



E ทุนวิจัยกสสส

๑๑/๒๐๑๑

บันทึกข้อความ

ส่วนราชการ สำนักบริหารทรัพยากรบุคคล ส่วนพัฒนาทรัพยากรบุคคล โทร.๐ ๒๒๔๑ ๓๒๓๗ โทร ๒๖๑๕

ที่ สบค ๑๗๘๘๓

วันที่ ๒๓ กันยายน ๒๕๖๒

๐๓/๒๐๑๑

เรื่อง ทุนรัฐบาลญี่ปุ่น

สงท.๖๘๑๘/๒๕๖๒

เรียน ผส.บอ. และ ผส.ขป. ๑ - ๑๗

ด้วยรัฐบาลญี่ปุ่นเสนอให้ทุนเพื่อส่งเจ้าหน้าที่สมัครเข้ารับการฝึกอบรมหลักสูตร Practical Methodology for Flood Control Planning and River Basin Management in Asia Region ระหว่างวันที่ ๑๙ มกราคม ๒๕๖๓ ถึงวันที่ ๑๕ กุมภาพันธ์ ๒๕๖๓ ณ ประเทศญี่ปุ่น โดยผู้สมัครรับทุนฝึกอบรมจะต้องมีคุณสมบัติตามที่รัฐบาลญี่ปุ่นกำหนด ดังต่อไปนี้

๑. ต้องสำเร็จการศึกษาระดับปริญญาตรีหรือเทียบเท่าในสาขาวิชาที่เกี่ยวข้องกับหลักสูตร
๒. เป็นเจ้าหน้าที่ที่มีประสบการณ์ในการทำงานเกี่ยวกับ Water Related Disaster Risk Reduction, Flood Control หรือ River Basin Management เป็นเวลามากกว่า ๓ ปี
๓. มีอายุระหว่าง ๒๘ - ๕๐ ปี
๔. มีความรู้ความชำนาญในพูดและเขียนภาษาอังกฤษเป็นอย่างดี โดยต้องมีผลคะแนนการทดสอบภาษาอังกฤษที่เทียบเท่า TOEFL IBT ที่ได้คะแนนไม่ต่ำกว่า ๑๐๐ คะแนน หรือมากกว่า
๕. ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือระหว่างประเทศ

ในการนี้ จึงขอให้หน่วยงานของท่านพิจารณาเสนอชื่อข้าราชการในสังกัดที่มีคุณสมบัติเหมาะสมตามที่กำหนดสมัครขอรับทุนดังกล่าว จำนวน ๑ ราย โดยขอให้ผู้สมัครรับทุนกรอกรายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑ ติดรูปถ่าย ขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป) และ แบบ ผอ ๑๔๒ พร้อมส่งสำเนาผลการทดสอบภาษาอังกฤษที่มีผลคะแนนผ่านตามเกณฑ์ที่กำหนด ส่งให้ฝ่ายฝึกอบรมภายนอกและจัดการความรู้ ส่วนพัฒนาทรัพยากรบุคคล สำนักบริหารทรัพยากรบุคคล ภายในวันศุกร์ที่ ๑๑ ตุลาคม ๒๕๖๒ เพื่อเตรียมผู้สมัครรับทุนไว้ล่วงหน้า และรวบรวมเสนอรายชื่อผู้สมัครเสนอกรมพิจารณาคัดเลือกต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการภายในระยะเวลาที่กำหนด

(นายแอนน ก้านสังวอน)

ผส.บค.

เรียน ผอ.ส่วนฯ ผอ.ช.ภาคฯ ฝ่ายบริหารทั่วไป

เพื่อโปรดพิจารณา หากมีผู้สมัครคุณสมบัติตามที่กำหนด จำนวน ๑ ราย ประสงค์จะสมัครรับทุนดังกล่าว โปรดส่งเอกสารสมัครให้ครบถ้วน มายังฝ่ายบริหารฯ ภายในวันที่ ๗ ตุลาคม ๒๕๖๒ เพื่อดำเนินการต่อไป.

(นางจันทิภา ทุมวงษา)

ผสท.บ๒๕ กย. ๒๕๖๒

แบบกรอกประวัติผู้สมัครทุนรัฐบาล.....
 หลักสูตร..... ณ ประเทศ..... ระหว่างวันที่.....

ของสำนัก/ กอง.....	ประเภทการณที่ เกี่ยวข้องกับสาขาวิชาที่ สมัครรับทุน	ประโยชน์ของฝึกรวมที่สมัครรับทุนที่มีต่องานหรือตำแหน่งที่ดำรงอยู่
หน้าที่ความรับผิดชอบในงานปัจจุบัน(ระบุเป็นข้อ ๆ ให้ชัดเจน)		

หมายเหตุ : กรุณากรอกรายละเอียดสำหรับผู้รับทุนไปศึกษา / ฝึกรวม และดูงาน ณ ต่างประเทศ (ครั้งล่าสุด)
 ไปศึกษา / ฝึกรวม และดูงาน หลักสูตร..... รวมระยะเวลา ปี เดือน วัน
 ระหว่างวันที่ เดือน พ.ศ. ถึงวันที่ เดือน พ.ศ. ณ ประเทศ.....
 ด้วยทุน.....
 ๑.ขอรับรองว่าประโยชน์ของการศึกษาที่สมัครรับทุนที่มีต่องานหรือตำแหน่งที่ดำรงอยู่
 ๒.ขอรับรองว่ามีผู้ปฏิบัติงานเพียงพอไม่เสียหายกับทางราชการและไม่มีการขออัตราค่าจ้างเพิ่ม
 (ลงชื่อ) ผู้กรอกข้อมูล
 (.....)
 ตำแหน่ง (ลงชื่อ)..... มอ.สำนัก/กอง
 วันที่ (.....)
 วันที่

แบบพิมพ์ทุน 1
สำนักงานความร่วมมือเพื่อ
การพัฒนาระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและด้วยจริง)

ส่วนที่ 1: แหล่งผู้ให้ทุน/หลักสูตร

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่สำนักงานความร่วมมือ
เพื่อการพัฒนาระหว่างประเทศ
ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว
 มีสิทธิ์สอบ ไม่มีสิทธิ์สอบ
.....

ส่วนที่ 2: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ.....email :.....
บุคคลที่ผู้สมัครรับทุนประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ชื่อ (นาย/นาง/นางสาว)..... นามสกุล.....
Name (Mr./Mrs./Miss)..... Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว..... นามสกุล.....
Name (Mr./Mrs./Miss)..... Surname.....
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: โสด สมรส อื่นๆ.....
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ 4: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านสำนักงานความร่วมมือเพื่อการพัฒนาระหว่างประเทศ (เฉพาะ 2 ครั้งสุดท้าย) คือ

1. แหล่งผู้ให้ทุน.....เพื่อไป ศึกษา ฝึกอบรม สัมมนา อุตสาหกรรม ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ถึง ประเทศ.....

1. แหล่งผู้ให้ทุน.....เพื่อไป ศึกษา ฝึกอบรม สัมมนา อุตสาหกรรม ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ถึง ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์การ/รัฐบาลอื่นหรือไม่

ไม่อยู่ระหว่างการสมัครรับทุนอื่น

อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ 5: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่สำนักงานความร่วมมือเพื่อการพัฒนา
ระหว่างประเทศได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หาก
ปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....

(.....)

...../...../.....

I. Concept

Background

"Investing in disaster risk reduction for resilience" was emphasized as Priority 3 on "Sendai Framework for Disaster Risk Reduction 2015-2030", which was adopted in the third UN World Conference for Disaster Risk Reduction held in Sendai, 2015. To achieve this priority action for water-related disaster, it is essential to promote investment for flood control and river basin management (=DRR investment) based on practical knowledge as well as technical justification for flood control and river basin management. The purpose of the program is to obtain/improve practical skills and sense for planning and implementation of flood control and river basin management in respective countries, through learning knowledge and experience on flood control and river basin management in Japan with actual cases and model rivers such as Tone River. After returning to their countries, participants are expected to apply the knowledge obtained through the program and eventually acquire the ability to formulate and implement comprehensive river basin management plan including river maintenance policy, river maintenance plan and non-structure measures.

For what?

This program aims to obtain/improve practical skills and sense for planning and implementation of flood control and river basin management

For whom?

This program is offered to officials at Ministry or governmental agency who are responsible for planning, implementation and maintenance for flood control and river basin management.

How?

Participants shall have opportunities to enhance practical skills and knowledge for planning, implementation and maintenance for flood control and river basin management. The program offers lectures, practices and site-visits on flood control and river basin management in accordance with actual process of Japan's cases. At the end of course, participants will prepare a Course Review Report draw upon the methodologies and ideas acquired in Japan.

II. Description

- 1. Title (J-No.): Practical Methodology for Flood Control and River Management in Asia Region(201984479J002)**
- 2. Course Period in JAPAN:**
January 19th to February 15th, 2020
- 3. Target Regions or Countries:**
Sri Lanka, Fiji, Myanmar, Thailand, Viet Nam, Bangladesh, India, Afghanistan
- 4. Eligible / Target Organization:**
Ministry or Agency in charge of planning for flood control and river basin management
- 5. Course Capacity (Upper limit of Participants) :**
14 participants
- 6. Language to be used in this program:**
English
- 7. Course Objective:**
To obtain / improve practical skills and knowledge for planning and implementation of flood control and river basin management.
- 8. Overall Goal:**
 1. To learn the basic theory on flood control
 2. To learn the concrete ideas and methodologies on flood control with actual cases in Japan.
 3. To learn the concrete ideas and methodologies on river basin management including non-structural measures as integrated flood management plan.
 4. To practice on flood control and river basin management planning.

Expected Module Output and Contents:

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

<p>(1) Preliminary Phase in a participant's home country (From December 2019 to January 2020)</p>	
<p>Inception Report Writing</p>	<p>•After accepted, each participant is required to prepare an <u>Inception Report</u> on damages and countermeasures/plans for flood control in the participant's country in accordance with the instructions provided with the notice of acceptance. Inception Report must be submitted by <u>December 25th, 2019</u></p>
<p>(2) Core Phase in Japan (From January 19th, 2020 to February 15th, 2020) Participants attend the Program implemented in Japan. This phase consists mainly of lectures, practices and side-visits which contribute to capacity building of participants on planning and implementation of flood control and river basin management.</p>	
<p>Expected Module Output</p>	<p>Contents</p>
<p>1. To learn the basic theory on flood control</p>	<p><u>Flood control: Planning theory in own organization</u></p>
<p>2. To learn the concrete ideas and methodologies on flood control with actual cases in Japan</p>	<ul style="list-style-type: none"> - Flow of planning, location setting of flood control point - Character of river basin and river bed, sediment dynamism for flood control - Character of river basin and river bed, sediment dynamism for flood control - Runoff and inundation analysis, flood discharge and basic high-water discharge - Combination of flood control facility and allocation plan of basic high-water discharge, design high-water discharge - How to decide high-water level (HWL), river channel planning, and principles of river bank planning and other considerations for facility planning - Social and Environmental Considerations - Project implementation process (budget, implementation structure etc.) - Fundamental philosophy for sequence of flood control facility construction, project evaluation and selection of the flood control plan
<p>3. To learn the concrete ideas and methodologies on river basin management including non-structural measures as</p>	<p><u>River basin management: Involvement of stakeholders such as other related ministries for DRR mainstreaming</u></p> <ul style="list-style-type: none"> - DRM(Disaster Risk Management) and

integrated flood management plan	<p>DRR(Disaster Risk Reduction)</p> <ul style="list-style-type: none"> - Land use regulation and urban planning Methodology on flood forecast and warning, flood fighting, evacuation, timeline.
4. To practice on flood control and river basin management planning.	<ul style="list-style-type: none"> - Workshop for actual implementation and methodology in respective countries. - Draft, present and discuss Course Review Report for improvement of planning and implementation on flood control and river basin management in participants' countries.

<Other contents to be offered: International trends related to flood control>

- Climate Change Countermeasures
- Economic analysis, Macro economy related to DRR, SDGs(Sustainable Development Goals).

*Please note that those listed components are subject to change.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project 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: Officers at Ministry or governmental agency in charge of planning, implementation and maintenance for flood control and river basin management
- 2) Job Experience: has a working experience over three (3) years in the field of water related disaster risk reduction, flood control or river basin management.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL IBT 100 or more (This program includes active participation in discussions, which requires high competence of English ability. Please attach



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Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Practical Methodology for Flood Control Planning and
River Basin Management in Asia Region
課題別研修「アジア地域における治水計画策定と流域管理の実務」
JFY 2019

NO. 201984479J002 / ID. 1984479

Course Period in Japan: From January 19th to February 15th, 2020

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

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

an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

- 1) Age: be between the ages of twenty-eight (28) and fifty (50) years.
- 2) Gender Consideration: JICA is promoting Gender equality.
Women are encouraged to apply for the program.

3. Required Documents for Application

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

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

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: November 13, 2019

Note: Please confirm the closing date set by the respective country's JICA office or Japanese Embassy to meet the final date in Japan. Late applications are not considered for selection.

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of

Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 6, 2019**.

5. Document(s) to be submitted by accepted candidates:

Inception Report -- to be submitted by **December 25, 2019**:

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information will be provided with the notice of acceptance.) The Inception Report should be submitted by e-mail to the respective country's JICA office (or the Embassy of Japan) by **December 25, 2019**.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tsukuba

(2) Contact: Ms. Miki Nishioka (tbicttp@jica.go.jp)

2. Implementing Partner: Under planning

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

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

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba Center (JICA Tsukuba)

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

TEL: 81-29-838-1111 FAX: 81-29-838-1776

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

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Tsukuba at its URL,

http://www.jica.go.jp/english/about/organization/domestic/pdf/tsukuba_facility.pdf

5. Expenses:

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

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

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

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

(4) Expenses for program implementation, including materials

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.

6. Pre-departure Orientation:

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

V. Other Information

1. Computer:

Participants are required to bring their own laptop/notebook computers for workshop and preparation of Course Review Report, and for communication by e-mail. **Please note that most of text materials will be provided electronically.** Participants will not receive printed copies. If participants wish to refer to the materials during the program, they need to bring their own computers.

2. Relevant data and statistics in your country:

Participants should collect and bring data and information of their countries in the relevant field for preparing Action Plan and presentation slides.

3. Certificate:

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

4. Allowance:

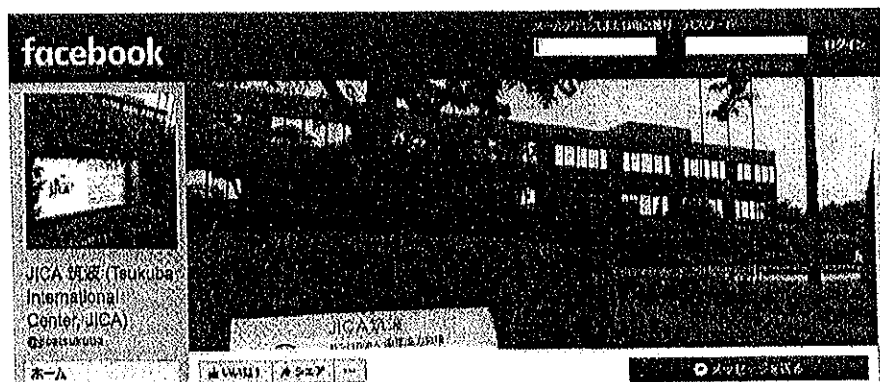
Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days.

5. More information about JICA Tsukuba

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

- ◇ JICA Tsukuba website (<https://www.jica.go.jp/tsukuba/english/office/index.html>)
- ◇ JICA Tsukuba Facebook (<https://www.facebook.com/jicatsukuba>)

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.





The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group and Region Focus)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying. The applicants for KCCP (Group and Region Focus) are required to fill in every item. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**.



- (d) fill in the form in English,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

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 that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:



- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.



International Cooperation Agency

CONFIDENTIAL

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	1		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position		Official Stamp	
Department / Division			



(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.



3) **Future Plan of Actions:** Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) **Selection of the Nominee:** Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.



(to be completed by the Nominee)

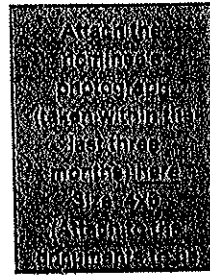
NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)

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2. Number: (Please write down as shown in the General Information) (required)

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3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

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Middle Name

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2) Nationality (as shown in the passport)				5) Date of Birth (please write out the month in English as in "April")			
				Date	Month	Year	Age
3) Sex	() Male	() Female					
4) Religion							

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<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 ()		

8) Outline of duties: Describe your current duties

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9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:



Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education) (required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> 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.



6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge. If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation,
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through this application form 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 an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.

2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.



In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:



1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

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

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy (months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ()
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
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3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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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.

Date	Signature
	Print Name