



Japan International Cooperation Agency
 10th & 13th Floors, DHPL Building,
 No. 42, Navam Mawatha, Colombo - 2, SRI LANKA.
 TEL : (+94)011-2300470 / 2303700
 FAX : (+94)011-2300473 / 2303692
 E-mail : sl_oso_rep@jica.go.jp
 Homepage: <http://www.jica.go.jp/srilanka/english/index.html>
 Facebook : <https://www.facebook.com/jicasrilanka>



April 21, 2023.

Director General
 Department of External Resources
 Colombo 1.

Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
STRENGTHENING SOCIAL HEALTH PROTECTION TOWARDS UNIVERSAL
HEALTH COVERAGE
COURSE NO: 202208268J001

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is from 27th August to 10th September 2023.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight copies of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- ✓ Ministry of Health
 - International Health Division
 - All Provincial Departments of Health

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 14th July 2023.**

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

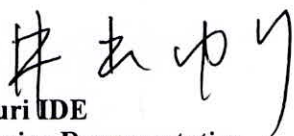
Handwritten notes:
 ID
 JICA -
 per pass n
 MoH webs.
 ↓

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, International Health Division
All Provincial Department of Health
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Strengthening Social Health Protection Towards
Universal Health Coverage**

課題別研修

**「ユニバーサルヘルスカバレッジ達成のための医療保障制度強化」
JFY 2023**

Course No.: 202208268-J001

Course Period in Japan: from August 27, 2023 to September 10th, 2023

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

Universal Health Coverage (UHC) is defined by the World Health Organization as, “ensuring that all people can use the appropriate health services they need without financial hardship.” Moreover, in Sustainable Development Goals(SDGs), achieving UHC including financial risk protection, access to quality essential health care services, and access to safe, effective, quality, and affordable essential medicines and vaccines for all” is titled one of the measure goals.

In countries of the Asian and African region, efforts on building a robust social health protection system have been made to provide the better health care system. However, there are many barriers for the achievement of UHC, for example, coverage to low-income populations, needs for more health care resources, maintaining financial sustainability, measures for disparities among regions in each country and between public and private care providers in the quality and quantity of services. While Japan has established health insurance coverage for all its citizens in 1961 during the early stages of economic development, these complex issues were also faced by the Japanese Government. Hard and continuous efforts to achieve and maintain UHC have been made and are also currently ongoing. While the situations in respective countries may differ, the UHC policy responses made in Japan, and the lessons that could be learned from them can give guidance to countries facing with similar problems. This program is for government officials in Asian and African countries, who take a central role in the decision making for health care policies to ensure access to services (UHC) through health insurance. The course aims to develop capacities to meet the challenges, through analyzing the experiences of Japan, Thailand and current situations in participants' countries and discussing methods to strengthen social health protection systems for UHC.

For what?

This program aims at capacity building through sharing of Japan's and Thailand's experiences and analyses of health policy issues in each participating country. Participants will gain practical knowledge for the development of UHC through health insurance that secure people's fair access to health security.

For whom?

Eligible participants should be director-level officials of central governments and government agencies who are responsible for the policy formulation and management in the field of health insurance, health care provision etc.

How?

In this program, participants would be exposed to several aspects on health system

strengthening, and also Japan, Thailand and other participant's experience including both achievements and challenges on health system strengthening to provide UHC through lectures, field visits, discussions and groupworks in Japan.

II. Description

- 1. Title (Course No.):**
Strengthening Social Health Protection Towards Universal Health Coverage
(202208268-J001)
- 2. Course Duration in Japan:**
August 27 to September 10, 2023 (15 days)
- 3. Target Regions or Countries:**
Cambodia, Cote d'Ivoire, Democratic Republic of the Congo, Gambia, India, Morocco, Nepal, Philippines, Senegal, South Africa, Sri Lanka, Vietnam and Zambia
- 4. Eligible / Target Organization**
This program is designed for government agencies that are responsible for the policy formulation and management in the field of health insurance and health care provision.
- 5. Capacity (Upper limit of Participants)**
15 participants
- 6. Language**
English
- 7. Objective**
By sharing various countries' experiences, the participants will gain basic knowledge of health systems to achieve UHC.
- 8. Overall Goal**
In each country, the policies will be made to achieve universal health coverage.

9. Expected Module Output and Contents

This program consists of the following components.

Preliminary Phase: Please make a short inception report and submit by email before coming to Japan. The format of the inception report is attached in this General Information as Annex 1.

Expected Module Output	Subjects/Agendas *details are subject to change	Methodology
(1) To understand the concept of UHC and describe the current status and challenges in their countries	Lecture about the concept of the framework	Lecture & Discussion
	Introduction of current Healthcare System and UHC in Japan	Lecture & Discussion
(2) To learn and share countries' experiences for achieving and maintaining UHC	Japan and Thailand experiences	Lecture & Discussion
	Each countries' self-analysis	Group work/Exercise
(3) To learn practices of universal health insurance able to explain the characteristics of health care coverage in the participating countries and the differences from and background to their own countries	Lecture about Health Insurance System in Japan - Insurance coverage decision and pricing-	Lecture & Discussion
(4) To propose future responses in their countries based on the above and prepare discussion notes.	Summarizing what the participants learned through this course and make presentations	Presentations & Discussion

< Pre-assignments >

You are required to write the inception report which is explained in Annex 1 and watch some video lectures, read materials and submit questions and comments about them. You will receive detailed explanations about pre-assignments after you are accepted to join the course.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: Director level central government officials and government agencies who are responsible for the policy formulation and management on health insurance/health care provision.
- 2) Experience in the relevant field: Officials, who have worked for the policy formulation and management in the field of health insurance and health care provision for minimum of 3 years.
- 3) Educational Background: be a graduate of university
- 4) Language: be proficient in spoken and written English
*Those who do not reach the required level of English proficiency will be disqualified even after their nomination.
- 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.
- 6) Internet Connection: have the Internet learning environments (devices, software*, and networks) at home or workplace.
*We are planning to use "YouTube" for the assignment. Announcement and management of submission will be done through "Google" services.
"Microsoft PowerPoint" is required for the exercise.
*If you are not able to arrange internet connection or necessary device/ software, please consult with JICA office in your country.

(2) Recommended Qualifications

- 1) **Those who are counterpart of JICA's projects may have higher priority than the others.** Please describe your relationship and responsibility related to JICA's project in Application Form.
- 2) Qualified female candidates are especially encouraged to apply.
- 3) Preferably those who have not participated JICA's program in Japan in the past.

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 application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(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. Procedure for Application and Selection

(1) Submitting 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 **the JICA Center in JAPAN** by July 14, 2023)

(2) Selection:

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

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

(3) Notice of Acceptance:

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 31, 2023.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) to observe the rules and regulations which will be provided by JICA during the course including copyright management of the video and other materials.
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (5) 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),
- (6) not to bring or invite any family members (except for programs longer than one year),
- (7) 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,
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (9) not to engage in political activities, or any form of employment for profit,
- (10) 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",
- (11) 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,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation, and
- (14) 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 Tokyo Center (JICA TOKYO)
- (2) **Program Officer:** Ms. Yoko SADAIE, Ms. Tomoko Fukasawa
(ticthdop@jica.go.jp, Sadaie.Yoko2@jica.go.jp, Fukasawa.Tomoko@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/tokyo/english/office/index.html>
- (4) **Facebook:** <https://www.facebook.com/jicatokyo>
- (5) **YouTube:** Knowledge Co-Creation Program and Life in Japan
<https://www.youtube.com/watch?v=SLurfKugrEw>

2. Implementing Partner

- (1) **Name:** Department of Public Health Policy, the National Institute of Public Health (NIPH)
- (2) **URL:** <https://www.niph.go.jp/en/index/>
- (3) **Remark:** The NIPH under the Ministry of Health, Labour and Welfare provides refresher courses for healthcare personnel and conducts research works in the field of public health which primarily focus on three areas; health policy and management, health promotion and disease prevention, and environmental health.

The Ministry of Health, Labour and Welfare is a ministry responsible for the administration, promotion and development of social welfare, social security and public health.

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 Tokyo Center (JICA TOKYO) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: +81-3-3485-7051 FAX: +81-3-3485-7904 (where "81" is the country code for Japan, and "3" is the local area code) Please refer to facility guide of JICA TOKYO at its URL, https://www.jica.go.jp/tokyo/english/office/index.html
--

If there is no vacancy at JICA TOKYO, 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, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDEBOOK," which will be given before departure for Japan.

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

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/traing/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

V. Other Information

< References >

Reading List

- (1) World Health Organization (2014) Health systems governance for universal health coverage action plan: department of health systems governance and financing. Geneva: WHO
<https://www.who.int/publications/i/item/WHO-HSS-HSF-2014.01>
- (2) World Health Organization (2017) Developing a national health financing strategy. A reference guide. Geneva: WHO
<https://www.who.int/publications/i/item/9789241512107>
- (3) “Annual Health, Labour and Welfare Report” (Ministry of Health, Labour and Welfare, Japan)
<http://www.mhlw.go.jp/english/wp/index.html>
- (4) “Public Health of Japan 2017” (Japan Public Health Association)
http://www.jpha.or.jp/sub/pdf/PHJ2017_web.pdf
- (5) [JICA-Net Library] Health Medical Care System in Japan Second Edition
 - 1) Health and Medical Care System in Japan”
https://www.youtube.com/watch?v=gw8wBb_LIXY
- (6) [JICA-Net Library] “History of Public Health and Medical Systems in Japan”
 - 1) On the path to Good Health
<https://www.youtube.com/watch?v=I7f5EAgkRSA&t=195s> (English)
<https://www.youtube.com/watch?v=SfHMEGzOu2U&t=24s> (French)
 - 2) Protectors of Life
<https://www.youtube.com/watch?v=xFcL1Sk5D1Y> (English)
<https://www.youtube.com/watch?v=hpqxdRbdk9s> (French)
- (7) “Japan health system review” (Asia Pacific Observatory on Health Systems and Policies)
<https://apps.who.int/iris/handle/10665/259941>

VI. Annex 1

The format of the Inception Report (PowerPoint file) will be separately distributed only to accepted candidates after notification of acceptance. The details including the submission date will be informed later as well.

For your information, the contents of the report are shown in Slide 1 and 2 below. Before you prepare the report ,please see the Slide 3 and 4 below which gives you the instruction for the report and other relevant information.

Slide 1

Challenge of Universal Health Coverage in my country

Course:
Country:
Organization:
Name:

Slide 2

Three(3) major challenges of Universal Health Coverage in my country

- 1.
- 2.
- 3.

Slide 3

Instructions for short inception report

- Participants can consider the challenges in their countries from following aspects, such as Financial protection, Equity, Quality, Services, Resilience etc.

*Participant will conduct situation analysis of each country during the course, according to those aspects.

Notes

- This inception report will be shared by other participants during the course.
- On Day 1, participant introduce this report within 5 minutes, each. (Participant would be asked to summarize in their presentation, regardless of the volume of inception report.)

Slide 4

[References]

To maximize your learning -informative indicators (not compulsive, for those interested in)

- Following key indicators of UHC in each country are informative
 - Coverage of essential health services (SDG 3.8.1)
<https://www.who.int/data/gho/data/themes/topics/service-coverage>
 - Catastrophic health spending (and related indicators)(SDG 3.8.2)
<https://www.who.int/data/gho/data/themes/topics/financial-protection>

Other useful information

Demography and health state

(e.g. Total population, % of population <=15 years old, >=65 years old, Maternal and Infant mortalities, Life expectancy, 5 major causes of death)

Related information to COVID-19

(e.g. Mortality, Vaccination rate, response to vulnerable people)

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 Tokyo Center (JICA TOKYO)

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

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



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	<ul style="list-style-type: none"> · 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	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

*If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) an civilian organization but with military personnel or a military division within the organization
- (YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment



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
---------------------------	---------------	----------	----------	----------

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



3. Other Medical Issues/Conditions

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

* Are you pregnant?

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

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

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

I understand and accept that this questionnaire will be checked for my health care 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 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 identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(3) Security Notice

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

***Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
 1. To provide the KCCP to Participants.
 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
 3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※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 scope approved by each copyright holder.
If the participants apply to the KCCP, the participants shall also comply with terms of use of copyrighted works 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 for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).



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