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

International Year of Cooperatives 2025
Cooperatives Build a Better World

No. 2026/E(Trg)/10/29 **New Delhi, dt.: 27.05.2026**

TRAINING CIRCULAR

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

The Director Generals/Directors,
RDSO/Lucknow
All Centralized Training Institutes (CTIs)

The Pr. Chief Administrative Officer,
PLW/Patiala.

Sub: In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 08th December, 2026 in Japan.

Government of Japan is sponsoring an In-person Knowledge Co-Creation Program on **"Urban Railways Management"** from from 11th November to 08th December, 2026 in Japan. Number of slots available for India is **One (01)**. In this connection, please find enclosed Deptt. of Economic Affairs (DEA) (M/o Finance)'s Training Circular dt. 25th May, 2026.

2. The programme is intended for the government officials and railway operators in charge of urban transportation in the target countries.

3. The following forms need to be duly completed and certified by the participant and the competent authority-

i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.

ii) DEA's prescribed pro-forma- duly countersigned by the competent authority (Annex-III).

iii) A photocopy of the **Passport**.

iv) **English Score Sheet**.

3.1 Other details (i.e. General Information, DEA proforma, Guidelines etc.) may be seen and downloaded from Ministry of Finance, Department of Economic Affairs (DEA)'s website **www.dea.gov.in** under the link **"Offerings→Careers→Employee Corner→Foreign Training" [https://dea.gov.in/foreign-training-and-employee-corner]**.

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 **30th June, 2026, positively** on email: trainingbranch.rb@gmail.com for forwarding the same to DEA. Nomination of candidates should be regulated by guidelines prescribed by DEA attached as Annex-II. **Nominations received after the prescribed date will not be considered.**

Encls: Program Brochure.

27/05/2026

(Jitendra Kumar)
Jt. Director, Estt.(Training)
Railway Board
Tele: 011-23047251

No.13/4/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
.....

Kartavya Bhavan-1, New Delhi,
Dated the 25th May, 2026.

TRAINING CIRCULAR

Subject:- **In-person** Knowledge Co-Creation Program on **"Urban Railways Management" from 11th November to 8th December, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person** Knowledge Co-Creation Program on **"Urban Railways Management" from 11th November to 8th December, 2026 in Japan** under the Technical Assistance Programme with India. The programme is intended for the government officials and railway operators in charge of urban transportation in the target countries. 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.**
(iv) **English Score Sheet.**

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 16.07.2026** positively at the following address :-

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 – 2401 2878,
Email- **pankaj.gangwar@gov.in**
chourasia.anil@nic.in

.....2/-

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

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

(**Pankaj Gangwar**)
Under Secretary to the Govt. of India
Tele: 24012878

1. Joint Secretary (Admn.), Ministry of Railway, Rail Bhawan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House,18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[**https://dea.gov.in/foreign-training-and-employee-corner**]

संख्या.13/4/2026- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,

दिनांक 25 मई 2026 ।

प्रशिक्षण परिपत्र

विषय:- **जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।**

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत **जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम** नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम लक्षित देशों में शहरी परिवहन के प्रभारी सरकारी अधिकारियों और रेलवे ऑपरेटरों के लिए है । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका **(अनुलग्नक-I)** में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या **एक** है।

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

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

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

(i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।

(ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी **द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।**

(iii) पासपोर्ट की एक फोटोकॉपी।

(iv) अंग्रेजी स्कोर शीट ।

.....2/-

5. **सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 16.07.2026 तक अवश्य ही** निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2878,
ईमेल- pankaj.gangwar@gov.in
chourasia.anil@nic.in

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

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

(**पंकज गंगवार**)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), रेल मंत्रालय, रेल भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
4. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[https://dea.gov.in/foreign-training-and-employee-corner]।

Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Urban Railways Management



Course Number: 202515098J001

Course Period: November 11 – December 8, 2026

NOTE: Adobe Acrobat Leader 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.

The way to achieve sustainable management of urban railways

Gain insight from the experiences of Japan.
More practical, more interactive,
& more inspirational.

JICA Knowledge Co-Creation Program (Group and Region Focus)

Urban Railways Management 202411676J001

Outline











This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

In Japan, urban railways systems have been managed sustainably for decades and vast information and experiences are accumulated. In this program, the know-how and lessons learned from this Japan's experiences will be shared to participants to ensure safety and efficient railway operation and management in their respective countries.

All sessions are carried out in English.

The period of the program is from November 11 to December 8, 2026.

Course Capacity:
13 participants.









JICA Knowledge Co-Creation Program (KCCP)

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

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For What?

Background

In developing countries with growing populations, social and environmental problems in urban areas, such as traffic congestion and air pollution, are becoming very serious. To address these problems, the construction of urban railway has been promoted in these countries to substitute automobile transportation. However, for sustainable development of urban transportation, sound operation of urban railways (safe and frequent operation, operation and maintenance (O&M), business management, etc.) is necessary.

Objectives

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

To Whom?

Job Areas and Organizations

This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

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

Targeted Countries

Bangladesh, Egypt, India, Indonesia, the Philippines, Thailand, Vietnam

There may be participation from countries other than those listed above.

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

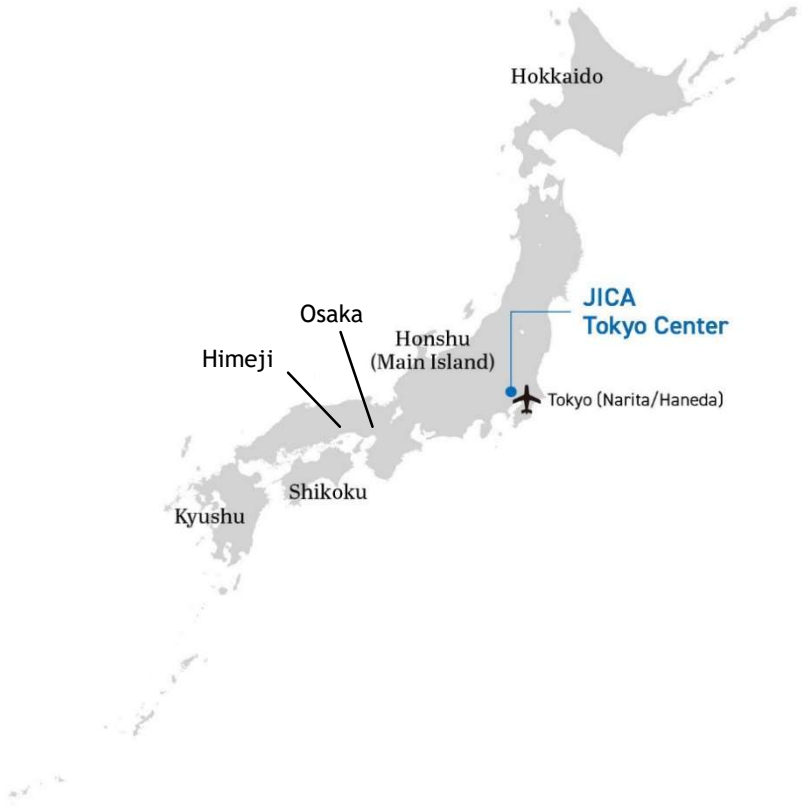
When?

Program Period

From November 11
to December 8, 2026

Where?

This course is organized by JICA Tokyo Center. Programs are primarily conducted in the Tokyo metropolitan area. In addition, one night in the KANSAI region (Himeji and Osaka), southwest of Tokyo, may be planned (approx. 640 km away from Tokyo).



How?

How to Learn

Watch Listen Study Present Experience Interact Discuss

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

Language

English

Commitment to the SDGs



Program Structure

(1) Objective and Outcome

Objective

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

Outcome 1	Outcome 2	Outcome 3
Deepen your understanding of the operation and organizational structure/system and O&M methods of Japanese urban railway companies.	Clarify your problems/issues related to urban railway operation/management in your country through discussions with lecturers, facilitators and other training participants.	Propose a concrete improvement plan for the urban railway management structure/system that is appropriate for your country.

(2) Contents (Tentative)

Topic	Objective
The responsibility and the role of the Ministry (MLIT)	To understand how the "Railway Technical Standards" are set in Japan. To understand the financial support system in Japan for rail transport planning and implementation.
Measures taken to prevent reoccurrence of the railway accidents in Japan	To understand by whom and how the causes of railway accidents are confirmed and analyzed, and also by whom and how recommendations and opinions are issued.
Design of Railway Business Operation Method, Privatization of The Japanese National Railways	To understand the advantages and disadvantages of the typical urban railway operation methods and the characteristics of Japan and other countries and also to gain knowledge on the privatization of the Japanese National Railways.
Lessons Learned from the Development of Urban Railways in Tokyo and PPP Issues for Asian Railways	To introduce the history and the experience of urban railways development in the Tokyo metropolitan area and understand the nature of public-private partnerships in urban railway operation in Asia and lessons learned.
Mobility Management	Using backgammon games, participants will learn about the relationship between private car use and traffic congestion and the social dilemmas that arise when choosing a mode of transportation and understand the importance of measures to promote modal shift in society as a whole.
About Safety	To deepen the knowledge on what is meant by “Safety comes first “, and how to realize it.
Human resource development in the railway company.	To increase knowledge on human resource development, responsibility of the railway operator.
Electrical system	To deepen understanding of the overview of electric systems of conventional (other than high speed) trains in the metropolitan area.
Rolling Stock Maintenance	To deepen understanding of the outline of electric rail car vehicle maintenance.
Relationship between local government(s), railway companies and others concerned in the city planning and development	To deepen understanding of the relationship between local government(s), railway companies and others concerned in the city planning and development.

Railway Development and Development of areas along Railway lines	To understand the relationship between urban railway development and area development along their railway lines, its meaning and effect from the perspective of "those who have already built the urban railway".
TOD (Transit Oriented Development; Development in the station vicinity)	To deepen understanding of the importance and possibilities of development of areas around the station through Japanese examples.
Operation control	To deepen understanding of the knowledge required for train operations prioritizing safety through understanding of the responsibility and the role of the operations control center, managed by a railway operator.
Disaster Management Measures	To understand the outline of disaster management measures for which each railway operator is responsible.
Overview of Construction Operations	To understand the general concept of the construction work executed by the railway operator.
DX for railway operators	To understand efforts by urban railway operators to improve customer convenience. (e.g. E-Money)
Country Report Presentation	To deepen each participants' understanding of the various issues that their home countries face and the differences from other countries.
Action Plan Presentation	Present specific improvement plans (Action Plans) for issues in their departments/organizations, utilizing the knowledge they have learned through this course, to help improve the operation/management of urban railways in their own countries.
Sharing of Key Points of "KISS-RAIL"	To understand the outline of the railway infrastructure in Japan and increase knowledge on developing an urban railway business that enables planning, construction and sound and sustainable operations through the reference book, "Kiss-Rail 2.0".

*Please note that the Contents is tentative and subject to change.

Management Members

Organizer



Ms. Nana TAKAHASHI
Japan International Cooperation Agency (JICA),
Infrastructure Management Department

Ms. Midori KAGAYA
Deputy Director,
Japan International Cooperation Agency (JICA),
Economic Infrastructure Development and Environmental Div.

Implementing Partner

Japan International Consultants for Transportation Co., Ltd. (JIC)



Ms. Kinuko MITANI (Course Leader)

Eligibility and Procedures

1. Expectations to the Applying Organizations

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

(2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations/companies 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.

2. Nominee Qualifications

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

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

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations 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.

(1) Essential Qualifications

1) Current Duties: government officers and railway operators in charge of urban transportation, such as commuter rail, underground railway, LRT (Light Rail Transit) and MRT (Mass Rapid Transit), or its equivalent.

2) Educational Background: be a university graduate or have an equivalent educational background.

3) Language: be proficient in spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc.,).
Please note that if JICA determines that a selected candidate's English proficiency is insufficient and communication is difficult, JICA may decline his/her participation in the Course.

4) Health: must be in good health to participate in the program in Japan. For example, participants are expected to walk about 10,000 steps a day for some days by taking trains or on foot including going up and down stairs. Participant's health and safety should be most respected. Pre-existing conditions [6] 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 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 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) Recommended Qualifications

1) Age: be at the age 45 years or younger in principle
2) Experience in the relevant field: have more than five (5) years of experience in the field of railway business.
3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

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

* 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:** You should submit any official English examination scores with the application form. (e.g., TOEFL, TOEIC, IELTS etc.,)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

（All required material must arrive at JICA Tokyo Center in Japan by **July 31 (Fri.), 2026**）

(2) Selection

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

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the

organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 11 (Fri), 2026.**

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

(1) Country Report -- to be submitted by October 9 (Fri.), 2026

Accepted candidates will be required to submit “Country Report”. See Annex "Country Report” for detail.
Country Report should be sent by email to JICA at Kagaya.Midori3@jica.go.jp(Midori KAGAYA) by **October 9 (Fri.), 2026**.

(2) Self-Introduction Sheet

All Participants are expected to deliver a presentation of Self Introduction at the beginning of the program,

Further instruction and format for preparing the presentation will be given only to the accepted candidates after Notice of Acceptance.

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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 any type of immoral conduct including sexual harassment, 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.
(13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center**: JICA Tokyo Center (JICA TOKYO)
(2) **Program Officer**: Midori KAGAYA (Kagaya.Midori3@jica.go.jp)

2. Implementing Partner

(1) **Name**: Japan International Consultants for Transportation Co., Ltd.
(2) **URL**: https://www.jictransport.co.jp/en/

3. Expenses

The following expenses in Japan will be provided by JICA
(1) Allowances for meals, living expenses, outfits, and shipping and stopover.
(2) Expenses for study tours (basically in the form of train tickets).
(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
(4) Expenses for program implementation, including materials.
(5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-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

4. Items to bring

Please bring the following items with you.

A) Personal computer (laptop computer)
(Please note that JICA will not be held any responsible in the event of a breakdown or lost.)

B) Business attire (e.g., formal suite, jacket, trousers (female participants (for field visits))

C) Sneakers: There are some days you are expected to walk around all day. Thus, please bring comfortable shoes (e.g., no heels, no sandals).

D) Food: There are a few days you are expected to bring your own lunch. Supermarket and/or restaurant may not be available at locations during site surveys (especially, vegan, vegetarian, jain and halal foods).

E) Travel Bag: This Course includes overnight study trip, so please bring one carry-on size bag (or backpack).

F) Business Cards:You may provide your business contact information to the organizations and companies you visit for lectures, site visits or other events.

5. Pre-departure Orientation

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

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

If the link of these 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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6. Reference

KENSHU-IN GUIDE BOOK

For more detailed terms and conditions https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

JICA Knowledge Co-Creation Program(KCCP) | 研修事業（KCCP） |

Website: JICA

English/French/Spanish/Russian

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

PDF: Facility Guide for JICA Tokyo Center

https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf

For Accepted Applicants Only

Annex 1.

Country Report

Accepted candidates are required to submit Country Report and make a presentation during this program to the Japanese side including the management members and Japanese railway companies which has interests for overseas business.
Please prepare and submit your Country Report following the instruction below.

1. **Submission deadline: October 9 (Fri.), 2026.**
   Please submit **PPT presentation** to via email: JICA Tokyo Center, Kagaya.Midori3@jica.go.jp (Midori KAGAYA)
   After you submit your manuscript, we will review it and may ask you to make revisions as necessity before you come to Japan.
   Please be sure to adhere to the submission deadline above.

2. **Format:** MS Power Point

3. **What should be included:**
   (1) Organization profile
   1) Overview of organization (e.g., year of establishment, mandate/mission, location, organizational chart, number of employees)
   2) Overview of business management (e.g., annual financial resource allocation, annual operation income, annual operation expenditure)
   3) Total length of rail network
   4) Train service/route map (actual and planned)
   5) Overview of facilities (e.g., types of train lines operating in, number of train units, number of stations and rolling stock depots,
   6) Current operation status (e.g., average number of daily passenger train runs, average number of passenger line network, annual number of passengers of each line, annual passenger-distance of each line, average number of daily train)
   7) Current status of Master Plan realization (organizational level)

   (2) Issues to be addressed.
   - Railway management issues and problems at your organization
     (e.g.) sales, finance, human resources development, facilities maintenance.

・Some photos /videos which other participants could understand the issues. (promotion photos/videos are NOT required)

(3) Requests for Japan

- Any requests for JICA and Japanese companies to solve issues in your country.

(4) What you want to learn in Japan

- Your expectation and personal goals for this course

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 Tokyo Center (JICA Tokyo)

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

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

(“81” is the country code for Japan, and “3” is the local area code)

ANNEX-II

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. **Filling up of application forms:-**

(i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.

(ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.

(iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.

(iv) In case of training programmes which ae 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 f 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.

ANNEX-III

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		**3. Male/Female**	
4.Educational Qualifications		**5. Date of Entry into Govt. Service**	
6.Service to which Officer belongs		**7. Date of Regular appointment**	

8. Details of Posts held during the last five years (starting from present) :

S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work

9. Name of training programme applied for and its relevance to the candidate	
10. Papers etc, if any, published by the candidate	

11. Details of Foreign Training Programmes attended during the last two years :

S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding

Signature of the candidate:	
Office Phone : **Mobile No. :**	
E-mail :	

CERTIFICATE

Certified that Shri/Ms. _____is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)	

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 (for VISA application)	( ) Male		( ) Female	
4) Date of Birth	**Date**	**Month (ex. April)**	**Year**	**Age (as of the date of the form)**

5) Passport/Visa

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

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

6) Contact Information

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

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

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	( ) 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】(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 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 that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

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

By Applicant

Date Name and Title/Position Signature

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

Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

(a) In cases of legally mandated disclosure requests;

(b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;

(c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects. The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
   If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
   (https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).

3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).

4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

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

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

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

DECLARATION (to be signed by the Applicant)

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

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

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

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

By Applicant

Date Name and Title/Position Signature

Japan International Cooperation Agency

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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 applicant and supervisor of the applicant* ・To be signed by supervisor of the applicant ・Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

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 attach applicant's photograph (data/actual photograph),
(e) 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,
(j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

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CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	**Select**
2. Applicant's signature	Form 2, 3, 4	**Select**
3. Signature of supervisor of the applicant*	Form 1	**Select**
4. Official stamp of your organization	Form 1	**Select**
5. Applicant's photo	Form 3	**Select**
6. Relationship with the Military	Form 2	**Select**
7. Dietary Restrictions	Form 3	**Select**
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	**Select**

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

Note for Applicants from Latin American and the Caribbean Countries:

(1) If applicant is 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 applicant's passport (i.e., the two pages that include the applicant 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 applicant is 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 the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's 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

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Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

1. Course Title (as shown in the GI)

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

3. Course Duration (DD/MONTH/YYYY)

From / / To / /

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)
2)
3)
4)

7. 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.

8. 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

9. 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:	-- Select-- / -- Select-- / -- Select--				Signature:		
Name:						Official Stamp	
Title / Position							
Department / Division							
Office Address and Contact	Address:						
	Tel:		E-mail:			Fax:	

(If necessary) Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select-- / -- Select-- / -- Select--			Signature:		
Name:					Official Stamp	
Title / Position						
Department / Division						

By Nominator (head of relevant department/division)

Date	-- Select-- /	-- Select-- /	-- Select--
Name			
Title/Position			
Signature			

Japan International Cooperation Agency

CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program:

Form2. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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 (for VISA application)

Select

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)

-- Select--	March		-- Select--

5) Passport/Visa

Passport possessior	-- Select--	Expiry date of	Day	Month	Year
USA visa possessio	-- Select--		-- Select--	-- Select--	-- Select--

*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:	

7) Present Position

Organization	Please Select	
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization	Please select	
Number of employees	-- Select--	
Website URL		

8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

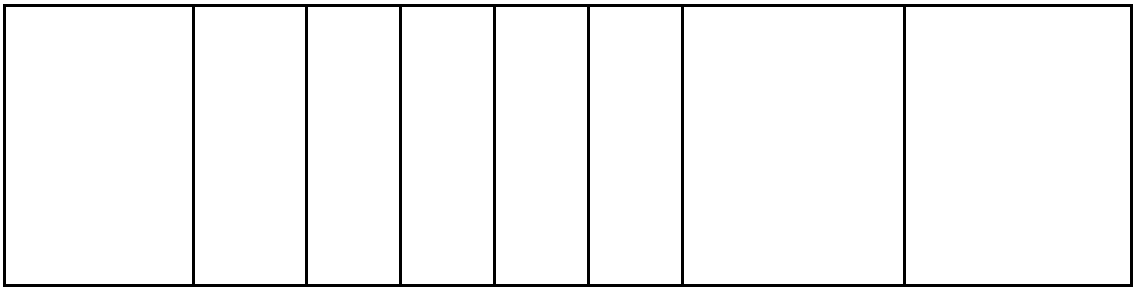
NO	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster
NO	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
NO	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
NO	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or
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			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

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/Study Program Title	
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

4）Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)		
Listening	Select	
Speaking	Select	
Reading	Select	
Writing	Select	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)	( )	
2) Mother Tongue	( )	
3) Other languages	( )	

【Criteria for Assessment of Language Proficiency】

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 the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program

By Applicant

Date	/ /
Name	

Title/Position	
Signature	

Japan International Cooperation Agency

CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

Please notify JICA staff of any changes in your health condition after submission of the form. This information is important for ensuring appropriate support during your stay in Japan. Please provide accurate details.

1. Present Medical Status

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

Please Select ”No”or"Yes"			
Name of illness		Name of medicine	
If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's illness, and gives agreement to the travel to Japan and your participation in the program. Even conditions requiring long-term periodic follow- ups such as annual check-ups need to be listed as well.			

(b) Does applicant have any allergies with medicine, food, pollen, etc.?

Please Select ”No”or"Yes"
What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? If you have had anaphylaxis in the past, please specify.

(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 applicant had any illness including heart, hepatic, kidney disease or other serious conditions?

Please Select "No"or"Yes"	
Please specify	
If yes, please attach doctor's letter (preferably, written in English) that gives agreement to the travel to Japan and your participation in the program.	

(b Have applicant or/and the applicant's family members had tuberculosis?

Please Select "No"or"Yes"	
Please specify	S

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

Please Select "No"or"Yes"	
Please specify	

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

Please Select "No"or"Yes"	
Please specify	
Name of medicine	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)
If you have any allergies, please provide detailed information to question 1(b)

Please Select "No"or"Yes"

Please specify	

4. Pregnancy

Is applicant pregnant?

Please Select "No"or"Yes"

If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's pregnancy, and gives agreement to your participation in the program. If you find out that you are pregnant after submitting this form, please make sure to inform the JICA office immediately.		
Weeks of pregnancy	-- Select --	weeks

5. Other Medical Issues/Conditions

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

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant understand that medical conditions resulting from pre-existing conditions and pregnancy will not be financially compensated by JICA, and may be a reason for termination of the program.

The applicant understand that this questionnaire will be checked by the people who are engaged in the program during stay in Japan.

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

You are required to report your up-to-date medical condition, and promptly report any changes to your medical condition, to the JICA office prior to participation in the program.
This obligation exists to prevent health risks that may arise if reporting is not completed

Japan International Cooperation Agency

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Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

I understand and fully agree to the following terms and conditions set forth below, and hereby declare by sign and date at the bottom.

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 any type of immoral conduct including sexual harassment, 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" in General Information,

(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

(11) to observe the rules and regulations at the place of the participants' accommodation,

(12) to refund allowances or other benefits paid by JICA in the case of a change in

(13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

The definition of sexual harassment, the KENSHUIN GUIDEBOOK, and the reference video are available at the link below:

https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as “Personal Information”) that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

(a) In cases of legally mandated disclosure requests;

(b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;

(c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

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

3. Copyright Policy

The participants are requested to comply with the following;

(1) The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

(2) All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party’s(ies’) works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants’ countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).

(3) The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).

(4) JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

・Use on the website or in SNS administrated/operated by JICA,

・Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

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

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

5. Health condition

It is evident that moving to a different environment can affect your physical and mental health compared to living in your home country, even under normal circumstances.

Pregnancy—regardless of the stage—may pose health risks to both mother and child. Our approach prioritizes the health and safety of both. In addition, medical expenses related to pregnancy, childbirth, and care for the child (or fetus) are not covered by the insurance provided by JICA. If the participant's stay in Japan needs to be extended, the associated living expenses will also not be covered, which could result in a significant financial burden on the participant.
Given the above circumstances, pregnant applicants are required to promptly schedule a

All individuals with pre-existing conditions must notify JICA in advance. (Please complete Form 3)
Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.
It is required to submit a medical certificate from your doctor confirming that you are medically cleared to take part in the KCCP in Japan.
Medical expenses related to pre-existing conditions are not covered by the insurance

It is important to understand that failing to provide your health information in advance may lead to situations where, despite our best efforts to prioritize your safety, effective intervention could become extremely difficult.
For further details, please refer to KENSHUIN GUIDE BOOK Medical Services.

DECLARATION (to be signed by the Applicant)

・I understand and fully agree to the formentioned terms and conditions stipulated article 1 to 5.
・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 described in "4":

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

◉ Agree ○ Disgree

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	