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Remitente: JICA AGENCIA DE COOPERACI...

Bogotá D.C., 25 ABR 2018

JCC/ VPR 1-4-28002

Doctor
SERGIO LONDOÑO ZUREK
Director General
APC Colombia
Carrera 10 No. 97^a – 13 Torre A piso 6
Bogotá, D.C

Asunto: Convocatoria No. J1804054

Respetado Doctor:

Dentro de las modalidades de cooperación técnica que ofrece el Gobierno de Japón a Colombia con el fin de impulsar el desarrollo, se ejecuta el PROGRAMA DE GENERACIÓN CONJUNTA DE CONOCIMIENTO”, el cual brinda la posibilidad de viajar al Japón con todos los gastos pagos a los centros internacionales de JICA para intercambiar conocimientos en temas relacionados con el desarrollo de los países receptores de nuestra cooperación y asistencia técnica. Para ello, la Agencia de Cooperación Internacional del Japón, JICA, cubre los siguientes gastos: Pasaje aéreo ida y vuelta, hospedaje, viáticos diarios y atención médica según su reglamento interno.

Con relación a lo anterior me permito comunicarle que nuestro gobierno ha puesto en disposición de Colombia **un (1) cupo** para la participación en:

Nombre del programa: **SUSTAINABLE DEVELOPMENT OF RURAL AREA BY BIOMASS**
Fecha de Inicio: **Septiembre 26 de 2018**
Fecha de Terminación: **Noviembre 23 de 2018**

Los candidatos deberán ser nominados por el Representante Legal ante JICA, con el compromiso institucional de apoyar la nominación del candidato, garantizar el cumplimiento de los itinerarios fijados, respetar el trabajo del candidato a su regreso de Japón y también con la obligación de multiplicar el conocimiento adquirido en beneficio del País.



JCC/ VPR 2-4-25002

Como esta convocatoria es cerrada, APC Colombia, será quien recomiende a el (los) candidato(s) y presente la documentación debidamente diligenciada ante JICA antes del **31 de julio de 2018**.

La funcionaria encargada del programa en nuestra agencia es la Sra. Valeria Reinos (reinosavaleria.cb@jica.go.jp).

Este programa es un apoyo que brinda nuestro Gobierno al de Colombia, por lo tanto es muy importante que los candidatos que se presenten cumplan con los requisitos mínimos para postularse tal como se detalla en la Información General del curso anexa y además tengan una vocación de servicio al país, que permita multiplicar su conocimiento a su regreso de Japón. **De la misma forma en el momento de la postulación tanto la entidad como el candidato deberán verificar la viabilidad en la obtención de los permisos y autorizaciones que sean necesarios en caso llegar a ser aceptada su participación por parte de JICA, con el objetivo de evitar cancelaciones de último momento.** Debo aclarar, que el ofrecimiento a su institución no asigna directamente el cupo, es por ello que le solicito efectuar la mayor difusión posible a dicha convocatoria.

Quedo altamente agradecido por su gestión y aprovecho la oportunidad para enviarle un cordial saludo.

Atentamente,



SATOSHI MUROSAWA

Representante Residente

Anexo: Información del Curso, requisitos.

Documentos requeridos para la aplicación:

- Carta de presentación Institucional según modelo
- Formato de Aplicación de JICA diligenciado en **idioma inglés**
- Country Report & Questionnaire (ver folleto del Curso anexo, página. 12-17)
- Fotocopia Pasaporte
- Fotocopia Visa USA si es poseedor
- Certificado de Idioma Ingles.

Agencia de Cooperación Internacional del Japón Oficina en Colombia

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Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Sustainable development of rural area by biomass
課題別研修「バイオマスの活用による持続可能な地域開発」
JFY 2018

NO. J1804054 / ID. 1884601

Course period in Japan: From Sep. 26 to Nov. 23, 2018

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.

I. Concept

Background

Global warming caused by the emission of carbon dioxide is a serious global issue in recent years. Due to that, concrete measure tackled on this issue is inevitable. Since the utilization of recyclable biomass resources is one of the effective measures, developments and disseminations of various kinds of technology in this field are progressed in many aspects globally.

The Government of Japan is also promoting the various measures on this issue based on "Biomass Nippon (=Japan) Strategy". This idea is important not only in Japan but also in developing countries where there are plenty of potential biomass resources. Moreover, since the issues for an environmental degradation and limited energy resources are serious in tropical and subtropical region, the effective utilization of tropical biomass resources is highly expected.

In conjunction with these situations, the program which aims to train the administrative or research officials who engages in planning, promotion and utilization of biomass was established in 2005.

For what?

This program aims to promote the effective utilization of tropical biomass resources through learning various examples for the promotion of sustainable society and biomass related industry in respective countries.

For whom?

This program is offered to administrative or research officials presently engaged in tropical biomass and bio-energy utilization

How?

Participants shall have opportunities in Japan to identify approaches, methods and technologies to create the re-cycling oriented society using biomass as well as to formulate their own action plan for improving biomass utilization. Participants will also organize the training report describing what participants learned in this program and its utilization plan in order to share it with their colleagues and carry out the plan.

II. Description

1. **Title (J-No.):** Sustainable development of rural area by biomass
(J1804054)
2. **Course Period in Japan**
September 26 to November 23, 2018
3. **Target Regions or Countries**
India, Philippines, Argentina, Colombia, Lebanon, Ukraine
4. **Eligible / Target Organization**
Administrative bodies engaged in planning and/or operation of the utilization of tropical biomass and bio-energy
5. **Total Number of Participants**
6 participants
6. **Language to be used in this program:** English
7. **Program Objective (To be achieved by the end of the training)**
Participants understand the features, cultivation plan, and effective utilization of biomass and bio-fuel as well as formulate and share the utilization plans fitted to their country in their organizations.
8. **Overall Goal (To be achieved in the future)**
Biomass utilization in participating countries is enhanced.

9. Expected Module Output and Contents:

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

Modules	Subjects/Agendas	Methodology
1) To be able to understand feature of biomass	(1) Environmental problems such as global warming and energy problem, mutual relations among the global warming and food problem, Countermeasures of global warming (2) Basic frameworks of Biomass Nippon and Biomass Asia	Lecture Observation
(2) To be sorted out the current situations and issues on the utilization of biomass in the home country	(1) Country Report preparation and presentation (2) Production of biomass such as the energy crops in the home country or home town	Lecture Practice
(3) To be able to estimate the amount of the biomass resources.	(1) Estimation of the total amount and usable biomass/bio-energy resources in the home country or home town	Lecture Practice
(4) To be able to understand individual technologies for the planning of biomass utilization.	(1) Production, collection and transportation of unused biomass and energy crops (2) Energy conversion technologies (3) Conversion of biomass as materials and its utilization (4) Measurement, monitoring and evaluation	Lecture Observation Practice
(5) To be able to make a plan for effective utilization of biomass based on above mentioned (1) to (3)	(1) Arrangement of problems relating biomass/bio-energy use in each country (2) PDCA of biomass/bio-energy utilization system (3) To make an action plan and its presentation	

(Subject to minor changes)

<Structure of the program>

Topic outline (subject to minor changes)

Orientations (9/26-9/28)

- (1) Life in Okinawa and Japan
- (2) General Orientations on Japan

1st week (10/1-10/5) Lecture and discussion

- (1) Country Report Presentation
- (2) Basic concept of biomass utilization Biomass Nippon and Biomass Asia
- (3) Estimation of biomass volume and Planning of biomass utilization

2nd week (10/8-10/12) Site visit

- (1) BDF (Bio Diesel Energy) related facilities
- (2) Biomass related research center

3rd to 4th week (10/15-10/26) Lecture and laboratory work

- (1) Biomass energy conversion methodology (gasification and its utilization, waste treatment, BDF, and methane fermentation and its utilization)
- (2) Biomass Utilization as Materials (biomass plastic, comprehensive utilization of sugarcane, bagasse charcoal, composting and feeder production)
- (3) Photosynthesis and Energy crops Production Technique
- (4) Resource Crop and Bio-Ethanol Production Technique
- (5) Biomass Utilization General Practicum

5th week (10/29-11/2) Site visit and some experiences for plants operation

- (1) Biomass related research center and biomass conversion plants

6th to 8th week (11/5-11/23) Lecture, laboratory work and practice

- (1) Biomass measurement methodology (remote sensing)
- (2) Evaluation of biomass utilization system
- (3) Biomass material conversion and utilization
- (4) Biomass utilization system planning
- (5) Final report making

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be administrative or research officials presently engaged in planning of biomass or bio-energy utilization for tropical climate areas and will continue the position in this field for more than 3 years
- 2) Educational Background: be bachelor or technical higher education degrees holder degree holders in agriculture, forestry, chemical, mechanical engineering or equivalent science
- 3) Language: have a good command of English enough to give an oral presentation, discussion and write a report
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus

(2) Recommendable Qualifications

- 1) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this training program.
- 2) Those who are tasked with formulating the relevant measures for planning and promoting in this field, in the organizations/associations mentioned above.
- 3) Age: be between the ages of thirty (30) and forty-five (45) years.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office (or the Embassy of Japan).

(2) Photocopy of passport: to be submitted 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.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(4) Country Report and Questionnaire: to be submitted with the Application Form. Fill in VI. Annex of this General Information, and submit it along with the application form.

(*Applicants are strongly required to typewrite the Application Form. There are many applicants disqualified from the selection because of the illegible handwriting in the Application Form.)

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to respective country's JICA office or Embassy of Japan in your country: **Please inquire to respective country's JICA office (or Embassy of Japan) for your country.**

(Respective country's JICA office or Embassy of Japan will send application to the JICA Center in JAPAN by **August 10, 2018.**

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 27, 2018.**

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.

- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Okinawa
(2) **Contact:** Mr. Yuji INOUE, Training Program Division, JICA Okinawa:
oictp@jica.go.jp

2. Implementing Partner:

- (1) **Name:** University of the Ryukyus

3. Travel to Japan:

- (1) **Air Ticket:** The cost of a 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 will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants:

JICA Okinawa International Center (JICA OKINAWA) Address: 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN TEL: +81-98-876-6000, Fax: +81-98-876-6014 (where "81" is the country code for Japan, and "98" is the local area code)
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If there is no vacancy at JICA OKINAWA, JICA will arrange alternative accommodations for the participants.

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, living expenses, outfit, and shipping
(2) Expenses for study tours (basically in the form of train tickets).
(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
(4) Expenses for program implementation, including materials
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.

6. Pre-departure Orientation:

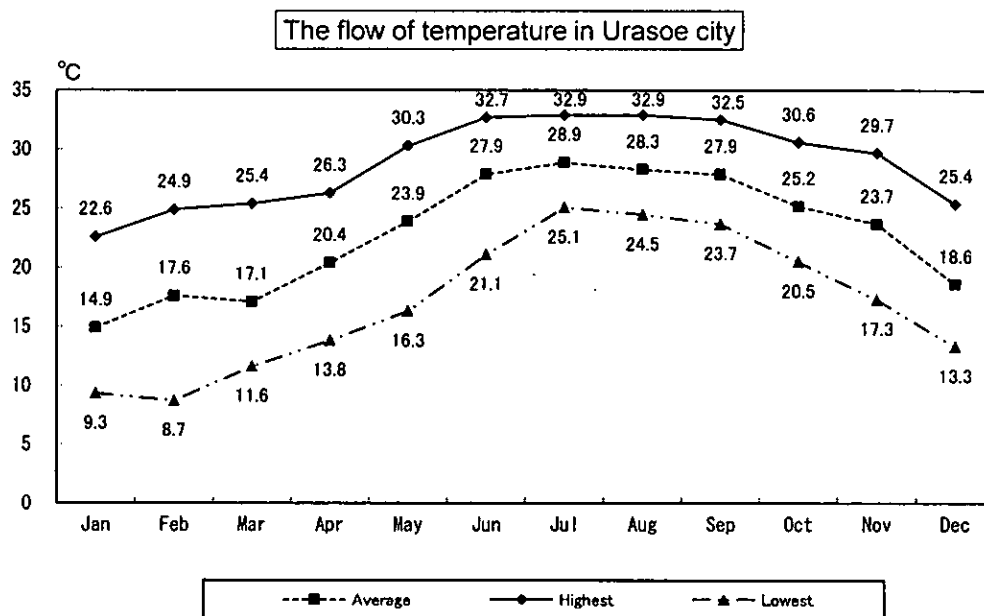
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following diagram is the flow of temperature in Urasoe city where JICA Okinawa International Center (OIC) is located (Data source: homepage of Urasoe City).



2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, study room with computers, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, "HALAL" meals for the Muslim and vegetarian meals are available.

Internet connection available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

OIC accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

OIC accommodation building has tea lounge, smoking room and laundry room on each floor. And also washing machines and irons are available for free. Towels and toiletries are provided upon check-in. Please note that cooking at OIC accommodation is strictly prohibited

4. What to bring

(1) Clothing

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa(*refer 1. Climate of Okinawa). If your training program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

(2) National Costume

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join. Besides, we will have "International Cooperation and Exchange Festival" during your stay. In the event, you will have chance to introduce your cultures to the local people.

(3) Photos and Movies

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by yourself.

(4) Authentic Recipes

We are very glad if you provide OIC restaurant authentic recipes of your hometown foods to let them provide various taste to relief as many participants as possible.

5. Environmental conservation activities in JICA OIC

JICA OIC emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to

cooperate to these activities during their stay at JICA OIC. Details will be given on arrival to JICA OIC.

6. Activities out of training program

JICA Okinawa offers a various kinds of welfare activities for the participants such as sports program, exposition of Japanese/Okinawa traditional cultures and Japanese language/conversation classes etc. Training participants can try any of them whenever sheets are available.

7. For your Information

Information of Okinawa is available at following URLs.

- 1) Homepage of Urasoe city (where JICA OIC is located)

Urasoecity: <http://honyaku.j-server.com/LUCURASOEC/ns/tl.cgi/http%3a//www.city.urasoe.lg.jp/?SLANG=ja&TLANG=en&XMODE=0&XCHARSET=utf-8&XJSID=0>

Basic information of Urasoe city is covered in English.

- 2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- 3) HP of Okinawa Convention & Visitors Bureau: <http://en.okinawastory.jp/>

- 4) The YouTube channel of JICA Okinawa :

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

More information is available at the reception of JICA OIC.

VI. ANNEX:

Country Report and Questionnaire

Nominees are requested to prepare a country report on the following issues and submit it with the application form. These documents are requested to be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 20 pages.

Country Report

1. Full Name	[Family]	[First]	[Middle]
2. Organization			
3. Country Report (Please describe as clearly and minutely as possible)			
4-1. Description of your organization			
(1) Roles and responsibilities of your organization			
(2) Organization Chart			
<p><i>Referring to the example, draw the chart of your organization and indicate your department / division /section with double line.</i></p> <p><i>(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)</i></p>		<p>(Organization Chart Example)</p> <pre> graph TD Ministry["Ministry of xxxxxxxx"] --- Committee["xxxxxxx Committee"] Ministry --- Dept1["xxxxxxx Department"] Ministry --- Dept2["xxxxxxx Department"] Ministry --- Dept3["xxxxxxx Department"] Dept2 --- Div1["xxxxxxx Division"] Dept2 --- Div2["xxxxxxx Division"] Div2 --- Sec1["xxxxxxx Section"] Div2 --- Sec2["xxxxxxx Section xx Persons"] style Sec2 stroke-width:4px </pre>	
(3) Your specialized field of study and practical experience.			

(4) Outline of agriculture including forestry in your country.
(5) Biomass resources and its utilization, present condition and future outlook.
(6) Special topics of the biomass utilization, especially your practice or research.

Questionnaire

1. What is the field of biomass you are or were actually researching? Select any item that applies.

(1) *Waste-Based Biomass*

- Livestock-based resources (livestock manure and other such material)
- Food-based resources (residue from food processing, raw garbage, etc.)
- Industrial-based resources (e.g., pulp waste)
- Forestry-based resources (scrap lumber and sawdust from sawmills, waste from construction, etc.)
- Sewage sludge
- Other

(2) *Non-Utilized Biomass*

- Forestry resources (slash and other logging debris, fast-growth trees, etc.)
- Agricultural resources (rice straw, chaff, wheat straw, etc.)
- Other

(3) *Product Resources*

- Sugar-based resources (sugar cane, sweet sorghum, etc.)
- Starch-based resources (rice, potatoes, cassava, corn, etc.)
- Oil- and fat-based resources (rapeseed, palm, jatropha, peanut, etc.)
- Other

(4) *Which of the following describes the form of use for the biomass at that time?*

- Energy
- Compost
- Animal feed
- Foodstuffs
- Plastics or other material resources
- Other

2. In your country, what other types of non-utilized resources can be used as biomass? What type of material do you hope to utilize?

3. Please describe specifically the uses of biomass you have researched thus far.

4. Please list dates, titles, conferences, journals, etc. for any papers you have published or presentations you have made at conferences. Also please note specific examples of biomass utilization in your country.

5. What are the benefits of promoting utilization of and research into biomass in your country?

6. Does your country have any laws or systems for actively promoting utilization of and research into biomass?

7. After you have completed this training course, what materials are you thinking of using in your own country, and in what ways do you hope to apply such biomass?

8. Please describe what kind of training content you expect in this training course.

Thank you very much.

For Your Reference

JICA and Capacity Development

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

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

Pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

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



CORRESPONDENCE

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

JICA Okinawa International Center (JICA OKINAWA)

Address : 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

Tel: +81-98-876-6000, Fax: +81-98-876-6014 E-mail: oictp@jica.go.jp

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Guía para el Diligenciamiento del Formato de Aplicación JICA Knowledge Co-Creation Program

Lea cuidadosamente las indicaciones de esta guía para poderlo diligenciar correctamente. En caso de alguna inquietud puede consultar con la oficina de JICA en Colombia.

1. Partes que conforman el formato de aplicación y que deben ser diligenciadas

Este formato se encuentra orientado para ser diligenciado de manera conjunta tanto por parte del candidato al curso, como por parte de la Institución a la cual pertenece, la cual lo presenta mediante este documento oficialmente ante JICA.

Official Application: Una vez diligenciado debe ser firmado por el Representante Legal de la Institución que presenta al candidato.

Part A. Information on the Applying Organization: Debe ser diligenciado o en su defecto aprobado por el superior inmediato del candidato que se encuentra aplicando al curso.

Part B. Information About the Nominee including Medical History and Examination: Debe ser diligenciado por el candidato al curso.

2. Cómo diligenciar el formato de aplicación

Lea detenidamente la información de la convocatoria teniendo en cuenta el folleto proporcionado por JICA "Knowledge Co-Creation Program" (PROGRAMA DE GENERACIÓN CONJUNTA DE CONOCIMIENTO) del curso. Verifique que los objetivos, contenido y requisitos solicitados sean cumplidos y acordes con el área en la cual desempeña su trabajo actual y tenga en cuenta las siguientes recomendaciones:

- Para diligenciar en este formato lo relacionado con el nombre y código del curso por favor refiérase al título y código dados en el folleto de JICA para el curso.
- Diligencie este formato original en idioma **INGLÉS** a máquina o en letra de imprenta legible. No se recibirán formatos con enmendaduras, tachones o mal diligenciados. Utilice "X" para marcar la selección correspondiente a la casilla de chequeo "()"
- En caso de ser necesario puede agregar páginas anexas si el espacio dado en el formato no es suficiente
- Verifique según las indicaciones dadas en folleto del curso proporcionado por JICA, el tipo de documento que debe acompañar la aplicación (Country Report, Job Report, Questionnaire, etc)

3. Políticas de Uso y Confidencialidad

1) Términos de Uso

Toda información referida a la identidad y datos personales contenida en el presente formato, será catalogada, utilizada y/o analizada con el único propósito de adelantar las labores propias de JICA. Para ello JICA se reserva el derecho al uso de dicha información de acuerdo con sus políticas de privacidad.

2) Limitaciones del Uso y Confidencialidad

JICA no divulgará información sobre la identidad de las personas referidas en este formato, con las siguientes tres excepciones:

- En caso que un mandato legal lo solicite expresamente.
- Previa autorización del autor del documento para ser divulgado a un tercero.
- En caso que JICA nombre a un delegado para que procese la información, la misma se utilizará de acuerdo a las áreas requeridas.

3) Nota de Privacidad

JICA tomará las medidas necesarias para evitar la fuga, pérdida o destrucción indebida de la información recibida procurando siempre el manejo adecuado de la misma.

4) Política de Derechos de Autor

Los aspirantes al Programa de Generación Conjunta de Conocimiento de JICA deberían tener en cuenta las siguientes regulaciones referidas a los Derechos de Autor:

Artículo 1. Con relación a la preparación de documentos (reportes, plan de acción etc.) y presentaciones (Reportes de reunión, conferencias, etc.)

1. El contenido de los documentos y presentaciones debe ser de su propia autoría en principio.
2. En caso de requerir el uso de material elaborado por otro autor (video, fotografías, ilustraciones, mapas, figuras, etc.) que se encuentre amparado por las regulaciones locales o internacionales de propiedad intelectual deberá:
 - (1) Obtener las licencias o permisos necesarios bajo su propia responsabilidad. En este caso los términos de dichos licencias o permisos deberán contemplar los requerimientos del artículo 2.
 - (2) Conservar la evidencia de la obtención de los licencias o permisos anteriormente mencionados.
 - (3) En caso de ser necesario, bajo su propia responsabilidad, llegar a los acuerdos económicos necesarios con el autor del material para garantizar la vigencia de las licencias o permisos, de acuerdo con los términos de uso establecidos para ello.

Artículo 2. Con relación el uso del material de capacitación y diálogo

1. La propiedad intelectual de los materiales preparados por los participantes Programa de Generación Conjunta de Conocimiento será de los participantes mismos. La propiedad intelectual del material preparado por otros autores seguirá perteneciendo a los autores mismos.
 2. El manejo de los textos, materiales complementarios y otros materiales entregados dentro del Programa de Generación Conjunta de Conocimiento de JICA a los participantes, deberá cumplir con el propósito para el cual han sido elaborados por parte de cada autor.
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**CONFIDENCIAL**

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program**OFFICIAL APPLICATION**

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

1. Title: (Nombre del curso tal como figura en el folleto JICA Knowledge Co-Creation Program)

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2. Number: (Código del curso según el folleto de JICA Knowledge Co-Creation Program))

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3. Country Name:

REPUBLIC OF COLOMBIA

4. Name of Applying Organization:

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5. Name of the Nominee: (SURNAME Name)

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To be completed by General Director of Institution on behalf of Candidate

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: D/M/Y		Signature:	
Name:			
Designation / Position			
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:



Part A: Information on the Applying Organization

(To be confirmed by the head of the department / division that candidate belongs to)

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.



Part B: Information about the Nominee

(To be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program are required to fill in "Every Item". As for the applications for Country Focused Program including Counterpart Program and some specified Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Nombre del curso tal como figura en el folleto JICA Knowledge Co-Creation Program)

Fotografía tipo documento del nominado
Tamaño: 4x3 cms
(Obligatorio)

2. Number: (Código del curso según el folleto JICA Knowledge Co-Creation Program)

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3. Information about the Nominee (nos. 1-9 are all required)

1) Name of Nominee (as in the passport – Use CAPITAL LETTERS)

1st Surname												2nd Surname											
First Name												Second Name											

2) Nationality				() COLOMBIAN	Other nationality						
2a) Place of Birth		City		Province		Country					
3) Sex		() Male () Female		3a) Marital Status				5) Date of Birth (please write out the month in English as in "April")			
4) Religion		() Single () Married									
6) Do you possess Passport?		() YES () NOT		Date		Month		Year		Age	
6a) Do you possess USA Visa?		() YES () NOT									
6b) Passport Expiry (D/M/Y)											
6c) ID Number (Cédula)											

Adjuntar a esta Aplicación copia de la hoja de datos de su pasaporte vigente. Si es poseedor de VISA USA vigente adicionalmente adjunte copia de la página de la visa.

7) Present Position and Current Duties

Organization								
Department / Division								
Present Position								
Date of employment by the present organization (Fecha de Ingreso)			Date	Month	Year	Date of assignment to the present position (Fecha de inicio en el presente cargo)		

8) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other		



9) Outline of duties: Describe your current duties

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10) Contact Information

Office	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	
Home	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	
Contact person in emergency	Name:		
	Relationship to you:		
	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	

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 M / Y	To M / Y		

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 M / Y	To M / Y	

5. Language Proficiency (required)

1) English Proficiency				
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

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.

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied Knowledge Co-Creation program (required)



2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied Knowledge Co-Creation program (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied Knowledge Co-Creation 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 copy right 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 Knowledge Co-Creation Program to participants from developing countries.
2. To provide Knowledge Co-Creation Program to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
 - (i) to observe Japanese laws and ordinances during my stay, if violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extend of the violation.
 - (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date: D/M/Y	Signature:
	Print Name:



CONFIDENTIAL

MEDICAL HISTORY AND EXAMINATION

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

[] No	[] Yes: Name of illness : Name of medicine : <i>If yes, please attach your doctor's letter (written in English) that describes current status of your illness and agreement to join the program.</i>
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(b) Are you pregnant?

[] No	[] Yes: Months of pregnancy (months)
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(c) Are you allergic to any medication or food?

[] No	[] Yes: What are you allergic to? ()
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

()

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.

2. Past Medical History

(a) Have you had any significant or serious illness?

[] No	[] Yes: Please specify ()
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes: Please specify
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3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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: D/M/Y	Signature:
	Print Name:



Utilice este modelo de carta de Presentación Institucional para completar la documentación requerida en la aplicación, colocando en él los datos que se indican en letra negrilla y utilizando si es necesario formato membreado o papelería oficial de su entidad.

Señor
SATOSHI MUROSAWA
Representante Residente
Agencia de Cooperación Internacional del Japón – JICA Colombia

Respetado Señor:

En mi calidad de Representante Legal de **(nombre de la entidad)**, atentamente me permito presentar al señor **(nombre completo del postulante)**, quien actualmente se desempeña como **(cargo)** y se encuentra vinculado laboralmente desde **(año/mes/día)**, a fin de que sea considerado para acceder a un cupo en el curso de entrenamiento **(nombre del curso)** a efectuarse en Japón desde el **(año/mes/día)** hasta el **(año/mes/día)**.

Igualmente me comprometo a nombre de **(nombre de la entidad)** a brindarle todo el apoyo y colaboración al candidato en mención, para que en caso de ser elegido pueda llevar a cabo la capacitación durante la totalidad del período del curso, sin interrupciones. Esto contempla también, el llevar a cabo todas las gestiones necesarias ante el Gobierno, para que el candidato se desplace a Japón en las fechas y bajo los itinerarios previstos por JICA.

A su regreso el señor **(nombre del candidato)** será reintegrado a sus labores, sin que su ausencia durante la capacitación sea causa de remoción ni de alteraciones en su vínculo contractual.

El señor **(nombre del candidato)** se compromete a reportarse ante la oficina de JICA en Colombia, dentro de un plazo no mayor a un mes después de su regreso, para rendir un informe de la capacitación y presentar un plan de acción a seguir sobre las labores de multiplicación dentro y fuera de esta entidad, así como también a llevar a cabo otras actividades que JICA le encomiende en su calidad de ex becario.

Este COMPROMISO INSTITUCIONAL se firma a los **XX** días del mes de **XXXXX** de **20XX**.

(firma)

(firma)

(Nombre)
Representante Legal

(Nombre)
Candidato CC No.