

No.13/4/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 23rd June, 2025.

TRAINING CIRCULAR

Subject:- **In-person Knowledge Co-Creation Program on “Administration and Management of Water Supply Services (B)” from 9th to 22nd November, 2025 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on “Administration and Management of Water Supply Services (B)” from 9th to 22nd November, 2025 in Japan** under the Technical Assistance Programme with India. The programme is intended for administrators who are responsible for management of water services in water supply utilities or national/local government. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Japan**, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs :

- (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) **An Inception Report**.
- (iv) A photocopy of the **Passport**.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 07.08.2025 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
Email- pankaj.gangwar@gov.in
chourasia.anil@nic.in

.....2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].


(**Pankaj Gangwar**)

Under Secretary to the Govt. of India
Tele: 23095082

1. Joint Secretary (Admn.), Ministry of Rural Development, Krishi Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Housing & Urban Affairs, Nirman Bhavan, New Delhi.
3. Joint Secretary (Admn.), M/o Drinking Water & Sanitation, Pandit Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].

संख्या.13/4/2025- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

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नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 23 जून, 2025 ।

प्रशिक्षण परिपत्र

विषय:- जापान में 9 से 22 नवंबर, 2025 तक "जल आपूर्ति सेवाओं के प्रशासन और प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 9 से 22 नवंबर, 2025 तक "जल आपूर्ति सेवाओं के प्रशासन और प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम उन प्रशासकों के लिए है जो जल आपूर्ति उपयोगिताओं या राष्ट्रीय/स्थानीय सरकार में जल सेवाओं के प्रबंधन के लिए जिम्मेदार हैं । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।
- (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
- (iii) एक स्थापना रिपोर्ट ।
- (iv) पासपोर्ट की एक फोटोकॉपी।

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 07.08.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5082,
ईमेल- Pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से आर्थिक कार्य विभाग, वित्त मंत्रालय की वेबसाइट www.dea.gov.in "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), ग्रामीण विकास मंत्रालय, कृषि भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन)), आवास और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन)), एम / ओ पेयजल और स्वच्छता, पंडित दीनदयाल अंत्योदय भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली।
4. भारत सरकार के सभी मंत्रालयों/विभागों के संयुक्त सचिव (प्रशासन)।
5. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

एमओएफ की वेबसाइट पर अपलोड किया जाएगा
[\[https://mofapp.nic.in/training/default.aspx\]](https://mofapp.nic.in/training/default.aspx).

Knowledge Co-Creation Program (Group and Region Focus)

Administration and Management of Water Supply Services (B)



Course Number: **202413565J001**

Course Period: **November 9- November 22, 2025**



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

How do we supply safe and stable drinking water?

Gain insight to an essence of the basic human rights and the foundation for a healthy life more practical, more interactive, more inspirational from the experiences of Japan.

Outline

This Program is offered to administrators who are responsible for management of water services in water supply utilities or national / local government to learn about Japanese practice in water supply administration and technologies through mutual learning process.

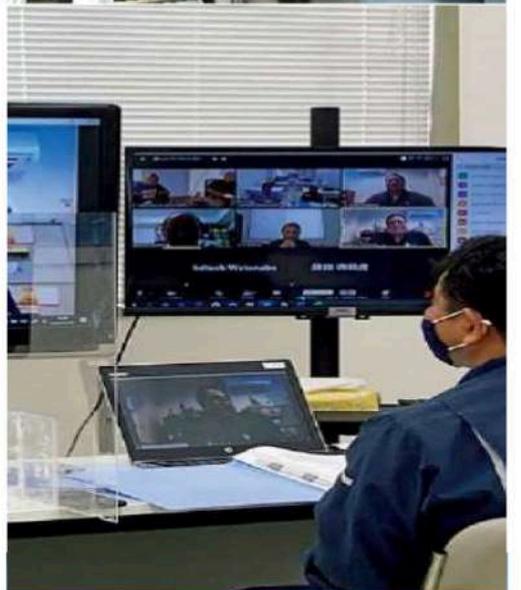
This is a joint program with “Capacity Enhancement Training on Water Supply Management” for Japanese engineers and administrators from water utilities in Japan. Overseas participants will work closely with Japanese participants in lectures, field visits and group discussions during the course.

The sessions will be held face-to-face in Japan.

All sessions are carried out in English.

The period of the program is from November 9 to November 22, 2025.

Course Capacity:7participants



JICA Knowledge Co-Creation Program (KCCP)

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

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For What?

Background

Access to safe water is an essential part of the basic human rights and the foundation for a healthy life, however, developing countries are still facing lack of access to this essential commodity. To counter this situation, the Sustainable Development Goals (SDGs) - was adopted by the United Nations in 2015, which includes a goal set on water supply (Goal 6) that aims to “ensure availability and sustainable management of water and sanitation for all.”.

Objectives

The above mentioned challenges are partly because of the lack of the human resources for the administration and management of water supply systems. For this reason, JICA offers this Knowledge Co-Creation Program in order to enhance the capacities of the administration officers of water supply services.

To Whom?

Job Areas and Organizations

This Program is offered to administrators who are responsible for management of water services in water supply utilities or national / local government.

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

Targeted Countries

INDIA, JORDAN, LAOS, PALESTINIAN AUTHORITY, RWANDA, SOUTH SUDAN, UGANDA

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

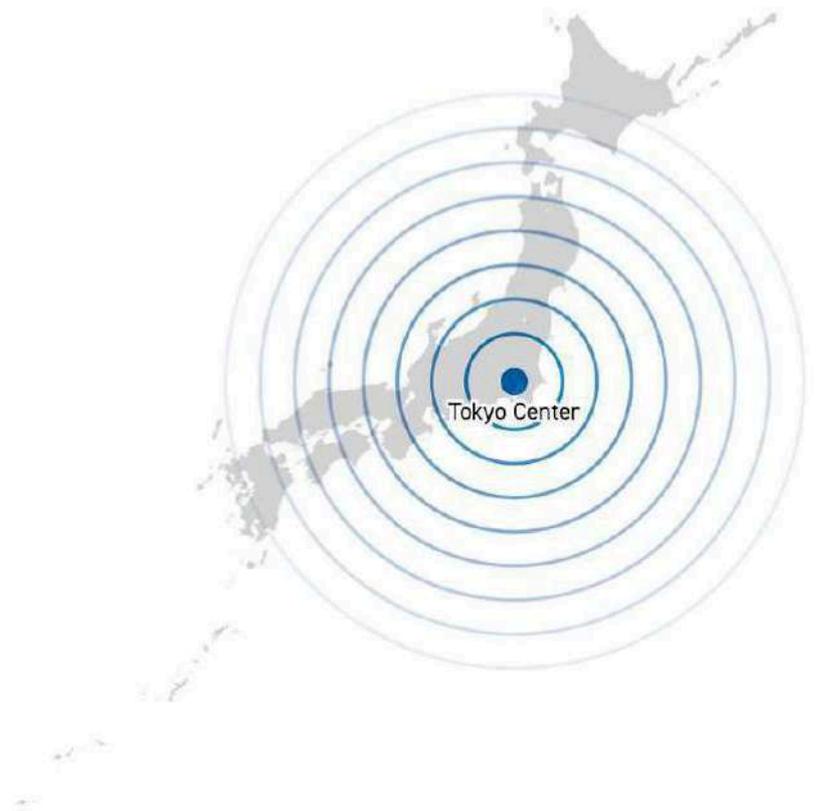
When?

Program Period

From November 9 to November 22, 2025.

Where?

This course is carried out totally face-to-face in Japan, organized by JICA Tokyo Center. You can enjoy not only the learning experience with other participants from all over the world, but also the cultural one through your stay in Japan



How?

How to Learn

- Lectures & Q&A Session
- Presentations & Discussions
- Field Visits
- Workshops



Study



Experience



Discuss



Interact



Present

Language

English

Commitment to the SDGs



Program Structure

1. Course Objective:

This program aims to understand water supply administration, management, operation and maintenance in Japan; in particular, water quality control, measures against non-revenue water and water supply standards, in order to clarify the future challenges and draft improvement plan on the feasible basis.

2. Expected Module Output and Contents:

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

(1) Preparation in participants' home countries (October to November, 2025) Participating organizations make required preparation for the Program in the respective countries.		
Modules	Activities	
To identify and define work-related problems on water supply administration beforehand	For all nominees Deadline: <u>22th August (Fri), 2025</u>	To formulate and submit " <u>Inception Report</u> " *This report will be used as one of the nominees' screening materials. (*See Annex 1.)
	For accepted participants Deadline: <u>24th October (Fri), 2025</u>	To formulate and submit " <u>Inception Report Presentation</u> " (*See Annex 2.)

(2) Course in Japan (9 th November to 22 th November, 2025) Participants dispatched by their organizations attend the program in Japan.	
Module1: Each Countries' Situations	
Objective	Contents
To find and prioritize issues to promote better management of water supply services through sharing information on current situations and major issues in the participating countries by presentations, workshops and other contents	Presentation Inception Report Lecture JICA's Cooperation in Water Supply Sector University and Human Resource Development in Developing Countries
Module2: Current Situations in Japan	

Objective	Contents
To find and prioritize issues to promote better management of water supply services through understanding water supply administration, management and operation in Japan	<p>Lecture</p> <ul style="list-style-type: none"> Outline of Water Supply in Japan Overview of Japan's Water Utilities Water Supply Facilities in a City <p>Site Visit</p> <ul style="list-style-type: none"> Advanced Water Purification Plant, Intake Weir, Water Resources Area, Reservoir, Water Supply System Control Center
<i>*Module3 to Module5 is the key element of this course.</i>	
Module3: Water Quality	
Objective	Contents
To have clear understanding on Water Safety Plan and prioritize issues on water quality management	<p>Lecture</p> <ul style="list-style-type: none"> Water and Health, Water Safety Plan Video program: "Water and Our Life" <p>Group Work / Discussion</p> <ul style="list-style-type: none"> Water Safety Plan
Module4: Non-Revenue Water	
Objective	Contents
To have clear understanding on water leakage and water theft and prioritize issues on non-revenue water	<p>Self-study Lecture</p> <ul style="list-style-type: none"> Measures against Non-Revenue Water Sound Management of Water Finance <p>Group Work / Discussion</p> <ul style="list-style-type: none"> Customer Service Center Sound Management of Water Finance <p>Hands-on Training</p> <ul style="list-style-type: none"> Leakage Detection Training <p>Site Visit</p> <ul style="list-style-type: none"> Water valve manufacturer, Plumbing work(interruption-free water supply design)
Module5: Better Management	
Objective	Contents
To have clear understanding on monitoring and other Operations & Maintenance and prioritize issues on administration and management	<p>Lecture</p> <ul style="list-style-type: none"> Performance Indicators Sound Water Management Water Supply Works Management Plan Human Resource Management Management of Customers <p>Site Visit</p> <ul style="list-style-type: none"> Customer Service Center
Module6: "Improvement Plan"	

Objective	Contents
To make “Improvement Plan” to tackle issues after participants go back to their home countries that are found and prioritized in the course	Group Work (3) “Elaborating Improvement Plan” Presentation of Improvement Plan

3. Planned Schedule:

Date		Time			Module	Contents
9-Nov	Sun					Arrival in Japan
10-Nov	Mon	10:00	~	12:00	-	Briefing Session
		13:00	~	14:00	-	Program Orientation
		14:10	~	15:10	1	JICA's Cooperation in Water Supply Sector
		15:20	~	16:20	6	Human Resource Development in Developing Countries/Joint meeting with JICA Long-term Training course
		16:45		17:25	-	Welcome Party
11-Nov	Tue	9:00	~	9:30	1	Overview of Japan's Water Utilities
		9:30		11:55		Presentation of City Report by Japanese engineers and administrators
		13:00	~	16:00		Inception Report Presentation
		16:10	~	16:20	6	Orientation on Preparation of Improvement Plan
12-Nov	Wed	09:30	~	11:30	2	Outline of Water Supply in Japan
		13:00	~	15:00	5	Sound Water Management
		15:10	~	16:10		Performance Indicators (PIs)
13-Nov	Thu	09:00	~	11:00	5	Water Supply Works Management and Accounting
		11:00	~	12:00		Human Resource Development
		13:00	~	16:00		Management of Customers (about Water Service Business)
14-Nov	Fri	10:30	~	11:30	2	Water Supply Facilities in Fuji City



		12:10	~	12:50		No.13 Water Resources Area at Iwamatsu
		12:50	~	13:35		Iwamatsu 2nd Service Reservoir
		13:35	~	15:00		Water System Control Center
15-Nov	Sat					
16-Nov	Sun					
17-Nov	Mon	10:00	~	12:00	2	Akigase Intake Weir
		13:00	~	15:00		Asaka Water Purification Plant
18-Nov	Tue	9:30	~	10:00	3	National Institution for Environmental Studies
		10:00	~	12:00		Water and Health / Water Safety Plan (incl. Video Show: Water and Our Life)
		13:00	~	15:30		Group Work / Realization of supply of safe water through water safety plan
19-Nov	Wed	09:00	~	10:00	4	Measures Against Non Revenue Water (NRW) and Water Supply Management
		10:00	~	14:00		Sound Management of Water Finance (Financial Statements and Cash Flow Analysis) Group work/Discussion
		15:00	~	17:00		Water pipe installation utilizing technology of a Japanese company (interruption-free water supply design)
20-Nov	Thu	10:00	~	12:00	4	Visit to a water valve manufacturer
		13:00	~	16:00		Leakage detection hands-on training
21-Nov	Fri	09:00	~	12:00	6	Improvement Plan Presentation
		13:30	~	14:30		Improvement Plan Presentation
		15:00	~	16:00	-	Evaluation Meeting
		16:00	~	17:00	-	Closing Ceremony
22-Nov	Sat					Departure

The Schedule is subject to change without prior notification.



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.

In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section 2 as shown below.

2. Nominee Qualifications

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

【Remarks】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

(1) Essential Qualifications

1) Current Duties:

Current title shall be executive officers or senior administrative officers in charge of water services in offices and agencies of national / local governments responsible for administration and management of water services or water supply utilities (public or private corporations)

2) Experience in the Relevant Field:

Have sufficient experience (over 10 years' experience is preferred) in the field of water supply administration .

3) Educational Background:

Be a graduate of university

4) Career Expectation:

Be expected to proceed their careers in the water supply field

5) Language Proficiency:

Have a high level of English proficiency which is equal to TOEFL iBT 77-78 or more. (Please attach an official certificate for English proficiency such as TOEFL, TOEIC, etc., if possible).

6) **Health:** must be in good health to participate in the program. 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

Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

(1) **Application Form:**

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

(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) Inception Report: to be submitted with the application form.

This report will be used as one of the nominees' screening materials.

(*See Annex 1. "Inception Report")

***Water Supply Service Information Sheet (in Excel format, See attachment):
to be submitted as attachment of the inception report.**

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 TOKYO Center by **August 22th, 2025** through respective JICA overseas offices.)

(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 September 19th, 2025.**

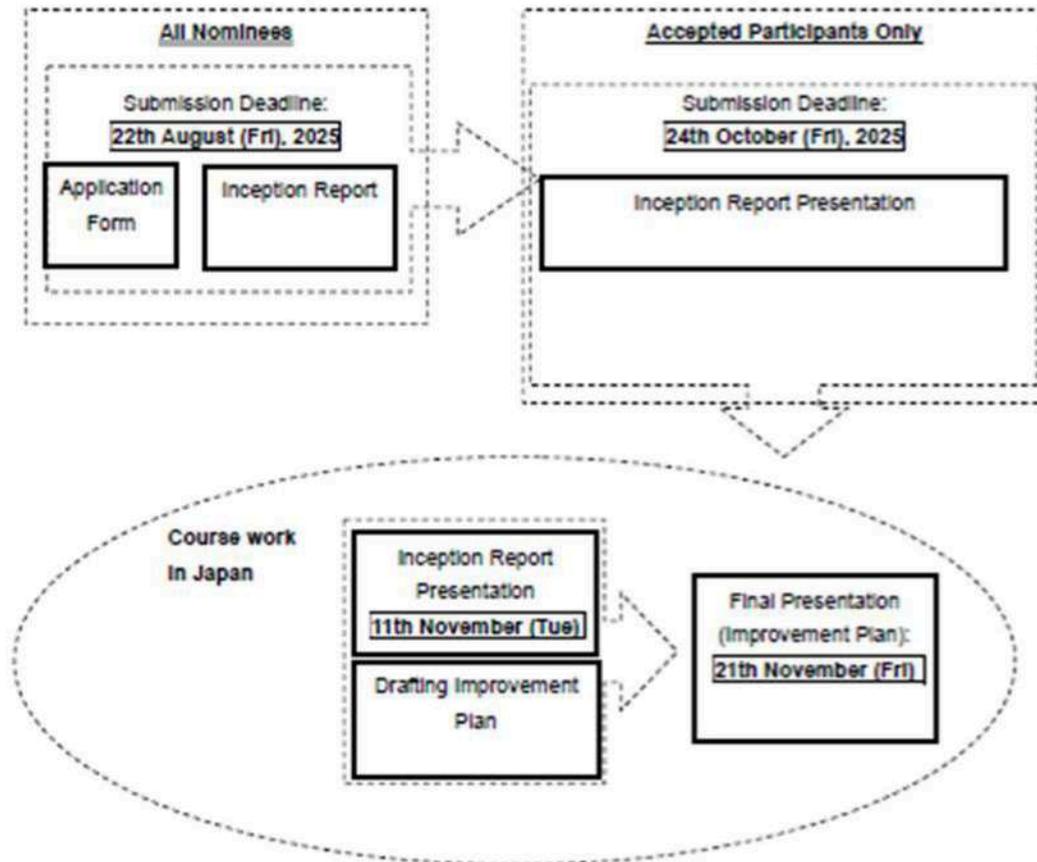
5. Document(s) to be Prepared by Accepted Participants:

The accepted participants are expected to make **visual materials for their "Inception Report Presentation"** and submit them to Kondo.Tadasu@jica.go.jp (JICA



Tokyo Program Officer) by **24th October (Fri), 2025**

The accepted participants are expected to deliver a presentation regarding “Inception Report” at the beginning of the course in Japan (November 11th, 2025). Each participant has about 15 minutes for the presentation including Q&A session (*See Annex 2. “Inception Report Presentation”)



6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than 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 "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
<https://www.jica.go.jp/tokyo/english/office/index.html>
 - (2) **Program Officer:** Mr. KONDO Tadasu (Kondo.Tadasu@jica.go.jp)
-

2. Implementing Partner

- (1) **Name:** Japan International Corporation of Welfare Services (JICWELS)
 - (2) **URL:** [What's JICWELS | International Welfare Corporation JICWELS](#)
-

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 travelling time outside Japan will not be covered.
-

4. Accommodation in Japan

JICA will arrange the following accommodations 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 accommodations 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 GUIDE BOOK,” which will be given before departure for Japan.

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

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

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.

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

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

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

7. Reference

PDF: KENSU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8hovm0000011i07-att/guide_en.pdf

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

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



Website: JICA for Sustainable Water Resources Management and Water Supply

<https://www.jica.go.jp/english/activities/issues/water/index.html>

▪ Annex 1

«**For ALL Nominees – With Application Form**»

1. Inception Report:

- by 22th August (Fri), 2025

(1) What is “Inception Report”?

All nominees are required to submit “Inception Report” with Application Form to the respective countries’ JICA offices (or Embassies of Japan). This report will be used as one of the nominees’ screening materials.

(2) Why do we need “Inception Report”?

The role of “Inception Report” is to share the present issues of water supply administration related to participants’ organization with other participants and lecturers. Moreover, “Inception Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of participants’ professional careers, present challenges and expectation toward the program.

(3) Contents of “Inception Report”

“Inception Report” should be typewritten in **English** on A4 size paper. It is highly recommended to include graphs, figures and maps in your report.

Inception Report should include the following 9 topics about the individual water supply utility or national / local government which the nominee belongs to. Please make sure to describe the contents based on these 9 topics:

1. **Outline of Water Supply Services**
2. **Water Supply Service Levels**
3. **Management of Water Quality**
4. **Reduction of Non-Revenue Water**
5. **Accounting system of Water Supply Service**
6. **Major Recent Achievements in Improvement of Water Supply Services**
7. **Recent Challenges to Improvement of Water Supply Services**
8. **Expectations toward Japan**
9. **Expectations toward the Program**

(4) Format of “Inception Report”

Please refer to the next page.

Water Supply Service Information Sheet (in Excel format, See attachment):

Please fill out this sheet and submit as attachment of your inception report.

Inception Report

Country:

Organization:

Name

1. Outline of Water Supply Services

1-1. Legal Basis of Water Supply Services

(What kind of laws and regulations are Water Supply Services based on?)

1-2. Demarcation of Water Supply Services

(Which ministry is in charge of what kind of field of water?)

1-3. Main Actor of Water Supply Utilities

(e.g. In Japan, most water utilities are public bureau under local government.)

1-4. Mission/Vision of Water Supply Utilities

1-5. Your Mission/Vision in your organization

2. Water Supply Service Levels

2-1. Main Performance Indicators (PI)

Coverage area	(sq. km)
Population Served	
Collection ratio	(%)
Production capacity	(m ³ /day)
Supply duration	(hr/day)
Supply pressure	
Non-Revenue Water	(%)
Water quality	
Staff number	
Number of connections	
Staff/1,000 connections	(people/1,000connections)

2-2. Any Monitoring by Performance Indicators (PI)

3. Management of Water Quality

3-1. Current Situation and Major Challenges/Problems

3-2. Current Actions against Those Challenges/Problems

3-3. Any Achievements

3-4. Water Quality Standards for Drinking Water

3-5. Monitoring System or Plans for Safety of Drinking Water in Your Organization /
Regulatory Body / Independent Institution /Others

3-6. Implementation of Water Safety Plans* or Similar Efforts

(* Water Safety Plans: refer to the following URL and review before
participating in the Course,

URL: [Water safety plan manual \(WSP manual\) \(who.int\)](#))

4. Reduction of Non-Revenue Water

4-1. Current Situation and Major Challenges/Problems

4-2. Current Actions against Those Challenges/Problems

4-3. Any Achievements

4-4. Constitution of NRW (If you have the data, please fill in the table)

Authorized consumption	Revenue water	Billed authorized consumption	(m3 /year) (%)
	Non-Revenue Water (NRW)	Unbilled authorized consumption (ex. fire fighting, cleaning)	(m3 /year) (%)
Water losses		Apparent losses (Unauthorized consumption (i.e. Illegal use), Customer metering inaccuracies)	(m3 /year) (%)
		Physical losses (Leakage)	(m3 /year) (%)

4-4. Situations about Leakage Detection Measures (DMA etc.)

5. Accounting system of Water Supply Service

5-1. Water Tariff in your Organization

5-2. Balance Sheet of your Organization

5-3. Profit and Loss Statement of your Organization

(*[Public Utilities] (1) Profit and Loss Account

(2) Capital Income and Expenditures of your Organization)

(* You can check the case of Tokyo in the chapter 4 "Financial System and Future Financial Management" of this file.

URL: http://www.waterprofessionals.metro.tokyo.jp/pdf/wst_02.pdf)

6. Major Recent Achievements in Improvement of Water Supply Services/Management

7. Recent Challenges to Improve Water Supply Services

8. Expectations toward Japan

8-1. Expectations toward Japanese Government and JICA

8-2. Expectations toward Japanese Water Utilities

8-3. Expectations toward Japanese Private Companies

9. Expectations toward the Program.

9-1. Expectations of your supervisors toward your participation in the program.

9-2. Your expectation; Any comments and requests are appreciated.

END.

▪ Annex 2

«**For Accepted Participants-After receiving Acceptance Notification**»

1. “Inception Report Presentation”: -by 24th October (Fri), 2025

(1) What is “Inception Report Presentation”?

The accepted participants are expected to **bring visual materials for their “Inception Report Presentation” in their USB flash drive** (Attachment 2). Participants will have to give presentations based on “Inception Report” at the beginning of the course in Japan. Each participant has about 15 minutes for the presentation including Q&A session.

(2) Requirements of “Inception Report Presentation”

Regarding the visual materials for “Inception Report Presentation”, it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants (Microsoft Power Point with less than 15 slides).

(3) Format of “Inception Report Presentation”

Accepted applicants will receive the Power Point format to follow for the presentation with the notification of acceptance to the program.

(4) JICA Report “Japan’s Experiences on Water Supply Development”

JICA has summarized comprehensive report on waterworks history and development in Japan. This report covers governance and regulations for water supply, water supply system, water quality management, non-revenue water (NRW) management, finance and tariffs, and so on. This report should be helpful for you to understand whole picture of waterworks in Japan.

Please refer to following URL and read it before your departure.

[Japan’s Experiences on Water Supply Development](#) | [What We Do - JICA](#)

2. **Assignments:** - by 24th October (Fri), 2025

*If you do not work for a water supply utilities, please submit data from any other water supply utilities in your country.

(1) Self-Learning: “Measures Against Non-Revenue Water and Water Supply Management”

- Watch the lecture video (80 minutes) and provide your comments and questions using Microsoft Forms.
- Complete and submit the “Simple Practice to Identify Your Present Situation and NRW Project Effect” Excel sheet.

Note: The URLs of the lecture video and Microsoft Forms, and Excel sheet will be provided with the acceptance notice.

(2) Submission of Financial Statements

In the lecture on “Sound Management of Water Finance (Financial Statements and Cash Flow Analysis)” on Day 6, we will analyze financial statements and cash flows from each water utility. Please submit the following financial statements for **the past five years (at least for three years)**:

- Balance Sheet
- Profit and Loss Statement
- Cash Flow Statement

Note: If you are unable to submit the above documents, or if your organization has financial statements for fewer than three years, please let us know.

«***For Accepted participants – At the end of the course in Japan***»

2. Improvement Plan:

(1) What is “Improvement Plan”?

By the end of this Knowledge Co-Creation Program in Japan, all participants are required to formulate “Improvement Plan”. The plan should focus on something you may carry out upon returning to your organization in the next 6 months to 1 year, based on your Problem Analysis Matrix. Also it should be referred to the knowledge and skill which you have gained during this course. (Please do not extract from existing national plans/on-going plans when you prepare this draft of improvement plan.) Therefore, “Improvement Plan” should be both concrete and practical. Participants are expected to make the plan by using the existing human and financial resources in your organization in the most efficient and effective way.

(2) Why do we need “Improvement Plan”?

The role of “Improvement Plan” is to apply the gained knowledge from the course to your own actual situation upon return to your country. The preparing process itself will help participants turn their ideas into feasible actions to improve the current situation.

(3) Contents of “Improvement Plan”

“Improvement Plan” should focus on how to address challenges and to set one specific goal. The detail of how to formulate the “Improvement Plan” will be explained during the course. And the final version of the “Improvement Plan” will be elaborated through discussions with other overseas participants and Japanese experts during the program in Japan.

(4) Format of “Improvement Plan”

Accepted Participants will receive the example of the improvement Plan with the notification of acceptance to the program.

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs(DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

**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

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】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					

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

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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



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.?

<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 the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: (_____) <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>
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2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____)
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(c) 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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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify (_____) Name of medicine taken if any (_____)
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3. Other Medical Issues/Conditions

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

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* Are you pregnant?

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