



বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রশিক্ষণ পরিদপ্তর
পানি ভবন, ৭২, গ্রীন রোড, ঢাকা-১২০৫।
www.bwdb.gov.bd

নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.১৬২

তারিখ: ১৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
০১ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

সাকুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, Japan International Cooperation Agency (JICA) এর তত্ত্বাবধানে আগামী ২৪/১১/২০২৪খ্রি. হতে ১৯/১২/২০২৪খ্রি. তারিখ পর্যন্ত জাপানে অনুষ্ঠিতব্য Additional Allocation to the Group & Region-Focused Training Course on “Sustainable Coastal Protection Measures” (202311707J001) for the Project on Capacity Development for the Implementation of Bangladesh Delta Plan 2100” শীর্ষক প্রশিক্ষণ কোর্সে বাংলাদেশ পানি উন্নয়ন বোর্ড হতে ২(দুই) জন (১জন মুখ্য ও ১জন বিকল্প) সহকারী প্রকৌশলী/উপ-বিভাগীয় প্রকৌশলী মনোনয়ন প্রদানের জন্য জাইকা হতে পত্র প্রেরণ করা হয়েছে। সে প্রেক্ষিতে আগ্রহী যোগ্য কর্মকর্তাদের জাইকা’র পত্রের নির্দেশনা মোতাবেক অনলাইনে যথাযথভাবে আবেদন করত আবেদনের প্রিন্ট কপি অন্যান্য প্রয়োজনীয় কাগজপত্রাদিসহ ০৪ (চার) সেট আগামী ০৪/০৯/২০২৪খ্রি. তারিখের মধ্যে যথাযথ কর্তৃপক্ষের মাধ্যমে প্রশিক্ষণ পরিদপ্তরে প্রেরণের জন্য অনুরোধ করা হলো। উল্লেখ্য, উক্ত প্রশিক্ষণ কোর্সের ব্যয়ভার Japan International Cooperation Agency (JICA) বহন করবে বিধায় এতে বাপাউবো তথা বাংলাদেশ সরকারের কোন আর্থিক বিজড়ন থাকবে না।

সংযুক্তি-বর্ণনামতে।

০১-০৯-২০২৪
মোঃ মাহাবুব হোসেন
উপ-পরিচালক

নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.১৬২/১ (৯)

তারিখ: ১৭ ভাদ্র ১৪৩১ বঙ্গাব্দ
০১ সেপ্টেম্বর ২০২৪ খ্রিস্টাব্দ

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। প্রধান প্রকৌশলী/অতিরিক্ত প্রধান প্রকৌশলী (সকল)..... ;
- ২। অতিরিক্ত প্রধান প্রকৌশল (পুর), প্রশিক্ষণ ও মানব সম্পদ উন্নয়ন এর দপ্তর, বাপাউবো, ঢাকা।;
- ৩। সিএসও টু মহাপরিচালক, মহাপরিচালক-এর দপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড;
- ৪। তত্ত্বাবধায়ক প্রকৌশলী (সকল)..... ;
- ৫। পরিচালক (সকল)..... ;
- ৬। সিনিয়র সিস্টেম এনালিস্ট, কেন্দ্রীয় আইসিটি পরিদপ্তর, বাপাউবো, ঢাকা। (বোর্ডের ওয়েব সাইটে প্রকাশের জন্য আদিষ্টমতে অনুরোধ করা হলো।);
- ৭। নির্বাহী প্রকৌশলী (সকল)..... ;
- ৮। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন), বাংলাদেশ পানি উন্নয়ন বোর্ড এবং
- ৯। অফিস কপি, ।



সকল সংযুক্তিসমূহ:

(১) জাইকার পত্র

০১-০৯-২০২৪

প্রতীক রায়

সহকারী পরিচালক



প্রশিক্ষণ পরিদপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড, ঢাকা।	
ডায়েরি নং: ৪৭৬	তারিখ: ২৯/০৮/২৪
☐ উন্নয়ন/প্রশিক্ষণ	☐ প্রশাসনিক/ব্যবস্থাপনা
পত্র গ্রহণকারী	

Japan International Cooperation Agency

JICA Bangladesh

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

Dhaka-1212, Bangladesh

(880-2) 22229-1897, 22229-1899

JICA (TR) – 147/24

Deputy Secretary

Japan Branch-3

Economic Relations Division (ERD)

Ministry of Finance

Sher-e-Bangla Nagar, Dhaka-1207

১। অমণ (পূর্ব/পশ্চিম/পরি/প্রশাসন/অর্থ)/ প্রঃ প্রকৌঃ (পরি/প্রশাসন)

২।

★ অনুলিপি অবগতির জন্য প্রেরণ করা হলো।

★ বিধি মোতাবেক ব্যবস্থা নিন।

★ পত্রের মর্মানুসারে প্রতিবেদন পেশ করুন।

★ পরীক্ষা করে পেশ করুন।

★ তদন্ত করে মতামত সহ প্রতিবেদন দিন।

★ সুভাম যোগদান করুন এবং কার্যবিবরণী অবহিত করুন।

★ আলোচনা করুন।

August 25, 2024

Subject: Requesting Nomination for the Additional Allocation to the Group & Region-Focused Training Course on "Sustainable Coastal Protection Measures" (2023117071001) for the "Project on Capacity Development for the Implementation of Bangladesh Delta Plan 2100"

Dear Sir/Madam,

1. Announcement of the Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan from **November 24, 2024 to December 19, 2024**. We are enclosing the General Information (GI) booklet on this course for your information and further necessary actions.

2. Recommendation of JICA Bangladesh Office

This training course is designed for government officials who are central/local governmental officers, in charge of coastal protection or have expertise of coastal engineering with practical experiences in the relevant field. Therefore, we recommend Assistant Engineer/ Sub Divisional Engineers (particularly working in coastal zone or designing coastal infrastructures) of Bangladesh Water Development Board (BWDB) under Ministry of Water Resources. The participant is expected to serve in the same/similar position for a significant period 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 **September 13, 2024**, in accordance with the selection criteria/qualification described in *Eligibility and Procedure* section of the GI. Please pass this information to Delta Wing, General Economics Division (GED) of your government and request them to send the application form for each applicant (through ERD) to JICA Bangladesh Office.

We hereby request the Delta Wing of GED to send the application form with forwarding letter to the appropriate Ministry/Department for application keeping others informed including JICA & ERD. Next, please review the filled in application forms and consult with Mr. Md. Rahmatullah Faruque, Project Manager- Capacity Development for the implementation of Bangladesh Delta Plan 2100 to recommend the participants for the training course. This consultation is imperative for applications to be accepted by JICA.

Taking this opportunity, we request BWDB to kindly consult with Dr. Kazumitsu Muraoka, JICA Advisor to BWDB while nominating the participants for the training course. This consultation is imperative for applications to be accepted.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

অতিরিক্ত মহাপরিচালক (প্রশাসন) এর কার্যালয়, ঢাকা।	
ডায়েরি নং: ৩১৮৬	তারিখ: ২৯/০৮/২৪
অতিঃ প্রঃ প্রকৌঃ/অতিঃ প্রঃ প্রকৌঃ/মালউ/পরিচালক, বোর্ড/কপ/সংগো/পৃথল/প্রশিক্ষণ/কম্পিউটার/মি ও রাজস্ব/নিয়ন্ত্রণ/অর্থসংযোগ/উপ-পরিঃ (প্রশাসন)/উপ-পরিঃ (আইন)	
জরুরী/অতি জরুরী/আলোচনা করুন/অন্যোজনীয় ব্যবস্থা নিন/নিখতি পেশ করুন। নথিতে রাখুন।	
পিএ	অতিরিক্ত মহাপরিচালক (প্রশাসন)

After receiving your applications, JICA will accept candidates to attend the training course (please see "4. Selection Procedure" for detailed information). The priority may differ from the GoB's nomination. Therefore, please issue G.O. only after JICA accepts candidates.

Documents to be submitted.

a. Application Form:

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted:

https://www.jica.go.jp/bangladesh/english/activities/c8h0vm0000bfqifb-att/appform_kccp.docx

Please note that the name of the applicant on the application form must be the same as 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 the candidate to embark.

b. Photocopy of the Passport:

If the applicant already has a passport, please submit a copy of the identification page to us.

c. 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.

d. Country & Job Report:

Applicants are requested to prepare Country & Job Report (See VI. Annex) and submit together with the Application Form. Country & Job Report will be used for screening purpose.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guidebooks etc. of the following topics for Job Report / formulation of Coastal Protection plan. (Electronic data are recommended)

- Governmental organization chart
- Coastal Protection plan or related papers, regulations, ordinances, etc.
- General information

Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Finances, Main import, and export products), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes

- Important related organization for implementing coastal protection administration (Other ministries, local government NGOs, etc.)
- Previous and ongoing projects on coastal protection in each country

Applicants are strongly requested to typewrite the Application Form and Country & Job Report. There are many applicants disqualified from the selection because of the illegible letter in those documents.

The Application Form without Country & Job Report shall be regarded as disqualification.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

e. **Medical History and Examination Questionnaire**

f. **Gender Consideration:**

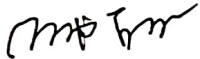
JICA is promoting gender equality. Women are encouraged to apply for the program.

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 the section 3 above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to JICA Okinawa for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance of 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 GI

Copy for information & necessary action:

1. Secretary, Ministry of Water Resources
- ✓ 2. Director General, Bangladesh Water Development Board
3. Additional Secretary (CPT Wing), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000
4. Joint Secretary, Delta Wing, General Economics Division, Planning Commission

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Sustainable Coastal Protection Measures

課題別研修「持続性の高い海岸保全対策」

JFY 2024

Course No.: 202311707J001

Course Period in Japan: From November 24, 2024 to December 19, 2024

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.

JICA Knowledge Co-Creation Program (KCCP)

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

I. Concept

Background

Disaster risk at coastal areas is increasing due to worldwide climate change, especially for countries that have low elevated land and limited land area such as small islands countries. The vital commercial and national assets, essential infrastructure, and populations of most island countries lie in the coastal zone. Therefore Coastal protection is a critical issue for such countries in terms of disaster risk reduction and land conservation.

Beach nourishment is one of the engineering methods for coastal protection that have been widely developed in recent years. One of the strong advantages of the beach nourishment is that it can improve beach use and environment, unlike in case of hard structures such as seawall or rock revetment. The beach nourishment, however, has rarely been applied in the islands countries and most protection works have been done by hard structures that frequently caused additional coastal erosion.

Japan is promoting various countermeasures on coastal protection including both structural and nonstructural measures, and in particular Okinawa Prefecture has similar condition to islands countries so that there are many good lessons in consideration with coastal protection.

For what?

This program is aimed to deepen understanding the significance of coastal protection based on coastal engineering and pragmatic practices in Okinawa (main island and remote island) and Japanese main island for central/local governments and to acquire the capacity for planning, designing and implementing coastal protection including structural (mainly focus on beach nourishment) and nonstructural measures through learning good cases and failures in Japan.

For whom?

This program is designed for central/local governmental officers who are in charge of coastal protection or have expertise of coastal engineering with practical experiences in the relevant field.

How?

Participants shall have opportunities to learn concept and practical knowledge on coastal protection including structural and nonstructural measures through lectures, observations and exercises in the context of disaster risk reduction and management in Japan. In the end of program, they will formulate an action plan describing how to apply knowledge and techniques learnt in Japan and promote coastal protection in each country. This program will deal with not only good but also failure practice Japan has

experienced so that they can gain more practical lessons.

II. Description

- 1. Title (Course No.)**
Sustainable Coastal Protection Measures (202311707J001)
- 2. Course Duration in Japan**
Course Period: From November 24th to December 19th, 2024
Period of Technical Training: From November 26th to December 18th, 2024
- 3. Target Regions or Countries**
Indonesia, Philippines, Fiji, and Marshall Island
- 4. Eligible / Target Organization**
Central / local government in charge of coastal protection or having expertise of coastal engineering with practical experiences.
- 5. Capacity (Upper Limit of Participants)**
13 participants
- 6. Language**
English
- 7. Objective(s)**
Participants will understand the significance of the concept of coastal protection combined both structural and nonstructural measures through learning not only good-practice but also cases of failure on coastal protection in Japan, and how to apply those knowledge and technique in participant countries.
- 8. Overall Goal**
Technical capacity for planning, designing and implementing coastal protection is enhanced in the target countries.

9. Output and Contents

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

Modules	Examples of Subjects/Agendas	Methodology
1) Sharing and discussing current situation in participating countries	• Inception report presentation	Discussion Presentation
2) Understanding disaster risk reduction and coast conservation system in Japan	• Disaster Management System in Japan • Coast Conservation System in Japan • Division of roles between national/local government	Lecture
3) Understanding Structural (mainly focus on beach nourishment) and non-structural coastal protection measures	• Introduction of case of coastal protection in Japan (ex; legislation, project examples, management system, etc.) • Coastal engineering • Several types of coastal protection measures for hard and soft structures • Site visit to representative coasts for gravel nourishment and see present condition	Lecture Observation
4) Understanding the significance of environmental conservation measures (ex; forest and coral)	• Coral protection • Nature conservation • Environment education at school	Lecture Observation
5) Understanding lessons learnt from Japanese experiences In consideration with relationship between development and costal protection	• Lesson learnt from failure on tourism and seawall	Lecture Observation
6) Formulating an action plan for promoting coastal protection in each country	• Discussion with beach management bodies to learn method and structure of implementation • Action plan preparation session • Action plan presentation	Discussion Exercise Presentation

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) Essential Qualifications

- 1) Current Duties: director / deputy director in charge of coastal protection who has expertise of coastal engineering
- 2) Experience in the Relevant Field: have more than three (3) years in the field of above mentioned 1).
- 3) Educational Background: be university graduates or equivalent.
- 4) Language Proficiency: have a good command of English enough to give an oral presentation and write a report in English.
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this training program.
- 2) Those who are tasked with formulating the relevant measures for planning and promoting in this field, in the organizations/associations mentioned above.
- 3) Age: between the ages of twenty-five (25) and fifty (50) years
- 4) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

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

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

(2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) **Country & Job Report:** Applicants are requested to prepare Country & Job Report (See VI. Annex) and submit together with the Application Form. **Country & Job Report will be used for screening purpose.**

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Job Report / formulation of Coastal Protection plan. (Electronic data are recommended)

- Governmental organization chart
- Coastal Protection plan or related papers, regulations, ordinances, etc.
- General information
 - Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Finances, Main import and export products), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes
- Important related organization for implementing coastal protection administration (Other ministries, local government NGOs, etc.)
- Previous and ongoing projects on coastal protection in each country

Applicants are strongly requested to typewrite the Application Form and Country & Job Report. There are many applicants disqualified from the selection because of the illegible letter in those documents.

The Application Form without Country & Job Report shall be regarded as disqualification.

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 September 23, 2024)

(2) Selection

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

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 23, 2024.**

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.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Okinawa Center (JICA OKINAWA)

(2) **Program Officer:** Ms. MATSUBARA Maho (oictp@jica.go.jp)

2. Implementing Partner

NIPPON KOEI CO., LTD

3. Travel to Japan

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

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

4. Accommodation in Japan

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

JICA Okinawa Center (JICA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

Please refer to facility guide of JICA Okinawa at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/index.html>

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

5. Expenses

The following expenses in Japan will be provided by JICA

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

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

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

(4) Expenses for program implementation, including materials.

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

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

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

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the

Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

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

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

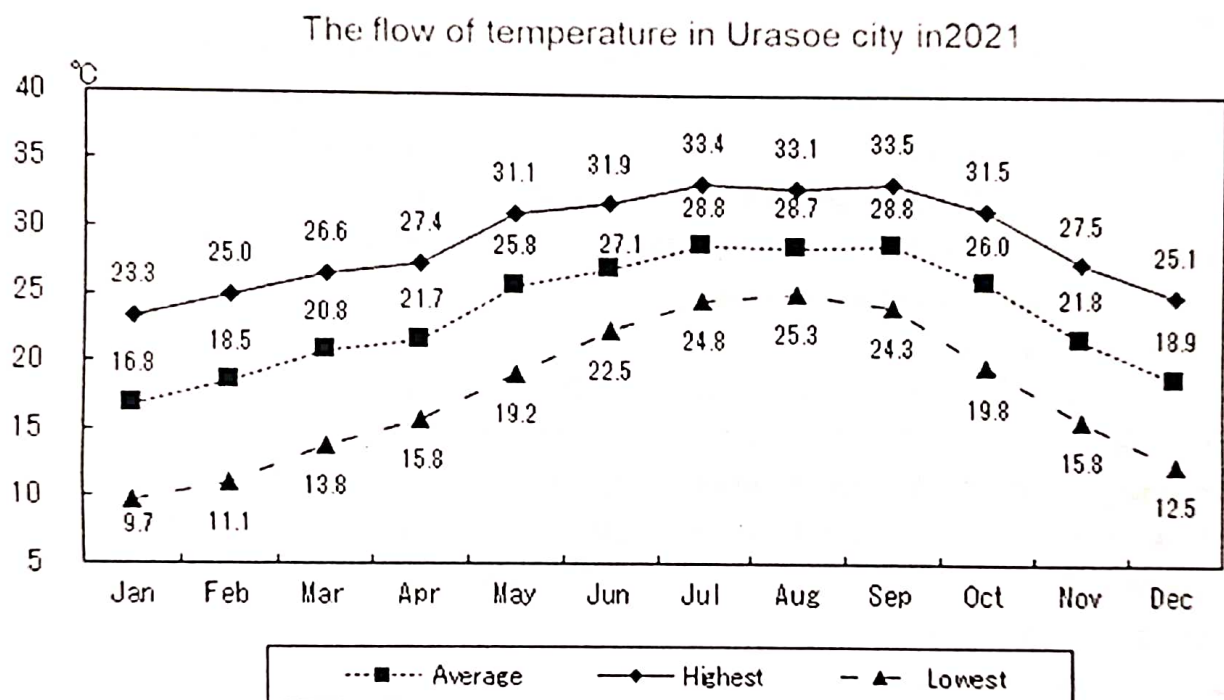
Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following chart is the flow of temperature in Urasoe city where JICA Okinawa is located.



2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, "HALAL" meals for the Muslim and vegetarian meals are available.

Internet connection is available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

JICA Okinawa accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

JICA Okinawa accommodation building has tea lounge, smoking room and laundry room on each floor. Also there is an exercise room, open from 6 am to 10pm.

Iron, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your training program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join.

(3) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

5. Environmental conservation activities in JICA Okinawa

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

(1) Homepage of Urasoe city (where JICA Okinawa is located)

Urasoe city: <http://www.city.urasoe.lg.jp/>

Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture: Okinawa official website (j-server.com)

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

(3) The YouTube channel of JICA : Ichariba Chode (JICA OKINAWA Promotion Video 2013)(Full ver.) - YouTube

(4) More information is available at the reception of JICA Okinawa.

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.



Contact Information for Inquiries

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

JICA Okinawa Center (JICA OKINAWA)

VI. Annex

COUNTRY & JOB REPORT

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report is available at JICA office or the Embassy of Japan in your country.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recommended)

- Governmental organization chart
- Coastal prevention plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to coastal prevention sector
- General information

Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Per Capita GDP, Government Finances, Main import and export goods and services), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes

- Important related organization for implementing coastal prevention administration (Other ministries, local government NGOs, etc)
- Previous and ongoing projects on coastal protection in each country

1. Basic information of the participant

1-1. Full Name	[Family]	[First]	[Middle]
1-2. Country			
1-3. Education & Job record (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title	
	--		
	--		
	--		

2. Country description (Please describe based on the latest sources)

2-1. General Statistics on your country

(Ex.)

- Area, population, GDP/person
- The number of people engaging in relevant fields(especiallycoastal engineering)
- Number of hotels
- Number of world heritages
- Annual visitor arrivals and average length of stay
- Number of tour-guides
- etc.

2-2. Outlines of the present situation of coastal prevention in your country

2-3. Major problems and caused consequences that your country currently faces in coastal protection

3. Job description (Please describe as clearly and minutely as possible)

3-1. Description of your organization

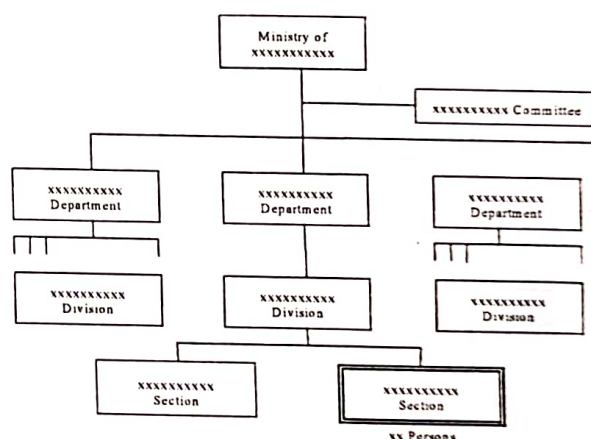
(1) Roles and responsibilities of your organization

(2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

〈Organization Chart Example〉



(3) Problems and caused consequences that your organization currently faces

(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)

3-2. Description of your job in your organization

3-2-1. Present Job

(1) Position	
(2) Main actual activities and their objectives	
(3) Related person or organization activities in (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

3-2-2. Previous Job

(Please describe your previous coastal prevention related job if any. If you have never changed, or your previous job was not related to coastal protection at all, you can skip these items.)

(1) Position	
(2) Main actual activities and their objectives	

(3) Related person or organization activities in (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

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:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

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

1. Course Title (as shown in the GI)

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

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

Date:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			
Office Address and Contact Information			
Address:		Tel:	
		E-mail:	
		Fax:	

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

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

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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

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

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

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

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

Family Name /Surname

First Name

Middle Name

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 required 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.

- 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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

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

4. Portrait Right Policy

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

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

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

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date

Name and
Title/Position

Signature