

No.13/3/2025-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 16<sup>th</sup> June, 2025.

**TRAINING CIRCULAR**

Subject:- **In-person Knowledge Co-Creation Program on “Smart City Approach to Solve Urban Issues” from 20th November to 8th December, 2025 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on “Smart City Approach to Solve Urban Issues” from 20th November to 8th December, 2025 in Japan** under the Technical Assistance Programme with India. The programme is intended for the central and local government officials who are in charge of Smart Cities and urban development. 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) 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 15.09.2025 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](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto: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, 16<sup>th</sup> 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](http://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 Housing & Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Road Transport & Highway, Transport Bhavan, Parliament Street, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16<sup>th</sup> 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>].

Knowledge Co-Creation Program (Group and Region Focus)

# Smart City Approach to Solve Urban Issues



Course Number: 202411653J001

Course Period: November 20- December 8, 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.

都市課題解決のためのスマートシティアプローチ



# How do we Realize an effective smart city?

Gain insight to an essence of sustainable  
regional development  
more practical, more interactive,  
more inspirational  
from the experiences of Japan.



# Outline



This program is designed for the management and implementing level personnel in smart city planning or urban planning and related governmental organizations to learn about Japanese practice in smart city.

The sessions will be held face to face and will include discussion with other participants.

All sessions are carried out in English.

The period of the program is from November 20 to December 8, 2025.

Course Capacity: 14 participants



## **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?

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## Background

Cities in developing countries are undergoing rapid urbanization and this poses numerous urgent challenges in terms of infrastructure, basic services, economy, health, education, security, and natural resources, among others. In addressing these challenges, while also ensuring sustained and inclusive economic growth; social and cultural development; and environmental protection, improvement of the city management is vital. Smart cities - urban management practices utilizing ICT and urban data - are increasingly drawing attention to their potential to transform how cities provide infrastructure and basic services, enhance citizen participation, strengthen city governance, and enable leapfrogging evolution.

Smart City approach is one of the approaches to solve urban issues. To realize Smart City, it is necessary to consider how to solve urban issues by various perspectives such as policies, economics, and technologies. Urban issues consist of multi sectors such as mobility, energy, health care, and solid

waste and require management among many stakeholders. This program will offer fieldwork and case studies based on Japanese Smart City experiences. Participants will visit related ministries and cities and learn Japanese examples of Smart Cities in order to realize Smart Cities in ASEAN and other countries.

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## Objectives

Participants obtain skills and knowledge to support sustainable urban development through Smart Cities in ASEAN and other countries in the future.

# To Whom?

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## Job Areas and Organizations

This program is designed for the central and local government officials who are in charge of Smart Cities and urban development.

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

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## Targeted Countries

Mongolia (1), Bhutan (1), India (1), Brazil (1), Jordan (1), Egypt (1), Ethiopia (1), Uganda (1), Albania (1), Azerbaijan (1) and Four ASEAN countries chosen by ASEAN secretariate (4)

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

# When?

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## Program Period



From November 20, 2025  
to December 8, 2025

# Where?

organized by JICA Yokohama Center.  
The Program will be implemented mainly in Yokohama, Tokyo. Also Field trip to other region is planned.

This course is carried out face to face,

# How?

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## How to Learn

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

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## Language

English

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## Commitment to the SDGs



# Tentative Program Structure

## Day 1

Program orientation

Clarifying issues and opportunities concerning smart city in home country

Sharing the Country Report and Assessment Sheet

(Pre-work, before the course period)

## Day 2

- Lecture: Introduction of Smart City in Japan (Science, Technology and Innovation Cabinet Office, Government Japan)
- Lecture: Initiatives on Smart City promotion in Japan (Ministry of Land, Infrastructure, Transport and Tourism )
- Lecture: Data infrastructure development (Digital Agency)
- Discussion

## Day 3

- Weekend

## Day 4

- Weekend

## Day 5

- Public Holiday

## Day 6

- Participation of Asia Smart City Conference

## Day 7

- Participation of Asia Smart City Conference

## Day 8

- Lecture: Data utilization -Case of 3D City Model( Ministry of Land, Infrastructure, Transport and Tourism)
- Example of Private Sector Initiative Smart City Promotion (MURC)
- Discussion

## Day9

- Lecture and Site Survey of Zero Emission City (Yokohama City)
- Lecture and Site Survey of mobility (Macnica, Yokohama Partner Company)

## Day10

Weekend

## Day11

Weekend

## Day12

Move from Tokyo to Utsunomiya

- Lecture and Site Survey of Local government's Smart City approach method focused on Network Compact City (Utsunomiya City)

## Day13

Move from Utsunomiya to Tokyo

- Lecture:Local government's Smart City approach method (Kakogawa City)

## Day14

Move from Tokyo to Odawara

- Lecture and Site Survey:Local government's Smart City approach method (Odawara City)

Move from Odawara to Tokyo

## Day15

- Lecture on Smart City from implementing partner

## Day16

- Drafting Action Plan

## Day17

Weekend

## **Day18**

Weekend

## **Day19**

- Presentation of action plans and project ideas
- Q&A, General Discussion
- Closing Ceremony

## Management Members

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### Instructors (more to be confirmed)

Course Leader  
To be determined

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Members  
To be determined

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### Coordinator

To be determined

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### Program Officer

#### Mr. ISOBE Ryosuke

Japan International Cooperation Agency (JICA)  
YOKOHAMA Center

Message: Hello, friends! Have you ever experienced struggling with Smart City planning and operation? In this program, we focus on Smart City as a key of the contribution by government officials to solve challenges in urban city development. Let's gain a new perspective on your work through discussions with the lecturers and other participants. I look forward to meeting you!



# Voice

## Past Program Alumni Comments

 Mr. ALVES FERREIRA JUNIOR Claudio  
Brazil

My experience in Japan was incredible both personally and professionally. I was able to learn more about how Smart Cities initiatives have been developed with practical examples and through important guidelines necessary for their implementation. It was also possible to make professional contacts with Japanese companies and consultants, as well as colleagues from other countries who work on the same topic as me. It was possible to learn from some experiences in other countries that can be useful in my work.

Personally, learning in loco about Japanese culture was extremely enriching. Through cuisine, museums, urban spaces I could know and, mainly, through the people I had contact with, it was possible to see how attentive the Japanese people are.

I can safely say that I return to my country with ideas to improve my work and with great affection for the countries I had contact with during the course.



**Ms. POL Chan Reasey**

Cambodia

It was a great pleasure to join this program. Providing the opportunity to learn about the concept of smart city in Japan. Amount on the lecture and discussion during the course, I can assume that the Smart City project is not all about highly advanced technology, creating a modern infrastructure, or adapting a high standard of application, it is all about the purpose of creating a city that is more convenience to the resident. We as policy makers and practitioners should know about the demands of the people in the region, and the condition of the region and gain public trust from the local people. We cannot change the world but we can create a comfort zone for our nation through smart city projects.



# Eligibility and Procedures

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## 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.
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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: be a government or local government officer who is in charge of promoting Smart City initiatives
- 2) Experience in the Relevant Field: have more than 10 years' experience in the field of urban planning or urban development. The person who have more than 3 years' experience in Smart City policy is preferable.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency
- 5) Technical Requirements :

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.

- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## (2) Recommended Qualifications

- 1) Age: between the ages of thirty (30) and fifty (50) years
- 2) 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.

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## 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
  - \* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
  - \*The following information should be included in the photocopy:  
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by September 29, 2025)

### (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. If JICA Center would consider the contents of Application Form is not enough to select the appropriate candidates, JICA Center may ask to complement the contents of Application Form or to have an interview. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 17 2025.**

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## 5. Additional Document(s) to Be Submitted by Accepted Candidates

Country Report and Assessment Sheet to be submitted by November 7, 2025  
Accepted candidates are required to prepare a Country Report (Please read Annex "Country Report" for detailed information.) and Assessment Sheet (Please read Annex "Assessment Sheet" for detailed information.) before their departure. The Country Report and Assessment Sheet should be sent to JICA by November 7, 2025, preferably by e-mail to [yicct1@jica.go.jp](mailto:yicct1@jica.go.jp)

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## 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

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Yokohama Center (JICA YOKOHAMA)
  - (2) Program Officer: Mr. ISOBE Ryosuke ([yicctt1@jica.go.jp](mailto:yicctt1@jica.go.jp))
- 

## 2. Implementing Partner

- (1) Name: To be determined
- 

## 3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
  - (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time to outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
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## 4. Accommodation in Japan

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

A hotel near JICA Yokohama Center and JICA Yokohama Center

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## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](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.

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

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9lSYcTY">https://www.youtube.com/watch?v=v2yU9lSYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WlQSDjI">https://www.youtube.com/watch?v=m7l-WlQSDjI</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	<a href="https://www.jica.go.jp/sapporo/english/office/index.html">https://www.jica.go.jp/sapporo/english/office/index.html</a>
JICA Hokkaido (Obihiro)	<a href="https://www.jica.go.jp/obihiro/english/office/index.html">https://www.jica.go.jp/obihiro/english/office/index.html</a>
JICA Tohoku	<a href="https://www.jica.go.jp/tohoku/english/office/index.html">https://www.jica.go.jp/tohoku/english/office/index.html</a>
JICA Tsukuba	<a href="https://www.jica.go.jp/tsukuba/english/office/index.html">https://www.jica.go.jp/tsukuba/english/office/index.html</a>
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>
JICA Yokohama	<a href="https://www.jica.go.jp/yokohama/english/office/index.html">https://www.jica.go.jp/yokohama/english/office/index.html</a>
JICA Hokuriku	<a href="https://www.jica.go.jp/hokuriku/english/office/index.html">https://www.jica.go.jp/hokuriku/english/office/index.html</a>
JICA Chubu	<a href="https://www.jica.go.jp/chubu/english/office/index.html">https://www.jica.go.jp/chubu/english/office/index.html</a>
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>
JICA Chugoku	<a href="https://www.jica.go.jp/chugoku/english/office/index.html">https://www.jica.go.jp/chugoku/english/office/index.html</a>
JICA Shikoku	<a href="https://www.jica.go.jp/shikoku/english/office/index.html">https://www.jica.go.jp/shikoku/english/office/index.html</a>
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>
JICA Okinawa	<a href="https://www.jica.go.jp/okinawa/english/office/index.html">https://www.jica.go.jp/okinawa/english/office/index.html</a>

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

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

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## 7. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-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](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



# Other Information

## Annex

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### Country Report

#### Information and Data on Smart City of your Country

Accepted applicants are expected to fill the form and submit it with the Application Form to JICA office in your country.

Country: \_\_\_\_\_

Name: \_\_\_\_\_

1. About your organization
  - (1) Roles and responsibilities of the organization
  - (2) Organization chart
  - (3) Your responsibilities
    - a) Your post
    - b) Outline of the job you are in charge of
  
2. Overview of Smart City status/activities
  - (1) Introduction of characteristics of your country and city including statistical data of urban area
  - (2) The outline of policy, organization, system (such as ecosystems, laws and regulations), technology, and operation of smart city in your country/City
  - (3) Summary of smart city related activities practiced in your country/City
  
3. Problem/Issues to be addressed
  - (1) The issues and problems regarding promotion of Smart City including issues you are currently tackling (ex. organizational mechanism, Vision, Finance, Smart Technology, Data Management, stakeholder engagement, etc.,)

- (2) The causes and backgrounds of the issues and problems
- (3) Your idea to address the above-mentioned issues and problems
- (4) Specific issues and problems you would like to study through this program.

#### Format

- (1) Report (MS PPT file)

Should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 10 pages.

- (2) Presentation (MS Power Point presentation)

The presentation time will be 10 minutes.

#### (Note)

- It is advisable that the report and the presentation be made with wealth of charts and pictures.
- The presentation should focus on “Section 4. Problem/ Issues to be addressed.” You need to avoid the presentation on just the mere introduction of your country.

## Assessment Sheet

The details how to write Assessment Sheet will be instructed when the Assessment Sheet will be distributed.

			Fill in the yellow box BEFORE the course				Fill in the blue box DURING the course		
5 Domains	21 Elements	Contents	Score (1-5)	Situation of your Country/City	Role of your organization in the elements	Other organization to be relevant	Reviewed Score (1-5)	Findings from the cases learnt from Japan and other participants	Approach for the initiatives in own country/city
Policy	Philosophy and Vision of Smart City	The philosophy and the vision are envisaged to create new value for the city, improve the wellbeing of its citizens, and achieve sustainable development.							
	Comprehensiveness of Vision and Policy	The vision is positioned as a strategic and comprehensive approach that encompasses multiple disciplines.							
	Specifics of Vision and Policy	A clear message, purpose, direction, and measurable targets for smart city are presented.							
	Policy Alignment	The target domain of smart city is clear and consistent with urban planning and Digital Transformation strategies.							
	Sustainability of Vision and Policy	Sustainability of the policy is ensured by adequate budgeting plan and functional business models.							
Organization	Sharing and Promotion of Visions and Concepts	Each related entity, including the citizen, shares and support the concept, vision, and values of smart city.							
	Promotion Body	A competent organization or organizational structure is in place to take on a leading and pivotal							

			Fill in the yellow box BEFORE the course				Fill in the blue box DURING the course		
5 Domains	21 Elements	Contents	Score (1-5)	Situation of your Country/City	Role of your organization in the elements	Other organization to be relevant	Reviewed Score (1-5)	Findings from the cases learnt from Japan and other participants	Approach for the initiatives in own country/city
		role in the implementation of smart city strategies and policies.							
	Triple / Quadruple Helix Partnership	A triple-helix system of public, private, and academia (or quadruple-helix, adding citizens to this) is incorporated into the smart city ecosystem.							
	Organizational Effectiveness and Capacity	An internal or an external organization capable of drafting specifications; managing selection and steering implementation is in place.							
System	Building Ecosystems	An effective, functional, and sustainable ecosystem has been formed to promote Smart City.							
	Creating Trust	Trust is established among stakeholders relevant in process of planning, implementing, operating, and promoting a smart city.							
	Setting of Laws, Regulations, and Systems	Norms regarding legal and administrative processes necessary for smart city is clearly defined, and incentive mechanisms and facilities for promotion are in place.							
	Citizen	A mechanism for citizen							

			Fill in the yellow box BEFORE the course				Fill in the blue box DURING the course		
5 Domain s	21 Elements	Contents	Score (1-5)	Situation of your Country/City	Role of your organization in the elements	Other organization to be relevant	Reviewed Score (1-5)	Findings from the cases learnt from Japan and other participants	Approach for the initiatives in own country/city
	Participation and Co-creation	participation and co-creation is considered and is in place.							
	Cross-disciplinary	Smart City is linked to decarbonization, digitalization, economic growth, environmental consideration, crisis response, and improvement of the quality of life of citizens.							
Technology	Urban Infrastructure Platform	ICT platform (City OS) that connects the infrastructure for the Smart City solutions and data collaboration is planned or established, either partially or at full scale.							
	Data Utilization	City open data is organized and is being used (or being planned to be used) as big data for Smart City, while also sufficiently accounting for data privacy.							
	Digital Security	ICT infrastructure (servers, database, network, sensors, various control systems) is secure from cyber attacks and contingencies.							
	Social Systems Design and Implementation	The aspect of social design is introduced in the formulation of a smart city, and the selection and implementation of smart							

			Fill in the yellow box BEFORE the course				Fill in the blue box DURING the course		
5 Domain s	21 Elements	Contents	Score (1-5)	Situation of your Country/City	Role of your organization in the elements	Other organization to be relevant	Reviewed Score (1-5)	Findings from the cases learnt from Japan and other participants	Approach for the initiatives in own country/city
		technologies are harmonized with civil society.							
Operation	Flexibility of Promotion System	A system is designed to flexibly accommodate and respond to changes in the political situation, social environment, and technological trends, as well as to the needs of citizens.							
	Strengthening Collaboration and Partnerships	Inter-city partnerships with neighboring regions and other countries to share the latest knowledge is established.							
	Ensuring Sustainability	A mechanism for making medium- to long-term commitments to smart cities is established.							

# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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

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



## **Correspondence**

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

**Further, address correspondence to:**

### **JICA Yokohama Center (JICA Yokohama)**

Address: 3-1, Shinko 2-chome, Naka-ku, Yokohama City, Kanagawa Prefecture 231-0001, Japan

TEL: +81-45-663-3221 FAX: +81-45-663-3265

("81" is the country code for Japan, and "45" is the local area code)

**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**

<b>Duration of Training</b>	<b>No. of years of service completed in Govt. as on the date of FTP</b>	<b>Upper age limit on the date of FTP</b>	<b>Cooling off period</b>	<b>Limit on participation in number of trainings in a year</b>
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**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
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.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

**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
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	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.

--

\* 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

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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

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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**

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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](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**

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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)

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- 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