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)/10/13 **New Delhi, dt.: As Signed**

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: Online & In-person Knowledge Co-Creation Program on **"Enhancement of Startup Ecosystem in Metropolitan Area"** from 15th June to 19th June, 2026 **(Pre-Online)**, 12th July to 01st August, 2026 **(In-person in Japan)** and 06th August, 2026**(Post-Online)**.

Government of Japan is sponsoring an **Online & In-person** Knowledge Co-Creation Program on **"Enhancement of Startup Ecosystem in Metropolitan Area"** from 15th June to 19th June, 2026 **(Pre-Online)**, 12th July to 01st August, 2026 **(In-person in Japan)** and 06th August, 2026**(Post-Online)**. Number of slots available for India is One (01). In this connection, please find enclosed Training Circular of DEA dt. 16th March, 2026.

2. The programme is intended for for central government ministries and agencies (such as Ministries of Innovation and Technologies or Industry), or local governments related to startups public or private incubators/accelerators/hubs, Industry associations, universities in charge of supporting entrepreneurs or promotion of startup ecosystem, startups etc.

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

i) Sponsoring Government's application form together with the Medical History Questionnaire.

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

iii) A photocopy of the Passport.

iv) Questionnaire.

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 **13th April, 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.

25/03/2026

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

No.13/2/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
.....

Kartavya Bhavan-1, New Delhi,
Dated the 16th March, 2026.

TRAINING CIRCULAR

Subject **Online & In-person** Knowledge Co-Creation Program on **"Enhancement of Startup Ecosystem in Metropolitan Area" from 15th June to 19th June, 2026 (Pre-online), 12th July to 1st August, 2026 (In-person in Japan) and 6th August, 2026 (Post-online).**

The Government of Japan has invited nominations for **Online & In-person** Knowledge Co-Creation Program on **"Enhancement of Startup Ecosystem in Metropolitan Area" from 15th June to 19th June, 2026 (Pre-online), 12th July to 1st August, 2026 (In-person in Japan) and 6th August, 2026 (Post-online)** under the Technical Assistance Programme with India. The programme is intended for central ministries and agencies (such as Ministry of Innovation and Technologies or Industry) or local governments related to startups, public or private incubators/accelerators/hubs, industry associations, universities in charge of supporting entrepreneurs or promotion of startup ecosystems, startups etc. 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) **Questionnaire.**

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 27.04.2026** 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 Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn.), M/o Science & Technology, Technology Bhavan, New Mehrauli Raod, ND-16.
3. Joint Secretary (Admn.), M/o Skill Development & Entrepreneurship, Shram Shakti Bhavan, Rafi Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.
6. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House,18-20 Kasturba Gandhi Marg, New Delhi -1.

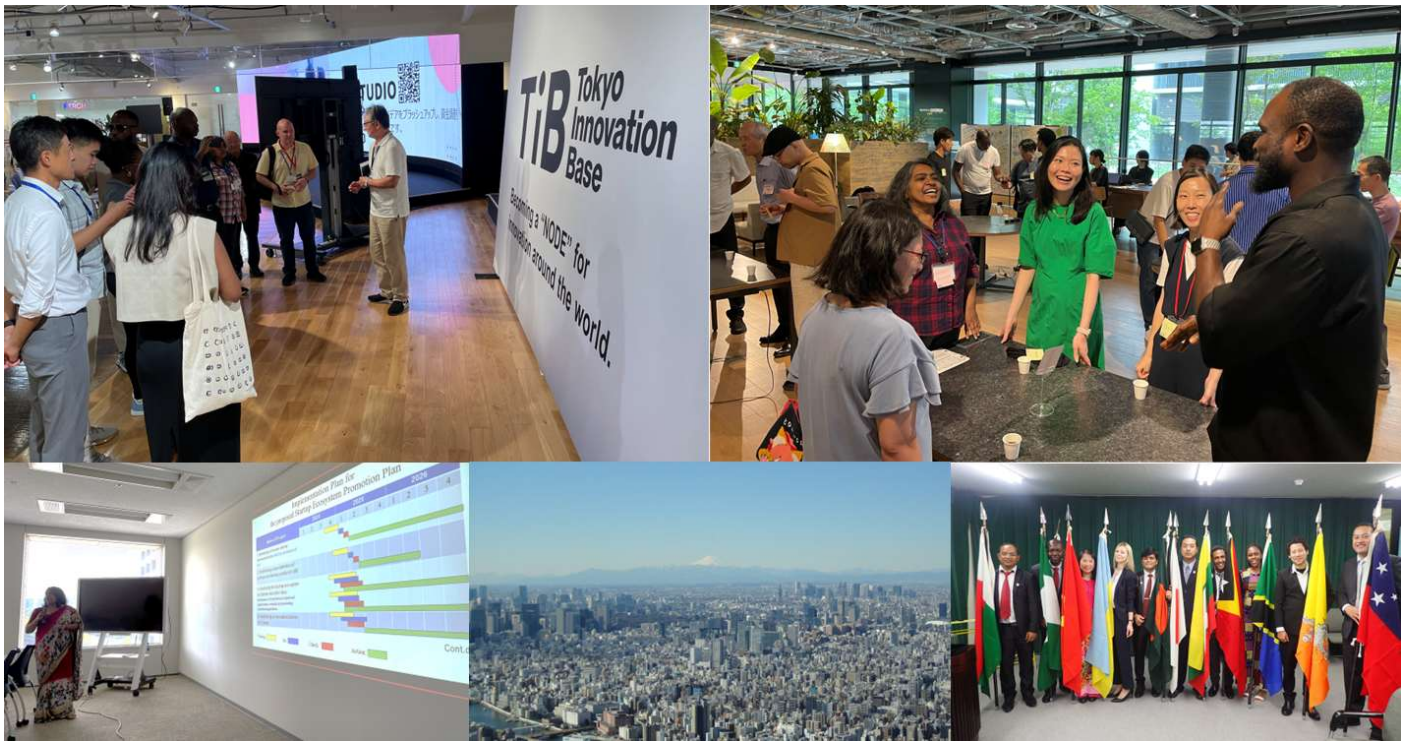
TO BE UPLOADED ON MOF'S WEBSITE

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

Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Enhancement of Startup Ecosystem in Metropolitan Area



Course Number: 202515027J001

Course Period: (Pre-online) June 15 - June 19, 2026

(In-Japan) July 12 – August 1, 2026

Expected arrival date and departure date

(Post-online) August 6, 2026

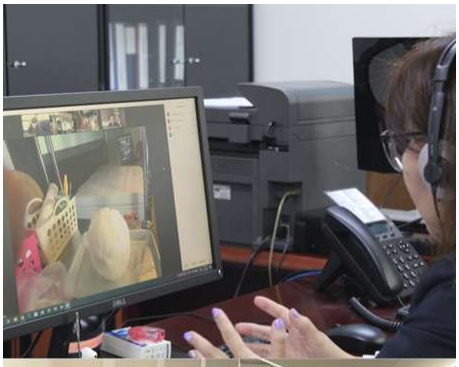
NOTE: Adobe Acrobat Leader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or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

首都圏におけるスタートアップ・エコシステム構築発展

How do we develop Startup Ecosystem?

Understand the policies and measures for building and developing startup ecosystems in Japan and the Tokyo metropolitan area to formulate and implement policies in participant's own countries, and build relationship with startup ecosystem actors and consider future collaboration.

Outline











This program is designed for personnel from startup-related central ministries, local governments, public/private incubators/accelerators/innovation hubs, and other relevant organizations in metropolitan areas where the startup ecosystem is relatively in the middle to late growth stage.

Participants will visit and receive lectures from public/private startup ecosystem actors (central/local ministries and agencies, investors such as venture capitals (VC), incubation and acceleration facilities, research and educational institutions such as universities, companies which invest in or have business collaboration with startups, Japanese startups, etc.) and formulate an action plan while exchange information and opinions between participants.

Format: On-demand, online, face-to-face (in-Japan)

***After completion of the online program, participants can participate in the in-Japan program.**

Language: English

Course Capacity:
15 participants (15 countries)









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

Population growth, large markets, social issues, and the potential for digital transformation often converge in developing countries.

When these factors come together, they can accelerate technological innovation. In fact, some social issues have already been addressed by innovative startups, highlighting the importance of promoting and nurturing them.

However, the startup ecosystems needed to support such growth are still not fully developed in many developing countries.

JICA supports the creation and development of startup ecosystems to build an environment where innovative startups can be continuously and independently created and nurtured.

This program enables participants to learn how to establish and enhance startup ecosystems and entrepreneurship, identify challenges in their own countries, and develop measures to enhance their startup ecosystems.

Objectives

- Understand the policies and measures for building and developing startup ecosystems in Japan and the Tokyo metropolitan area comparing the startup ecosystems of other major cities in Japan, and while exchanging information and opinions with its actors and among the participants, be able to formulate and implement policies and measures that suit to their own countries and cities.
- Build relationships with Japanese actors and consider future collaboration.
- Formulate an action plan to enhance startup ecosystem for achieving above objectives.



To Whom?

Job Areas and Organizations

This program is designed for;

- central ministries and agencies (such as Ministry of Innovation and Technologies or Industry) or local governments related to startups,

- public or private incubators/ accelerators/hubs,

- industry associations,

- universities in charge of supporting entrepreneurs or promotion of startup ecosystems,

- startups, etc.

which is located or operating in the metropolitan area where the startup ecosystem is relatively in the middle to late growth stage.

The target is personnel who are involved in the planning, implementation and management of policy measures at the target organization.

*More than one year work experience would be appropriate.

*Participation of the semi-higher official is also welcomed.

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

[note] Participants who have successfully completed both Online and In-Japan program will be awarded a certificate by JICA.

Targeted Countries

Bangladesh, Bosnia and Herzegovina, Botswana, Chile, Côte d'Ivoire, Ethiopia, Georgia, Ghana, India, Laos, Malaysia, Serbia, South Africa, Viet Nam, Zimbabwe



When?

Program Period

Online (5 days)
June 15 – June 19, 2026

In-Japan (3 weeks)
July 13, 2026 (Commencement)
- July 31, 2026 (Completion of in-Japan program)

**Expected arrival date: July 12, 2026*

**Expected departure date: August 1, 2026*

**Please note that arrival and departure dates may vary depending on the flight schedule.*

Online (1 day)
August 6, 2026
*To be announced

Where?

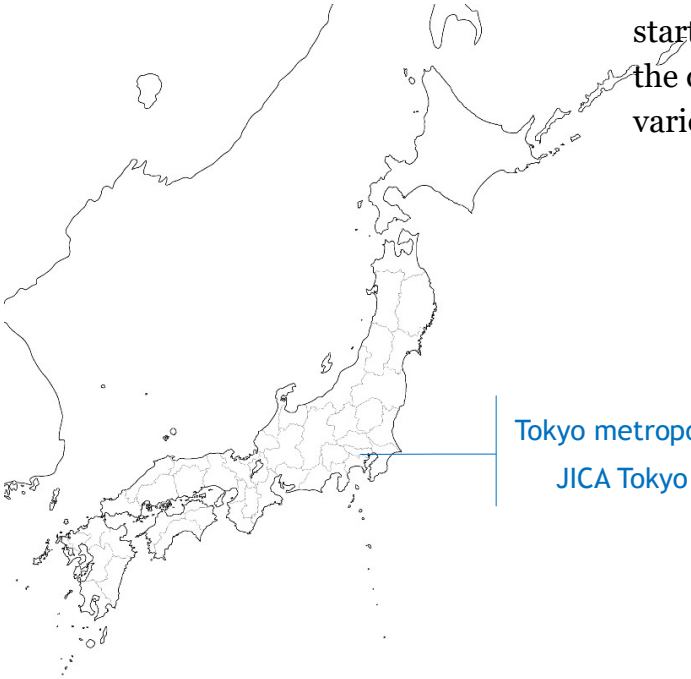
Participants can join the online program from their workplace or home.

However, participants are requested to have an adequate IT environment and to participate from a location where they can concentrate on lectures, discussions, and presentations.

If participants require any support, they may consult with the JICA local office.

For the in-Japan program, participants will mainly stay at the JICA Tokyo Center.

The program will also include visits to regions outside the Tokyo metropolitan area to deepen their understanding of initiatives aimed at strengthening the startup ecosystem by learning about the differences in approaches across various regions.



How?

How to Learn

Online
- Self-study
- Making & presentation of country report
- Lectures
- Discussions

In-Japan
- Lectures
- Groupworks
- Site visits
- Discussions
- Individual consultation
- Making & presentation of action plan

Language

English

Commitment to the SDGs



Program Structure

Place and time to attend for online program

(1) Place

The place where participants will take the program (On-Demand / Online) depend on their environment.(e.g., home, office). If participants are unable to secure an appropriate place to take the program, please consult with the JICA Office.

(2) Time for live-streaming program

The online program will be live-streamed mostly between 17:00 and 20:00 (Japan time). The corresponding time in each country is as follows.
The detailed schedule will be provided with the Acceptance Notification.

Japan	17:00 – 20:00
Cote d'Ivoire, Ghana	8:00 – 11:00
Botwana, South Africa, Zimbabwe	10:00 – 13:00
Serbia, Bosnia and Herzegovina	10:00 – 13:00 (Summer Time)
Ethiopia	11:00 – 14:00
Georgia	12:00 – 15:00
India	13:30 – 16:30
Bangladesh	14:00 – 17:00
Laos, Vietnam	15:00 – 18:00
Malaysia	16:00 – 19:00

Chile	Due to the time difference, there will be no live lectures. However, participants are requested to study independently on demand using the recordings of the live sessions that will be provided.

(3) Time for on-demand program

Participants will be able to access on-demand materials (such as archived lecture videos and other on-demand resources) at any time and from any location.

(4) Circumstance for internet connection

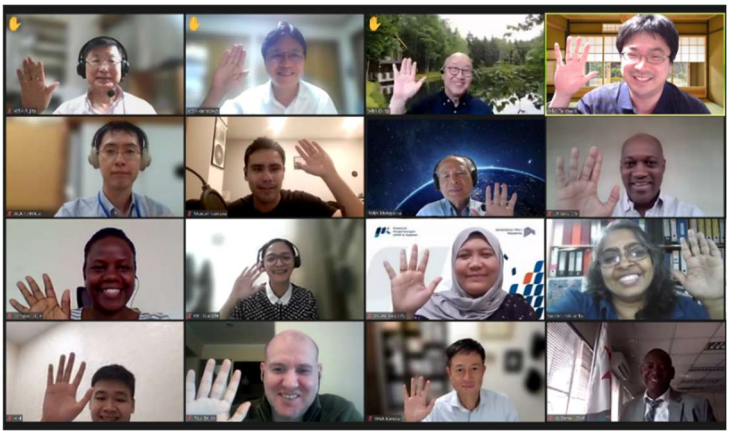
The online program will be conducted via Zoom platform. A stable and secure internet connection is required to access the platform. An internet speed of approximately 3 to

5 Mbps for both downloading and uploading is recommended (with at least 0.5 to 1.5 Mbps). Please refer to the following URL for instructions on how to measure an internet speed.

https://www.speedtest.net/

Since the lecturers will be sharing materials via Zoom's screen-sharing function, participants are kindly requested to join Zoom from a computer whenever possible. Mobile phones are not recommended.
If participants are unable to arrange an adequate internet connection, environment, or necessary devices, please consult with the JICA office

(5) Attendance requirement
Participation in the online program is an essential requirement for completing the course. Partial attendance is NOT permitted.



Program Schedule (tentative)

Preparation	
Not later than May 25	▪ Announcement of program schedule and assignments
May 26 to June 7	▪ Preparation of Country report ➢ Country information, Related policies and institutions for enhancement of startup ecosystem, Challenges, etc. ▪ Understanding of JICA's initiatives in own country
June 8	▪ Submission of Country report

On-demand Program	
Anytime	▪ Lecture of fund-raising strategies ▪ Lecture of exit strategies

Online Program	
June 15	▪ Program orientation ▪ Lectures on the promotion policies on the enhancement of startup ecosystems by Japanese government (1) ▪ Review/discussion
June 16	▪ Presentation of country report ▪ Review/discussion
June 17	
June 18	▪ Lectures on the promotion policies on the enhancement of startup ecosystems by Japanese government (2) ▪ Review/discussion
June 19	▪ Lectures on the promotion policies on the enhancement of startup ecosystems by local government ▪ Review/discussion ▪ Orientation for in-Japan program



In-Japan Program	
July 12	▪ Arrival
July 13	▪ JICA briefing ▪ Program orientation ▪ Introduction of JICA's activities on the Startup Promotion
July 14	▪ Lecture ➢ Trends in venture business in Japan ▪ Exercise: "Business Plan & Evaluation" (1)
July 15	▪ Lecture ➢ Functions of venture capital ➢ Intellectual property rights strategies ▪ Site visit to a startup facility in Tokyo (1)
July 16	▪ Exercise: "Business Plan & Evaluation" (2) ▪ Site visit to a startup facility in Tokyo (2)
July 17	▪ Site visit to a major city in the metropolitan area (Tsukuba City, Ibaraki Prefecture)
July 18	▪ NO PROGRAM
June 19	
July 20	

July 21	▪ Exercise: “Business Plan & Evaluation” (3) ▪ Site visit to a startup company (1)
July 22	▪ Case study of a Japanese incubator ▪ Site visit to startup facilities in Tokyo (3) ▪ Lecture on entrepreneurship education programs offered by Japanese universities
July 23	▪ Site visit to a major city in a rural region (Nagano prefecture) ▪ Japanese cultural tour
July 24	
July 25	
July 26	▪ NO PROGRAM
July 27	▪ Site visit to a major city in the metropolitan area (Saitama City, Saitama Prefecture) ➢ Women career support
July 28	▪ Individual consultation for action plan formulation
July 29	▪ Formulating action plan
July 30	▪ Action plan presentaion
July 31	▪ Action plan presentaion ▪ Evaluating session ▪ Closing ceremony
August 1	▪ Departure

Post-online Program	
August 6	▪ To be announced later

*This schedule is tentative and may be subject to change. Details will be announced with the Acceptance Notification.

Management Members

Implementing Partner

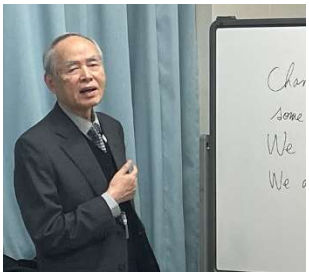
World Business Associates Co., Ltd. (WBA)

Course Leader

Mr. MOTOYAMA Junichiro, MBA, Ph.D.

It will be an exciting opportunity for me to see you at this Co-creation Program and to learn together with you on the Enhancement of Startup Ecosystem in Metropolitan Area.

I will be at your guide and facilitator throughout the entire course of this Program as the Course Leader. See you soon online and in Japan.



Course Leader

Mr. OKITA Fumio, MA

This course provides you significant learning and findings of various subjects in both remote and in-Japan program. I will support and assist you through whole program with my experiences in the field of business and industrial developments as a developer and a business consultant.





Voice

Past Program Alumni Comments

PANAWALA, P.V. Sachie
Sri Lanka (National Innovation Agency)



It was a privilege to participate in the JICA programme on “Enhancement of Startup Ecosystem in Metropolitan Area”, in 2024. The course offered a well-balanced blend of policy insight, institutional exposure, and practical ecosystem engagement. What stood out most was its systemic perspective - understanding that a startup ecosystem does not thrive on isolated interventions, but on coordinated action among government, academia, private sector, financiers, and support organizations.

The programme was structured, field-oriented, and forward-looking, with valuable site visits and candid discussions that allowed us to see how metropolitan ecosystems evolve through long-term vision, regulatory clarity, and consistent stakeholder collaboration.

One of the most important lessons I gained is that ecosystem development requires both strategic patience and decisive policy alignment. Infrastructure alone is not enough; enabling regulations, risk-tolerant financing, talent mobility, and strong intermediary institutions are equally critical. The metropolitan context also demands agility — cities must function as innovation laboratories where policies can be piloted, refined, and scaled.

To future candidates, I encourage you to approach this programme not merely as a training course, but as a strategic opportunity. Engage actively, ask difficult questions, and reflect on how the lessons can be realistically contextualized to your own country. The true value of the course lies not only in what you learn, but in how you translate that learning into institutional reform, ecosystem coordination, and measurable impact.

Saulo Manuel SANTANA HERNANDEZ

Mexico (Ministry of Innovation, Science and Technology of Jalisco Government)

*affiliated with Zapopan Municipality Government at the time of their KCCP

The experience of being overseas to learn is always full of learning, but walking through the culturally rich of Japan, I resume my learnings in three main areas:

1. Network improvement: The range of collaborations and the understanding of other startup ecosystems overseas and its importance in improving the local policies to acquire new links with countries that would be out of your network in another way.
2. The relevance of public policies: In the program, we analyze a lot of policies that improve the capability of the startups to survive from a vision of integrated collaboration between the different levels of power in the government merged under two points:
    1. An exit profile for startups in an integrated plan in the country, taking care of the potential and characteristics of each region
    2. A definition of startup and a strategy in collaboration with all the sectors involved in the ecosystem
3. The importance of a strategic vision that includes all the actors in the startup ecosystem: the localization of each actor and their contribution to the ecosystem as an angular piece of the project related to the startup promotion.



Take the chance! This opportunity is not only for cultural exchange but taking the moment to connect and develop projects overseas breaking the chains of distance and improving and sharing knowledge about innovation and startup development through real and high-impact policies.

Eligibility and Procedures

1. Expectations to the Applying Organizations

(1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
(2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
(3) Applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section Ⅲ-2 below.
(4) Applying organizations are expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties: be involved in support and promotion of entrepreneurs and startup ecosystems in the metropolitan area where the startup ecosystem is relatively in the middle to late growth stage.

*Since this course aims to become able to propose policies and initiatives for building a startup ecosystem in the particiant's affiliated organization, participation of the semi-higher officials (equal to the level of director in a ministry or above) is also welcomed.

<public sector>
a. Administrative officers in charge of support and promotion of entrepreneurs and startup ecosystems
b. Staffs of business associations or educational institutes in charge of support and promotion of entrepreneurs and startup ecosystems
<private sector>
Staffs of the organizations related to startup ecosystems such as incubators/accelerators/hubs, industry associations, VCs, etc.

2) Educational Background: be a graduate of university

3) Language Proficiency: have a sufficient ability of English for lectures, discussion, presentation, etc. (TOEFL iBT 60 or above) Please attach an official certificate for English ability such as TOEFL, IELTS, TOEIC etc, as much as possible. **This program includes interactions and discussion with Japanese startup-related actors. Participants need to have a sufficient English ability for establishment relationship with them.**

4) Technical Requirements :

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
  *Internet access charge incurred for this course shall be borne by your organization.

c Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher

- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d Software (which may be required)

- Zoom Client for Meeting (https://zoom.us/download).
  *In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

5) Health: must be in good health to participate in the program in Japan. 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 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.

6) Attendance: Participants are required to attend ALL components of the online program, including both on-demand and live sessions. Failure to fulfill this requirement will result in ineligibility to participate in the In-Japan program. If the time zone makes full participation in the live sessions difficult, please consult with the JICA local office in advance.
Participants must ensure a quiet and focused environment for the online program.

Remarks:
(1) Female candidates: 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.
(2) 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.

(2) Recommended Qualifications

1) Expectations for the Participants

- Participants are expected to understand the objectives of the Knowledge Co-Creation Program (KCCP) and to take an active role in exchanging information and engaging in mutual learning.
- Participants should be proactive in building networks with fellow participants and members of the Japanese startup community.

2) Experience in the relevant field: have more than one (1) year's experience in the field of promotion of entrepreneurs or startup ecosystems.

3) Age: are preferred to be between twenty-five (25) and forty-five (45) years

4) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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3. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

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

*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

(3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) **Questionnaire:** to be submitted with the application form.

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4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**
(All required material must arrive **at JICA Center in Japan by** May 11, 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** May 25, 2026**.**

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

Country Report: to be **submitted by** June 8, 2026

Accepted candidates are required to prepare a Country Report and present it at Online program. The Country Report should be sent to JICA by due date. The format of Country Report will be sent with Acceptance Notification.

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 violateJapanese 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) **URL**: https://www.jica.go.jp/tokyo/english/office/index.html
(3) **Program Officer**: ABE Kumiko (Ms.) (tictip@jica.go.jp)
**In case of contact through e-mail, please add the course number "202515027J001" with your mail subject.*

2. Implementing Partner

(1) **Name**: World Business Associates Co., Ltd.
(2) **URL**: https://www.wba.co.jp/en
(3) **Course Leader**: MOTOYAMA Junichiro (Mr.), Director & Senior Consultant

3. Expenses

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

*Link to the Website:
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept
or
https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html

4. Pre-departure Orientation

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

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

If the link of these youtube URLs has expired, please access the URL below and search the nessesary information from the key word.
https://www.youtube.com/user/JICAChannel02

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5. 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

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

Website: JICA "The Knowledge Co-Creation Program"

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

Website: JICA Tokyo

https://www.jica.go.jp/english/domestic/tokyo/index.html

PDF: Facility Guide for JICA Tokyo

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

Video: Introduction of JICA Tokyo

https://youtu.be/qUsxpNG5p4E

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 course 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

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

TEL: +81-3-3485-7051

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