



KEMENTERIAN PEKERJAAN UMUM DAN PERUMAHAN RAKYAT
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, 12110, Tlp./Fax (021) 27515702

Nomor : SM 04-MS/1510
Sifat : Segera
Lampiran : 1 (satu) berkas
Hal : Penawaran Program Pelatihan JICA *Road Asset Management (B) (On-site Program)*

Jakarta, 5 September 2024

Yth.

Sekretaris Direktorat Jenderal Bina Marga
di -

Jakarta

Sehubungan dengan surat *Chief Representative JICA Indonesia Office* Nomor 059/GI/08/2024 tanggal 27 Agustus 2024 hal *Information on Group and Region Focused for Knowledge Co-Creation Program For JFY 2024*, dengan hormat kami sampaikan penawaran program sebagai berikut :

1. Pelatihan *Road Asset Management (B) (On-site Program)* akan diselenggarakan di Jepang pada 29 Januari 2025 – 1 Maret 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kualifikasi dasar peserta :
 - a) Lebih diutamakan menangani pekerjaan dan memiliki pengalaman pada bidang : Pengelolaan Aset Tanah mempunyai pengalaman selama 3-5 tahun sebagai inspeksi dan diagnosis dan mempunyai pengalaman 1 hingga 2 tahun dalam perencanaan anggaran pemeliharaan dan perbaikan jalan sektor pemeliharaan
 - b) Latar belakang pendidikan Teknik Sipil
 - c) Sehat secara fisik dan mental;
 - d) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris)
 - e) Memiliki umur ≤ 40 tahun
4. Kelengkapan Dokumen peserta :
 - a) *JICA Application Form*;
 - b) *Fotocopy* Paspor yang masih berlaku;
 - c) Sertifikat kemampuan berbahasa Inggris.
5. Informasi, *application form* serta keterangan lebih lanjut terkait program pelatihan ini sebagaimana terlampir.
6. Diutamakan calon peserta yang berprestasi dan memiliki kinerja baik;
7. Calon peserta yang memenuhi syarat **beserta dokumen persyaratan lengkap** dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya tanggal 25 Oktober 2024** (hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

Plt. Sekretaris Badan Pengembangan
Sumber Daya Manusia,
Drs. Rudy Ridwan Effendi, M.T.
NIP. 196801081998031002

Ditandatangani secara elektronik

Tembusan :

1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.



Pengecekan Keaslian Dokumen



No. 059/GI/08/2024

Jakarta, 27 August 2024

Ms. Noviyanti

Head of Bureau for Foreign Technical Cooperation
Ministry of State Secretariat
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR
KNOWLEDGE CO – CREATION PROGRAM FOR JFY 2024**

Dear Madam,

We are glad to inform you that Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **Road Asset Management (B) (On-site Program) [202313570J001]**
2. Period of Program : January 29, 2024 ~ March 1, 2025 (on-site in Japan)
(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Tokyo Center
5. Deadline : **November 4, 2024**
(JICA Indonesia must receive all required documents through the Ministry of State Secretariat)
6. Documents for submission : a. JICA Application Form : 1 set
b. Photocopy of Passport* : 1 set
c. English Score Sheet* : 1 set
**Should be submitted together with Application Form*
7. Proposed Target Institutions: **Ministry of Public Works and Housing**
- Directorate General of Highways

8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications, by consultation with JICA Expert(s)/Project(s) who are being assigned:

Essential Qualifications:

- 1) Experiences (Current Duties): Middle Level Engineers who has both work experiences listed below at central or local governments or government-related organizations responsible for Road Asset Management.
 - a. 3 to 5 years' experience in inspection and diagnosis and
 - b. 1 to 2 years' experience of maintenance and repair budget planning in the road maintenance sector.

*During the course, the applicant should be able to grasp the necessary information to



prepare 2 reports [country report, action plan] based on the actual condition of road maintenance in his/her country or get support from the road maintenance related division.

*Must specify job experiences as detail as possible on the application form. This information will be one of key factors for screening of candidates (e.g., 2-year inspection for road maintenance at XX organization).

- 2) Educational Background: University graduate or equivalent, specialized in civil engineering.
- 3) Language: Proficient in speaking and writing in English (Please attach official certificates for English ability, if possible)
- 4) Health: Participants must be in good health, both physically and mentally, to participate in the Program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus. During the Program, Participants will use public transportation except for the cases when buses are chartered, need to walk between train stations/bus stops and destinations for up to about one kilometer. If candidates have any difficulties/disabilities and may require some assistance, please indicate them in the Medical History page of the Application Form. Such Indication allows us (people concerned in this course) to arrange better logistics or alternatives.
- 5) Age: 40 years old or younger in principle
- 6) Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the Program.

Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as sending/receiving email with attachments and using a web browser.
- Since some part of the course is delivered in a hybrid classroom/online format, you are required to be able to use the following services, Web Conferences (Zoom), Cloud Storage Service (Google), and YouTube. The ability to be self-directed in learning new technology skills are required.

b. Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office. (For pre-orientation)
- JICA can offer you a laptop during the stay in Japan but are recommended to bring your own.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

c. Software

- Zoom Client for Meeting (<https://zoom.us/download>)

*In case you are using your office computer and use of Zoom is not authorized by your IT



Japan International Cooperation Agency

JICA Indonesia Office

Sentral Senayan II, 14th Floor

Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA

Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

administrator, please notify JICA Indonesia at the time of application.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications would be disqualified in the selection processes, regardless of multiple or single quota of participant.
- Please understand that final acceptance is decided based on the result of examination process by each JICA Domestic Center in consultation with implementing organizations in Japan. In case that applying nominees do not meet the required qualifications, there is a strong possibility that such nominees would be rejected in the selection processes, regardless of multiple or single quota of participants.
- When the number of qualified applicants exceeds the quota, there is a strong possibility that some of them would be rejected even if they satisfied the qualification.

JICA will provide the following costs based on JICA's regulation:

- Round trip international airfare from/to the designated airports (Jakarta, Medan, Surabaya, or Denpasar)
- Accommodation and Daily Allowance in Japan during the program

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.

The Document can be downloaded through the following address:

http://www.jica.go.jp/indonesia/english/office/others/data_AF.html

{Application Form for Knowledge Co-Creation Program GRF and CF (November 2023) in WORD/PDF}.

It would be appreciated if you could convey the above information to the authorities concerned. Thank you for your kind attention and cooperation.



Sincerely yours,

村尚美

MAKEDA Sachiko
Chief Representative
JICA Indonesia Office



Japan International Cooperation Agency

JICA Indonesia Office

Sentral Senayan II, 14th Floor

Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA

Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

Cc:

1. **Ministry of Public Works and Housing**

- Director General of Highways
- Director for Road and Bridge Management System and Strategy, DG of Highways
- Head of Bureau of Budget Planning and International Cooperation
- Head of Human Resources Development Agency

2. **JICA Expert**

- Mr. TSUCHIHASHI Toru, Expert on Road Policy

3. **Embassy of Japan**

- Minister for Economic Development Affairs

Knowledge Co-Creation Program (Group and Region Focus)

Road Asset Management (B)

【Intermediate course】




Course Number: 202313570-J001

Course Period: January 29th to March 1st, 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.


*Some photos in the cover and this page are provided by NEXCO EAST



How do we design sustainable and environment- friendly roads and bridges?

Gain insight to an essence of Road Asset
Management policies, know-how,
more practical, more interactive,
more inspirational
from the experiences of Japan.

*Some photos in the cover and this page are provided by NEXCO EAST





Outline

The Program targets middle-level engineers at central or local governments or government-related organizations responsible for road and bridge maintenance or Asset Management.

In addition to classroom lectures on basic Asset Management, this course covers inspection, diagnosis, and data management of pavement, bridge, and other structures through classroom lectures and exercises.

The course also includes lectures on the utilization of construction by-products, human resource development initiatives, and road finance.

Pavement lectures will focus on “paved” roads.

The program will be held in Japan, and will include lectures, self-study discussions, exercises, and site visits.

All sessions are carried out in English.

The period of the program is from January 29th to March 1st, 2025. (Following up activities will continue up to later this year)

Course Capacity:
10 participants



*Some photos in the cover and this page are provided by NEXCO EAST

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

In recent years, owing to increasing vehicle traffic volume, growing population and aging physical infrastructure, maintenance costs of transportation system have become greater than ever.

Against this backdrop, Road Asset Management has gained ground as an effective decision-making tool for cost minimization and future investment optimization.

Objectives

[Overall goal] This course is designed to acquire knowledge and improve skills in basic Asset Management, focusing mainly on pavement and bridges.

[Expected Outputs]

- 1) Understand the situation of road assets and maintenance management methods in Japan.
- 2) Understand the status of Road Asset Management initiatives, human resource development methods and research and development in Japan, and acquire technologies and knowledge that can be introduced in their own countries.
- 3) Understand the characteristics and damage of structures and learn the concept of management of structures using inspection data.
- 4) Through an understanding of the knowledge, techniques, etc. required for Road Asset Management measures for the formulation of appropriate road maintenance and management plans can be considered.
- 5) Necessary measures can be formulated for the establishment of Road Asset Management in their country.

To Whom?

Job Areas and Organizations

This program is designed for middle-level engineers* who work at central or local governments or government-related organizations responsible for Road Asset Management. Especially very useful for those who engage in inspection, diagnosis, data management, and supervision of those works of bridges. Since the course will provide lectures, discussions and exercises with focusing mainly on pavement and bridges.

However, it will also be useful for those who manage pavements, tunnels, concrete structures and so on, since bridges will be treated as just case study. Methods which you will learn in the course will be applied to these management.

*Tentative schedule is on page 9.

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

Target Countries

9 Countries

(Indonesia, Egypt, El Salvador, Ethiopia, Laos, Morocco, Philippines, Timor-Leste, Zambia)

*There may be additional participation from the unlisted countries.

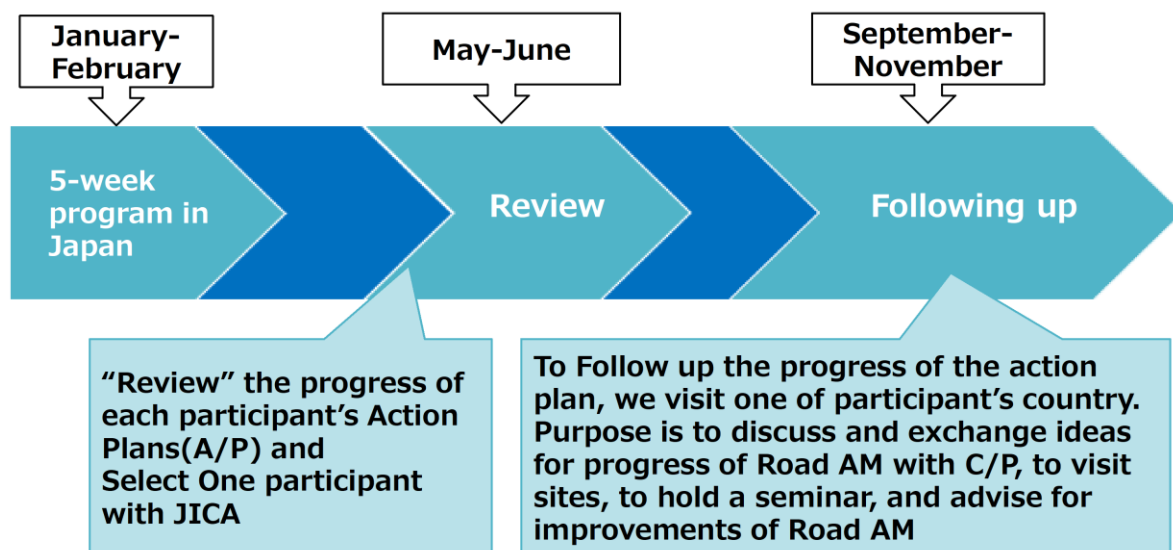
Participants who have successfully completed the program will be awarded an e-certificate by JICA.

Flow of the Program

Program

The overall program flow is as follows. Approximately 3 months after the completion of the course in Japan, a review will be conducted for each participant, and approximately 3 months after the completion of the review, following up activities will be conducted for about one week in one selected countries based on the review result. The purpose of the following up activities is to confirm and compare the implementation status of the action plan and the horizontal deployment of the training program.

In the following up phase, we will go to one country to ensure that the skills and knowledge acquired in the training program are effectively and sustainably applied.



When?

Program Period

From January 29th to March 1st, 2025

Prior to the departure, online pre-orientation will be held as follows.

Date: January 8th or 9th, 2025

Time: 8:00am~10:00am JST

5:00pm~7:00pm JST

(Keep both dates available)

*See page 16 for details.

Where?

Place Where the Program Take Place

This course is carried out mainly in Tokyo, but you will be also visiting Gifu and Aichi prefecture for lecture, site-visit and practices.

How?

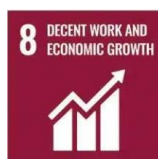
How to Learn

- Lectures
- Interactive Q&A Session
- Workshops
- Discussions
- Presentation
- Self-Study

Language

English

Commitment to the SDGs



Program Schedule(tentative)

Please see below for the details. The Program is subject to change without prior notification.

Date (2024)	Program <L>=Lecture <E>=Exercise <P>=Presentation <S>=Site visit <O>=Other <u>Ratio of contents:</u> Bridge 75%, Pavement 25%	Theme				
		A) Maintenance	B) Inspection / diagnosis	C) Repair / plan / construction	D) Organizational / budget / DB system	E) Road Asset Management
By Jan 29 (Wed)	Arrival to Japan					
Jan 30 (Thu)	<O>Briefing					
	<O>Program Orientation					
	<L>Speech from Past Road AM KCCP Participant					O
	<L>Maintenance activities in local government	O				O
Jan 31 (Fri)	<S>Construction site tour	O		O		O
Feb 1 (Sat)						
Feb 2 (Sun)						
Feb 3 (Mon)	<P>Country Report Presentation	O	O	O	O	O
	<E>Communication					
	<L>Road Fund				O	
Feb 4 (Tue)	<L>DIY activity in Tamana city	O		O		O
	<L>Nagasaki's initiative for Bridge management					O
	<E>Problem Analysis				O	O
Feb 5 (Wed)	<L>Structure Management	O	O			O
	<E>Inspection Data Organization		O		O	O
Feb 6 (Thu)	<E>Inspection Data Organization		O		O	O
Feb 7 (Fri)	<E>Inspection Data Organization		O		O	O
Feb 8 (Sat)						
Feb 9 (Sun)						
Feb 10 (Mon)	<E>Inspection Data Organization using GIS		O		O	O
Feb 11 (Tue)						
Feb 12 (Wed)	<E>Inspection Data Organization using GIS		O		O	O
	<L>Pavement maintenance based on inspection guidelines	O	O			
Feb 13 (Thu)	(AM)Tokyo→Nagoya					
	<S>N2U-Bridge site visit / practice		O			

Date (2024)	Program <L>=Lecture <E>=Exercise <P>=Presentation <S>=Site visit <O>=Other <u>Ratio of contents:</u> Bridge 75%, Pavement 25%	Theme				
		A) Maintenance	B) Inspection /diagnosis	C) Repair/plan/construction	D) Organizational/budget/DB system	E) Road Asset Management
Feb 14 (Fri)	<L> Inspection Technologies and ME system	○	○			
	<S>Facility Tour (Inspection and practice)	○	○			○
Feb 15 (Sat)	(PM)Nagoya→Tokyo					
Feb 16 (Sun)						
Feb 17(Mon)	<L>Performance-Based Maintenance Contracting(PBC)	○				○
	<L>Road AM Knowledge Transfer				○	○
	<L>Study on utilization of pavement data in developing countries				○	
	<L>Materials science research on utilization of construction by-products					○
Feb 18 (Tue)	<E>Mid-to-long-term budget planning				○	○
Feb 19(Wed)	<E>Mid-to-long-term budget planning				○	○
Feb 20 (Thu)	<E>Mid-to-long-term budget planning				○	○
Feb 21 (Fri)	<L>Seminar by private companies in Japan	○	○	○		
	<E>Action Plan Brush-up 1	○	○	○	○	○
Feb 22 (Sat)	Departure from Japan					
Feb 23 (Sun)						
Feb 24(Mon)						
Feb 25 (Tue)	<L>Introduction to Pavement			○		
	<L>Pavement fundamentals (Asphalt & Concrete)			○		
	<S>Facility tour (Pavement)			○		
Feb 26(Wed)	<L>Quality control of Pavement			○		
	<L>Highway Pavement Maintenance	○	○			
	<L>Introduction of PMS				○	○
Feb 27 (Thu)	<L>Action Plan Brush-up 2	○	○	○	○	○
	<O>Action plan Finalization	○	○	○	○	○
Feb 28 (Fri)	<P>Action Plan Presentation	○	○	○	○	○
	<O>Evaluation Meeting					
	<O>Closing Ceremony					
Mar 1 (Sat) or after	Departure from Japan					

Implementing Partner, Coordinator, Program Officer

Implementing Partner

Mr. OKAJIMA Kazuhiro

Infrastructure Development Institute-Japan (IDI)

Message: Road Asset Management is not just the management and operation of existing road assets, but an important part of the initiatives that will lead us to future development. The program offers seminars on the technical aspects of Asset Management, such as inspection, diagnosis, forecasts for future prospects and human resource development, with some of our best minds in this field as lecturers. It also intends to benefit not only the participants themselves, but also the organizations and countries that dispatch them, by providing follow-up support for their efforts after the completion of the training. We look forward to working together with all participants in this program.



Mr. SATO Kai

Infrastructure Development Institute-Japan (IDI)

Message: Our organization, IDI, will do our best to commit helping participants gain knowledge about Road Asset Management as much as possible. We hope to deliver a fulfilling program. We will be supporting this program until the end of the follow up stage, which will continue up to later this year.



Mr. NAGASAWA Gentaro

Ms. MATSUBAYASHI Sachiyo

Dia Nippon Engineering Consultants Co., Ltd. (DNE)

Message: Our organization, DNE, will do our best to support this program as a professional group of civil engineering consultants. We are looking forward to seeing you in Japan!



Coordinator

(To be determined) Has extensive experience in coordinating the Knowledge Co-Creation Program (KCCP) and has been the Program Coordinator for many courses in the field of infrastructure.

Program Officer

Ms. WATANABE Sumire

Japan International Cooperation Agency (JICA)

Infrastructure Management Department

Message: We are planning some exciting on site program this year, we ensure that you can learn a lot from our experienced lecturers as well as other participants all around the world. I hope you will gain as many experience and knowledge as possible during your stay in Japan. We look forward to seeing you in Japan!



Ms. KAMEI Chihiro

Japan International Cooperation Agency (JICA)

Tokyo Center

Message: In our program, you will learn not only Japanese experiences but also the situations and experiences of other participating countries.

Hope this program will be fruitful for you and your country! We are looking forward to meeting you!



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.

(3) Overview of Expectations for accepted applicants

Contents	Details
Preparatory works before departure	<ul style="list-style-type: none">➤ Attendance to Pre-orientation➤ Submission of Country Report➤ Some questionnaires➤ Viewing of Video Lectures (recommendation)
Program in Japan	<ul style="list-style-type: none">➤ Participation in the Program➤ Preparation & Presentation of Action plan
Follow-up activities (in home countries)	<ul style="list-style-type: none">➤ Submission of Review Reports➤ following-up activity (1 country per course)

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Experiences (Current Duties): Middle Level Engineers who has both work experiences listed below at central or local governments or government-related organizations responsible for Road Asset Management.
 - a) 3 to 5 years' experience in inspection and diagnosis and
 - b) 1 to 2 years' experience of maintenance and repair budget planning in the road maintenance sector.
 - * During the course, the applicant should be able to grasp the necessary information to prepare 2 reports [country report, action plan] based on the actual condition of road maintenance in his/her country, or get support from the road maintenance related division.
 - * Must specify job experiences as detail as possible on the application form. This information will be one of key factors for screening of candidates (e.g., 2-year inspection for road maintenance at XX organization).
- 2) Educational Background: University graduate or equivalent, specialized in civil engineering.
- 3) Language: Proficient in speaking and writing in English
(Please attach official certificates for English ability, if possible)
- 4) Health: Participants must be in good health, both physically and mentally, to participate in the Program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus. During the Program, Participants will use public transportation except for the cases when buses are chartered, need to walk between train stations/bus stops and destinations for up to about one kilometer. If candidates have any difficulties/disabilities and may require some assistance, please indicate them in the Medical History page of the Application Form. Such Indication allows us (people concerned in this course) to arrange better logistics or alternatives.
- 5) Age: 40 years old or younger in principle
- 6) Gender Consideration:
JICA is promoting gender equality. Women are encouraged to apply for the Program.

(2) Technical Requirements:

- a. Technology Proficiency
 - Basic computer skills such as sending/receiving email with attachments, and using a web browser.
 - Since some part of the course is delivered in a hybrid classroom/online format, you are required to be able to use the following services, Web Conferences (Zoom), Cloud Storage Service (Google), and YouTube. The ability to be self-directed in learning new technology skills are required.
- b. Hardware (Minimum Requirement)
 - Regular access to a computer, either from your home or from your office. (For pre-orientation)
 - JICA can offer you a laptop during the stay in Japan, but are recommended to bring your own.
 - Operating System: Windows or Mac OS (Updated version is preferred).
 - Processor: Intel Core 2 Duo or higher; 2GHz or higher
 - Memory: 4GB of RAM or higher
 - Hard Drive Space: 5GB free disk space
 - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
 - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- c. Software
 - Zoom Client for Meeting (<https://zoom.us/download>)
 - * In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

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 or Official ID:** If you possess your passport, please submit its photocopy. If not, please submit any official ID you have.
- (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 November 11th 2024**)

(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 December 23rd, 2024**.

5. For Accepted Applicants

(1) Pre-orientation

Date: January 8th or 9th, 2025

Time: 8:00am~10:00am or 5:00pm~7:00pm (Japan Standard Time, UTC+09:00)

Accepted applicants will be given a pre-orientation (about 1 hour) through Zoom. Please join Jan 8th or 9th. If neither date is available, immediately inform the secretariat (roadam2020@idi.or.jp) your availability. Zoom link will be shared afterwards.

(2) Preparation for Presentation:

At the beginning of the program, all Participants are required to deliver a 10-minutes presentation of Country Report in MS Power Point (PPT) format. See next page for contents. **Participants must use the template to create action plans.** They will be shared by the secretariat afterwards.

Further instruction for preparing the Power Point presentation will be given only to the accepted applicants after Notice of Acceptance.

(3) Contents Expected in Country Reports:

***Participants should have experience associated with the following contents and should be able to describe it by themselves.**

① Background

Contents	Details
Work Experience in your organization	Planning & Design, Construction work, Cost estimate, Maintenance
Work experience in road maintenance	Inspection, Diagnosis, Repair, Budget planning

② Organization overview

Contents	Details
Organization chart	-
Number of personnel	Employment Status # of Engineers, Technicians and, etc.
Budgetary State	#1 Ministry #2 Road Department #3 Construction & Major Rehabilitation #4 Maintenance #5 Source (Internal: Fund? Loan?, External: Grant? Loan?)
Road network and Assets	Nationwide, and Road network map under your organization's jurisdiction Total road length managed by your organization Number of bridges in your jurisdiction ※Bridge length of 2m or more

③ Current status and issues of maintenance

Contents	Details
Overview of Current status of road assets	Photos and sentences which describe current status of road assets of your country.
Standards/Manual	Existence of conditions, and these usage
Database of inspection and diagnosis results	Figures/photos of showing database of repair works and inspections
Bidding contract system	Details on public procurement, bidding/contract system of your country.

④ Topics of Road Asset Management in Your Country

Contents	Details
Financial initiatives	Topics and initiatives about financial initiatives
Human resource development initiatives	Topics and initiatives about human resource development
Policy for Road Asset Management	Topics and initiatives about Road Asset Management

⑤ Current Problem/Issue/Challenges in Road Asset Management

Contents	Details
3 most important issues	3 most important issues that you think should be improved for RAM in your country

⑥ Resolutions

Contents	Details
Training goals	Your training goals and the knowledge you aim to acquire through this seminar
Knowledge you aim to acquire	

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,
- (4) Not to bring or invite any family members,
- (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,
- (12) To refund allowances or other benefits paid by JICA in the case of a change in schedule, and
- (13) To respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

JICA Tokyo Center (JICA TOKYO)

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

2. Implementing Partner

(1) Infrastructure Development Institute - Japan (IDI)

http://www.idi.or.jp/en/about_us/aisatu/

(2) Dia Nippon Engineering Consultants Co., Ltd. (DNE)

<https://www.dcne.co.jp/english/business/>

3. Travel to Japan:

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

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

4. 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), and

(4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK”, which will be given before departure for Japan.

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.	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

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 GUIDEBOOK 2024

For more detailed terms and conditions

[guide_2024_en.pdf \(jica.go.jp\)](#)

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

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 2 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.

Introduction of other courses related to road maintenance (reference)

JICA is preparing 7 following KCCP in road maintenance and management field. When you apply for any courses, please understand that each course specializes in different expertise fields as explained in below table.

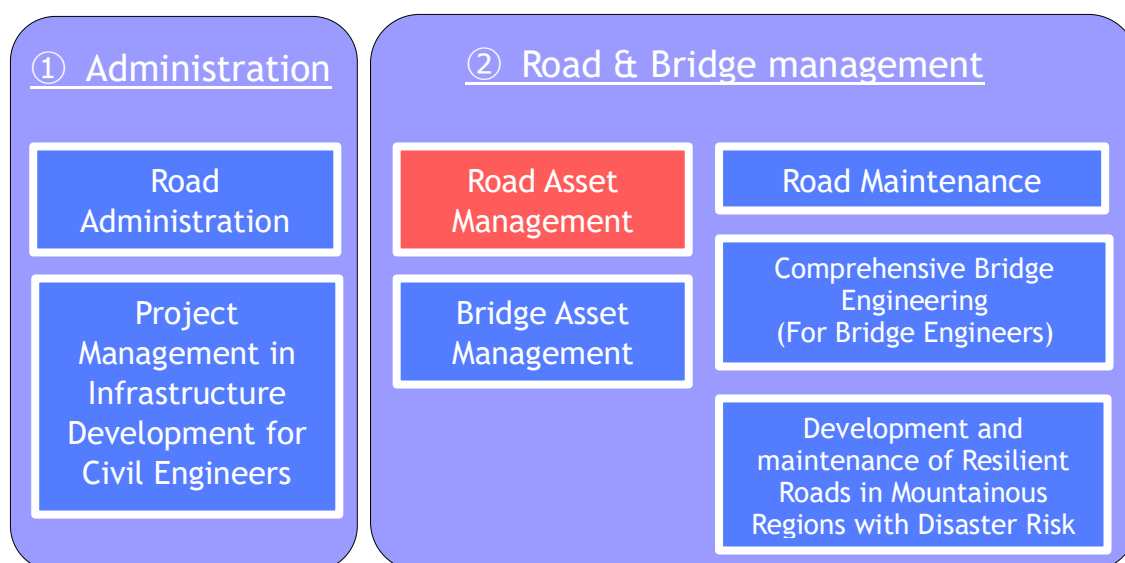


Table. JICA KCCP in road maintenance and management

Course Name	Course Outline
Road Administration	This course aims to develop capacity of road planning, maintenance, operation, and maintenance management for administrative officials in your country.
Project Management in infrastructure Development for Civil Engineers	This course aims to learn about project management methods, including the contracting system, supervision and inspection, project evaluation, and accountability in Japan, for senior administrative officials (including candidate administrative officials) involved in social infrastructure development.
Road Asset Management	The course now you are selecting.
Bridge Asset Management	This course aims to learn Asset Management, finance, and data acquisition and utilization especially for bridge maintenance and management.
Comprehensive Bridge Engineering (For Bridge Engineers)	This course aims to learn comprehensive bridge technology, including bridge design, construction/construction supervision, and maintenance.
Road Maintenance	This course aims to develop an efficient road maintenance plan. There are several courses each of which reflects on regional characteristics of venue, from cold to tropical regions.
Development and maintenance of Resilient Roads in Mountainous Regions with Disaster Risk	This course aims to develop the overall capacity of risk assessment and stability calculations for mountain road slopes for technical staff in this field.

Concept of Road Asset Management (reference)

To make your learning in this program more efficient, it will be useful that you understand the concept of a maintenance cycle and its components in advance.

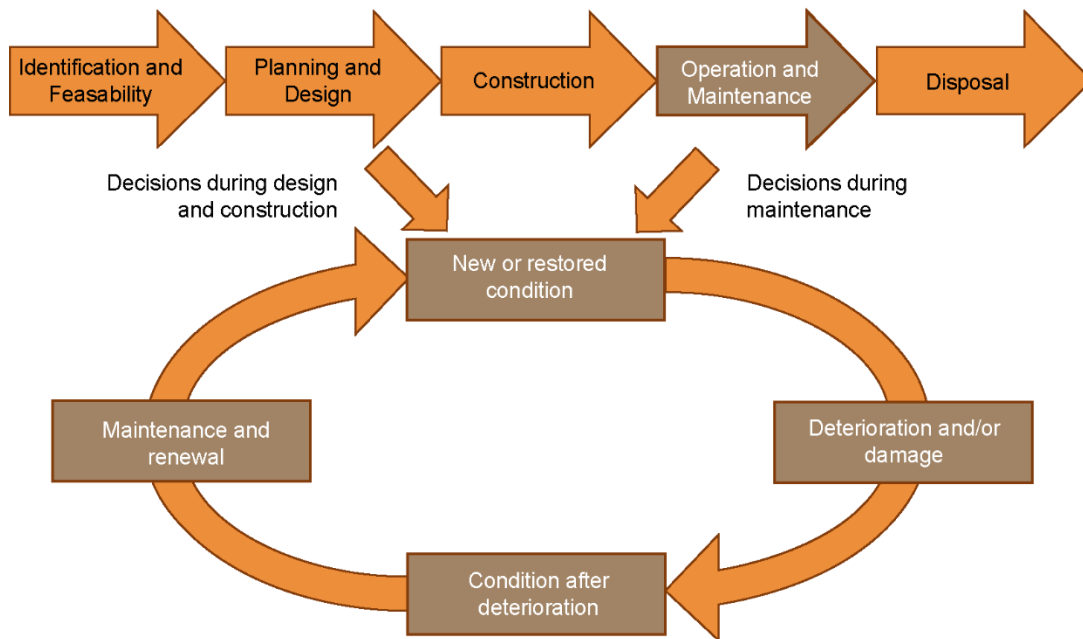


Figure 2.4.2.1 The asset lifecycle

Figure. The asset lifecycle (PIARC)

For more detail, please access below URL.

<https://road-asset.piarc.org/en/data-and-modeling-lifecycle-planning/lifecycle-planning>

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



Correspondence

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

Further, address correspondence to:

JICA Tokyo Center (JICA Tokyo)

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

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

("81" is the country code for Japan, and "3" is the local area code)



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.



Japan International Cooperation Agency

CONFIDENTIAL

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

MINISTRY (When this application is through a ministry.)

Our ministry hereby applies for the training and dialogue program 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		

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MINISTRY OF STATE SECRETARIAT

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

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

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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

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

11. Source: Public (as shown in the CI)

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

Size: 4.5x3.5cm

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

Family Name /Surname

[illegible]

First Name

[illegible]

Middle Name

[illegible]

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)

5) Passport/Visa

Passport possession	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry date of passport	Date	Month	Year
USA visa possession*	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

6

**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 required 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

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.

--



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

--

By Applicant

Date

Name and
Title/Position

Signature

**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION****(Self-Declaration)****1. Present Medical Status**

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

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

(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()
-----------------------------	---

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

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

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

**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