

Bangladesh Water Development Board



পরিচালকের কার্যালয়
প্রশিক্ষণ পরিদপ্তর
পানি ভবন (২য় তলা)
৭২, গ্রীন রোড, ঢাকা-১২০৫
ফোন-০২-২২২২-৩০০২৪



Office of the Director
Directorate of Training
Pani Bhaban (Level-1)
72, Green Road, Dhaka-1205
e-mail: dtetrainingbwdb@gmail.com
Phone: 02-2222-30024

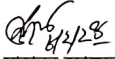
স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২- ৫২

তারিখ: ০৮/০২/২০২৪ খ্রি।

-বিজ্ঞপ্তি-

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, Japan International Cooperation Agency (JICA) এর অর্থায়নে আগামী ২৬/০৯/২০২৪খ্রি. হতে ১৩/০৯/২০২৫খ্রি. তারিখ পর্যন্ত “Issue-focused Training Course on Flood Disaster Risk Reduction (202311702J001)” শীর্ষক প্রশিক্ষণ কোর্স জাপানে অনুষ্ঠিত হবে। বর্ণিত প্রশিক্ষণ কোর্সে বাংলাদেশ পানি উন্নয়ন বোর্ডের ০২ জন (০১ জন মুখ্য ও ০১ জন বিকল্প) সহকারী প্রকৌশলী/ উপ-বিভাগীয় প্রকৌশলী মনোনয়ন প্রদানের জন্য জাইকা হতে অনুরোধ জানানো হয়েছে। প্রশিক্ষণ কোর্সটির কারিকুলাম GRIPS এবং PWRI কর্তৃক মাস্টার্স কোর্স হিসেবে স্বীকৃত। সে পরিশ্রেক্ষিতে আগ্রহী কর্মকর্তাগণকে জাইকা পত্রের নির্দেশনা মোতাবেক নির্ধারিত আবেদন ফরম পূরণপূর্বক এবং চাহিত অন্যান্য তথ্যাদিসহ (০৪ সেট) যথাযথ কর্তৃপক্ষের মাধ্যমে পরিচালক, প্রশিক্ষণ পরিদপ্তর, বাপাউবো, ঢাকা দপ্তরে আগামী ১৪/০২/২০২৪খ্রি. তারিখের মধ্যে প্রেরণ করার জন্য আদেশক্রমে অনুরোধ জানানো হলো। উল্লেখ্য, বর্ণিত কোর্সের ব্যয় জাইকা কর্তৃক বহন করা হবে বিধায় এতে বাপাউবো তথা বাংলাদেশ সরকারের আর্থিক বিজড়ন থাকবে না।

সংযুক্তি: বর্ণনামতে।

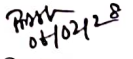

(মোঃ মাহাবুব হোসেন)
উপ-পরিচালক
প্রশিক্ষণ পরিদপ্তর
বাপাউবো, ঢাকা।

স্মারক নং- ৪২.০১.০০০০.০২৯.২৫.৭৪৪.২২-

তারিখ: ০৮/০২/২০২৪ খ্রি।

সদয় অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো।

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- ৩। পরিচালক/তত্ত্বাবধায়ক প্রকৌশলী.....।
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- ৭। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন/অর্থ/পূর্ব রিজিওন/পশ্চিম রিজিওন/পরিকল্পনা), বাপাউবো, ঢাকা।
- ৮। দপ্তর কপি/মাষ্টার নথি।


(প্রতীক রায়)
সহকারী পরিচালক
প্রশিক্ষণ পরিদপ্তর
বাপাউবো, ঢাকা।



অতিরিক্ত মহাপরিচালক (প্রশাসন) এর দপ্তর, পাশাউরো, ঢাকা।	
তারিখ: 23/01	তারিখ: 08/02/28
সি.এ. অতিরিক্ত মহাপরিচালক (প্রশাসন)	

Japan International Cooperation Agency

JICA Bangladesh

3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19)

Gulshan-1, Dhaka-1212, Bangladesh

Tel: + (880) 2) 22229-1897, 22229-1899

৩২৯

03/02/28

JICA (TR) - 008/24

Deputy Secretary

Japan Branch-3

Economic Relations Division (BHD)

Ministry of Finance

Sher-e-Bangla Nagar

Dhaka-1207

১। অমপ (পূর্বাভাস/পরি/প্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/মনি)

January 31, 2024

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Subject: Issue-focused Training Course on Flood Disaster Risk Reduction (202311702J001)

Dear Sir,

1. Announcement of Issue-focused Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan: from September 26, 2024 to September 13, 2025. We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are Assistant Engineer/ Sub Divisional Engineer under Bangladesh Water Development Board, Ministry of Water Resources. The participant is expected to serve the same/similar position for a significant period of time after completion of training.

3. Application

1 (One) seat may be allocated for Bangladesh for this training. We request you to send 2 (Two) applications (one principal and one alternative) by Mar. 26, 2024, in accordance with the selection criteria/qualification described in the G.I. as attached. Please pass the above information to concerned Departments of your Government and request them to send Application Form for each applicant (through ERD) to JICA Bangladesh Office.

Documents to be submitted

1) Application Form:

Application Form is attached for your reference. Please type in the application form as handwriting is not permitted. The Application form is also available in the below link.

https://www.jica.go.jp/bangladesh/english/activities/c8h0vm0000bfgifb-att/appform_kccp.docx

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(Important Notice)

The name of the applicant in the Application Form must be same with the one that appears in his/her passport. JICA will issue air tickets based on the writings of the Application Form. If there are discrepancies between the air tickets and the passport, airlines may not allow him/her to

embark.

2) **Photocopy of the Passport:**

If the applicant already has a passport/NID please submit us the copy of identification page.

3) **Application Materials for GRIPS/PWRI Master's Program:**

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in ANNEX I.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

4) **Inception Report:**

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II II). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

5) **Nominee's English Score Sheet:**

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

6) **Medical History and Examination Questionnaire:**

7) **Gender Consideration:**

JICA is promoting Gender equality. Women are encouraged to apply for the program.

<NOTE> For taking online course, the participants shall meet the following requirements ;

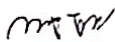
- 1) Participants must be able to prepare communication devices such as PCs and tablets (as well as installation of a web conference system, if any) on their own, or by their organization.
 - 2) Participants must be able to attend the training course from their homes, offices or other appropriate locations, taking into consideration the enough Internet connection environment.
- * JICA will not provide any facility, communication and daily allowance to the participants during the online course period.
 - ** Please refer to G.I for further requirements.

4. Selection Procedures

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies requirements, JICA Bangladesh Office will forward the application to JICA Tsukuba for final selection. Therefore, nomination by the respective Department/Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Nurun Nahar Momo, Assistant Program Officer of JICA Bangladesh (MomoNurunnahar.BD@jica.go.jp) if you have any query.

Sincerely yours,


MIURA Mari
Senior Representative

Attachment:

- ☐ 2 copies of G.I

Copy for information & necessary action:

1. Secretary, Ministry of Water Resources
- ☒ 2. Director General, Bangladesh Water Development Board
3. Additional Secretary (IT & FT Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Flood Disaster Risk Reduction

課題別研修「洪水防災」

JFY 2024

Course NO. 202311702J001

Course Period in Japan: From September 26, 2024 to September 13, 2025

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

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). (GRIPS program: Disaster Management Policy Program (Water-related Disaster Management Course))

Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. **Title (Course No.)**
Flood Disaster Risk Reduction (202311702J001)
2. **Course Duration in Japan**
September 26, 2024 to September 13, 2025
3. **Target Regions or Countries**
Bangladesh, Brazil, Fiji, Indonesia, Mexico, Nepal, Pakistan, Peru
Philippines, Sri Lanka, Timor-Leste
4. **Eligible / Target Organization:**
This program is designed for governmental organizations concerning river management or flood disasters.
5. **Course Capacity (Upper limit of Participants)**
12 participants
6. **Language**
English
7. **Objective(s)**
The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.
8. **Overall Goal:**
The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

9. Output and Contents

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

(1) Preliminary Phase in a participant's home country; <i>Participants make required preparation for the Program in the respective countries.</i>	
	Activities
	Submission of Assignments
	Formulation and submission of Inception Report Presentation Material

(2) Phase in Japan; <i>Participants attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	Basic Concepts of Integrated Flood Risk Management (IFRM): - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM	Lecture
	Urban Flood Management and Flood Hazard Mapping: - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map)	Lecture, Exercise
	Disaster Management Policies A: from Regional and Infrastructure Aspect: - Social system against disasters - Education on basic knowledge for disasters - Policy for infrastructure - Policy making process for disasters	Lecture, Presentation, Discussion
	Disaster Management Policies B: from Urban and Community Aspect: - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety	Lecture, Presentation, Discussion
	Site Visit of Water-related Disaster Management Practice in Japan	Field trip
To be able to	Hydrology:	Lecture

explain basic concept and theory on flood countermeasures including landslide and debris flow	- Climate System and Water Cycle - Hydrological Processes, In-situ Observation and Modeling - Remote Sensing of Hydrology - Water Resources Planning and Management	
	Hydraulics: - Fundamentals - Advection and Diffusion - General transport equations	Lecture, Exercise
	Flood Hydraulics and River Channel Design: - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow	Lecture
	Mechanics of Sediment Transportation and Channel Changes: - Mechanics of sediment transportation - River morphology	Lecture
	Control Measures for Landslide & Debris Flow: - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters	Lecture, Exercise
	Computer Programming: - Programming Language - Numerical Computation	Lecture, Exercise
	Practice on GIS and Remote Sensing Technique: - Geographic Information System (GIS) - Advanced Remote Sensing	Lecture, Exercise
	Practice on Integrated Flood Analysis System (IFAS): - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Advanced Sediment Runoff modeling - Advanced Hydrological Model	Lecture, Exercise
	Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management: - Outline of Socio-economic and environmental aspects - Methodology of risk assessment - Socio-economic impacts of disasters	Lecture

	Practice on Open Channel Hydraulics: - Hydraulic phenomena - Usage of the experimental instrumentation - The methodology of flow discharge measurement	Lecture, Exercise
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	Individual Study: - Formulation of the Master thesis ➢ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program.	Discussion, Presentation

<Structure of the Course>

Topic outline (subject to minor changes)

(1) Preliminary Phase:

After receiving the "Notice of Acceptance", each participant has to make and submit an "Inception Report Presentation Material" and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master's level course work.

(2) Core Phase In Japan:

This program consists of "Lecture", "Exercise", "Discussion", "Presentation", "Field trip" and "Individual study". This course schedule is shown in Fig. 1.

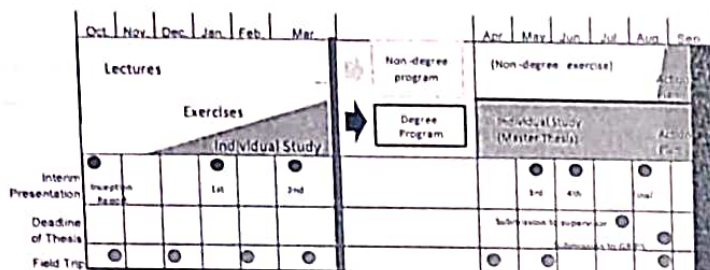


Fig. 1: Course schedule in Japan

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications

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

- (1) be nominated by their governments in accordance with the procedures described in III-4.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IELTS.) (See ANNEX I checklist 5.)
- (6) Health : must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- (7) Between 25 and 42 years of age as of October 1, 2024
- (8) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application:

(1) Application Form:

The Application Form is available at the JICA overseas office (or the Embassy of Japan).

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Application Materials for GRIPS/PWRI Master's Program:

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in ANNEX I.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

(3) Inception Report:

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

(4) Photocopy of Passport:

To be submitted 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.

*Photocopy should include the followings:

Name, date of birth, nationality, sex, passport number and expire date

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 April 5th, 2024)

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) will conduct screenings, and send the documents to JICA TSUKUBA, which organizes this program.
- 2) JICA TSUKUBA will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by the end of July, 2024.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

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 no later than July 26th, 2024.

(*Acceptance Agreement will be sent from GRIPS by e-mail together with the official admission letter soon after this notice of acceptance.)

5. 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.

6. Certificate and Master's Degree

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, "Master of Disaster Management" by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) Center: JICA TSUKUBA Center (JICA TSUKUBA)

(2) Program Officer: Ms. Otome NEMOTO (tbicttp@jica.go.jp)

2. Implementing Partner

(1) International Centre for Water Hazard and Risk Management (ICHARM)

under the auspices of UNESCO, Public Works Research Institute (PWRI)

- 1) URL: <https://www.pwri.go.jp/icharm/index.html>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: training.icharm@pwri.go.jp
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 100 years since its establishment.

(where "81" is the country code for Japan, and "29" is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <https://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) E-mail: admissions@grips.ac.jp
- 5) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

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

3. Travel to Japan

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

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

4. Accommodation in Japan

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

JICA TSUKUBA Center (JICA TSUKUBA)

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

TEL: +81-29-838-1111, FAX: +81-29-838-1119

(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility information of JICA TSUKUBA at its URL:

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

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

5. Expenses:

The following expenses will be provided to the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (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.

The curriculum of this program is approved as a master's degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.

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

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

6. Pre-departure Orientation:

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

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
https://www.youtube.com/watch?v=SLurfKuqrEw	
Part II: Introduction of JICA Centers in Japan	
JICA TSUKUBA	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the presentation slides and to communicate by e-mail.

2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

3. For the Promotion of Mutual Friendship:

JICA TSUKUBA encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

4. Bring Some Cash:

Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

5. More information about JICA TSUKUBA

You can check our location, facility and services on our website and social media.

❖ JICA TSUKUBA website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

❖ JICA TSUKUBA Facebook [<https://www.facebook.com/JICA-TSUKUBA/>]

We post articles about the KOOP on our Facebook page.



END

ANNEX I: Check List / Application Materials for GRIPS/PWRI Master's Program

ANNEX II: Instruction for Inception Report

ANNEX III: Course Schedule (tentative)

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and

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

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



CORRESPONDENCE

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

Further, address correspondence to:

JICA TSUKUBA Center (JICA TSUKUBA)

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

TEL: +81-29-838-1744

Application Materials for GRIPS/PWRI Master's Program

1. The Application Process

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadlines. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

Important notes

- All documents must be in English.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

◆ Please check ☒ whether you have submitted all the necessary documents

1.	Application for admission to GRIPS/PWRI Master's Program (use the designated form) Please paste the photograph or insert the digital image (e.g., JPEG) onto the Application for Admission.	☐
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2.	<u>Two (2) letters of recommendation</u> (use the designated form) Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor. You are required to obtain the letters from your recommenders using the designated form and submit them. Each of your letters must contain both of the two A4 pages provided. <u>Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.</u>	☐
3.	<u>Certificate of employment</u> (use the designated form)	☐
4.	<u>Official transcripts of academic record and graduation/degree certificates</u> You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements. You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents <u>issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.</u> • Official transcripts of academic record Official transcripts should contain the following information: - Name of the degree program/course - Enrollment period - Names of all courses taken and grades received - Grading scale including the maximum grade point/score If you are currently attending a university, please submit your most recent transcript. • Official graduation/degree certificates Official certificates should state <u>the name of your degree and the date the degree was awarded.</u> Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned. If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree. <u>Important notes</u> ➢ Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable. ➢ If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies <u>verified by the university.</u> To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. ➢ If a university cannot issue an official English version of your transcript/certificate, you are required to submit both: - The <u>official</u> transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and - An <u>official</u> verbatim English translation of the document, prepared by an accredited translator.	☐
5.	<u>Official evidence of English ability</u> You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.	☐

	Please note that English test scores are valid for two years from the test date, and therefore, <u>tests must have been taken within two years of the time of enrollment at GRIPS.</u> TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable. <u>How to apply for a waiver of the English language proficiency requirement</u> (There are two categories in our English test exemption policy.) Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland</u> will be automatically exempted from submitting an English test score. Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted <u>entirely</u> in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document. <u>This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.</u> You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.	
6.	<u>Statement of purpose</u> (use the designated form)	☐

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:

<https://www.grips.ac.jp/en/>

<http://www.pwri.go.jp/eindex.html>

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

APPLICATION FOR ADMISSION TO GRIPS/PWRI MASTER'S PROGRAM 2024-2025 (Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.
Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

(30 mm wide x 40 mm high)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2024): _____
Month/Day/Year

4. Gender: ☐ Male ☐ Female

5. Nationality: _____
As written in your passport

6. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? ☐ Central ☐ Regional ☐ Neither)
(Upon admission to GRIPS, ☐ I will be given study leave by my employer. ☐ I will quit my job)

7. Present position, department/section: _____

8. Work address: _____

Postal code: _____ Country: _____

Phone: _____
Country code - complete number

9. Residential address: _____

Postal code: _____ Country: _____

Phone: _____
Country code - complete number

10. Preferred mailing address: ☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields)

Address: _____

Postal code: _____ Country: _____

Phone: _____
Country code - complete number

11. E-mail 1: _____

E-mail 2: _____

ANNEX I Application Materials for GRIPS/PWRI Master's Program

APPLICATION INFORMATION

12. Education History

Tertiary Education

- List the names of the undergraduate and graduate institutions you attended or are currently attending in chronological order.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A-55, B-3, C-0, Excellent-3, Good-10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA	Honors/class/rank/division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			
				years and months			

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of attendance		Duration of schooling
		(from) Month, year	(to) Month, year	
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
--	------------------

* Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation)

13. English proficiency

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

ANNEX I Application Materials for GRIPS/PWRI Master's Program

☐ TOEFL iBT: _____
 Score _____ Month/Day/Year _____

☐ IELTS Academic: _____
 Score _____ Month/Day/Year _____

Other information: ☐ Undergraduate education instructed in English
☐ Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

☐ The USA, the UK, Canada, Australia, New Zealand, or Ireland
☐ Other country

14. List below two persons familiar with your academic and/or professional activities, from whom you have requested letters of recommendation.

1. _____
 Name _____ Position and affiliation _____

2. _____
 Name _____ Position and affiliation _____

15. List your current and previous employment (up to five positions) in reverse chronological order, starting with your most recent position. Exclude part-time work and internship.

Organization, type, & city	Job title and description (maximum 20 words)	Dates	
		(from) Month, year	(to) Month, year

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

 Signature of the applicant

 Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use Application ID

LETTER OF RECOMMENDATION 2024-2025

TO THE APPLICANT: Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name:

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

☐ Daily

☐ Weekly

☐ Monthly

☐ Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall academic ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall professional ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	☐	☐	☐	☐
Intellectual potential	☐	☐	☐	☐
Creativity & originality	☐	☐	☐	☐
Motivation for graduate study	☐	☐	☐	☐

ANNEX I Application Materials for GRIPS/PWRI Master's Program

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. For university professors and instructors only

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

☐

Outstanding

☐

Good

☐

Average

☐

Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

Phone: _____

Country code - complete number

E-mail: _____

Signature: _____

Date: _____

Month/Day/Year

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

CERTIFICATE OF EMPLOYMENT 2024-2025

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application Form.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

Phone: _____ E-mail: _____
Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____
Full name of applicant (as written in his/her passport)has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/YearPresent position,
department/section: _____
Please write "Present" above if the person is on a permanent contract.

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- ☐ I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- ☐ I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing this form:

Name: _____

Position/title: _____

Signature: _____

Date: _____
Month/Day/Year

Please put an official stamp or seal in this space. If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

STATEMENT OF PURPOSE 2024-2025

(You can change the size of the boxes.)

1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)

Inception Report

***for the Knowledge Co-Creation Program (Group & Region Focus)
on "Flood Disaster Risk Reduction"
(JFY 2024)***

Note:

- (1) This report must be submitted with the Application Form for the JICA Training and Dialogue Program. Applicants without this report will be out of the selection.
- (2) This report must be prepared by the applicant himself/herself with the cooperation of the participating organizations.
- (3) This report must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the following format.

1. Please fill your following information.

- (1) Name:
- (2) Organization:
- (3) Present Post:
- (4) Country:
- (5) E-mail:

2. Please fill the following items about your organization and department.

- (1) Mission, Objective, and Role:
What are the Missions/Objectives/Roles of your organization?
- (2) Activities:
What are the activities of your organization to achieve those missions?

3. Please show your organization chart and indicate your position.

Please attach your organization chart.

4. Please explain your job experience related to flood control and water resources in the last 10 years.

** Please add the item according to your situation.*

- (1) Period:
- (2) Organization:
- (3) Position:
- (4) Outline of duties:

5. Please explain issues which you have to solve or any difficulties on your work.

Please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

** Please add the item according to your situation.*

- (1) Technical Aspects: Issues, Difficulties, and Reason
- (2) Organizational/Institutional Aspects: Issues, Difficulties, and Reason

6. In the fields of flood-related disaster mitigation, what topics are you interested in?

Please describe the topics, subjects and the reason why you are interested in those topics

** Please add the item according to your situation.*

7. Please explain your future plans to apply expected results of the program in order to work on projects related flood disaster mitigation after returning to your country.

8. If you have any request, please write down.

END

Course Schedule (tentative) 2024-2025

Year	Date	Program
2024	September	Arrival to Japan
		Briefing at JICA Tsukuba
	October	Early
		2 (Wed)
		Early
		Mid
		Late
	November	1 (Fn) -15 (Fn)
	December	Mid
		29 (Sun)
2025	January	↓
		3 (Fn)
		Late
	February	
		Late
	March	
	April	Early
	May	Early
		Late
	June	Mid
	July	Early
		Late
	August	Early
		Mid
		Mid
	September	

Application Guideline for the JICA Knowledge Co-Creation Program

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

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

Form	Filled by
Form1. Official Application Form	- To be filled by you and your supervisor* - To be signed by your supervisor - Official stamp of your organization is needed
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in English,
- To use "V" or "X" to mark the () options,
- To attach your photographs,
- To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

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

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

**CHECK LIST before submission:**

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



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 DurationFrom

--

 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			
Address			
Office Address and Contact Information	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.

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



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

--

2. Expectation and Future Plan of Actions

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

--

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature

**Form3. INDIVIDUAL APPLICATION FORM**

*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

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	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ 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
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Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses

5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
Describe the issues that your organization/department intends to tackle by participating in this program.

--

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

--

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

--

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

--



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

--

By Applicant

Date

Name and

Title/Position

Signature

--

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

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

☐ No	☐ 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.?

☐ No	☐ 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.?

☐ No	☐ Yes:
	Please specify ()

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

☐ No	☐ Yes:
	Please specify ()

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

☐ No	☐ Yes:
	Please specify ()

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

☐ No	☐ 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?

☐ No	☐ Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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

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

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

By Applicant

Date

Name and
Title/Position

Signature

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

**Form5. TERMS AND CONDITIONS****1. General Rules**

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

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

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Commented [MM美1]: ・遠隔研修の場合、(2)以降の項目が該当しない場合は不要箇所の削除は可能。また、遠隔研修において、3 Copyright Policy の記載内容に加え、遠隔研修内容の録音・録画禁止等について特に追記が必要な場合や研修員以外（オブザーバー等）の参加を認めない場合は加筆修正を可とする。



Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries):

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following:

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.



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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