



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

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

Nomor : SM 04-M.5/525  
Sifat : Segera  
Lampiran : 1 (satu) berkas  
Hal : Penawaran Program Pelatihan *JICA Disaster Risk Reduction of Buildings (On-site Program)* [202411651J001]

Jakarta, 29 April 2025

Yth.

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

di -

Jakarta

Sehubungan dengan surat dari *Chief Representative JICA Indonesia Office* Nomor 004/GI/04/2025 tanggal 14 April 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 Disaster Risk Reduction of Buildings (On-site Program)* [202411651J001] akan diselenggarakan di Jepang pada 24 September 2025 – Oktober 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta :
  - a) Diutamakan terlibat dalam penyusunan peraturan terkait standar dan aturan sistem keselamatan kebakaran bangunan dan diproyeksikan menjadi pemimpin di masa depan
  - b) Sehat secara fisik dan mental;
  - c) Usia 25 s/d 50 tahun;
  - d) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris dengan score minimum TOEFL IBT 72 )
4. Kelengkapan Dokumen peserta :
  - a) *JICA Application Form*;
  - b) *Fotocopy Paspor* yang masih berlaku;
  - c) *English Score Sheet*;
  - d) *Country 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 20 Juni 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. 004/GI/04/2025

Jakarta, 14 April 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 : **Disaster Risk Reduction of Buildings (On-site Program) [202411651J001]**
2. Period of Program : September 24, 2025, ~ October 25, 2025 (on-site in Japan)  
*(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)*
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Tokyo Center
5. Deadline : **July 3, 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. Country Report\* (see GI p. 17-19: Annex 1) : 1 set*\*Should be submitted together with Application Form*
7. Proposed Target Institution:
  - 1. Ministry of Public Works**
    - **Directorate General of Human Settlement**
    - Directorate of Building Management
    - Directorate of Settlement and Housing Engineering Development
    - Implementation Unit for Building Materials and Structures
  - 2. National Disaster Management Agency (BNPB)**
    - Directorate of Disaster Risk Mapping and Evaluation
  - 3. National Research and Innovation Agency (BRIN)**
    - Geological Disaster Research Center
  - 4. Ministry of Primary and Secondary Education**
    - Secretary General
  - 5. Ministry of Home Affairs**
    - Local Disaster Management Agency of DKI Jakarta Province
    - Local Disaster Management Agency of other areas



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: Officials from central/local government, government agencies, and universities involved in the development of building codes and regulatory systems and fire safety of buildings and are expected to be in a leadership position.
- 2) Educational Background: be a graduate of university.
- 3) Language Proficiency: Have sufficient command of English. (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible)
- 4) 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: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: JICA is committed to promoting gender equality and women's empowerment. We strongly encourage application from female candidates. Each organization is requested to ensure that at least half of the candidates are women, and even more in sectors where women are predominantly represented. JICA is also firmly committed to non-discrimination based on sexual orientation or gender identity of participants.  
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.



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

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.

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,


TAKEDA Sachiko  
Chief Representative  
JICA Indonesia Office

Cc:

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

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

**2. National Disaster Management Agency (BNPB)**

- Head of National Disaster Management Agency (BNPB)
- Deputy for System and Strategy
- Director for Disaster Risk Mapping and Evaluation
- Head of Bureau of Legal, Organization, and Cooperation

**3. National Research and Innovation Agency (BRIN)**

- Geological Disaster Research Center
- Head of Bureau of Organization and Human Resources

**4. Ministry of Primary and Secondary Education**

- Secretary General
- Head of Bureau for Cooperation and Public Relations
- Head of Planning Bureau



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**5. Ministry of Home Affairs**

- Local Disaster Management Agency (BPBD) of DKI Jakarta Province
- Local Disaster Management Agency (BPBD) of other provinces/cities

**6. Embassy of Japan**

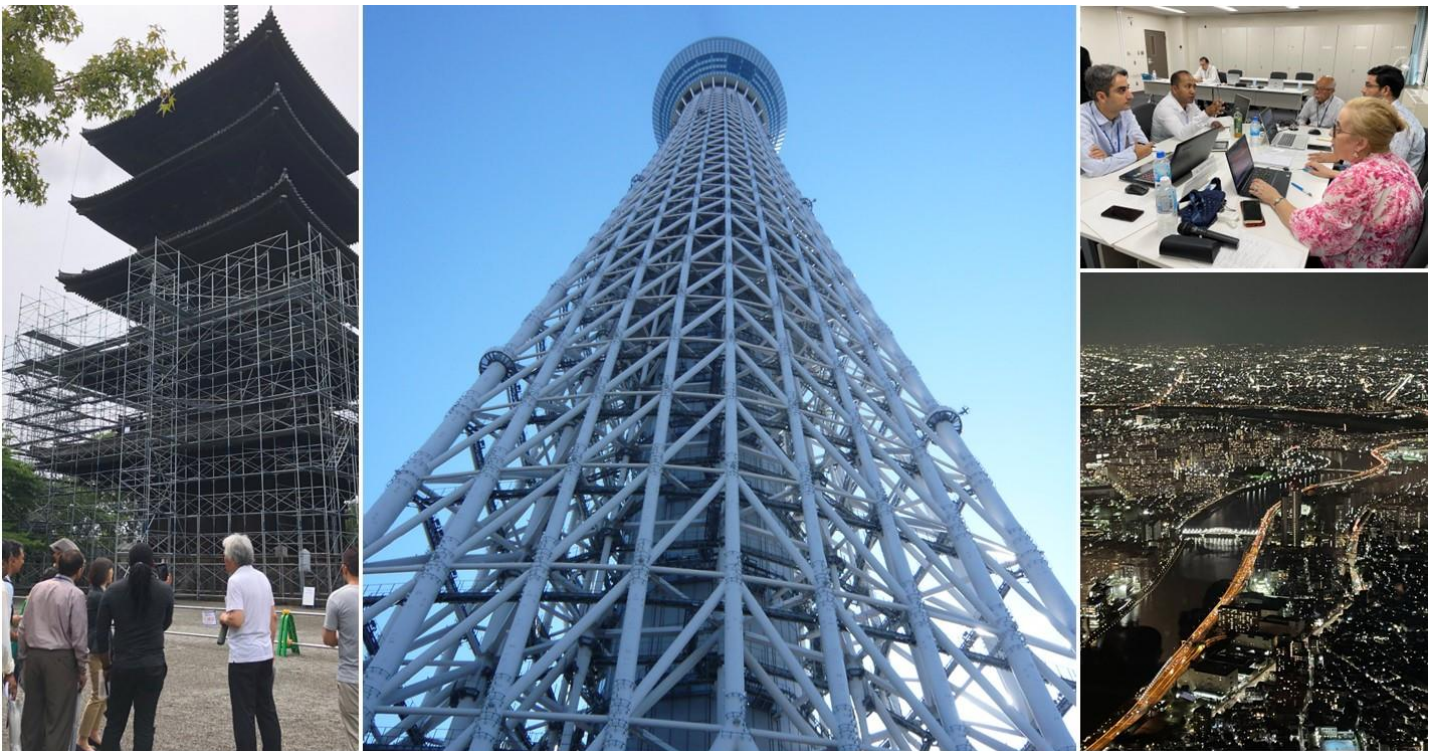
- Minister for Economic Development Affairs



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Disaster Risk Reduction of Buildings



Course Number: 202411651J001

Course Period: September 24- October 25, 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.

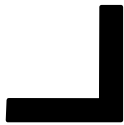
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

建築防災



# How many people will be saved by our building codes?

Gain insight to an essence of building  
regulation systems  
more practical, more interactive,  
more inspirational  
from the experiences of Japan.





## Outline

This course is designed to provide participants with a wide range of knowledge on Japan's approach to disaster reduction of buildings, including building codes, regulatory systems, earthquake resistance and disaster prevention technologies.

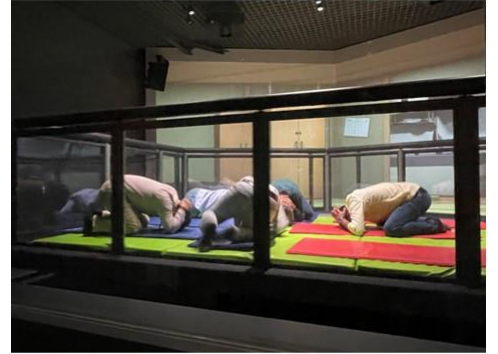
Target organization is central/local government, government agencies, and universities involved in the development of building codes and regulatory systems and fire protection policies for buildings.

The program will include lectures, field visit, discussion and group work.

All sessions are carried out in English.

The period of the program is from September 24 to October 25, 2025.

Course Capacity:  
6 participants





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

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

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# For What?

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## Background

Recently, excessive development, climate change, population growth has increased the risk of disaster. To prevent the people from disasters, the buildings play very important roles. As past disasters show, the sturdy buildings protect people from harm, on the other hand, vulnerable buildings increase the damage. For constructing safe buildings, appropriate building codes, efficient regulatory systems, and construction knowledge are essential.

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## Objectives

Objective: To gain practical knowledge of building-related disasters and damage mitigation through capacity building in building codes, building regulatory systems, and construction technology.

Output 1: To analyze the issues facing the participants' country using the Problem Analysis Method (PCM).

Output 2: To understand the outline of Japanese building codes, regulatory systems, and related disaster prevention technologies.

Output 3: To acquire ideas to solve the issues.

# To Whom?

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## Job Areas and Organizations

This program is designed for officials from central/local government, government agencies, and universities involved in the development of building codes and regulatory systems and fire protection policies for buildings.

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

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## Target Countries

Indonesia, Cambodia, Timor-Leste, Nepal, Iran and Turkey

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

# When?

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## Program Period in Japan



From September 24, 2025  
to October 25, 2025

# Where?

This course is organized by JICA Tokyo Center. Programs are primarily conducted in the Tokyo metropolitan area with site visits to Kobe, Osaka and Tsukuba.



# How?

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## How to Learn

- Lectures
- Field Visit
- Workshops
- Discussions
- Presentations



Watch



Listen



Experience



Study



Chat



Discuss



Present

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## Language

English

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## Commitment to the SDGs



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## Contents

(1) Objective and Output

### Course Objective

To gain practical knowledge of building-related disasters and damage mitigation through capacity building in building codes, building regulatory systems, and construction technology.

#### Output 1

To analyze the issues facing the participants' country using the Problem Analysis Method (PCM)

#### Output 2

To understand the outline of Japanese building codes, regulatory systems, and related disaster prevention technologies.

#### Output 3

To acquire ideas to solve the issues.

Please note that this course is designed to provide the participants with a wide range of knowledge on Japan’s approach to disaster reduction of buildings, and is not intended to acquire specific expertise.

## (2) Output and Contents

Output	Contents
<p>Output 1: To analyze the issues facing the participants' country using the Problem Analysis Method (PCM)</p>	<ul style="list-style-type: none"> <li>➤ Country report formulation and presentation</li> <li>➤ Problem Solving Workshop (Workshop on Project Management Cycle)</li> </ul>
<p>Output 2: To understand the outline of Japanese building codes, regulatory systems, and related disaster prevention technologies.</p>	<ul style="list-style-type: none"> <li>➤ Natural disasters and disaster risk management</li> <li>➤ Building regulatory system</li> <li>➤ Earthquake Engineering</li> <li>➤ Fire safety measures of Buildings</li> <li>➤ R &amp; D and International cooperation activities</li> </ul>
<p>Output 3: To acquire ideas to solve the issues.</p>	<ul style="list-style-type: none"> <li>➤ Objective analysis Workshop (Workshop on Project Management Cycle)</li> <li>➤ Action Plan formulation and presentation</li> </ul>

Please see the ANNEX 3 for last year’s (FY2024) course schedule for your reference. The schedule for this fiscal year is currently being adjusted.

## Management Members

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### Instructors (more to be confirmed)

Course Leader

#### Dr. NARAFU Tatsuo

JICA Technical Adviser

He is a former government official of MLIT and he has many years of experience in advising and evaluating technical cooperation projects in the field of architecture as a Technical Advisor of JICA. He has also served as the course leader for this course for many years.

Message: Safety of buildings is one of the most critical issues in many countries. We would like to discuss to find possible approaches suitable to social situation of each of participants' countries. Come and join the discussion with colleagues from all over the world.



#### Mr. TAKAMIYA Shigetaka

Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

He is a government official who is familiar with Japan's building regulation system.

Message: Japan has been repeatedly hit by major disasters and is struggling to develop its own regulatory system and building standards. We would like to share our experience and help you find a suitable solution through discussion.



### Implementing Partner

The Building Center of Japan (BCJ)

BCJ has a decades-long track record in the evaluation, accreditation, and certification of building-related technologies, the verification and inspection of buildings, the certification and registration of building-related quality and environmental management systems, and dissemination of new building-related technologies through its network of related organizations and personnel, including international organizations. The Center also has many years of experience in implementing this course, and its program content, which is up-to-date, has been well received by past participants.



### JICA Program Officer

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#### Ms. NAKADAI Ginga

Japan International Cooperation Agency (JICA)  
Infrastructure Management Department

Message: I am looking forward to seeing you in the KCCP program and exchange experiences on disaster risk reduction of buildings. I hope that KCCP will be a good starting point to discuss how JICA can collaborate with you and your organization further.



#### Ms. ISHIYAMA Kieko

Japan International Cooperation Agency (JICA), Tokyo Center

Message: Hello everyone. In our program, you can know not only Japanese experiences but the other countries' situation of building regulation system.

Let's share your experiences with Japanese experts and participants from all over the world and get new ideas from them through active discussion.

Looking forward to receiving your application.



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address their own issues or problems identified in their countries. Applying organizations are expected to use the program to improve those issues.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

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## 2. Nominee Qualifications

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

**【Remarks】 Each organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.**

### (1) Essential Qualifications

- 1) Current Duties: Officials from central/local government, government agencies, and universities involved in the development of building codes and regulatory systems and fire safety of buildings and are expected to be in a leadership position.
- 2) Educational Background: be a graduate of university
- 3) Language Proficiency: Have sufficient command of English. (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible)
- 4) Health: must be in good health to participate in the program in Japan. To



reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness

## (2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: JICA is committed to promoting gender equality and women's empowerment. We strongly encourage application from female candidates. Each organization is requested to ensure that at least half of the candidates are women, and even more in sectors where women are predominantly represented. JICA is also firmly committed to non-discrimination based on sexual orientation or gender identity of participants.

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## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the **JICA overseas office (or the Embassy of Japan)**
- (2) **Country Report:** to be submitted with the application form. Please refer to Annex 1 of this General Information.
- (3) **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.
- (4) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Tokyo by **July 3, 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 July 31, 2025.**

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## 5. Additional Document to be Submitted by Accepted Candidates

Accepted candidates are required to prepare PPT presentation on their Country Report and deliver a presentation at the beginning of the course. Please prepare PPT presentation with referring to ANNEX 2.

Submit PPT presentation to ISHIYAMA Kieko (Ms.) via email:

[ishiyama.kieko@jica.go.jp](mailto:ishiyama.kieko@jica.go.jp) by **September 16, 2025**

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## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "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.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

JICA Tokyo Center (JICA TOKYO)

Program Officer: Ms. ISHIYAMA Kieko (tictee@jica.go.jp)

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## 2. Implementing Partner

1. Housing Bureau, Ministry of Land, Infrastructure, Transport and Tourism, Japan (MLIT) <https://www.mlit.go.jp/en/>
  2. The Building Center of Japan (BCJ) <https://www.bcj.or.jp/en/>
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

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## 4. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9lSYcTY">https://www.youtube.com/watch?v=v2yU9lSYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WlQSDjl">https://www.youtube.com/watch?v=m7l-WlQSDjl</a>
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

---

## 5. Reference

### PDF: KENSHU-IN GUIDEBOOK

For more detailed terms and conditions

[https://www.iica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide\\_2024\\_en.pdf](https://www.iica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_2024_en.pdf)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



### Website: JICA

English/French/Spanish

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



### PDF: Facility Guide for JICA Tokyo Center

[https://www.iica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities\\_service\\_guide.pdf](https://www.iica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf)

For All applicants

# Annex 1

## Country Report

Describe the following items to clarify the issues that your country is facing. Submit the report with your application form.

Notes:

1. Write no more than 4 pages.
2. Font should be Arial or Times New Roman, size 12.
3. Add figures, tables, and photographs so that the situation in your country can be clearly seen.

1.

Name:	
Country:	
Organization:	
Position:	
Responsibility:	

2. Outline of risks of disaster of your country (earthquake, fire, etc.).
  - (1) Possible risks and prioritization among them
  - (2) The heaviest damage and recent damages in your country
  - (3) Future risks
  - (4) Countermeasures and projects against major disasters that have occurred or will occur in your country (e.g., JICA projects implemented as countermeasures)

\* Please attach hazard map if available.
3. When someone intends to construct a building in your country, does he/she have to go through official procedures, such as building permission?  
Please put Yes or No into the boxes in the table below.

Location	Urban areas	Rural areas
Size		
Buildings		
Ordinary small houses		

\*If all answers are “No”, go to (5) directly.

4. What fields does the mandatory technical requirements cover?

Fields			Y (Yes) or N (No)	
Building Codes	Structural stability	dead loads and live loads		
		earthquakes		
		heavy winds		
	Fire safety	Fire resistance		
		Escape		
		Firefighting equipment		
	Barrier free / universal design			
	Elevators / escalators			
Zoning Codes	Building use			
	Building height			
	Floor area ratio			
	Building coverage ratio			
	Setback from the street boundary			

5. Which organization mainly issues the building codes?

- ( ) Central Government
- ( ) Local authorities, such as municipalities

6. Please answer the following questions regarding a building regulatory system (administration system) in the region in which your office is located.

1) Which authorities are in charge of permission/approval/inspection of each building?

\* Two or more checks are acceptable.

- ( ) Central Government, including its branch offices
- ( ) Local authorities, such as municipalities
- ( ) Organizations which are authorized by Central Government or by local authorities
- ( ) Others

- 2) Is it required to receive inspection by the public authority during construction?
- No, inspection by the public authority is not required during construction.
  - Yes, inspection by the public authority is required during construction.
- 3) Is it required to receive inspection by the public authority after completion of construction work (before use of the buildings)?
- No, inspection by the public authority is not required after construction work.
  - Yes, inspection by the public authority is required after construction work.
7. Does your country have licensing system for **architects** and **building engineers**?
- Both licensing systems for **architects** and **building engineers**
  - Licensing system for **architects** only
  - Licensing system for **building engineers** only
  - No license system for **architects** nor **building engineers**
  - Others
8. Regarding buildings in your country, briefly describe popular construction methods (brick masonry, reinforced concrete, steel, etc.) for
- 1) houses of low-income and middle-income people
  - 2) buildings of the 4-6 story range
  - 3) buildings of 20 stories and over
9. What kind of issues does your country face regarding building codes and building regulatory system, such as buildings without building permission, non-compliant designs, poor quality of materials, quality controls of construction work or others?



# Annex 2

For Accepted Applicants Only

## Guidance on the Country Report Presentation

Accepted applicants are required to make 10-15 minute presentation on your country report at the beginning of the course.

Please prepare PPT presentation with including following items.

Usage of visual material (videos and pictures) is highly recommended.

Please submit PPT presentation to ISHIYAMA Kieko (Ms.) via email:

[Ishiyama.Kieko@jica.go.jp](mailto:Ishiyama.Kieko@jica.go.jp) by **September 16, 2025**

### 1. Self-introduction

- (1) Affiliation, Title and Role (Name of organization, your position, your responsibilities etc.)
- (2) Organization Chart

### 2. Outline of your country

- (1) Location, total area, and population
- (2) Other characteristics

### 3. Outline of risks of disaster of your country (earthquake, fire, etc.).

- (1) Possible risks and prioritization among them
- (2) The heaviest damage and recent damages in your country
- (3) Countermeasures and projects against major disasters that have occurred or will occur in your country (e.g., JICA projects implemented as countermeasures)
- (4) Future risks

\* Please attach hazard map if available.

### 4. Outline of the buildings in your country

- (1) Popular construction methods for houses of low-income and middle-income people
- (2) Popular construction methods for buildings in the 4-6 story range
- (3) Popular construction methods for buildings of 20 stories and over
- (4) Other characteristics

### 5. What kind of issues does your country face regarding building codes and building

regulatory system, such as buildings without building permission, non-compliant designs, poor quality of materials, quality controls of construction work or others?

# Annex 3

Last year's (FY2024) course schedule  
The schedule for this fiscal year is currently being adjusted.

"

\*L: Lecture O:Observation P:Presentation D:Discussion E:Exercise

	*	Program	Accommodation
Day 1		Arrival in Japan	JICA Tokyo
Day 2		Briefing	
		Program Orientation, Course Outline Ice breaking session	
Day 3	L	Disaster Management in Japan	
	L	Earthquake and Tsunami Disasters in the World	
Day 4		Free	
Day 5		Free	
Day 6	P/D	Country Report Presentation / Discussion	
Day 7	L	Japan's Building Regulations	
	L/D	Building Regulations in Respective Countries Supplementary explanation on lectures, observations (administrative agencies and designated organizations)	
Day 8	L	Activities of Designated Building Confirmation & Inspection Bodies and Designated Evaluation Bodies: (Introduction of BCJ)	
	L	BCJ's Building Confirmation & Inspection Services	
	L	BCJ's Performance Evaluation Services	
	L	Emergency Risk Assessment and Seismic Diagnosis	
Day 9	L	Quality Control of Buildings (RC Structure)	JICA Kansai
	O	Quality Control of Buildings (RC Structure)	
		Move to JICA Kansai by shinkansen bullet train	
Day 10	L	Disaster Prevention Initiatives ~ lessons learnt from the Great Hanshin Awaji Earthquake	
	L	Action Plan 1 Explanation on Action Plan Formulation	
	D	Sharing time	
	O	Disaster Reduction and Human Renovation Institution	
Day 11		Port of Kobe Earthquake Memorial Park	JICA Tokyo
		Move to Tokyo by shinkansen bullet train	
Day 12		Free	
Day 13	L/E	Action Plan 2 PCM Workshop	

Day 14	L	Earthquake Resistance and Structural Standard of Buildings	JICA Tsukuba
	L/E	Content of Earthquake-resistant Structural Standards and International Comparion (incl. group work)	
	L	Explanation of Earthquake Resistance Testing Exercise (group work)	
Day 15	E/D	Earthquake Resistance Testing Group Work	
Day 16	E/D	Earthquake Resistance Testing Group Work	
	L	Enhancing earthquake resistance for non-engineered housing	
Day 17	L	Fire-fighting measures of buildings	
	O	Honjo Life Safety Learning Center	
	D	Sharing time	
Day 18	Free		
Day 19	Free		
Day 20	Free		
Day 21	L/E	Action Plan 3 PCM Workshop	
Day 22	L	Points of program in Tsukuba Reinforced concrete block construction	
	O	Reinforced concrete block construction	
Day 23	L/O	R & D to support national policies (Outline of Building Research Center)	
	L	Overview of Building Standards on Fire Safety in Japan, Research on and Measures for Fire Prevention in cities	
	L	Strong Motion and its Occurence Mechanism	
Day 24	L	Seismic Isolation System	
	O	Seismic Retrofitting (Seismic Isolation) : National Museum of Western Art	
	O	Observation of Seismic Control Structure	
Day 25	Free		
Day 26	Free		
Day 27	L	Steel Structure	
		Activites of Designated Administrative Agencies	
Day 28	L	Initiatives on Disaster Risk Reductions of Buildings in developing countries	
	L	JICA's Initiatives in the field of Urban & Regional Development	
	L	Action Plan 4 Preparation for Action Plan Presentation	
Day 29	P/D	Action Plan Presentation & Discussion	
Day 30		Evaluation Meeting Closing Ceremony	
Day 31	Departure from Japan		

# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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

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



## **Correspondence**

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

**Further, address correspondence to:**

### **JICA Tokyo Center (JICA Tokyo)**

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

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

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

For All applicants

# Annex 1

## Country Report

Describe the following items to clarify the issues that your country is facing. Submit the report with your application form.

Notes:

1. Write no more than 4 pages.
2. Font should be Arial or Times New Roman, size 12.
3. Add figures, tables, and photographs so that the situation in your country can be clearly seen.

1.

Name:	
Country:	
Organization:	
Position:	
Responsibility:	

2. Outline of risks of disaster of your country (earthquake, fire, etc.).
- (1) Possible risks and prioritization among them
  - (2) The heaviest damage and recent damages in your country
  - (3) Future risks
  - (4) Countermeasures and projects against major disasters that have occurred or will occur in your country (e.g., JICA projects implemented as countermeasures)

\* Please attach hazard map if available.

1. When someone intends to construct a building in your country, does he/she have to go through official procedures, such as building permission?  
Please put Yes or No into the boxes in the table below.

	Location	Urban areas	Rural areas
Size			
Buildings			



Ordinary small houses		
-----------------------	--	--

\*If all answers are “No”, go to (5) directly.

2. What fields does the mandatory technical requirements cover?

Fields			Y (Yes) or N (No)
Building Codes	Structural stability	dead loads and live loads	
		earthquakes	
		heavy winds	
	Fire safety	Fire resistance	
		Escape	
		Firefighting equipment	
	Barrier free / universal design		
Elevators / escalators			
Zoning Codes	Building use		
	Building height		
	Floor area ratio		
	Building coverage ratio		
	Setback from the street boundary		

3. Which organization mainly issues the building codes?

- ( ) Central Government
- ( ) Local authorities, such as municipalities

4. Please answer the following questions regarding a building regulatory system (administration system) in the region in which your office is located.

1) Which authorities are in charge of permission/approval/inspection of each building?

\* Two or more checks are acceptable.

- ( ) Central Government, including its branch offices
- ( ) Local authorities, such as municipalities
- ( ) Organizations which are authorized by Central Government or by local authorities
- ( ) Others

2) Is it required to receive inspection by the public authority during construction?

No, inspection by the public authority is not required during construction.

Yes, inspection by the public authority is required during construction.

3) Is it required to receive inspection by the public authority after completion of construction work (before use of the buildings)?

No, inspection by the public authority is not required after construction work.

Yes, inspection by the public authority is required after construction work.

5. Does your country have licensing system for **architects** and **building engineers**?

Both licensing systems for **architects** and **building engineers**

Licensing system for **architects** only

Licensing system for **building engineers** only

No license system for **architects** nor **building engineers**

Others

6. Regarding buildings in your country, briefly describe popular construction methods (brick masonry, reinforced concrete, steel, etc.) for

1) houses of low-income and middle-income people

2) buildings of the 4-6 story range

3) buildings of 20 stories and over

7. What kind of issues does your country face regarding building codes and building regulatory system, such as buildings without building permission, non-compliant designs, poor quality of materials, quality controls of construction work or others?

**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.

**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			

**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			

**Form2. NOMINATION FROM THE ORGANIZATION**

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

**1. Reason for nominating the Applicant**

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

**2. Expectation and Future Plan of Actions**

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature

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)

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

**Attach here  
your photo**

**(taken within  
the last six months)**

**Size: 4.5x3.5cm**

**3. Personal Information on Applicant**

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

*\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.*

**Family Name /Surname**

--

**First Name**

--

**Middle Name**

--

<b>2) Nationality</b> (as shown in the passport)				
<b>3) Sex</b> (for VISA application)	( ) Male	( ) Female		
<b>4) Date of Birth</b>	<b>Date</b>	<b>Month</b> (ex. April)	<b>Year</b>	<b>Age</b> (as of the date of the form)

**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.

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 itchy, rash, hives, etc.? ( _____ )
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: ( _____ ) <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.

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Information, and to otherwise properly manage such information.

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### **3. Copyright Policy**

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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**

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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



## 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			

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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

[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

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

By Applicant

Date

Name and  
Title/Position

Signature



**Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**

**(Self-Declaration)**

**1. Present Medical Status**

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

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

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

(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ ) Name of medicine taken if any ( _____ )
-----------------------------	------------------------------------------------------------------------------------------------------



**3. Other Medical Issues/Conditions**

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

\* Are you pregnant?

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

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

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

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

By Applicant

Date

Name and  
Title/Position

Signature

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



## Form5. TERMS AND CONDITIONS

### 1. General Rules

The participants are requested:

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

### 2. Privacy Policy

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

#### (1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

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

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.  
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

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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).
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\*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.

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

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- 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