भारत सरकार **(GOVERNMENT OF INDIA)**
रेल मंत्रालय **(MINISTRY OF RAILWAYS)**
रेलवे बोर्ड **(RAILWAY BOARD)**

No. 2026/E(Trg)/10/44 **New Delhi, dt.: As Signed**

TRAINING CIRCULAR

The General Managers
All Indian Railways including PUs
CORE/Allahabad
Metro Railway/Kolkata.

The Director/The Director General,
RDSO, Lucknow.
All the Centralized Training Institutes

The Pr. Chief Administrative Officer,
PLW/Patiala.

Sub: Knowledge Co-Creation Program on "**Project Management in Infrastructure Development of Civil Engineers**" to be held in Japan from 12.01.2027 to 19.02.2027 under the Technical Cooperation Program of the Government of Japan-reg.

Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Project Management in Infrastructure Development of Civil Engineers" from 12.01.2027 to 19.02.2027 in Japan. In this connection, please find enclosed Training Circular of DoP&T dt. 09th September, 2026.

2. The programme is designed for current and future executive officials responsible for the planning, management and supervision of public works projects in central and local governments, as well as relevant public organization in the target countries.

3. **Eligibility criteria**:

a) Current Duties: Applicants should be civil engineers or researchers working in central or local government agencies (excluding those primarily engaged in building and housing projects). They should be senior officials, or prospective senior officials, responsible for policy planning, project management, and the implementation of public works and infrastructure development projects.

b) Experience in the relevant field: Applicants should have at least five years of professional experience in planning, management, supervision, or implementation of infrastructure projects, such as roads, rivers, ports, and dams.

c) Educational Background: Applicants should be university graduates or have an equivalent academic background in civil engineering or a related field.

d) Age: Applicants should be under **50 years** of age.

e) Applicants should have a good command of spoken and written English. It is desirable to submit an official certificate of English proficiency, such as TOEFL, TOEIC, IELTS, or an equivalent qualification, if available.

Contd./-

f) Health: must be in good health, both physically and mentally, to participate in the program

3.1 In addition, the following information in respect of the nominated officers may please be mentioned while furnishing this nomination:-

a) Whether attended any foreign training program in the past? If so details thereof;

b) Whether cleared from Vigilance angle;

c) Age;

d) Whether working in North East State/J&K;

E) A brief in 50-100 words justifying the nomination.

3.1 Other details (i.e. General Information, Program Brochure etc.) and application form is attached herewith.

4. The application along-with other attachments duly approved by the GM/DG/Pr.CAO/Director etc. concerned (**along with the concurrence of associate finance**), should be sent to this office by **26th October, 2026, positively** on email: **trainingbranch.rb@gmail.com** for forwarding the same to DoP&T. Nomination of candidates should be regulated by guidelines prescribed by DoP&T in training circular and program brochure. **Nominations received after the prescribed date will not be considered**.

Encls: Program Brochure.

Digitally signed by
Neelam Sharma
Date: 16-10-2026
14:41:07

(Neelam Sharma)
Dy. Director-II, Estt (Training)
Railway Board
Tele: 011-23047105

F.No.12040/11/2026-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Wing]
*****

Block-4, Old JNU Campus, New Delhi-67
Dated: .09.2026

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "Project Management in Infrastructure Development for Civil Engineers" to be held in Japan from 12.01.2027 to 19.02.2027 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on **"Project Management in Infrastructure Development for Civil Engineers" to be held in Japan from 12.01.2027 to 19.02.2027 under the Technical Cooperation Program of the Government of Japan.**

2. This program is designed for current and future executive officials responsible for the planning, management, and supervision of public works projects in central and local governments, as well as relevant public organizations in the target countries.

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

a) Current Duties: Applicants should be civil engineers or researchers working in central or local government agencies (excluding those primarily engaged in building and housing projects). They should be senior officials, or prospective senior officials, responsible for policy planning, project management, and the implementation of public works and infrastructure development projects.

b) Experience in the relevant field: Applicants should have at least five years of professional experience in planning, management, supervision, or implementation of infrastructure projects, such as roads, rivers, ports, and dams.

c) Educational Background: Applicants should be university graduates or have an equivalent academic background in civil engineering or a related field.

d) Age: Applicants should be under 50 years of age.

e) Applicants should have a good command of spoken and written English. It is desirable to submit an official certificate of English proficiency, such as TOEFL, TOEIC, IELTS, or an equivalent qualification, if available.

f) Health: must be in good health, both physically and mentally, to participate

in the program and **more details of the program may be seen in the brochure.**

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination: -

(a) Whether attended any foreign training program in the past? If so, the duration/details thereof;

(b) Whether cleared from vigilance angle;

(c) Age;

(d) Whether working in North East State/J&K;

(e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; Allowances for accommodation, meals and living expenses; expenses for field visit and medical insurance coverage for participants who become ill after arriving in Japan. (Costs related to pre-existing illness, pregnancy, or dental treatment are not included.).

6. It is, therefore, requested that the nomination of suitable government officials/officers from CCA/State/UTs government may please be forwarded to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/ Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **02.11.2026.** Nominations received after the prescribed date may not be considered. The details of the program (**General Information Brochure**) and application form may be drawn from the website of DoPT.

Digitally signed by
AJAY KUMAR SINHA
Date: 09-09-2026
11:28:24

(**Ajay Kumar Sinha**)
Under Secretary to the Government of India
Tele No: 011-26706306

Copy to: - (Through DoPT's website).

a. Secretary, Cabinet Secretariat, GoI, New Delhi.
b. Secretary, Ministry of Housing and Urban Affairs, GoI, New Delhi.
c. Secretary, Ministry of Railways, GoI, New Delhi.
d. Secretary, Ministry of Road Transport and Highways, GoI, New Delhi.
e. Secretary, Ministry of Rural Development, GoI, New Delhi.
f. Secretary, Department of Land Resources, GoI, New Delhi.

g. Secretary, Ministry of Tourism, GoI, New Delhi.
h. Joint Secretary (Admin), Department of Personnel & Training, GoI, New Delhi.
i. Director, LBSNAA, Mussoorie.
j. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them)
k. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
l. NIC with request to post the circular along with the JICA's circular on this Department's website.

Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON

PROJECT MANAGEMENT
IN INFRASTRUCTURE DEVELOPMENT FOR CIVIL ENGINEERS
課題別研修「社会基盤整備における事業管理」
JFY 2026
NO. 202515087J001

Program Period in Japan: January 12, (Tue.) – February 19, (Fri.) 2027.

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

JICA Knowledge Co-Creation Program (KCCP)
The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation for mutual learning.

I. Concept

Background

Many infrastructure development projects in developing countries are implemented with the support of Official Development Assistance (ODA) donors. As the number of such projects has increased, public works procedures have become more complex due to the coexistence of donor requirements and national systems. In some countries, standards and systems for technical specifications, supervision and inspection, and construction management have not yet been sufficiently established. As a result, they face various challenges in project implementation, including quality control, schedule management, and occupational safety during construction. Therefore, it is essential to strengthen the capacity of current and future executive officers responsible for infrastructure development projects in government agencies and public organizations so that they can systematically identify and address project management challenges and ensure the efficient, safe, and quality implementation of infrastructure projects.

For what?

Participants are expected to acquire practical management skills in the planning and evaluation of public works projects, enabling them to develop effective strategies for implementing infrastructure development projects.

For whom?

This program is designed for current and future executive officials responsible for the planning, management, and supervision of public works projects in central and local governments, as well as relevant public organizations in the target countries.

How?

This program consists of common subjects for all participants and covers fundamental project management knowledge and skills related to the planning, implementation, and evaluation of public works projects. At the beginning of the program, participants will review the current conditions, challenges, and issues faced by their organizations based on their Job Reports. Throughout the program, they will examine possible approaches to addressing these challenges by drawing on the knowledge and experiences shared in the training. By the end of

the program, each participant will develop an Action Plan to apply the knowledge and skills acquired through the program to their work and organization.

II. Description

1. **Title (Course number):**
   Project Management in Infrastructure Development for Civil Engineers (202515087J001)

2. **Program Period**
   January 12, (Tue.) – February 19, (Fri.) 2027.

3. **Target Regions or Countries**
   Cook Islands, Fiji, India, Indonesia, Kosovo, Laos, Malawi, Tanzania, Timor-Leste, Togo, Tonga, and Vietnam.

4. **Eligible / Target Organization**
   This program is designed for the central/local government or government affiliated organizations in charge of public works.

5. **Program Capacity (Upper limit of Participants):**
   12 participants

6. **Language to be used in this program:**
   English

7. **Program Objective:**
   The objective of this program is to strengthen participants' project management capacity in the planning, implementation, supervision, inspection, and evaluation of public works projects, enabling them to develop effective strategies for infrastructure development in their countries.

8. **Overall Goal:**
   Current and future executive officials of central and local governments, as well as relevant public organizations, effectively formulate and implement policies, systems, and practices for project management, contributing to the efficient, safe, and quality delivery of infrastructure development projects.

9. Expected Module Output and Contents:

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

(1) Preliminary Program (December 2026)

Participants required to prepare for participating the heading program in Japan.

Expected Output	Activities
Preparation and submission of a Job Report. *Refer to the details in 5. of III, and VI. Annex.	Prepare a Job Report describing the status and key challenges of project management in your organization.

(2) Program in Japan (January to February 2027)

Expected Module Output	Subjects/Agendas	Methodology
1) Understand Japan's infrastructure development experience and various aspects of project management in public works, including project evaluation, the application of information technology, waste recycling, and the roles and responsibilities of civil engineers.	Refer to p8. Module Output List (1)	Lectures, discussions and site visits.
2) Understand Japan's contract administration and quality control systems for construction works, including contract types and their characteristics, supervision, inspection, and standard specifications.	Refer to p8. Module Output List (2)	Lectures and discussions.
3) Understand the importance of accountability and stakeholder engagement in infrastructure development and identify approaches to gaining public understanding and support.	Refer to p8. Module Output List (3)	Lectures, site visits and practical exercises.
4) Understand the fundamentals of site management, including quality control, schedule management, and safety management.	Refer to p9. Module Output List (4)	Lectures and site visits.
5) Develop an Action Plan to apply the knowledge and skills acquired through the program to improve project management practices in their organizations.	Refer to p9. Module Output List (5)	Lectures and practical exercises.

(3) Recommended Actions after Returning Home Participants are encouraged to implement their Action Plans and disseminate the knowledge and skills acquired through the program in order to contribute to improved project management and infrastructure development in their organizations.	
Expected Output	Activities
The participant promotes the application of knowledge and skills acquired through the program and gains organizational support for the implementation of the Action Plan.	Present the Action Plan to relevant stakeholders and encourage discussions on its implementation and expected impact.

<Tentative schedule of the program>

Program in Japan: January 12, (Tue.) – February 19, (Fri.) 2027.

1st Week (*Module Output 1)*	January 12-15, 2027.	・Arrival in Japan. ・Opening Ceremony. ・JICA Briefing and Program Orientation ・Lectures and site visits. ・Discussion, question and answer sessions.
2nd- 4th Week *(Module Output 2)* *(Module Output 3)* *(Module Output 4)*	January 18-February 12, 2027.	・Lectures and site visits. ・Discussion, question and answer sessions.
5th Week *(Module Output 3)* *(Module Output 4)* *(Module Output 5)*	February 15-19, 2027.	・Lectures, question and answer sessions. ・Preparation of the Action Plan. ・Action Plan Presentation and Discussion. ・Course Evaluation Meeting. ・Closing Ceremony.

<Tentative list of lectures and Module Outputs>

(1) Project Management: (Module Output 1)

- Overview of the construction industry in Japan.
- Understanding the role of the Ministry of Land, Infrastructure, Transport and Tourism (MLIT) in infrastructure development.
- Understanding project evaluation systems in Japan.
- Application of Construction Information Modeling/Management (CIM) to improve construction productivity.
- Utilization of site management information for project implementation.
- Construction material recycling and waste management practices.
- Land acquisition and land expropriation systems for public works projects.
- Roles, responsibilities, and professional ethics of civil engineers.
- Activities of the Japan Society of Civil Engineers (JSCE), including the Code of Ethics and Continuing Professional Development (CPD).

*MLIT: Ministry of Land, Infrastructure, Transport and Tourism of Japan

(2) Contracting System and Quality Control (Module Output 2):

- Overview of bidding and contracting systems for public works projects.
- International standards and practices in the construction industry.
- Bidding and contracting methods in the international construction market.
- Project planning and evaluation methodologies.
- Japan International Cooperation Agency (JICA) technical cooperation and grant aid programs.
- Japan International Cooperation Agency (JICA) loan assistance programs.
- Practical project supervision and contract administration.
- Quality control practices in construction works and related technologies.

(3) Accountability: (Module Output 3):

- Approaches and methods for building public consensus in infrastructure development projects.

(4) Site Management: (Module Output 4):

- Construction planning and schedule management.
- Quality assurance and quality control in construction works.
- Occupational safety management.

(5) Action Plan (Module Output 5):

- Development of an Action Plan to address project management challenges in the participant's organization.
- Presentation of the Action Plan and exchange of ideas with fellow participants.
- Discussions and feedback on improving the Action Plan.

Note:

The topic and requirements of the Action Plan will be introduced at the beginning of the program. At the end of the program, each participant will present their Action Plan and engage in discussions with fellow participants to exchange ideas and receive feedback.

III. Conditions and Procedures for Application

Expectations to the Participating Organizations

1. This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for their specific purposes.

2. This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

3. As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.

4. Participating organizations are also expected to make the best use of the results achieved by their participants of this program by carrying out the activities of the Phase in Japan.

5. The participating organizations are expected to relieve the participants from their daily obligations and provide maximum consideration to let himself/herself devote in full attendance to the training course. Based on this arrangement, all applicants are requested to submit a "**Written Pledge**" (see Attachment-1) along with the Application Form.

To enter Japan, regardless of nationality, participants will need to follow the border control measures of the Government of Japan:
https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html

6. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications. It is also requested that they relieve participants from their daily obligations so that they may fully devote themselves to their assignments during the entire period in Japan.

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

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodation will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

2-1. Essential Qualifications

1) Current Duties: Applicants should be civil engineers or researchers working in central or local government agencies (excluding those primarily engaged in building and housing projects). They should be senior officials, or prospective senior officials, responsible for policy planning, project management, and the implementation of public works and infrastructure development projects.
2) Experience in the relevant field: Applicants should have at least five years of professional experience in planning, management, supervision, or implementation of infrastructure projects, such as roads, rivers, ports, and dams.
3) Educational Background: Applicants should be university graduates or have an equivalent academic background in civil engineering or a related field.
4) Age: Applicants should be under 50 years of age. As this program covers fundamental concepts and practices of project management, preference

may be given to candidates who are expected to play greater roles in project management in the future.

5) Language: Applicants should have a good command of spoken and written English. It is desirable to submit an official certificate of English proficiency, such as TOEFL, TOEIC, IELTS, or an equivalent qualification, if available.

6) Health: must be in good health, both physically and mentally, to participate in the program.

Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

*Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

**Medical expenses in Japan could be a significant financial burden when not covered by insurance.

2-2. Recommendable Qualifications

1) Computer skills: Applicants are expected to have basic computer skills, including the ability to prepare reports and presentations using Microsoft Word, Excel, and PowerPoint. The ability to use online communication and collaboration tools, such as Zoom and Google Workspace applications, is also desirable. Participants are requested to bring in their own laptop computer with internet access, to Japan.

However, applicants who do not have access to an appropriate internet environment or computer equipment are still encouraged to apply. Where necessary, JICA will provide appropriate support.

7. Required Documents for Application

1) Application Form:

The Application Form is available at the JICA Overseas Office (or the Embassy of Japan). Application Form should be typed in English in Microsoft Word format.

* 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 should be reviewed and used to arrange appropriate accommodation for the participants.

2) Photocopy of passport:
Please submit a scanned copy of the applicant's passport which he/she carries when entering Japan, together with the application form. If it cannot be submitted by the application deadline, please submit it as soon as he/she obtains it.
*The photocopy of his/her passport should include name in full, date of birth, nationality, sex, passport number and expiration date.

3) Written Pledge: Format of the Written Pledge is shown in Attachment-1. Participants who break this Written Pledge will not be eligible to complete the training program.

4) Nominee's English Score Sheet: Must be submitted together with the Application Form. Any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) is recommended to be attached.

8. Procedures for Application and Selection

1) Submission of the Application Documents:
Closing date for applications: Please inquire at JICA Overseas Offices (or the Embassy of Japan).
JICA office in your country (or the Embassy of Japan) will collect the application forms and send them to **JICA Yokohama in JAPAN** by**: November 16, (Mon) 2026**), Japan Time.
*As mentioned in 3. (1) above, Application Form should be typed in English.

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 (JICA Yokohama) will consult with concerned organizations in Japan in the process of final selection. Applications from organizations which are responsible for infrastructure management and have specific issues to be addressed will be highly evaluated. 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 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

Notification of results shall be made by JICA Overseas Office (or the Embassy of Japan) to the respective Government by no later than **November 27, (Fri), 2026.**

9. Additional Document(s) to be Submitted by Accepted Applicants

Job Report:

Prior to the beginning of the course, the accepted applicants are required to prepare and submit a Job Report (detailed information is provided in the ANNEX "Job Report"). The Job Report should be sent to JICA Yokohama by December 14, (Mon), 2026, by e-mail to yictt1@jica.go.jp. Kindly put the course number **202515087J001** at the beginning of his/her file name.

10. Conditions for Participation

The participants of KCCP are required to;

1) strictly adhere to the program schedule,

2) not to change the program topics,

3) not to record or share the online/paper-based contents without permission of JICA and its implementing partners,

4) participate in the whole program including the preparatory phase. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in Section III-4 and 5,

5) not to change the air ticket (as well as flight class and flight schedule arranged by JICA) and lodging by the participants themselves,

6) fully understand that leaving Japan during the course period (to return to home

country, etc.) is not allowed,

7) do not bring or invite any family members,

8) 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,

9) observe the rules and regulations of the program implementing partners to provide the program or establishments,

10) do not engage in political activities, or any form of employment for profit,

11) 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 "Administrative Arrangements",

12) 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,

13) do not drive a car or motorbike, regardless of an international driving license possessed,

14) observe the rules and regulations at the place of the participants' accommodation, and

15) refund allowances or other benefits paid by JICA in the case of a change in schedule.

[Conditions on deliverables by participants]

1) not to put JICA logo on Inception Report, Action Plan, and any other documents to be created for this training course.

2) to accept that JICA does not necessarily represent any statements written in participants' deliverables.

7. Presentation of Certificate

Participants who have successfully completed the program will receive a Certificate of Completion by JICA.

IV. Administrative Arrangements

1. Organizer

JICA Yokohama Centre Training Division, (yictt1@jica.go.jp)
Contact Officer: Ms. SEGAWA Akiko

2. Implementing Partner

1) **Partner Ministry:**
Ministry of Land, Infrastructure, Transport and Tourism (MLIT)
MLIT implements comprehensive national land administration that aims to foster a healthy and rich-in-culture living environment, and the balanced development of land by the appropriate utilization of land, thus, to contribute to the establishment of comfortable local communities. (http://www.mlit.go.jp/english/)

2) **Partner Organization:**
To be announced.

3. Accommodation in Japan

JICA will arrange necessary accommodations for participants while in Japan and inform them accordingly.

4. Expenses

The following expenses will be provided by JICA during the programs held in Japan:

1) Allowances for accommodation, meals, and living expenses.
2) Expenses for field visits (basically in the form of train tickets).
3) Medical insurance coverage for participants who become ill **after** arriving in Japan. (Costs related to pre-existing illness, pregnancy, or dental treatment are **not** included.)
4) Expenses for program implementation, including materials.

5) For more details, please see “III. ALLOWANCES” of “KENSHU-IN GUIDEBOOK,” (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html

5. Pre-departure Orientation

Pre-departure orientation will be held at respective country’s JICA office (or Japanese Embassy) to provide participants with details on travel to Japan, conditions of the program and other matters related to the course.

V. Other Information

References:

1. Knowledge Co-Creation Program and Life in Japan	
English version	https://www.youtube.com/watch?v=SLurfKugrEw
2. Introduction of JICA Centers in Japan	
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html

1) Laptop personal computer:
During the course, there are occasions of exercises using Microsoft Excel graphs or making reports with Microsoft PowerPoint. It is highly recommended to bring in your own laptop personal computer and USB (universal serial bus).

2) Entry Visa to Japan will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.

3) Allowances will be deposited to your temporary bank account in Japan two business days after your arrival in Japan. It is advisable to bring along your cash for some amount of money (cash) for the first few days after your arrival. Please note that it is very important to have your bank notes/checks exchanged into Japanese Yen (JPY) in cash at any international airport when you can. You may not have enough time to exchange money due to busy training schedule when in need.

4) Business cards are useful to introduce yourselves to other participants and to Japanese people on some occasions.

5) Traditional clothing and items: There are a few occasions like closing ceremonies, when the participants may wear business/traditional clothing in Japan Phase. It is recommended to bring your business suit or national /traditional dress for closing ceremony and other events in Japan.

6) Filming permission: JICA Yokohama as well as the course's partner organizations will be filming/taking pictures of the technical training scenes for recording purposes. If any of the participants would prefer to stay away from the camera, it is recommended to be informed prior to arrival.

Attachment-1

For All Applicants: to be submitted together with the Application Form

Written Pledge:
JICA Knowledge Co-Creation Program
Project Management in Infrastructure Development for Civil Engineers

To the Director of Training Program Division, JICA Yokohama

■ Applicant

Pledge:
I have certainly read the General Information and will strictly adhere to the written description and concentrate on the entire training program by organizing my daily obligations.

Date:	Signature:
	Print Name: NOTE: This name will be printed on the certificates of the program

■ Confirmation by the organization in charge

Pledge:
I will relieve his/her daily obligations and give maximum consideration to his/her full attendance at the program.

Date:	Signature:
	Print Name:

Attachment-2

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare a **Job Report in English** describing the current situation and key challenges related to project management in their organizations. The report should be prepared in **PowerPoint** using the template provided by JICA and should include the information listed below. The template will be shared with the accepted participants together with the Notice of Acceptance.

1. Personal Information: Provide your full name, preferred calling name (if any), country, current organization, and current position.

2. Professional Background: Provide a summary of your professional career since graduating from university.

3. Current Organization:

1) Provide the name, e-mail address, postal address, telephone number, and fax number of your organization.

2) Describe the mandate and main functions of your organization, your current position, and your key responsibilities.

4. Challenges in Project Management:

1) Please describe any major challenges in project management that you have experienced. If there are projects that have been delayed or faced with significant difficulties, explain the possible causes and the measures taken, or proposed, to address them.

2) Please describe a past or ongoing infrastructure project in which you played an important role. What made the project successful, and what lessons were learned?

5. Current Project Management Practices in Your Country:

1) What bidding and contracting systems or methods are commonly used in your country?

2) What project evaluation systems or methods are currently in place?

3) What are the most significant challenges/problems in construction site management (e.g., schedule management, quality control, and occupational safety management), and why?

4) Please describe a project management practice or experience in your country that could be shared as a good example with other participants.

Notes:

- Each participant should prepare their own Job Report based on their professional experience and current responsibilities.
- The Job Report should focus on the participant's own experiences, observations, and opinions, rather than providing only general information about the country.
- Participants are encouraged to provide specific examples whenever possible.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the *"adopt and adapt"* concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing

countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



CORRESPONDENCE

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

JICA Yokohama International Center (JICA YOKOHAMA)
Address: 2-3-1 Shinko, Naka-ku, Yokohama 231-0001, Japan
TEL: +81-45-663-3253 FAX: +81-45-663-3265

Attachment-1

For All Applicants: to be submitted together with the Application Form

Written Pledge:
JICA Knowledge Co-Creation Program
Project Management in Infrastructure Development for Civil Engineers

To the Director of Training Program Division, JICA Yokohama

■ Applicant

Pledge:
I have certainly read the General Information and will strictly adhere to the written description and concentrate on the entire training program by organizing my daily obligations.

Date:	Signature:
	Print Name: NOTE: This name will be printed on the certificates of the program.

■ Confirmation by the organization in charge

Pledge:
I will relieve his/her daily obligations and give maximum consideration to his/her full attendance at the program.

Date:	Signature:
	Print Name:

Attachment-2

NECESSARY CONTENTS OF A JOB REPORT

All participants are required to prepare a **Job Report in English** describing the current situation and key challenges related to project management in their organizations. The report should be prepared in **PowerPoint** using the template provided by JICA and should include the information listed below. The template will be shared with the accepted participants together with the Notice of Acceptance.

1. Personal Information: Provide your full name, preferred calling name (if any), country, current organization, and current position.

2. Professional Background: Provide a summary of your professional career since graduating from university.

3. Current Organization:

1) Provide the name, e-mail address, postal address, telephone number, and fax number of your organization.

2) Describe the mandate and main functions of your organization, your current position, and your key responsibilities.

4. Challenges in Project Management:

1) Please describe any major challenges in project management that you have experienced. If there are projects that have been delayed or faced with significant difficulties, explain the possible causes and the measures taken, or proposed, to address them.

2) Please describe a past or ongoing infrastructure project in which you played an important role. What made the project successful, and what lessons were learned?

5. Current Project Management Practices in Your Country:

1) What bidding and contracting systems or methods are commonly used in your country?

2) What project evaluation systems or methods are currently in place?

3) What are the most significant challenges/problems in construction site management (e.g., schedule management, quality control, and occupational safety management), and why?

4) Please describe a project management practice or experience in your country that could be shared as a good example with other participants.

Notes:

- Each participant should prepare their own Job Report based on their professional experience and current responsibilities.
- The Job Report should focus on the participant's own experiences, observations, and opinions, rather than providing only general information about the country.
- Participants are encouraged to provide specific examples whenever possible.

Japan International Cooperation Agency

CONFIDENTIAL

Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.
Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	・ To be filled by you and your supervisor* ・ To be signed by your supervisor ・ Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

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

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

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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

Japan International Cooperation Agency

CONFIDENTIAL

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 "xxxxxxxxxJxxx "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:			Official Stamp
Title / Position			
Department / Division			

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

Japan International Cooperation Agency

CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

Attach here your photo

(taken within the last six months)

Size: 4.5x3.5cm

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

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

3. Personal Information on Applicant

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

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

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex	( ) Male		( ) Female	
4) Date of Birth	**Date**	**Month (ex. April)**	**Year**	**Age (as of the date of the form)**

5) Passport/Visa

Passport possession	( ) Yes	( )No	Expiry date of passport	Date	Month	Year
USA visa possession*	( ) Yes	( )No				

***Applicants from Latin American and the Caribbean Countries only.**

6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name: Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	( ) National Government ( ) Local Government ( ) Public Enterprise ( ) Private (profit) ( ) NGO/Private (Non-profit) ( ) University ( ) Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

***If your organization and/or your status is related to the Military, please mark with ✓ or X below in the ( ) which best describes the relationship.**

( ) the Military, an active military personnel or a military personnel listed in the muster roll/military register

( ) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register

( ) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense

( ) an civilian organization but with military personnel or a military division within the organization

( ) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

4. Experience and Eligibility

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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

3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

5. Background and Purpose of Application

1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:** Describe the issues that your organization/department intends to tackle by participating in this program.

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

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

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

5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date Name and Title/Position Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

[ ] No	[ ] Yes: Name of illness ( ), Name of medicine ( )
	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.

(b) Do you have any allergies with medicine, food, pollen, etc.?

[ ] No	[ ] Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ( )

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

( )
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.

2. Medical History

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

[ ] No	[ ] Yes: Please specify ( )

(b) Have you or/and your family members had tuberculosis?

[ ] No	[ ] Yes: Please specify ( )

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[ ] No	[ ] Yes: Please specify ( )

(d) Have you ever had any sleeping, eating or other disorders?

[ ] No	[ ] Yes: Please specify ( ) Name of medicine taken if any ( )

3. Other Medical Issues/Conditions

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

* Are you pregnant?

[ ] No	[ ] Yes: Weeks of pregnancy (weeks)

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

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

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date Name and Title/Position Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

(1) to strictly observe the course schedule,
(2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
(3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
(4) not to bring or invite any family members (except for programs longer than one year),
(5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
(6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
(7) not to engage in political activities, or any form of employment for profit,
(8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
(9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
(10) not to drive a car or motorbike, regardless of an international driving license possessed,
(11) to observe the rules and regulations at the place of the participants' accommodation, and
(12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

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

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
   If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website. (https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.

3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

4. Portrait Right Policy

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

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

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

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.
It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
  ☐ Agree ／ ☐ Disagree

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date Name and Title/Position Signature