

F.No.12040/13/2022-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-67

Dated: 08.07.2022

CIRCULAR

Subject: Knowledge Co-Creation Program on “Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)” to be held in Japan from 17th October to 21st December 2022 (online and face to face in Japan) under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)” to be held in Japan from 17th October to 21st December 2022 (online and face-to-face in Japan) under the Technical Cooperation Program of the Government of Japan.

2. The program aims to provide knowledge, Disaster risk prevention, mitigation, preparedness and rehabilitation for infrastructure (river, road, and port).

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

i) Current Duties & Experience in the relevant field: Civil engineers of central or local government with at least 5 years of experience in infrastructure management (except for building / housing).

ii) Educational Background: University graduates or equivalent in the area of civil engineering.

iii) English Language Qualification: have a competent command of English.

iv) Health: must be in good health (Both physically and mentally).

v) Age: between the ages of twenty-five (25) and forty five (45) years

vi) Gender Equality and Women’s Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women’s empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity and more details of the program may be seen in the brochure.

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

- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airports designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **09.09.2022**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in / kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Govt. of India
Tele No: 26194167

Copy to:

- a. Secretary, Ministry of Ports, Shipping and Waterways, Pariwahan Bhawan, Parliament Street, New Delhi
- b. Secretary, Ministry of Road Transport and Highways, Transport Bhawan, Parliament Street, New Delhi
- c. Secretary, Ministry of Jal Shakti, Shram Shakti Bhawan, Rafi Marg, New Delhi 110001.
- d. Secretary, Department of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi 110001

- e. Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi - 110003.
- f. Secretary, Ministry of Home Affairs, North Block, New Delhi - 110001.
- g. Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi - 110001.
- h. Secretary, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi 110001.
- i. Secretary, Department of Rural Development, Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi 110001.
- j. Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sufdarjang Enclave, New Delhi-110029.
- k. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- l. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- m. NIC with request to post the circular along with the JICA's circular on this Department's website.



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Disaster Risk Reduction and Management on Infrastructure (River, Road and Port)



Course Number: 202107989J001

Course Period: October 17- December 21, 2022



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

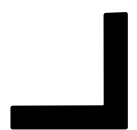
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

課題別研修 インフラ施設（河川・道路・港湾）災害対策とマネジメント



How can we make
Disaster Risk Reduction
through our engineering
countermeasures?

Acquire knowledge of the various efforts such as the way to reduce the damage on important public infrastructures from natural disasters and disaster recovery based on the Japan's experiences.



Outline



This program is designed for civil engineers who are in charge of the maintenance and management of the public engineering facilities.

The program aims to share the various efforts such as the way to reduce the various disaster risks on important public infrastructures from natural disasters (flood, earthquake, tsunami and sediment related disasters) and disaster recovery based on the Japan's experiences, leading to the improved disaster risk reduction, prevention, mitigation and restoration for infrastructure in participating organizations.

The sessions will be held online self-study in your country and face to face-study in Japan.

All sessions are carried out in English.

The period of the program is from October 17 to December 21, 2022.

Course Capacity:
10 participants

<Important Note>
In the context of the COVID-19 pandemic, please note that there is a possibility that the course period might be changed, or the course itself might be cancelled.



JICA Knowledge Co-Creation Program (KCCP)

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

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For What?

Background

In recent years, natural disasters which could shake the foundations of regions and nations are occurring more frequently and intensely all over the world. As a result, economic damage and loss are expanding. In developing countries, natural disasters such as flood, earthquake, tsunami, sediment related disasters have caused serious damages to public infrastructure (road, river, port, water supply and sewerage system, electric power supply, etc.) and recovering such public infrastructure requires a great deal of reinvestment and time. In this way, it repeatedly impedes social and economic development.

Overall Goal

Disaster risk prevention, mitigation, preparedness and rehabilitation for infrastructure (river, road, and port) will be improved in participating organizations.

Course Objective

Participants will acquire knowledge on applicable techniques for more practical, efficient and effective disaster risk prevention, mitigation, preparedness and rehabilitation for infrastructure (river, road and port).

To Whom?

Job Areas and Organizations

This program is offered to civil engineers who are involved in infrastructure management (river, road and port, but not for building and housing) from the viewpoint of investigation, planning, implementation or maintenance.

Targeted Countries

Algeria, Belize, Chile, Guyana, Honduras, India, Indonesia, Saint Vincent and the Grenadines, Timor-Leste, Turkey

When?

Self-learning Program Period

(at your home/ office in your country)



From October 17, 2022
to October 28, 2022

You will receive links of video materials

Online Program Period

(Quarantine Period; In Narita, Japan)



From October 31, 2022
to November 4, 2022

This will be held during the quarantine period in Japan.

Face to face Program Period

(In Kobe, Japan)

From November 7, 2022
to December 20, 2022

***The quarantine period and place is subject to change.**

Where?

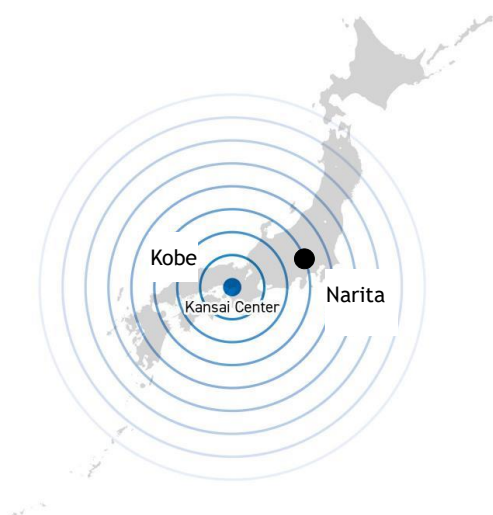
This course is carried out mainly at JICA Kansai Center.

Due to COVID-19, you will stay at Narita for quarantine period before coming to Kobe.

Program Period	Where
Self-learning	In your country
Online	At Narita in Japan
Face to face	At Kobe in Japan

Note:

- ◇ Arrival at Narita on Oct. 29, 2022
- ◇ Move from Narita to Kobe on November 6, 2022
- ◇ Departure from Japan on December 21, 2022



How?

How to Learn

- Online Self-Study
- Online Interactive
- Q&A Session
- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Watch



Listen



Experience



Study



Chat



Discuss



Present

Language

English

Commitment to the SDGs



Program Structure

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

(1) Preliminary Phase

Self-learning program Period in your home country

From October 17, 2022 to October 28, 2022

Participants are required to do following things before coming to Japan in your home country:

- Preparation and submission of Job Report and Basic Information Matrix (As for the details, please see the ANNEX)
- View videos through internet (ex. Natural Disasters in Japan, Disaster Prevention facilities in Japan and etc.)

(2) Core Phase in Japan

Part 1 Online Program Period at Narita in Japan (quarantine period)

From October 31, 2022 to November 4, 2022

- Briefing session
- General Orientation
- Course Orientation
- Japanese Language

Part 2 Face to face Program Period

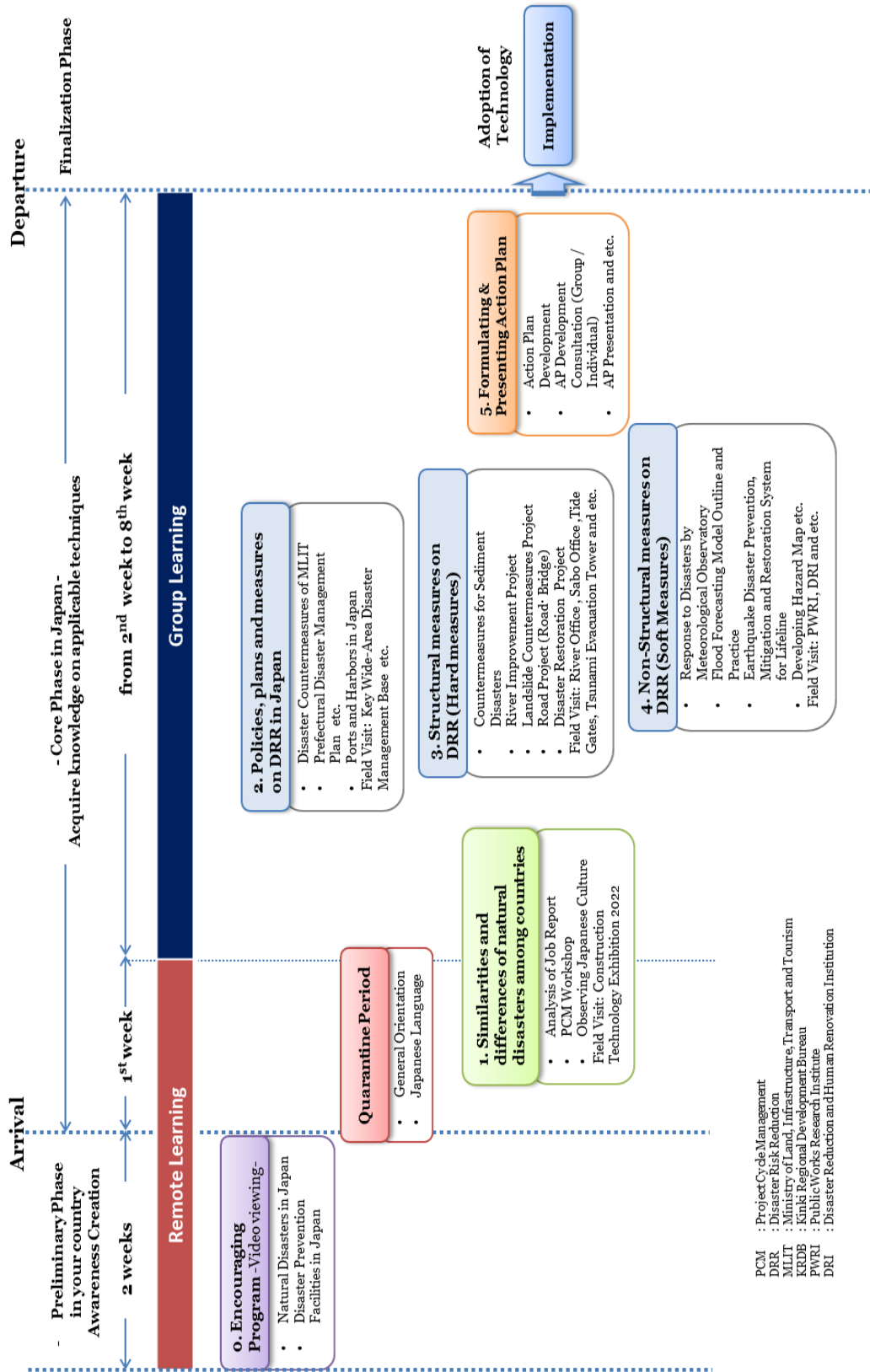
From November 7, 2022 to December 20, 2022

Expected Module Output	Subjects/Agendas	Methodology
<1> To be able to explain the similarities and differences of the feature of natural disasters between the participating countries and Japan.	(1) Job report presentation (2) Natural disasters in Japan (3) Natural disasters and its analysis in each country (4) Transition of disaster risk reduction technologies in Japan	Lecture Presentation Field visit • Construction Technology Exhibition 2022, etc.

<p><2> To be able to explain the national, prefectural and municipal governmental policies, plans and measures on Disaster Risk Reduction (DRR) in Japan.</p>	<p>(1) Disaster management policies/plans/measures at different levels (2) Disaster management project (Land readjustment, urban redevelopment, etc.) (3) Ports and Harbors in Japan</p>	<p>Lecture Field visit</p> <ul style="list-style-type: none"> ▪ Key Wide-Area Disaster Management Base, etc.
<p><3> To be able to explain structural measures such as the engineering techniques for disaster risk prevention, mitigation, preparedness and rehabilitation for infrastructures against various natural disasters in Japan.</p>	<p>(1) Countermeasures for Sediment Disasters (2) River Improvement Project (3) Landslide Countermeasures Project (4) Road Project (Road · Bridge) (5) Disaster Restoration Project (6) Engineering techniques for emergency restoration / reconstruction methods</p>	<p>Lecture Field visit</p> <ul style="list-style-type: none"> ▪ River Office ▪ Sabo Office ▪ Tide Gates ▪ Tsunami Evacuation Tower, etc.
<p><4> To be able to explain non-structural measures on Disaster Risk Reduction (DRR) such as weather forecast, early warning system, information sharing system, etc.</p>	<p>(1) Response to disasters by Meteorological Observatory(weather forecast/earthquake) (2) Flood forecasting system and its operation (3) Earthquake Disaster Prevention, Mitigation and Restoration System for Lifeline (4) Creation of Disaster Reduction Awareness</p>	<p>Lecture Workshop Field visit</p> <ul style="list-style-type: none"> ▪ Town watching and Hazard Map developing ▪ Public Works Research Institute ▪ Disaster Reduction and Human Renovation Institution

<p><5> To prepare an Action Plan and propose applicable techniques / knowledge to participating organizations.</p>	<p>(1) Problem analysis, solution finding (2) Preparation of Action Plan (3) Presentation of Action plan</p>	<p>Workshop Consultation Presentation</p>
<p>(3) Finalization Phase in a participant's home country (from December 22, 2022).</p>		
<p>Expected Module Output</p>	<p>Activities</p>	
<p>To implement the Action Plan</p>	<p>Dissemination, finalization and implementation of the Action Plan in the participant's country</p>	

Program Structure



Voice

Past Program Alumni Comments

 Jack Ismael MOMDEL
Papua New Guinea

Within my working capacity and the organization, natural disasters, such as landslide, slope failure, flood and etc., are most challenging in the roads and bridge construction industry, in terms of immediate restoration, costs and applying of applicable techniques for permanent prevention mitigation. Hence, this training obtain really gave me much additional knowledge and suitable new applicable techniques which are for short /long or either in the future that can be used to reduce above mentioned natural disasters in PNG especially in roads and bridge- infrastructure.

 Geoffrey Mark Anthony VAUGHN
Guyana

I am amazed by the work done by Japan in dealing with disaster, after the impact from the many earthquakes and tsunami which have devastated their country. These disasters did not defeat the Japanese people. It has only made them stronger and enabled them to become more creative and innovative in dealing with disaster.

I am indeed amazed by the many hard and soft structures that have been created by the people of Japan. This is a living example of what love for a country is. The Japanese people are true example of what working together can achieve.



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

2. Nominee Qualifications

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

(1) Essential Qualifications

1) **Current Duties & Experience in the relevant field:**

Civil engineers of central or local government with at least 5 years of experience in infrastructure management (except for building / housing).

2) **Educational Background:**

University graduates or equivalent in the area of civil engineering.

3) **English Language Qualification:**

Language: have a competent command of English which is equal to TOEFL iBT 80 or more (This training program includes active participation in discussions, which requires HIGH competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.)

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

5) **Technical Requirements for the Online Program (Computer)**

✓ **Technology Proficiency:**

- Basic computer skills such as, sending/receiving e-mail with attachments, and using a web browser.
- This program may be delivered using JICA-VAN(Online learning system) and the following services; Web Conferences (Ex. Zoom, Webex, MS Teams), Cloud Storage (Ex. Google Drive, Gigapod), and YouTube.

✓ **Internet Connection:**

- High Speed Broadband Connection (at least 2Mbps) from your office or your home.

*In principle internet access charge incurred for this course shall be borne by you/your organization.

<**Minimum Requirement**>

✓ **Hardware:**

- 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 i3 or equivalent; 2GHs or higher
- Memory: 2GB of RAM or higher
- Hard Drive Space: 2GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

✓ **Hardware and Software which may be required:**

- Webcam Microphone, and Audio output Device (Speaker or Headset)
- Zoom Client for Meeting (<https://zoom.us/download>)
- Webex



(2) Recommended Qualifications

- 1) Age:** between the ages of twenty-five (25) and forty five (45) years
- 2) Gender Equality and Women's Empowerment:** Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and 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 or ID:** 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 (photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Kansai Center in Japan by **September 29, 2022**)

(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 October 7 2022.**

5. Additional Documents to be Submitted by Accepted Participants

Accepted participants should submit “Basic Information Matrix” (Word) and “Job Report” (PPT) by e-mail by **October 24, 2022.** As for details, please see ANNEX.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics
- (3) not to record or share the online contents without JICA’s permission
- (4) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP.
- (5) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (6) 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),
- (7) not to bring or invite any family members (except for programs longer than one year),
- (8) 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,



- (9) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (10) not to engage in political activities, or any form of employment for profit,
- (11) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5.Expenses", "Administrative Arrangements",
- (12) 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,
- (13) not to drive a car or motorbike, regardless of an international driving license possessed,
- (14) to observe the rules and regulations at the place of the participants' accommodation, and
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kansai Center (JICA Kansai)
- (2) **Program Officer:** Mr. OGAWA Kazumasa (Ogawa.Kazumasa@jica.go.jp)

2. Implementing Partner

- (1) **Name:** Ministry of Land, Infrastructure, Transportation and Tourism, Kinki Regional Development Bureau
- (2) **URL:** <http://www.kkr.mlit.go.jp/index.html> (Japanese)

3. Travel to Japan:

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

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan (During the quarantine period, we plan to stay at a hotel near Narita Airport in Japan.)

JICA Kansai Center (JICA Kansai)
Address: 1-5-2 Wakinohama Kaigandori, Chuo-ku, Kobe, Hyogo
651-0073, Japan
TEL: 81-78-261-0383/0341 FAX: 81-78-261-0465
(where “81” is the country code for Japan, and “78” is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “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/acceptance/training/index.html

6. Pre-departure Orientation

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

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

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=i1BQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html



7. Other Information

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- (3) Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
- (4) Participants are requested to bring athletic shoes and backpack (or small suitcase). Athletic shoes are necessary for field visit and backpack (or small suitcase) is necessary when you go out for a short trip to other cities. (so that you don't need to bring everything)
- (5) Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
- (6) It is very important that some of your currency must be exchanged to Japanese Yen at airports before your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program

Annex

NECESSARY CONTENTS OF BASIC INFORMATION MATRIX & JOB REPORT (Only for accepted participants)

Accepted participants are required to submit <A> and **by October 24, 2022** to Ogawa.Kazumasa@jica.go.jp (Mr. OGAWA Kazumasa)

< A > Basic Information Matrix

The Basic Information Matrix aims to sum up basic information about disasters and share them with other participants and instructors. The Basic Information Matrix is divided into three parts. The first section is asking some data on disaster for Infrastructure. The second section is the information related to assistance by Development Partners. The third section is asking the information on the budget of disaster prevention. It would be desirable that each participant fills out this part in cooperation with respective country's JICA office. (Please use the format on next page)

< B > Job Report

1. Style

- (1) Job report should be prepared by Microsoft® Power Point.
- (2) Job report should cover the following five elements
 - 1) The missions of participants' organization and his/her own duty.
 - 2) Natural disasters which typically occur in participant's country, and that have occurred in recent years
 - 3) Experience(s) of natural disaster management in participant's duties
 - 4) Problems and issues at participant's organization that need to be solved or improved from a perspective of "disaster risk reduction on infrastructures (river, road and port). Please describe them along the following angles;
 - Disaster mitigation
 - Restoration from natural disasters
 - Maintenance and management
 - Disaster risk reduction measures
 - Others
 - 5) Objectives to participate in this program

Note: Please use some tables, figures and pictures for better understanding of other participants and lecturers (e.g. pictures about situation of damage by disasters and so on).

- (3) The report should be about 10 slides (Power Point). On each slide, please indicate only main points (NOT long-winded sentences).

2. Language : English

3. Job Report Presentation:

- (1) Job report presentation is planned to be held at the beginning of the program.
- (2) Each participant has 15-20 minutes to make a presentation and 5 minutes for Q&A.

Basic Information Matrix

【1】インフラ施設の自然災害に関する情報 Information on Disaster for Public Works	
1-1-1 主な地理・地質条件 Geographic & Geological conditions	
1-1-2 気候区分、年間降水量、時間最大降雨量 Climatic Division, Annual Rainfall, Peak Rainfall per 1 hour	気候区分 Climatic Division
	年間降水量 Annual Rainfall
	時間最大降雨量 Peak Rainfall per 1 hour
1-1-3-(a) 水文観測の統計データの有無(雨量、水位、潮位について) Existence of Hydrological Observation Statistical Data (Please select "✓" if the observation is carried out, or "X" if not.)	雨量 Rainfall
	水位 Water Level
	潮位 Tide Level
1-1-3-(b) 水文観測機関からインフラ担当機関への情報共有の有無 Existence of sharing information system from the hydrological observation to the organization in charge of infrastructure (Please select "✓" if such system exists, or "X" if not)	
1-1-3-(c) 水文観測機関から市民への気象警報情報、災害情報(地震、津波、土砂崩れ・洪水・火山など)の情報共有の有無 Existence of disaster related information sharing system from the hydrological observation to citizens.(Disaster related information : Weather warning information and information regards to natural disasters such as earthquake, tidal wave, tsunami, landslide, flood, volcanic activity, etc.) (Please select "✓" if the system is existed, or "X" if not)	気象警報情報 Weather warning information
	災害情報 Disaster related information
	Earthquake
	Tidal wave
	Tsunami
	Landslide
	Flood
	Volcanic Activity
Others	
1-1-4-(a) 国全体でよく起きる自然災害と過去の被害状況 Please indicate most typical disasters in your country and the situation in the past.	

1-1-4-(b) 過去の被害状況についての統計データの有無 Existence of record/statistical data of the past natural disasters.(Please select "✓" if such record/data exists, or "X" if not)	
--	--

1-1-5 上記 1-1-4-(a)の災害において、政府や所属先が優先順位をもって対処すべきと考えている自然災害 Disasters which your organization and government try to tackle with high priority. (Please choose disasters within the above answers (1-1-4-(a)))									
1-1-6 上記 1-1-5 に対しての現行の対応策 (長期計画や当面の整備計画など)及び現在、実施しているハード対策・ソフト施策 Please indicate some countermeasures plan such as long-term plan, maintenance plan, etc., and some hard/soft countermeasures which currently your organization are implementing against the natural disasters which are mentioned in the above question 1-1-5.									
1-1-7 上記 1-1-6 を行う上での課題と必要と思われる政策や技術など Please indicate challenges and policies/technologies which are required to implement 1-1-6.									
1-2-1 上記 1-1-4 及び 1-1-5 に関して、災害復旧に関する法律・制度等はあるか Existence of Law(s) and/or System(s) about Disaster Restoration related to 1-1-4 and 1-1-5. (Please select "✓" if such law(s) and/or system(s) exist for the following infrastructure, or "X"if not)	<table border="1"> <tr><td>道路 Road</td><td></td></tr> <tr><td>河川 River</td><td></td></tr> <tr><td>港湾 Port</td><td></td></tr> <tr><td>その他 others</td><td></td></tr> </table>	道路 Road		河川 River		港湾 Port		その他 others	
道路 Road									
河川 River									
港湾 Port									
その他 others									
1-2-2 災害復旧工法としての設計基準 Design basis and standards that prescribes post-disaster construction methods (Please describe outline of them on the each box if such design basis exists)	<table border="1"> <tr><td>道路 Road</td><td></td></tr> <tr><td>河川 River</td><td></td></tr> <tr><td>港湾 Port</td><td></td></tr> <tr><td>その他 others</td><td></td></tr> </table>	道路 Road		河川 River		港湾 Port		その他 others	
道路 Road									
河川 River									
港湾 Port									
その他 others									
1-3-1 災害に関するソフト対策(ハザードマップ、水位計、早期警報システム等) "intangible" system(s) against disasters(e.g. a hazard map to show prediction of damages by disasters, water level gauge and early warning system etc.)									
1-3-2 自組織における、自らが担当するインフラ施設の、過去の災害を教訓とした維持管理マニュアルの有無 Maintenance manual which is based on the lesson learned from the past disasters in your organization. (Please describe outline of them if such maintenance manual exists)									

1-4 日本において学びたい技術(ハード整備・ソフト施策) Technologies and countermeasures (hard/soft) which you want to learn in Japan.	
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【2】外国からの支援に関する情報 Assistance by Development Partners(donors)	
2-1 本研修に関連のある主な日本支援によるプロジェクト (過去、現在、予定) Past, Present and Future Projects related to this course supported by Japan	
2-2 その他の外国からの支援 Project or Assistance by other donors/countries	
【3】防災対策における予算 Budget for Disaster Prevention	
3-1 防災対策事業にかかる組織の予算の取り方 How the organization budgets for disaster preparedness projects	
3-2 国家予算(もしくは所属する地方公共団体の予算)における事前防災予算の割合 Percentage of the national budget (or the budget of the local government to which you belong) that is spent on advance disaster management	
3-3 国家予算(もしくは所属する地方公共団体の予算)における救難・救護等災害対応予算の割合 Percentage of the national budget (or the budget of the local government to which it belongs) allocated to disaster response including rescue and relief operations.	

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 Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0465

("81" is the country code for Japan, and "78" is the local area code)

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record**1) Job Record (After graduation)**

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

2) Educational Record (Higher Education)(required)

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



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

--

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

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

Date:	Signature:
	Print Name: