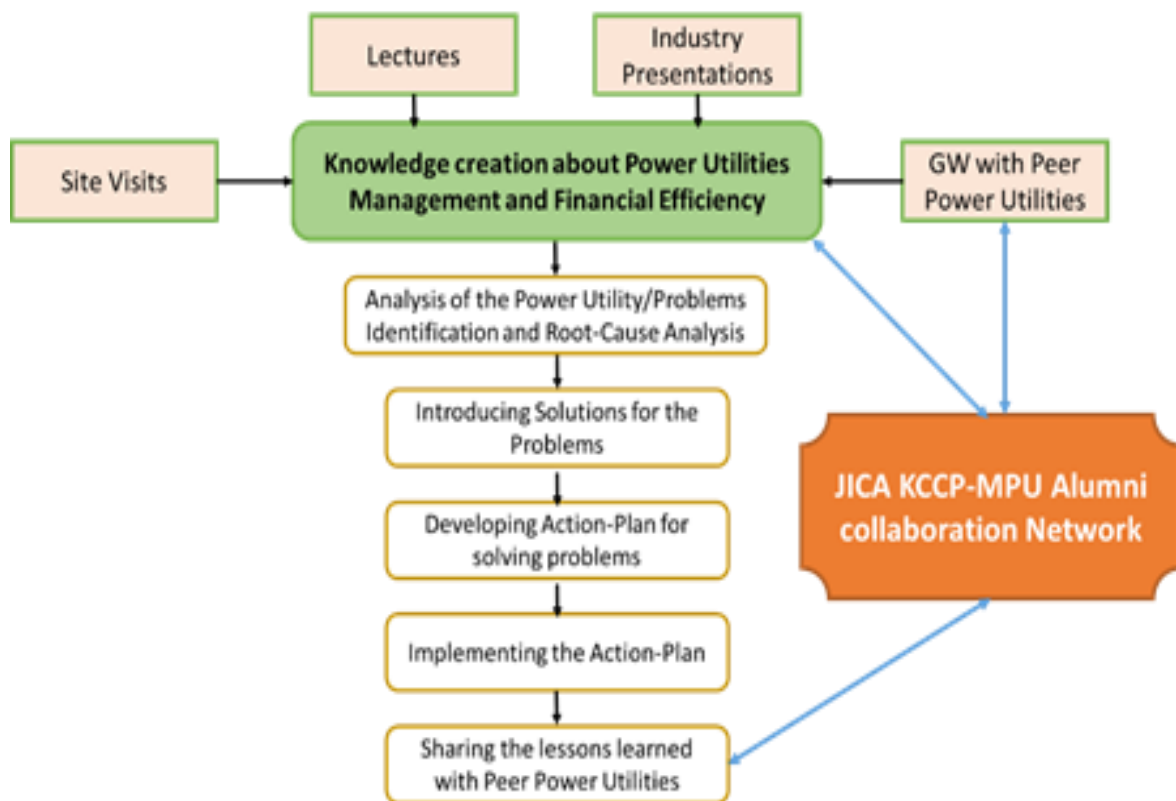
Face to face session from January 20 to
February 4, 2026

- JICA Tokyo Center and IUJ Tokyo
(see detail in the overview
schedule)



How?

- This program consists of the following components:
 - Lectures on different aspects of power utilities management and operation
 - Identification of problems and their root-causes at participating countries power utilities
 - Formulate and discuss countermeasure strategies and actions to respond to the problems and achieve national targets for the power sector
 - Case lessons in power utility management from similar countries and Japan
 - Introduction and field visits of Japanese power utilities
 - Collaboration network for JICA KCCP-MPU alumni (By the end of the KCCP-MPU 2024-26 batch, a collaboration network for the alumni of this and upcoming batches will be established. This platform will serve as a knowledge/lesson sharing hub for the alumni and other engaged institutions. This platform will keep the alumni and other engaged institution connected even after the program is finished)



How to Learn

Vision

To provide sustainable, affordable, secure and safe power in participating countries:

Mission

1. Help participating countries power utilities and related organizations mid-level management employees to identify their problems, root-causes, and countermeasures to resolve the problems.
2. Build the capacity of power utilities to introduce strategic goals and actions to achieve the national strategic goals related to the power sector
3. Facilitating lectures and exposure visits of Japan power industry
4. Establishment of JICA KCCP-MPU alumni Collaboration Network

Specific Goals

1. Improve management and operational efficiency in power utilities and related organizations of participating countries
2. Improve financial management operations
3. Diversify energy mix
4. Reduce reliance on imported sources of energy
5. Increase power generation capacity
6. Improved Asset management
7. Increase renewable energy share in the energy mix
8. Improve energy efficiency in demand and supply sides
9. Enhance customer satisfaction

Description of each class

Lecture title, days and description

<On-line class> Japan time (GMT +9)17:00-20:00

Kick off and Orientation (Nov.18): Overview of the program objectives, schedule, required submission of reports, ground rules, and participants self-introduction, understanding and preparation for “Case Method” session

Country Report Presentation (Nov.25 and 26): Prepare own country situation analysis and challenges, Q&A from participants

Japan Energy Market Overview (Dec.1): Comprehend Japan Energy market overview for the class discussion and field trips during the program

KAIZEN (Case Method) (Dec.2): Understand KAIZEN concept which Japanese

Industry developed, as the continuous improvement of business processes

Leadership and Motivation (Case Method) (Dec.3): Understand the leadership concept by motivation theories and how to exercise leadership for staff encouragement, through “Case Method” and interactive lecture

Cash Management (1) (2) (Dec.8 and 9): Understand how to manage cash through operation in order to enhance the efficiency in the profitability and decision making for investment and cost control

SDGs in Power Utility (Dec.10): Understand the way to apply SDGs concept to power utility sector, since every industry is required the sustainable development goals

Project Feasibility (Dec.15): Assess own project status and how improve for Project Initiation and management (project lifecycle)

Asset Management (Dec.16): Understand the way to manage asset in Power Utility and improvement plans for the efficiency in investment and operation

Digital Finance (Case Method) (Dec.17): Learn the concept of DX finance (block chain concept) for fee collection and data usage gathering through “Case Method” and interactive lecture

<Face to face classes in Japan> (JICA Tokyo and International University of Japan)

JICA Orientation (Jan.21): Logistics during the stay in Japan and other information sharing

Case Method “YONDEN” (Jan.21): Analyze and propose the new power mix strategy for the future business direction, mission, through “Case Method” and interactive lecture

Carbon Neutral for Power Utility (Jan.22): Grasp the concept of Carbon Neutral in Power Utility sector and understand the practices in Japan

Japan Hydrogen and Ammonia policy (Jan.22): Understand the government policy which enhance hydrogen and ammonia usage in industries

Field Trip (Jan.23): Visit several important facilities near Tokyo area - thermal power plant, switching office and power distribution center

Safety and regulation (Jan.26): Comprehend the safety requirement for power utility plants, depending upon government policy and regulations

Field Trip (Jan.26): Visit power utility research center where energy transmission, power grid innovation, new stage of nuclear power are under research

Japan Power Utility Policy (Jan.27): Learn the history of Japan Power Policy,

Government support and future direction

Power Utility Technology (Jan.27): Realize the new technology and trend of power transmission

Japan Decarbonization Actions (Jan.28): Learn government policy and directions for Decarbonization, including the guideline for power utility

Japan Electric Power Utility Tariff (Jan.28): Understand how Japan Electric Power Triff is designed and implemented, including regulation and government guideline

Balance Score Card (Jan.29) (IUJ campus): Grasp the way to assess business performance by using the balance score card concept, through “Case Method” and interactive lecture

Field Trip (Jan.30): Visit Nuclear Power Plan, Biomass power plant, carbon neutral city, Hydro power plant and others

Local society and industry (Jan.31): Understand the importance of living with local society, especially in the rural and agriculture area

Local area tour (Jan.31): Experience local business practices for future business opportunities

New Strategy for Power Utility (Feb.2): Analyze and design new Power Utility strategy by consideration of AI, DX, Carbon Neutral, Renewable energy utilization, Asset management, Demand and supply side management for the leadership in Power Utility sector

Group Work to set up new strategy (Feb.2): Discuss and draft the new strategy through the learning from the course

Strategy Presentation (Feb.3): Present and discuss the new strategy in Power Utility sector by each group

Certificate and Closing Ceremony (Feb.3): Receive the learning session certificate and conduct Closing Ceremony

<Action Plan and follow up session - On-line >

Action Plan (individual activity base) will be further revised through additional analyses and discussions with officials and management concerned in participants' institutions. Action plans need to be authorized and implemented in participants' organizations after completion of the program. Participants will be requested by JICA for reporting status of action plans to evaluate effectiveness of the program. Participants will be requested to send a finalized action plan to JICA not later than May 31, 2026. Participants may seek possibilities of further cooperation with JICA concerning management improvement in the case they find additional cooperation

is necessary to implement their action plans.

Individual Final Action Plan presentation (Mar.17 and 18, 2026) online:

Present participants own action plans to other participants to share their own activities to implement the improvement of efficiency in daily operation and preparation for the future. Draft action plans should be identified one week prior to the presentation days (by Mar. 12) for the review by the lecturers.

Follow up individual one-on-one meeting (from Mar.31 to May 31, 2026)

online: Attend one on one report and feedback sessions with lecturer, explain and discuss own activities in order to achieve the own short term, mid-term goals.

Language

English

Commitment to the SDGs











Schedule

			Knowledge Co-Creation Program Management of Power Utility				
		2025 November					
		On-Line session					
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
week	November 16, 2025	November 17, 2025	November 18, 2025	November 19, 2025	November 20, 2025	November 21, 2025	November 22, 2025
time (Japan)			17:00-20:00 (on-line)				
Subject			Kick-off and Orientation				
Lecturer			Prof. Yokose				
week	November 23, 2025	November 24, 2025	November 25, 2025	November 26, 2025	November 27, 2025	November 28, 2025	November 29, 2025
time (Japan)			17:00-20:00 (on-line)	17:00-20:00 (on-line)			
Subject			Country reports presentation + Q&A	Country reports presentation + Q&A			
Lecturer			Prof. Yokose	Prof. Yokose			
week	November 30, 2025	December 1, 2025	December 2, 2025	December 3, 2025	December 4, 2025	December 5, 2025	December 6, 2025
time (Japan)		17:00-20:00 (on-line)	17:00-20:00 (on-line)	17:00-20:00 (on-line)			
Subject		Japan Energy Market overview	KAIZEN	Leadership and Motivation			
Lecturer		Prof. Kikkawa	Prof. Li	Prof. Yokose			
week	December 7, 2025	December 8, 2025	December 9, 2025	December 10, 2025	December 11, 2025	December 12, 2025	December 13, 2025
time (Japan)		17:00-20:00 (on-line)	17:00-20:00 (on-line)	17:00-20:00 (on-line)			
Subject		Cash Management(1)	Cash Management(2)	SDGs in Power Utility			
Lecturer		Prof. Chuang	Prof. Chuang	Prof. Sakurai			
week	December 14, 2025	December 15, 2025	December 16, 2025	December 17, 2025	December 18, 2025	December 19, 2025	December 20, 2025
time (Japan)		17:00-20:00 (on-line)	17:00-20:00 (on-line)	17:00-20:00 (on-line)			
Subject		Project Feasibility	Asset Management	Digital Finance			
Lecturer		Prof. Sabory	Prof. Sabory	Prof. Chow			

		Face to Face session in JICA Tokyo and IUJ					
		Mon	Tue	Wed	Thu	Fri	Sat
week	January 18, 2026	January 19, 2026	January 20, 2026	January 21, 2026	January 22, 2026	January 23, 2026	January 24, 2026
time (Japan)				All day (JICA Tokyo)	All day (JICA Tokyo)	Field Trip JERA Kawasaki Thermo TEPCO Central Switching Shin TOYOSU Distribution Center	
am 9:00-12:00				JICA Orientation	Carbon Neutral for Power Utility		
Lecturer					President Kikkawa		
pm 13:00-16:00				Case Study - Yonden Group work	Japan Hydrogen and Ammonia policy		
Lecturer				Prof. Yokose	METI		
Venue				JICA Tokyo	JICA Tokyo	JICA Tokyo	JICA Tokyo
		Mon	Tue	Wed	Thu	Fri	Sat
week	January 25, 2026	January 26, 2026	January 27, 2026	January 28, 2026	January 29, 2026	January 30, 2026	January 31, 2026
time (Japan)		All day (JICA Tokyo)	All day (JICA Tokyo)	All day	All day (IUJ)	All day (IUJ)	IUJ - Tokyo
am 9:00-12:00		Safety and Regulation	Japan Power Utility Policy	Japan Decarbonization Actions	Move to IUJ	Field Trip Kashiwazaki Nuclear Biomass Niigata Pref. ZERO Carbon City	Local society and Industry
Lecturer		TEIKOKU SENNI	Prof. Matsumura (Tokyo Univ)	Ministry of Environment			Prof. Yokose
pm 13:00-16:00		Field Trip -Central Research Institute YOKOSUKA Energy Transformation Power Grid innovation Nuclear Power	Power Transmission Technology	Japan Electric Power Utility Tariff	Balance Score Card		IUJ Local Tour
Lecturer			TEPCO	Central Research Institute	Prof. Lee		Move to Tokyo
Venue	JICA Tokyo	JICA Tokyo	JICA Tokyo	JICA Tokyo	IUJ	IUJ	IUJ - JICA Tokyo
		Mon	Tue	Wed	Thu	Fri	Sat
week	February 1, 2026	February 2, 2026	February 3, 2026	February 4, 2026	February 5, 2026	February 6, 2026	February 7, 2026
time (Japan)		All day (JICA Tokyo)	All day (JICA Tokyo)				
am 9:00-12:00		New Strategy for Power Utility	Strategy Presentation				
Lecturer		Prof. Yokose	Prof. Yokose				
pm 13:00-16:00		Group Work to set up new strategy	Certificate Closing ceremony				
Lecturer		Prof. Yokose					
Venue	JICA Tokyo	JICA Tokyo	JICA Tokyo				
		Mon	Tue	Wed	Thu	Fri	Sat
week	March 15, 2026	March 16, 2026	March 17, 2026	March 18, 2026	March 19, 2026	March 20, 2026	March 21, 2026
time (Japan)			17:00-20:00 (on-line)	17:00-20:00 (on-line)			
Subject			Final Action Plan presentation	Final Action Plan presentation Closing			
Lecturer			Prof. Yokose	Prof. Yokose			
			Action Plan follow-up		March end - May end		

Lecture faculty

IUJ Faculty

Takeo Kikkawa	Tsutomu Yokose	Najib Sabory	Hyunkoo Lee	Wenkai Li	Hongwei Chuang	YuenLeng Chow	Mihoko Sakurai
							
<i>Program Director</i>	<i>Program Director</i>						
Industry Overview	Leadership and Motivation	Project Feasibility	Balance Score Card	KAIZEN	Cash Management	Digital Finance	SDGs
Carbon Neutral	Country Report Action Plan Strategy	Asset Management					
<i>President</i>	<i>Professor</i>	<i>Specially Invited Professor</i>	<i>Dean</i>	<i>Deputy Dean</i>	<i>Associate Professor</i>	<i>Associate Professor</i>	<i>Associate Professor</i>

Alliance Lecturer

Tokyo University	Ministry of Economic, Trade and Industry	Tokyo Electric Power Company	TEIKOKU SENNI	Ministry of Environment	Central Research Institute of Electric Power Industry
					
Toshihiro Matsumura	Ministry staff	company staff	company staff	Ministry staff	Institute Staff
Japan Power Utility Policy	Japan Hydrogen and Ammonia policy	Power Transmission Technology	Safety and Regulation	Japan Decarbonization Actions	Japan Electric Power Utility Tariff

Voice

Past Program Alumni Comments



Nesreen N. Rab'Ha

Jordan

Participating in MPU2024 was a highly enriching and insightful experience that significantly enhanced both my professional perspective and personal growth. The sessions, led by Prof. Yokose and other distinguished experts, provided in-depth knowledge on power utilities management, financial sustainability, and practical tools such as Kaizen, which I have already started applying within my organization.



A key highlight of the program was the opportunity to collaborate and exchange experiences with professionals from diverse countries. These interactions offered valuable perspectives, fostered knowledge sharing, and built strong professional connections that extend beyond the course. The Action Plan I developed with the support and constructive feedback of the MPU team is currently under implementation, and I am confident it will deliver measurable and sustainable improvements.

I strongly recommend this program to professionals in the power sector, as it offers a unique and practical opportunity to reflect, learn, and lead meaningful change.

Sincere appreciation goes to JICA and the MPU2024 team for organizing such a well-structured and impactful program.

Sincere appreciation goes to JICA and the MPU2024 team for organizing such a well-structured and impactful program.

Usman Hamman-Tukur

Nigeria

Participating in the MPU2024 course was a truly transformative experience. The program provided a rare opportunity to engage deeply with practical Japanese approaches to public sector management and policy implementation. One of the most impactful aspects was the combination of structured classroom learning with

insightful and meaningful site visits, which brought the concepts to life in a tangible and inspiring way.

I particularly valued the interactive sessions with the various faculties, whose guidance challenged me to reflect more critically on strategic planning and stakeholder engagement in the Nigerian context. The Action Plan development process was not only rigorous but also highly relevant to the real challenges we face in our institutions.

Beyond the academic and professional value, MPU2024 fostered strong networks among participants from diverse countries, which enriched the learning environment and expanded my global perspective.

I am grateful to JICA and the entire MPU team for their hospitality, professionalism, and commitment to excellence. I look forward to applying the lessons learned to drive meaningful reforms in Nigeria's electricity sector.



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 Organizations 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) Managers and the candidates to become managers equivalent responsible for strategy planning and/or management of power utilities and related organizations (including Oil & Gas department in energy sector). As a future top leader of their respective organizations, participants are expected to have their action plan authorized and implemented in cooperation with relevant departments after completing the program
- 2) Experience in the Relevant Field: have around 5 years or more in practical experience in the field of power utilities. Experiences in management

departments are preferable, especially in strategic planning, financial management, and legal and regulatory of participating countries power utilities ministry/local government, or private electric energy sector (electric power utility function in Oil and Gas company can be included). [NOTE]Since the program aims at improving management of public utilities, target organizations are public entities such as public power companies, pure private companies (i.e. IPPs) may be declined.

- 3) Educational Background: be a graduate of university or equivalent
- 4) Language Proficiency: have a sufficient command of spoken and written English which is equal to TOEFL IBT79-80(CBT213, PBT550) or more (This course includes active participation in discussions and intensive policy proposal writing, thus requiring high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC and IELTS etc. if they have.)
- 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) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) 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)
- (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. 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 September 30, 2025**)

(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 October 20, 2025.**

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

Before starting the program, only accepted participants are requested to send Country Report (Case Study) by **November 18, 2025**. The instructions on how to prepare Country Report will be announced to the accepted candidates.

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:** Industrial Development and Public Policy Department, JICA Tokyo Center (JICA TOKYO)
- (2) **Contact:** URANO, Sayaka (Ms.) ticip@jica.go.jp
*Please add the course number “202411685J001” to a subject of the email.

2. Implementing Partner

- (1) **Name:** International University of Japan
- (2) **URL:** <https://www.iuj.ac.jp/>
- (3) **Remark:** IUJ is a graduate school offering all courses in English to 380 students from 60 diverse countries. With on-campus dormitories, friendly staff and supportive faculty, IUJ is an excellent academic setting.

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 “KENSU-INGUIDE BOOK,” (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/index.html or

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

4. 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.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

5. Other Information

(1) Computer

Due to the limited availability of the personal computers in JICA Tokyo, participants are advised to bring their own PC in order to prepare reports and presentations.

(2) Small bag for study tour

For the long-distance study tour in Japan, participants are advised to bring a separate small bag so they can leave behind a big suitcase at the accommodation in Tokyo.

6. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8hovm0000011i07-att/guide_2024_en.pdf



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



Website: JICA Knowledge Co-Creation Program (KCCP)

English/French/Spanish/Russian

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



For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

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



Correspondence

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

Further, address correspondence to:

JICA Tokyo Center (JICA Tokyo)

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

TEL: +81-3-3485-7051 FAX: +81-3-3485-7654

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

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

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

Application Guideline for the JICA Knowledge Co-Creation Program

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

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

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

*Supervisor: the head of the department/division of your organization

Please be advised:

- 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) *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

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (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 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 <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

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

4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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

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

5. Background and Purpose of Application

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

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

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

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

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

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

[] 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.? ()

(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: 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 Title/Position	
Signature	

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

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

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

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

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)

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

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

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date

Name and
Title/Position

Signature