



**KEMENTERIAN PEKERJAAN UMUM**  
**BADAN PENGEMBANGAN SUMBER DAYA MANUSIA**

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

Nomor : SM 04-Ms/211  
Sifat : Segera  
Lampiran : 1 (satu) berkas  
Hal : Penawaran Program Pelatihan JICA  
*Strengthening Seismic Disaster Risk Reduction  
Countermeasures for Critical Buildings*

Jakarta, 12 Februari 2025

Yth.

1. Direktur Jenderal Prasarana Strategis;
2. Sekretaris Direktorat Jenderal Cipta Karya

di -

Jakarta

Sehubungan dengan surat Chief Representative JICA Indonesia Office Nomor 083/GI/01/2025 tanggal 30 Januari 2025 hal *Information on group and region focused for knowledge co-creation program for JFY 2025* dengan hormat kami sampaikan penawaran program sebagai berikut :

1. Pelatihan (JICA) *Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings* akan diselenggarakan di Jepang pada 21 Mei 2025 – 17 Juli 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kualifikasi dasar peserta :
  - a) Sehat secara fisik dan mental;
  - b) Memiliki umur dibawah 45 tahun;
  - c) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris)
4. Kelengkapan Dokumen peserta :
  - a) *JICA Application Form*;
  - b) *Fotocopy Paspor* yang masih berlaku;
  - c) *English Score Sheet*;
  - d) *Inception Report*
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 17 Maret 2025** (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

**Tembusan :**

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



No. 083/GI/01/2025

Jakarta, 30 January 2025

**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 2025**

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 : **Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings (On-site Program) [202411759J001]**
2. Period of Program : May 21, 2025, ~ July 17, 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 Tsukuba Center
5. Deadline : **March 24, 2025**  
*(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. Inception Report\* (see GI p. 21-22) : 1 set  
*\*Should be submitted together with Application Form*
7. Proposed Target Institution : **Ministry of Public Works**  
- Directorate General of Human Settlement

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) Current Duties: Mid-career engineers in governmental organizations in developing countries.  
In particular, human resources who would play an important role in the center of the organization in the future.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of earthquake engineering. Basic Knowledge of Structural Engineering is necessary.
- 3) Educational Background: be a graduate of university or equivalent.



- 4) Computer Operation: be proficient in MS Word, Excel and PowerPoint.
- 5) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 61 or above. This program includes active participation in discussions, which requires high competence in English. (An official certificate is not necessary to attach. Instead, English ability of applicants will be examined through interviews at JICA office in each country.)
- 6) 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.

**Recommended Qualifications:**

- 1) Age: be under forty-five (45) years.
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity 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

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



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

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](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

★TAKEDA Sachiko

Chief Representative  
JICA Indonesia Office

Cc:

**1. Ministry of Public Works**

- Director General of Human Settlement
- Director of Strategic Infrastructure
- Director of Housing and Settlement Engineering Development
- Director of Building Management
- Head of Implementation Unit for Building Materials and Structures
- Head of Bureau of Budget Planning and International Cooperation
- Head of Human Resources Development Agency

**2. Embassy of Japan**

- Minister for Economic and Development Affairs

 Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings

課題別研修「重要建物の地震リスク対策強化」



Course Number: 202411759-J001

Course Period: May 21 - July 17, 2025



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

# How do we learn Seismic Disaster Risk Reduction Countermeasures for Critical Buildings?

## 1. Preliminary Phase:

- Preparation of Inception Report (IR)

## 2. Core Phase (in Japan):

- Lectures and exercises related to basic concept, standard, guideline, and system for seismic diagnosis, seismic retrofit, construction supervision of seismic retrofitting, etc.

- Lectures and exercises related to basic concept, standard, guideline, and system for emergency risk assessment, damage degree classification criteria, etc.

- Lectures and exercises related to basic concept, design method, and technology for the functional continuity and criteria of critical buildings (administrative buildings that serve as disaster prevention bases, firefighting facilities, hospitals, schools, police-related facilities, lifeline-related facilities, etc.)

- Site-visit of examples of seismic retrofitted building

- Study trip to regions in Japan where significant earthquakes have occurred in the past

- Creation of action plan (AP) and discussion at presentation

# Outline



Earthquake disaster countermeasures include seismic strengthening, development of evacuation centers, designation and maintenance of emergency transportation roads, formulation of earthquake disaster plans, etc. In particular, seismic strengthening is important to reduce damage from earthquakes, and governments must strengthen facilities such as government buildings, hospitals, fire departments, and police departments, and make efforts to ensure that emergency response and administrative services are not delayed in the event of a disaster. This course aims to learn (1) basic concepts necessary to ensure functional continuity of critical buildings, through understanding design methods and technologies, thereby contributing to strengthening earthquake risk countermeasures for critical buildings, (2) pre-disaster investment measures (seismic diagnosis methods and seismic retrofit for existing buildings), and (3) response measures after disasters (emergency risk level assessment, recovery technical guidelines, etc.).

All sessions are carried out in English.

The period of the program is from May 21 to July 17, 2025.

Course Capacity: 8 participants



## JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

# Table of Contents

- For What? ..... - 5 -
  - Background ..... - 5 -
  - Objective ..... - 5 -
  - Overall Goal..... - 5 -
  - Outputs ..... - 5 -
- To Whom?..... - 6 -
  - Job Areas and Organizations ..... - 6 -
  - Targeted Countries..... - 6 -
- When? ..... - 6 -
  - Program Period ..... - 6 -
- Where? ..... - 7 -
- How?..... - 7 -
  - How to Learn ..... - 7 -
  - Language ..... - 7 -
  - Commitment to the SDGs ..... - 7 -
  - Program Structure ..... - 8 -
- Eligibility and Procedures ..... - 14 -
  - 1. Expectations to the Applying Organizations ..... - 14 -
  - 2. Nominee Qualifications ..... - 14 -
  - 3. Required Documents for Application ..... - 15 -
  - 4. Procedures for Application and Selection ..... - 16 -
  - 5. Additional Document(s) to Be Submitted by Accepted Candidates ..... - 16 -
  - 6. Conditions for Participation ..... - 17 -
- Administrative Arrangements..... - 18 -
  - 1. Organizer (JICA Center in Japan) ..... - 18 -
  - 2. Implementing Partner ..... - 18 -
  - 3. Expenses ..... - 18 -
  - 4. Travel to Japan: ..... - 18 -
  - 5. Accommodation in Japan: ..... - 19 -
  - 6. Pre-departure Orientation..... - 19 -
  - 7. Reference ..... - 19 -
- Other information..... - 20 -
- Annex I: Inception Report** ..... - 21 -
- Annex II: Tentative Schedule** ..... - 23 -
- For Your Reference..... - 24 -



# For What?

---

## Background

Earthquake disaster countermeasures include seismic strengthening, development of evacuation centers, designation and maintenance of emergency transportation roads, formulation of earthquake disaster plan, etc. In particular, seismic strengthening is important to reduce damage from earthquake and governments must strengthen facilities such as government buildings, hospitals, fire and police departments, and make efforts to ensure that emergency response and administrative services are not delayed in the event of a disaster.

---

## Objective

Through this program, participants will understand technologies and systems for strengthening earthquake risk countermeasures for critical buildings (such as seismic retrofit), and formulate and implement action plans for their dissemination.

## Overall Goal

It is to contribute to strengthening earthquake risk countermeasures for critical buildings in developing countries.

## Outputs

Participants are expected to achieve the following outputs;

- Grasp and summarize the situation in your country and prepare an inception report.
- Learn the functional continuity and criteria of critical buildings (administrative buildings that serve as disaster prevention bases, firefighting facilities, hospitals, schools, police-related facilities, lifeline-related facilities, etc.).
- Learn pre-disaster investment measures (basic concept, standard, guideline, and system for seismic diagnosis methods and seismic retrofit technologies for existing buildings).
- Learn response measures after disasters (basic concept, standard, guideline, and system for emergency risk assessment, damage classification criteria, recovery technical guidelines, etc.).
- Create an action plan to utilize the learning of the program in own countries.

# To Whom?

## Job Areas and Organizations

This program is designed for the Mid-career engineers who are expected to play an important role in “Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings.”

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

### <Target Organization>

This program is designed for governmental organizations in charge of earthquake-resistant construction and technology, as well as universities and research institutions in the same field.

### <Target Group>

Mid-career engineers in governmental organizations in developing countries. In particular, human resources who would play an important role in the center of the organization in the future are expected.

## Targeted Countries

Armenia, Indonesia, Kazakhstan, Morocco, North Macedonia, Philippines, Türkiye, Uzbekistan

Participants who have successfully completed the program will be awarded a certificate by JICA and Building Research Institute (BRI).



We also welcome the ex-participants of related JICA Knowledge Co-Creation Program.

# When?

## Program Period

Program in Japan: May 21 to July 17, 2025

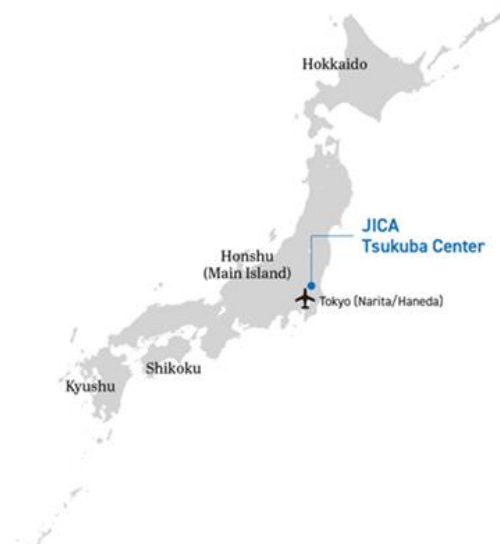


JICA Knowledge Co-Creation Program (Group and Region Focus)  
“Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings” Course No.  
202411759J001

# Where?

This course is carried out in spring and summer in Japan, organized by JICA Tsukuba Center.

The program may be partially conducted online, depending on the situation.



---

## Spring in Japan

May

Max Temp: 23.2°C | Min Temp: 12.5°C

---

## Summer in Japan

June, July (rainy season with high humidity)

Max Temp: 31.2°C | Min Temp: 17.1°C

---

# How?

---

## How to Learn

- Self-Study
- Lectures
- Interactive Q&A Session
- Field Visits



Watch



Listen



Experience



Study



Chat



Discuss



Present

- Workshops
- Discussions
- Presentations

---

## Language

English

---

## Commitment to the SDGs



JICA Knowledge Co-Creation Program (Group and Region Focus)

“Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings” Course No. 202411759J001

## Program Structure

This course consists of the following components.

Details on each component are shown below.

<p><b>(1) Preliminary Phase in a participant's home country;</b>  <i>(April to early May 2025)</i>            1. <i>Participants &amp; Participating organizations make required preparation for the Program in the respective country.</i></p>	
<p>Activities</p>	
	<p>Formulation and submission of an Inception Report.</p>

<p><b>(2) Core Phase (in Japan);</b>  <i>(May 21 to July 17, 2025)</i>  <i>Participants dispatched by organizations attend the Program implemented in Japan.</i></p>				
Expected Output	Subjects	Lecture/ Exercise	Contents	Methodology
	Introduction	Introduction	Overall lectures for strengthening seismic disaster risk reduction countermeasures for critical buildings	Lecture
		Earthquake damage of critical buildings	Introduction General response property of buildings under earthquakes History of Japanese Building Seismic Code and earthquakes which gave impacts on it Introduction to functional continuity after earthquakes for the critical buildings Non-structural damage of buildings from past earthquakes in Japan	Lecture
1.To learn the functional continuity and criteria of critical buildings	Functional continuity and criteria of critical buildings	Comprehensive seismic plan for government facilities	Basic concept of standards for disaster prevention buildings Seismic standards for structural elements Seismic standards for non-structural elements and building equipment Countermeasures for flood disaster and tsunami disaster Actual examples of buildings designed with the comprehensive seismic plan Site visit of a government facility with seismic base isolation systems	Lecture

		Functional continuity and criteria of critical buildings	Loss of Functionality in Recent disasters Development of Function Sustaining Technologies for Buildings used for Disaster Management Guideline for Disaster Prevention Base and design examples	Lecture
		Seismic design examples considering the functional continuity	Damage to non-structural components and equipment due to past earthquakes in Japan Seismic damage of skyscrapers and changes in input design ground motion Maintaining Functions After an Earthquake Actual examples of structural design with the concept of functional continuity JSCA's Approach to Performance Design	Lecture
		Design of foundation and soil for the critical buildings	Foundation and soil Type of foundations Foundation design Construction piles Pile damage during earthquake Liquefaction	Lecture
		Seismic damage of building equipment	Building equipment covered in the lecture Damage of the building equipment from past earthquakes in Japan Structural testing for the building equipment	Lecture
		Seismic design of building equipment for the critical buildings	Seismic design force for the building equipment Seismic design of the support frame for the building equipment Seismic design of the piping for the building equipment Seismic design of the building equipment Exercise of seismic design	Lecture
		Seismic performance of non-structural elements for the critical buildings	Introduction Overview of damage to non-structural elements by natural disasters and development of design methods Seismic design of Non-structural elements	Lecture

			in Japan	
2. To learn pre-disaster investment measures	Seismic evaluation and seismic retrofit	Seismic evaluation of existing reinforced concrete buildings	History of the seismic evaluation and retrofit systems in Japan Seismic evaluation method of existing RC buildings Case studies of seismic evaluation of existing RC buildings	Lecture
		Seismic retrofit of existing reinforced concrete buildings	Seismic Retrofitting Methods Design Procedures for Seismic Retrofit of RC Buildings and Design Examples Application Examples of Seismic Retrofit	Lecture
			Practical seismic evaluation and seismic retrofit of a sample building Review and follow-up of practical study	
			Site-visit of examples of seismic retrofitted building	Site-visit
	Supplementary lecture for seismic evaluation and seismic retrofit	Various seismic Evaluation methods Seismic retrofit methods A seismic evaluation training using a simple structure	Lecture	
RC Structures	RC Structures I	The failure modes/process of RC structural member Relationship between component damage and building damage Relationship between building damage and reparability performance Introduction of structural experiments with different damage characteristics of members	Lecture/ Exercise	

		RC Structures II	Design for Flexure of RC Members with/without Axial Load Design for shear of RC members Design for bond of RC members	Lecture
	Masonry structures	Masonry structures	Lessons learned from post-earthquake investigations Introduction of AIJ research committee activities Latest research outcomes	Lecture
	Seismic isolation and structural response control	Seismic isolation and structural response control	Basic concept of seismic isolation and response control techniques Design procedure of buildings with seismic isolation and response control devices Explanation of how to use STERA_3D software Analysis of a building with a seismic isolated building using STERA_3D program.	Lecture
			Site-visit of factories for seismic isolation devices and damper devices	Site-visit
3.To learn response measures after disasters	Quick inspection	Post-earthquake quick inspection of damaged buildings	Judgement procedure and criteria for the quick inspection Case studies for the quick inspection Judgement procedure and criteria for the damage classification Rehabilitation criteria and strategy for the damage classification Case studies for the damage classification Rehabilitation Technique Examples for Damaged Buildings	Lecture

	Structural Health Monitoring	Structural Health Monitoring	Definition of the structural health monitoring Rapid inspection Conventional and advanced structural health monitoring methods Examples	Lecture
4. To Create an action plan to utilize the learning of the program in own countries.	Action Plan	JICA projects	An example of JICA projects is introduced.	Presentation
		Making Action Plan	Making Action Plan.	Practice
		Presentation	Making the Presentation of the Action Plan.	Presentation

**(3) Monitoring Phase after the program in Japan;**

*(August to October 2025)*

*Participants will voluntarily report their progress about their Action Plan to JICA after the completion of the program.*

**Activities**

- \* Participants will share the acquired knowledge and techniques, and the Action Plan prepared in this course with their organizations and/or countries.
- \* Participants will elaborate/revise the Action Plan for solving the problem in their countries, based on the comments and suggestions from their organizations and/or countries.



## 【Structure of the Program】

**Overall Goal:** The overall goal is to contribute to strengthening earthquake risk countermeasures for critical buildings in your countries.



### 3. Monitoring Phase after returning home country

To share the Action Plan prepared during the course with your organization and/or country.  
⇒ To elaborate/revise the Action Plan for solving the problems in your country.



#### **Program Objective:**

Participants will understand technologies and systems for strengthening earthquake risk countermeasures for critical buildings (such as seismic retrofit), and formulate and implement action plans for their dissemination.



### 2. Core Phase (Program in Japan)

Output 4: To Create an action plan to utilize the learning of the program in own countries.



**Output 1:**  
To learn the functional continuity and criteria of critical buildings (administrative buildings that serve as disaster prevention bases, firefighting facilities, hospitals, schools, police-related facilities, lifeline-related facilities, etc.)

**Output 2:**  
To learn pre-disaster investment measures (basic concept, standard, guideline, and system for seismic diagnosis methods and seismic retrofit technologies for existing buildings).

**Output 3:**  
To learn response measures after disasters (basic concept, standard, guideline, and system for emergency risk assessment, damage classification criteria, recovery technical guidelines, etc.).

### 1. Preliminary Phase



Formulation and submission of Inception Report.

# Eligibility and Procedures

---

## 1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying 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 the following.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

---

## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: Mid-career engineers in governmental organizations in developing countries. In particular, human resources who would play an important role in the center of the organization in the future.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of earthquake engineering. Basic Knowledge of Structural Engineering is necessary.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Computer Operation: be proficient in MS Word, Excel and PowerPoint.
- 5) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 61 or above. This program includes active participation in discussions, which requires high competence in English. (An official certificate is not necessary to attach. Instead, English ability of applicants will be examined through interviews at JICA office in each country.)
- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History

(QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## (2) Recommended Qualifications

- 1) Age: be under forty-five (45) years
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

---

## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
  - \* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
  - \*The following information should be included in the photocopy:  
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date.
  - \*It is recommended that your passport be valid for more than 6 months after the last day of the program.
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Inception Report:**  
Each applicant should prepare a report on the present situation of the following subject in his/her own country in accordance with ANNEX I. This

Inception Report should be typewritten and submitted to JICA Office (or the Embassy of Japan) together with the application form.

---

## 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 materials must arrive at JICA Center in Japan not later than March 24th, 2025.**

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than April 11th, 2025.**

---

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

**Accepted Participants** are required to make a presentation of Inception Report (about 15 minutes) and discuss on the contents at the beginning of the program.

The Inception Report Presentation data should be sent **by email to the designated persons not later than May 9th, 2025.**

(We will inform more details in the Orientation which will be held at the beginning



of the program.)

---

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

# Administrative Arrangements

---

## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)
- (2) **Program Officer:** Ms. McGOEY Sachie ([tbictp@jica.go.jp](mailto:tbictp@jica.go.jp))

## 2. Implementing Partner

- (1) **Name:** International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)
- (2) **URL:** <https://iisee.kenken.go.jp/> (IISEE)  
<https://www.kenken.go.jp/english/index.html> (BRI)
- (3) **E-mail:** [iisee@kenken.go.jp](mailto:iisee@kenken.go.jp)
- (4) **Remark:**  
IISEE is an organization that trains participants from earthquake-prone developing countries on seismology, earthquake engineering and tsunami disaster mitigation.

## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English):

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

## 4. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

## 5. Accommodation in Japan:

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

JICA Tsukuba Center (JICA TSUKUBA)  
 Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan  
 TEL: +81-29-838-1111  
 FAX: +81-29-838-1119  
 (where “81” is the country code for Japan, and “29” is the local area code)

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants.



Lobby



Accommodation Bldg.



Lecture Room



PC Room



Restaurant



Gymnasium

## 6. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Center in Japan	
JICA Tsukuba	<a href="https://www.jica.go.jp/tsukuba/english/office/index.html">https://www.jica.go.jp/tsukuba/english/office/index.html</a>

## 7. Reference

You can check our information on:

- JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]
- JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]
- IISEE website [<https://iisee.kenken.go.jp/>]
- IISEE Facebook [<https://www.facebook.com/IISEE.Japan/>]

You can find posts about ongoing KCCPs and stories of ex-participants on our Facebook page.

# Other information

---

## 1. Computer:

The participants are recommended to bring their own laptop/notebook computers and a conversion adapter to prepare the Action Plan, presentation slides and to communicate by e-mail. The electrical current in Japan is 100 volts, 50 cycles, and the plug shape is A type.

For this program, we will prepare a computer for each participant, which has specific software installed.

## 2. Relevant Data for Earthquake Engineering in your country:

The participants are strongly recommended to bring the relevant data concerning structural design in their countries on their laptop/notebook computers for Action Plan, preparing presentation slides, etc.

END

*ANNEX-I: Instruction for the Preparation of Inception Report*

*ANNEX-II: Tentative Schedule of the program in Japan (JFY2025)*



# Annex I: Inception Report

## Instructions for the Preparation on Inception Report

### **Knowledge Co-Creation Program on Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings**

The Inception Report should be type-written including items listed below.

**(1) Name of Applicant**

**(2) Name of Organization** to which Applicant belongs

**(\*(1)-(2) are to be written on cover sheet as the sample file.)**

**(3) Title and Author's Name**

**(4) Abstract**

The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not consist of more than 200 words.

**(5) Affiliation of the Author**

Affiliation should appear as a footnote on the first page as the sample file shows.

**(6) Topic**

Sections to be included;

1. Past earthquakes (occurrence date, magnitude, etc.) and characteristics of building damage due to them in your country.
2. Seismic Design Code for buildings of your country<sup>\*1</sup>.
3. Ongoing national projects or some countermeasures for earthquake disaster mitigation in your country (e.g., promotion of seismic retrofit of vulnerable structures, publishing hazard maps, research for revision of seismic codes, etc.)<sup>\*2</sup>.
4. Responsibilities of your organization in the national government or country.
5. Internal structure of your organization with the organization chart.
6. Your own responsibility in your organization.
7. Examples of your achievements through your works<sup>\*3</sup>.
8. Your expectations for the course: What do you expect to obtain and achieve in the course?

\*1 Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.

\*2 If nothing, you are requested to present projects which you think necessary in the future.

\*3 You are requested to present some materials, e.g., drawings or pictures of structures you designed, managed or researched, figures or pictures of specimens which you tested and analyzed, hazard maps which you contributed to publishing, etc.

\* You might add **Acknowledgements** and **Appendix** after the topic if necessary.

## **(7) References**

All references should be listed in alphabetical order of the first author's family name. see the sample file for the details.

## **(8) Attached Document**

Applicants are requested to submit attached documents including 3 items,

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Earthquake Engineering, and a list of governmental or private organizations related to Earthquake Engineering in the country of Applicant.

## **(9) Sample file download**

The template file that may make your editing task easier from, see "[Sample file of Country Report \(MS Word file\)](#)". The format of the file must not be changed.

<https://iisee.kenken.go.jp/en/training/public/>

\* The participants will be requested to make action plans in which they describe how they utilize their achievements (e.g., knowledge, techniques, etc.) that they have obtained in the course after returning to their countries. In order to make good action plans through the training course, each applicant should describe current problems relevant to "Strengthening Seismic Disaster Risk Reduction Countermeasures for Critical Buildings" that their organizations are facing with in their inception reports.

# Annex II: Tentative Schedule

## Tentative Schedule of the program (JFY2025)

**\*Please note that this is a tentative schedule, and it may be subject to change.**

Mon.	Tue.	Wed.	Thu.	Fri.
May-19	May-20	May-21	May-22	May-23
			Briefing, JICA Orientation <<Go to BRL>> Group Photo etc. Computer	Opening Ceremony ISEE Orientation Guidance Interview
May-26	May-27	May-28	May-29	May-30
Introduction  13:00~15:30 Self study	Earthquake damage of critical buildings	RC Structures II	RC Structures II	Colloquium 1 Presentation for the Inception Report
Jun-02	Jun-03	Jun-04	Jun-05	Jun-06
Comprehensive seismic plan for government facilities	Seismic evaluation of existing reinforced concrete buildings	Seismic evaluation of existing reinforced concrete buildings	Seismic retrofit of existing reinforced concrete buildings	Site visit 1 (UR)
Jun-09	Jun-10	Jun-11	Jun-12	Jun-13
Functional continuity and criteria of critical buildings	Design of foundation and soil for the critical buildings	Quick inspection and Damage classification of damaged buildings	Site visit 4 (***)	RC Structures I
Jun-16	Jun-17	Jun-18	Jun-19	Jun-20
Site visit 2 (TODA Corp.)  13:00~15:30 visit to BL	Supplementary lecture for seismic evaluation and seismic retrofit	Seismic Isolation and structural response control	Seismic design examples considering the functional continuity	Site visit 3 (damper device)
Jun-23	Jun-24	Jun-25	Jun-26	Jun-27
Guidance for Study Trip  13:00~15:30 Co-Creation Seminar	Study Trip Day1	Study Trip Day2	Study Trip Day3	Study Trip Day4
Jun-30	Jul-01	Jul-02	Jul-03	Jul-04
Seismic damage of building equipment	Seismic design of building equipment for the critical buildings	School visit  13:00~15:30 Self study	Seismic retrofit of existing reinforced concrete buildings Exercise	Structural Health Monitoring
Jul-07	Jul-08	Jul-09	Jul-10	Jul-11
Site visit 5 (***)	Seismic performance of non-structural elements for the critical buildings	Masonry structures	Site visit 6 (manufacturing factory)	JICA projects  13:00~15:30 Self study
Jul-14	Jul-15	Jul-16	Jul-17	Jul-18
Self study for Colloquium 2	Colloquium 2 Presentation for the Action Plan	Closing Ceremony		

# For Your Reference

## **JICA and Capacity Development**

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

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

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

## **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tsukuba Center (JICA TSUKUBA)**

**Address: 3-6 Koyadai, Tsukuba-shi, Ibaraki 305-0074, Japan**

**TEL: +81-29-838-1111 FAX: +81-29-838-1776**



## Application Guideline for the JICA Knowledge Co-Creation Program

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

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

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

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

**Please be advised:**

- (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:			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.





**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			

- Formatted Table
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: Font: 10 pt, Font color: Auto

**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			

- Formatted: Font: 10 pt, Font color: Auto
- Formatted: Font: 10 pt, Font color: Auto
- Formatted: Font: 10 pt, Font color: Auto



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



**CONFIDENTIAL**

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

[Grid for Family Name /Surname]

First Name

[Grid for First Name]

Middle Name

[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.



Japan International Cooperation Agency

**CONFIDENTIAL**



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](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