



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/1633*
Sifat : Biasa
Lampiran : 1 (satu) berkas
Hal : Penawaran Program Pelatihan JICA *Water Environment Administration (Water Pollution Prevention/Wastewater Treatment/Water Resources Conservation) (On-site Program)*

Jakarta, *23* September 2024

Yth.

1. Sekretaris Direktorat Jenderal Sumber Daya Air
2. Sekretaris Direktorat Jenderal Cipta Karya
3. Direktur Politeknik Pekerjaan Umum
4. Kepala Pusat Fasilitas Infrastruktur Daerah

di - Jakarta

Sehubungan dengan surat *Chief Representative JICA Indonesia Office* Nomor 063/GI/09/2024 tanggal 19 September 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 *Water Environment Administration (Water Pollution Prevention/Wastewater Treatment/Water Resources Conservation) (On-site Program) [202311662J001]* akan diselenggarakan di Jepang pada 2 Februari 2025 – 8 Maret 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kualifikasi dasar peserta :
 - a) Pegawai yang menangani pembuatan kebijakan atau monitoring atau pengaturan terkait *water environment*;
 - b) Memiliki pengalaman paling sedikit 3 tahun pada bidang terkait;
 - c) Latar belakang pendidikan Sarjana;
 - d) Sehat secara fisik dan mental;
 - e) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris);
 - f) Usia 25-45 tahun.
4. Kelengkapan Dokumen peserta :
 - a) *JICA Application Form*;
 - b) *Fotocopy* Paspor yang masih berlaku;
 - c) Sertifikat kemampuan berbahasa Inggris;
 - d) *Questionnaire/Job Report/IAS* (sebagaimana *General Information* hal.11-14: Annex 1-3)
5. Informasi, *application form* serta keterangan lebih lanjut sebagaimana terlampir.
6. Diutamakan calon peserta yang berprestasi/lulusan Magister Super Spesialis 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 1 November 2024** (hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

**Sekretaris Badan Pengembangan
Sumber Daya Manusia,**



Dewi Chomistiana
NIP. 197101281996032002

Tembusan :

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



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

No. 063/GI/09/2024

Jakarta, 19 September 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 : **Water Environment Administration (Water Pollution Prevention/Wastewater Treatment/Water Resources Conservation) (On-site Program) [202311662J001]**

2. Period of Program : February 2, 2025, ~ March 8, 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 Kyushu Center

5. Deadline : **November 6, 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
d. Questionnaire/Job Report/IAS* : 1 set
(see GI p. 11-14: Annex 1-3)
**Should be submitted together with Application Form*

7. Proposed Target Institution: 1. **Ministry of Public Works and Housing**
- Directorate General of Human Settlements
2. **Ministry of Home Affairs**
- DKI Jakarta Provincial Government
- Bali Provincial Government

8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications:

Essential Qualifications:

1) Current Duties: Participants have to meet A) or B).

A) Staffs in charge of Policy making or monitoring or regulating of water environment in



central/ local government.

- B) Staffs in charge of monitoring or regulating of water environment in public organization.
- 2) Experience in the relevant field: have more than 3 years' experience in the related area.
 - 3) Educational Background: be a graduate of university.
 - 4) Language: have a competent command of spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).
 - 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

Recommendable Qualifications:

- 1) Preferably the nominee should be in relation with past or on-going JICA projects targeting water pollution management.
- 2) Age: preferably (but not limited to) between the ages of twenty-five (25) and forty-five (45) years.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, 40% female participation is encouraged in all training courses, except for the training courses with only one quota.

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
- Accommodation and Daily Allowance in Japan during the program



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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,

★TAKEDA Sachiko
Chief Representative
JICA Indonesia Office



Cc:

1. **Ministry of Public Works and Housing**
 - Director General of Human Settlements
 - Head of Bureau of Budget Planning and International Cooperation
 - Head of Human Resources Development Agency
2. **Ministry of Home Affairs**
 - Head of Center for Facilitation of Cooperation
3. **DKI Jakarta Provincial Government**
 - Head of Water Resources Agency
 - Head of *Perumda PAL JAYA*
4. **Bali Provincial Government**
 - Head of UPTD PAL
5. **Embassy of Japan**
 - Minister for Economic and Development Affairs



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Water Environment Administration (Water Pollution
Prevention / Wastewater Treatment / Water Resources
Conservation)**

**課題別研修「水環境行政(水質汚濁防止、廃水処理、水源保全)」
JFY 2024**

Course No.: 202311662J001

Course Period in Japan: From February 2, 2025 to March 8, 2025

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.¹

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

Water contamination has become serious in developing countries due to rapid increase of population and economic development. Lack of sufficient human resources and appropriate policy frameworks contributes to the difficulties of solving the issue of water pollution. Water environment administration covers vast areas including law and policy, quality standard, monitoring, regulation, wastewater treatment, public awareness and etc. It also varies in ecosystem at national and/or local level.

Knowledge and experiences in Japan are useful for developing countries in terms of overcoming a long history of serious water pollution. Not only government but also private sector, citizen and academia have dealt with the issue together. For example, Kitakyushu City, located in the northern part of Kyushu, suffered from serious air and water pollutions. The city highly developed as one of largest industrial areas in 1960's and 70's. However, now it is renowned for a green city, so called an environmental model city, with advanced technologies and innovative initiatives.

This program provides an outline of water environment administration in Japan.

For what?

This program intends to transfer techniques and know-how of the national/local governments and private enterprises on water environment management.

For whom?

This program is offered to the staffs in charge of policy making or monitoring and controlling water environment in the environment-related offices at central and local government.

How?

Participants will learn experience of pollution related to water environment, and sustainable preservation and utilization of water environment in Japan, especially history and outline about preparation of legal structure. Based on these, they will understand roles of administration, private sector and citizens. Finally the program aims to enhance the ability of the participants for making and implementation of policy in their organization.

II. Description

1. Title (Course No.)

Water Environment Administration (Water Pollution Prevention / Wastewater Treatment / Water Resources Conservation) (202311662J001)

2. Course Duration in Japan

From February 2, 2025 to March 8, 2025

3. Target Countries

Algeria, Azerbaijan, Cambodia, Ethiopia, Indonesia, Laos, Saint Christopher and Nevis, and Yemen

4. Eligible/ Target Organization

This program is designed for the departments in charge of policy making or water environment management in the central and local government.

5. Course Capacity (Upper limit of Participants)

8 participants

6. Language

English

7. Course Objective

This program aims to deliver the knowledge necessary to formulate policies for improving water environment administration in their organization.

8. Overall Goal

Water environment is improved in the area where participant's organization is in charge.

9. Output and Contents

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

Expected Module Output	Subjects	Methodology
I. To be understand the administrative system for water pollution control in Japan	<ol style="list-style-type: none"> 1. History of water environment of Japan 2. Water Pollution Prevention Law 3. Water pollution control administration and soil contamination countermeasures in Kitakyushu city 4. Observe Kitakyushu City's present situation of water environment 	Lecture Site visit
II. To be understand the water pollution monitoring method	<ol style="list-style-type: none"> 1. Water Environment Monitoring 2. Water balance analysis 3. Water treatment basics 	Lecture and Exercise
III. To be understand the technologies for water pollution prevention	<ol style="list-style-type: none"> 1. Tap Water Purification (Anoh Water Purification Plant) 2. Sewage Treatment Plant (Conventional activated sludge method, OD method、 Membrane processing method) 3. Design of small-scale sewage treatment facilities 4. Treatment Technology of Industrial Waste Water 5. The Technology of JOKASO (private sewage treatment system) 6. Solid Waste Treatment Technology 7. Rainwater storage technology 8. Seawater Desalination Center 	Lecture Site visit and Exercise

IV. To be formulate job report and action plan for water pollution source management	1. The problem solution using IAS, Extraction of Task 2. Presentation of Job Report 3. Formulation of the Action Plan 4. Action Plan presentation	Lecture and Exercise
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(Note) The curriculum may be subject to minor changes.

10. Preparation in a participant's home country

Applying organizations are required to submit Job Report and the Issue Analysis Sheet (IAS) together with the application form for selection in Japan (described in the section III-3 and Annex-1 ~ 3 below).

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program 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.

(1) Essential Qualifications

- 1) Current Duties: Participants have to meet A) or B). A) Staffs in charge of Policy making or monitoring or regulating of water environment in central/ local government. B) Staffs in charge of monitoring or regulating of water environment in public organization.
- 2) Experience in the relevant field: have more than 3 years' experience in the related area.
- 3) Educational Background: be a graduate of university.
- 4) Language: have a competent command of spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommendable Qualifications

- 1) Preferably the nominee should be in relation with past or on-going JICA projects targeting water pollution management.
- 2) Age: preferably (but not limited to) between the ages of twenty-five (25) and forty-five (45) years.
- 3) Gender Equality and Women's Empowerment : Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or 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
- (3) **Questionnaire/Job Report/IAS:** to be submitted with the application form. Fill in Annex 1~3 of this General Information.
- (4) **English Score Sheet:** to be submitted with the application form, if you have any official documentation of English ability (e.g. TOEFL, TOEIC, IELTS), please attach a copy to the application form.

4. Procedure 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 13, 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 13, 2024.**

5. Conditions for Participation:

The participants of KCCP are required;

- (1)** to strictly observe the program 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 program,
- (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 program. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and

(12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer(JICA Center in Japan)

(1) **Center:** JICA Kyushu Center (JICA Kyushu)

(2) **Program Officer:** GOTO Shizuki (Ms.) (kictp@jica.go.jp)

2. Implementing Partner

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** http://www.kita.or.jp/english/e_index.html

3. Travel to Japan

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

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

4. Accommodation in Japan

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

JICA Kyushu Center (JICA Kyushu)
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979
(where “81” is the country code for Japan, and “93” is the local area code)

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

5. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

(4) Expenses for program implementation, including materials.

(5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before

departure for Japan.

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

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

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the program, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

**Water Environment Administration
(Water Pollution Prevention / Wastewater Treatment
/ Water Resources Conservation)
(JFY 2024)**

Job Report

***Please submit it in PowerPoint format.**

Remarks 1: Please submit Job Report in POWERPOINT format. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background. Please prepare less than 10 slides for your presentation.

Remarks 2: Please include the following items 1.2.3 on your power point slides.

Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report.

Remarks 4: Please itemize your answer and make them specific.

1. Basic Information

- Name
- Country
- Organization and present post
- E-mail/Fax

2. Organization and main tasks

(1) Main tasks of the organization

(2) Organization chart

- 1) Please draw a chart of your organization including the names of the department (section) with the number of staffs in it and mark where you are positioned. The chart should be attached and not be counted in this page limit.
- 2) Please describe a duty of each department (section) briefly.

(3) Brief description of your assignments

3. Expectations for the program

- (1) Your purpose of participating in the program
- (2) Subjects of the program which you are interested in the most
- (3) Introduction and application plans of the obtained techniques / knowledge from the program

Other matters which you are expecting to obtain from the program

Water Environment Administration
(Water Pollution Prevention / Wastewater Treatment
/ Water Resources Conservation)
(JFY 2024)

Questionnaire

Please answer the following questions regarding the districts/regions where your organization is in charge of.

Name: _____

Country: _____

Fields	Questions	Yes	No
(1) Water Pollution Control	1) Do you have laws on environmental standard?	<input type="checkbox"/>	<input type="checkbox"/>
	2) Do you have emission standard? If your answer is "Yes", please bring the relevant documents for the program.	<input type="checkbox"/>	<input type="checkbox"/>
	3) Do you impose a fine on violators of the emission standard?	<input type="checkbox"/>	<input type="checkbox"/>
	4) Do you have a monitoring system by the governmental agency?	<input type="checkbox"/>	<input type="checkbox"/>
	5) Are there health damage caused by water pollution?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Basic Information to develop a solution	1) Do you have a medium-term and/or long-term plan for environment improvement ?	<input type="checkbox"/>	<input type="checkbox"/>
	2) Population of the districts/regions where your organization is in charge of	()	
	3) The number of companies in the districts/regions where your organization is in charge of.	()	
	4) Main industries of the districts/regions where your organization is in charge of.	()	
	5) Annual Budget of your organization (US\$)	()	

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the program in Japan.
- (2) IAS will help the nominee to clarify his/her issues to be covered in program contents and to formulate solutions to them.
- (3) IAS is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet prior to the nominee's arrival till the end of the program.
- (4) In addition, the course leader and lecturers will use IAS to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions during the program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confront(s) in column “ **【A】 Issues that you (your organization) confront(s)** ”
 - ★ Prepare the separate rows for each issue; if necessary, please add rows.
 - (2) In column “ **【B】 : Actions that you (your organization) are (is) taking**”, please describe actions that you (your organization) are taking to solve the issues shown in “**Colum 【A】** ”

This information is very important to carry out the program and to develop Action Plan as an output of the program.
 - (3) The purpose of this program is to provide the information you need. The contents of this course are shown in **(2) Core Phase in Japan of 9. Expected Module Outputs and Contents at page 2**. Referring to the "List of Subjects" in this table, from which you expect to get useful information, and write their Subject No. in column “ **【C】 : Subject No**”
 - ★ You can write as many subjects as you think the subjects are related.
- ★ Please write “Subject No.” into the column; you do not need to write “Subject Titles. ”

Issue Analysis Sheet (IAS)

Country _____

Name _____

No.	【A】* Issues that you confront.	【B】 Actions that you are taking.	
1			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you confront.	【B】 Actions that you are taking.	
2			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you confront.	【B】 Actions that you are taking.	
3			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

【 I 】,【 II 】,【 III 】 These columns will be filled during the program.

***You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this program.**

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



Contact Information for Inquiries

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

JICA Kyushu Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979



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:

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

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

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



CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>		
Title / Position	<input type="text"/>		Official Stamp
Department / Division	<input type="text"/>		
Office Address and Contact Information	Address: <input type="text"/>		
	Tel: <input type="text"/>	E-mail: <input type="text"/>	Fax: <input type="text"/>

(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.



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



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Signature

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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

[Empty text box for Course Title]

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

[Empty text box for Course Number]

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

[Empty grid for Family Name /Surname]

First Name

[Empty grid for First Name]

Middle Name

[Empty grid for 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)

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

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



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

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

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

By Applicant

Date

Name and
Title/Position

Signature

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



Form5. TERMS AND CONDITIONS

1. General Rules

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