



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

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

Nomor : *SA 04-Ms/1009*  
Sifat : Segera  
Lampiran : 1 (satu) berkas  
Hal : Penawaran Program Pelatihan *JICA Sustainable Housing and Building Policy – Decarbonization Building, Green Housing Finance, Affordable Housing*

Jakarta, *23* Juli 2025

Yth.

1. Sekretaris Direktorat Jenderal Cipta Karya;
2. Sekretaris Direktorat Jenderal Prasarana Strategis;
3. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU dan Perumahan;
4. Kepala Pusat Pengembangan Kompetensi Sumber Daya Air, Cipta Karya, dan Prasarana Strategis;
5. Direktur Politeknik PU.

Di tempat

Sehubungan dengan surat dari *Chief Representative JICA Indonesia Office* Nomor 031/GI/07/2025 tanggal 7 Juli 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 Sustainable Housing and Building Policy – Decarbonization Building, Green Housing Finance, Affordable Housing* akan diselenggarakan di Jepang pada 14 Januari 2026 – 14 Februari 2026.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta :
  - a) Diutamakan yang memiliki pengalaman di bidang pengembangan teknis terkait perumahan dan bangunan selama 3 tahun;
  - b) Minimal berpendidikan S1 (atau setara);
  - c) Sehat secara fisik dan mental;
  - d) Usia 25 - 50 tahun;
  - e) 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*.
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 hari Jum'at, tanggal 3 Oktober 2025** (hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

  
**Sekretaris Badan Pengembangan  
Sumber Daya Manusia,**  
*Lina Anggraini, S.Psi., M.M.*  
NIP. 197407091999032005

**Tembusan :**

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



No. 031/GI/07/2025

Jakarta, 7 July 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 : **Sustainable Housing and Building Policy -Decarbonization Building, Green Housing Finance, Affordable Housing- (On-site Program) [202411654J001]**
2. Period of Program : January 14, 2026, ~ February 14, 2026 (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 : **October 10, 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*\*Should be submitted together with Application Form*

7. Proposed Target Institution :
  - 1. Ministry of Public Works**
  - 2. Ministry of Housing and Settlement Areas**  
- Directorate General of Settlement Areas
  - 3. Nusantara Capital City Authority**

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: those who are expected to be in a leadership position in the target organizations: government organizations in charge of housing policy and providing technical support for private and public buildings, or research institutes and universities engaged in technical development related to housing and buildings.
- 2) Educational Background: have bachelor's degree or equivalent qualifications.
- 3) Language: 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) Experience in the relevant field: have at least 3 years of experience in technical development related to housing and building.
- 2) Age: between the ages of twenty-five (25) and fifty (50) years.
- 3) 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.

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)

[5. Application Form for Knowledge Co-Creation Program for GRF and CF (As of May 2025) in



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

Ms. Excel file].

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**

- Director General of Housing and Settlements
- Head of Human Resources Development Agency
- Head of Bureau of Budget Planning and International Cooperation

2. **Ministry of Housing and Settlement Areas**

- Director General of Settlement Areas

3. **Nusantara Capital City Authority**

- Head of Nusantara Capital City Authority
- Head of Bureau of Planning, Organization, and Cooperation

4. **Embassy of Japan**

- Minister for Economic and Development Affairs





**Face-to-Face (in Japan)**

Knowledge Co-Creation Program (Group and Region Focus)

# Sustainable Housing and Building Policy

Decarbonization Building, Green Housing Finance, Affordable Housing



Course Number: 202411654J001

Course Period: January 14 - February 14, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

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



# How do we achieve sustainable housing and building policy?

Gain insight from the experiences of Japan.  
More practical, more interactive, & more  
inspirational.



# Outline

This program is designed for government organizations responsible for housing policy and providing technical support for private and public buildings, or research institutes and universities engaged in technical development related to housing and buildings.

This program will cover topics related to the promotion of decarbonization building, green housing finance, and affordable housing, as well as housing and building policies necessary for sustainable economic growth in emerging economies.

Please note that this course is intended to provide a wide range of perspectives on Japanese housing and building policy and is not intended to provide specific expertise.

All sessions are carried out in English.

The program period in Japan is from January 14 to February 14, 2026.

Course Capacity:  
8 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

The supply of quality housing is a major policy issue for the rapid growth of urban populations in emerging economies. There is also a growing need to improve the energy efficiency of housing and building to meet the increasing energy consumption.

Furthermore, realizing a large supply of low-cost housing through public-private partnerships is needed.

## Objectives

**Objective:** Sustainable housing and building policies will be developed to improve energy efficiency and to supply quality housing through the acquisition of practical knowledge on decarbonization building, green housing finance, affordable housing, etc.

**Outcome 1:** Understand the outline, achievements and lessons learnt of sustainable housing and building policies (decarbonization building, green housing finance, and affordable housing) in Japan.

**Outcome 2:** Analyze priority issues related to the housing and building sector based on the Project Cycle

Management (PCM) method.

**Outcome 3:** Obtain ideas for solving priority issues through lectures and group works.

**Outcome 4:** Produce policy proposals (action plan) to realize the supply of quality housing.

# To Whom?

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## Job Areas and Organizations

This program is designed for

1. Government organizations responsible for housing policy and providing technical support for private and public buildings
2. Research institutes and universities engaged in technical development related to housing and buildings.

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

## Target Countries

Indonesia, Cambodia, Brazil, Jordan, Turkey, Kenya and Ukraine

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

# When?

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## Program Period in Japan



From January 14  
to February 14, 2026

# Where?

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This course is organized by JICA Tokyo Center. Programs are primarily conducted in the Tokyo metropolitan area.



# How?

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## How to Learn

- Lectures
- Field Visit
- Workshops
- Discussions
- Presentation



Watch



Listen



Experience



Study



Chat



Discuss



Present

## Language

English

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## Commitment to the SDGs



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## Program Structure

### (1) Objective and Outcome

#### COURSE OBJECTIVE

Sustainable housing and building policies will be developed to improve energy efficiency and to supply quality housing through the acquisition of practical knowledge on decarbonization building, green housing finance, affordable housing, etc.

##### OUTCOME 1

Understand the outline, achievements and lessons learnt of sustainable housing and building policies (decarbonization building, green housing finance, and affordable housing) in Japan.

##### OUTCOME 2

Analyze priority issues related to the housing and building sector based on the Project Cycle Management (PCM) method.

##### OUTCOME 3

Obtain ideas for solving priority issues through lectures and group works.

##### OUTCOME 4

Produce policy proposals (action plan) to realize the supply of quality housing.

Please note that this course is intended to provide participants with a wide range of knowledge about Japanese housing and building policies from diverse perspectives, including energy conservation and decarbonization, and is not intended to provide them with specific expertise.



(2) Topics

Topics and Subtopics	Methodology
<b>1. Housing Supply Policy in Japan</b>	
<ul style="list-style-type: none"> <li>a. Housing Situation and Housing Policy in Japan</li> <li>b. Historical Overview of Japan's Residential Urban Problems</li> <li>c. Case Study of Housing Research Facility</li> <li>d. Housing supply in response to population inflow to large cities, the role of housing corporations, and planned urban development in response to urban population growth</li> <li>e. Example of large-scale new town development: Tama New Town</li> <li>f. Overview of the Public Housing System</li> <li>g. Examples of public housing</li> <li>h. Public Housing Finance in Japan</li> <li>i. Example of Japan's prefabricated housing technology</li> <li>j. Ensuring Housing Quality</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Field visit</li> </ul>
<b>2. Improvement of the living environment</b>	
<ul style="list-style-type: none"> <li>a. Business System for Improvement of Living Environment</li> <li>b. Examples of Densely Populated Housing Urban Development Project</li> <li>c. Participatory Community Development in Minority Areas: Administrative Collaboration and Gentrification</li> <li>d. Response to the slum problem in the postwar Japan</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Field visit</li> </ul>
<b>3. Decarbonized Buildings</b>	
<ul style="list-style-type: none"> <li>a. Building Energy Conservation Act (including BELS)</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> </ul>
<b>4. Green Housing Finance</b>	
<ul style="list-style-type: none"> <li>a. Energy consumption performance of buildings</li> <li>b. Examples of large-scale wooden buildings</li> <li>c. Examples of Environmentally Friendly Architecture</li> <li>d. Environmentally friendly material manufacturing</li> <li>e. Examples of Top Runner Standard Housing</li> <li>f. Examples of Environmentally Friendly Housing and Sustainable Housing Development</li> <li>g. Green Housing Finance</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Field visit</li> </ul>
<b>5. Energy Saving in Cities and Buildings</b>	
<ul style="list-style-type: none"> <li>a. Environmental Performance Evaluation Methods for Buildings</li> <li>b. Evaluation of environmental performance on a city scale</li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> </ul>
<b>6. Housing Supply Policy in other countries</b>	
<ul style="list-style-type: none"> <li>a. The housing supply policies of each participants' country</li> <li>b. Examples of improvement measures for housing and housing problems in developing countries</li> </ul>	<ul style="list-style-type: none"> <li>Discussion &amp; Workshop</li> <li>Lecture</li> </ul>
<b>7. Problem Analysis and Presentation</b>	
<ul style="list-style-type: none"> <li>a. Problem analysis using Project Cycle Management (PCM) method</li> <li>b. Create action plan to solve the problem</li> <li>c. Country report and action plan presentation</li> </ul>	<ul style="list-style-type: none"> <li>Discussion &amp; Workshop</li> <li>Lecture</li> <li>Presentation</li> </ul>

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

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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:** those who are expected to be in a leadership position in the target organizations: government organizations in charge of housing policy and providing technical support for private and public buildings, or research institutes and universities engaged in technical development related to housing and buildings
- 2) **Educational Background:** have bachelor's degree or equivalent qualifications
- 3) **Language:** 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) **Experience in the relevant field:** have at least 3 years of experience in technical development related to housing and building
- 2) **Age:** between the ages of twenty-five (25) and fifty (50) years
- 3) **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.

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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) **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.
- (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)

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## **4. Procedures for Application and Selection**

### **(1) Submission of the Application Documents**

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

(All required material must arrive at JICA Center in Japan **by 10 October, 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 7 November, 2025.**

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## **5. For Accepted Applicants**

Accepted applicants must submit Country Report Presentation (PPT) **by 8 January, 2026** to ISHIYAMA Kieko(Ms.) at [Ishiyama.Kieko@jica.go.jp](mailto:Ishiyama.Kieko@jica.go.jp). Please see Annex for detail.

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

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

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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/index.html>

(2) The Building Center of Japan (BCJ) <https://www.bcj.or.jp/en/>

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## 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.

Also, following videos and websites will help you to get the information on JICA, JICA Tokyo Center, JICA's "Knowledge Co-Creation Program", life in Japan and so on.

1. JICA Predeparture Briefing (Knowledge Co-Creation Program and Life in Japan)		
English ver. Video	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>	
French ver. Video	<a href="https://www.youtube.com/watch?v=v2yU9lSYcTY">https://www.youtube.com/watch?v=v2yU9lSYcTY</a>	
Spanish ver. Video	<a href="https://www.youtube.com/watch?v=m7l-WlQSDjl">https://www.youtube.com/watch?v=m7l-WlQSDjl</a>	
2. About JICA Tokyo Center		
Video	<a href="https://www.youtube.com/watch?v=qUsxpNG5p4E">https://www.youtube.com/watch?v=qUsxpNG5p4E</a>	
Website	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>	
Website	<a href="#">facilities_service_guide.pdf (jica.go.jp)</a>	
3. KENSHU-IN GUIDE BOOK (For more detailed terms and conditions)		
Website	<a href="#">The Knowledge Co-Creation Program (KCCP)   Our Work   JICA</a>	
4. About JICA		
Website	<a href="#">Japan International Cooperation Agency (jica.go.jp)</a>	

If the above You Tube link has expired, please access the URL below and search the necessary information from the key word.

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

# Annex

## Country Report

You (accepted candidate) will make a “Country Report Presentation” at the beginning of the course. Please follow the instruction as below to prepare your presentation.

**1. Format: MS Power Point**

Presentation time for each person is for 20-25 minutes.

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

**2. Submission deadline: 8 January, 2026.**

Please submit your PPT in advance to ISHIYAMA Kieko(Ms.) via email:

[Ishiyama.Kieko@jica.go.jp](mailto:Ishiyama.Kieko@jica.go.jp)

**3. What should be included:**

**(1) About yourself**

- a. Affiliation, Title and Role (Name of organization, your position, your responsibilities, etc.)
- b. Overview of your organization (e.g., year of establishment, mandate/mission, location, organizational chart, number of employees)

**(2) Outline of housing problems, housing policies and systems in your country.**

- a. The outline of housing problems and background factors in your country (urban/rural housing)
- b. The outline of housing policy and system in your country, including the relevant laws and regulations. (Main characteristics and issues)
- c. If your country/city has a master/structure plan for the promotion of housing construction and /or urban development, describe its type or characteristics.

**(3) Basic Data on housing situation and its background in your country and capital city/region. (If data cannot be obtained for any of the following items, you may leave blank.)**

a. GDP per capita (US\$)

b. Trends in population, households, housing stock in your country and capital region

	Population		No. of household		Housing stock		Housing stock per household	
	Whole country	Capital region	Whole country	Capital region	Whole country	Capital region	Whole country	Capital region
1980								
1990								
2000								
2010								
Current								

Definition of the Capital Region:

( )

c. Current housing price and rent in the Capital Region (US\$)

		Capital City	Suburban region
Housing for sale	Average Annual household income (a)		
	Average formal house price (b)		
	House price to household income ratio (b/a)		
	Average floor area (m2/ housing unit)		
Rental housing	Average monthly household income (c)		
	Average monthly rent (formal housing) (d)		
	Ratio of rent to monthly household income (d/c*100)		
	Average floor area (m2/ housing unit)		

d. Stock of

(ii) public rental housing

(iii) government corporation rental housing

(iv) rental housing for government employees (number of units)

e. Actual annual housing supply by

(ii) public

(iii) private sectors (average number of units over the past 5 years)

f. Slum improvement projects (average household numbers benefited over the past 5 years)

g. Achievement of public/private housing loan program (total amount of loans in



US\$, average over the past 5 years)

**(4) Your interest and expectation for this course**

- 1) Topics you would particularly like to explore.
  - a. Decarbonization Buildings
  - b. Green Housing Finance
  - c. Affordable Housing
  - d. Others (            )
- 2) Regarding the topic(s) you picked above,
  - a. What are the issues your country/organization currently facing ?
  - b. What are the possible solutions for the above issues ?
  - c. What are the measures already taken ?
- 3) Your expectation and personal goals for this course

END

# 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)

## 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 applicant and supervisor of the applicant*</li> <li>· To be signed by supervisor of the applicant</li> <li>· Official stamp of organization of the applicant is needed.</li> </ul>
<b>Form2. Individual Application Form</b>	Applicant
<b>Form3. Questionnaire on Medical Status and Restrictions</b>	Applicant
<b>Form4. Terms and Conditions, and Declaration</b>	Applicant

\*Supervisor: the head of the department/division of organization of the applicant.

### 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 attach applicant's photograph (data/actual photograph),
- (e) 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,
- (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	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
2. Applicant's signature	Form 2, 3, 4	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
3. Signature of supervisor of the applicant*	Form 1	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
4. Official stamp of your organization	Form 1	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5. Applicant's photo	Form 3	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
6. Relationship with the Military	Form 2	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. Dietary Restrictions	Form 3	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

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

**Note for Applicants from Latin American and the Caribbean Countries:**

- (1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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 applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's 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 the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

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

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

### 3. Course Duration (DD/MONTH/YYYY)

From  /  /  To  /  /

### 4. Country

### 5. Name of Applying Organization

### 6. Name of the Nominee(s)

1)	
2)	
3)	
4)	

### 7. 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.

## 8. 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

--

### 9. Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	Official Stamp	
Name:								
Title / Position								
Department / Division								
Office Address and Contact	Address:							
	Tel:		E-mail:			Fax:		

(If necessary) Confirmation by the organization in charge

**MINISTRY (When this application is through a ministry.)**

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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	Official Stamp
Name:							
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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	Official Stamp
Name:							
Title / Position							
Department / Division							

By Nominator (head of relevant department/division)

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					

Signature	
-----------	--



Application form for the JICA Knowledge Co-Creation Program:

**Form2. 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 applicant's  
photograph  
(data/actual  
photograph)(taken within  
the last six months)

Size: 4.5x3.5cm

**3. Personal Information on Applicant****1) Name of Applicant (as shown in the passport)**

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

**Family Name /Surname****First Name****Middle Name****2) Nationality** (as shown in the passport)**3) Sex** (for VISA application)☐ Male ☒ Female**4) Date of Birth**

Day	Month	Year	Age (as of the date of the form)
-- Select--	-- Select--		-- Select--



### 5) Passport/Visa

Passport possession	-- Select--	Expiry date	Day	Month	Year
USA visa possession	-- Select--	of passport	-- Select--	-- Select--	-- Select--

\*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:		

### 7) Present Position

Organization		
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization	<input checked="" type="radio"/> National Government <input type="radio"/> Local Government <input type="radio"/> Public Enterprise <input type="radio"/> Private (profit) <input type="radio"/> NGO/Private (Non-profit) <input type="radio"/> University <input type="radio"/> Other:	
Number of employees	-- Select--	
Home Page Address		

---

## 8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
-- Select--	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**

part

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

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

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

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

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

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

#### 4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)		
Listening	<input type="radio"/> Excellent <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Speaking	<input type="radio"/> Excellent <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Reading	<input type="radio"/> Excellent <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Writing	<input type="radio"/> Excellent <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)		( )
2) Mother Tongue	( )	
3) Other languages	( )	
	<input type="radio"/> Excellent <input type="radio"/> Good <input checked="" type="radio"/> Fair <input type="radio"/> Poor	

**【Criteria for Assessment of Language Proficiency】**

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 the applicant's plans to apply the lessons learned from this program to the applicant's organization.

**5) Area of Interest and/or your expectation:**

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					



Application form for the JICA Knowledge Co-Creation Program:

**Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION****(Self-Declaration)****1. Present Medical Status**

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

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

- (b Does applicant have any allergies with medicine, food, pollen, etc.?

<input checked="" type="radio"/> NO	<input type="radio"/> 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 applicant had any illness such as heart, hepatic, kidney disease, etc.?

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ( )	

(b) Have applicant or/and the applicant's family members had tuberculosis?

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ( )	

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ( )	

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

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ( )	
Name of medicine taken if any ( )	

## 3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)

If you have any allergies, please provide detailed information to question 1(b)

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Please specify ( )	

#### 4. Other Medical Issues/Conditions

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

--

\* Is applicant pregnant?

<input checked="" type="radio"/> NO	<input type="radio"/> YES
Weeks of pregnancy    -- Select--    weeks	

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant 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.

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

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

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



Application form for the JICA Knowledge Co-Creation Program:

## Form4. TERMS AND CONDITIONS

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

• I understand and fully agree to the following terms and conditions set forth below.

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 below, 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	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

## 1. General Rules

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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
- (11) to observe the rules and regulations at the place of the participants'
- (12) to refund allowances or other benefits paid by JICA in the case of a change in

## 2. Privacy Policy

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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

### (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

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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.