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Remitente: JICA AGENCIA DE COOPERACION

Bogotá D.C., 14 JUN 2018

JCC/ VPR 1- 6-14002

Doctor  
SERGIO LONDOÑO ZUREK  
Director General  
APC Colombia  
Carrera 10 #97ª-13 Torre A Piso 6  
Bogotá D.C.

Asunto: Convocatoria No. J1804376

Respetado Doctor:

Dentro de las modalidades de cooperación técnica que ofrece el Gobierno de Japón a Colombia con el fin de contribuir al desarrollo, se ejecuta el PROGRAMA DE GENERACIÓN CONJUNTA DE CONOCIMIENTO", que 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: **Promotion of SATOYAMA initiative: Biodiversity Conservation  
And Rural Development through the Sustainable Management of Natural Resources**

Fecha de Inicio Japón: **Septiembre 30 de 2018**

Fecha de Terminación: **Octubre 31 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.

**Agencia de Cooperación Internacional del Japón Oficina en Colombia**

Carrera 10 No. 97A - 13, Torre B. Of. 701, Bogotá D.C., Colombia • PBX: (57-1) 742 7719 • FAX: (57-1) 742 7717  
<http://www.jica.go.jp/colombia/espanol/index.html> • E-mail: [cb\\_oso\\_rep@jica.go.jp](mailto:cb_oso_rep@jica.go.jp) • BOGOTÁ D.C. - COLOMBIA



JCC/ VPR 2- 4 - 14002

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 **03 de agosto de 2018**.

La funcionaria encargada del programa en nuestra agencia es la Sra. Valeria Reinos (reinosavaleria.cb@jica.go.jp) y el señor Ricardo CHIKU (RICARDOCHIKU.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 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,

*por*  
*Satoshi Murosa*

**SATOSHI MUROSAWA**

Representante Residente



Anexo: Información General del Curso; Formulario de Solicitud de JICA

Documentos requeridos para la aplicación:

- Carta de presentación Institucional según modelo
- Formato de Aplicación de JICA diligenciado en idioma inglés
- Certificado de idioma Inglés.
- Country Report (Ver folleto del Curso, Anexo, página. 12 y 13)
- Fotocopia Pasaporte
- Fotocopia Visa USA si es poseedor

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# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

**Promotion of SATOYAMA Initiative: Biodiversity conservation  
and rural development through the sustainable management of  
natural resources**

**課題別研修「持続可能な自然資源管理による生物多様性保全と  
地域振興～「SATOYAMA イニシアティブ」の推進～」**

**JFY 2018**

**NO. J1804376 / ID. 1884745**

**Course Period in Japan: From September 30, 2018 to October 31, 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.

# ***1. Concept***

## **Background**

At the Tenth Meeting of the Convention on Biological Diversity in October 2010, Japanese government proposed the SATOYAMA Initiative<sup>1</sup> as an international model of natural resources management in human-influenced natural environments.

These human-influenced natural areas called Satoyama<sup>2</sup> in Japan are located all parts of the world. Recently sustainable use of natural resources is tendency to be lost in Satoyama, it causes negative impact to biodiversity.

To prevent biodiversity loss, it is important to use natural resources in sustainable way, not only to conserve primeval nature environments by setting protected area.

Environmental degradation is progressing through excessive use of natural resources by a population explosion in developing countries which many people depend on natural resources for their livelihood. A vicious cycle of poverty and environmental degradation disrupts the ecosystem services necessary for their livelihoods.

In Japan, also Satoyama is threatened due to urbanization, industrialization and rural population decrease. And so many approaches for nature conservation and rural development are conducted in various places.

This course will be conducted so as to contribute to the community promotion from the viewpoint of the reconciliation between nature conservation and livelihood promotion by sharing experience and knowledge gained from Japanese approaches and present state of Satoyama in developing countries.

## **For what?**

Participants will learn the cases of natural resource management of Satoyama in Japan and other parts of the world to make the plan for the community promotion in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion.

## **For whom?**

- 1) Central or local governmental officers or management staffs of public organizations who are in charge of planning and implementing the community promotion and nature conservation
- 2) Staffs or researchers from NGO or other institutions related to community promotion and nature conservation

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<sup>1</sup> SATOYAMA Initiative aims to develop and propose a model of sustainable management of natural resources by collecting and analyzing knowledge and cases in Japan and other parts of the world concerning natural resource management and sustainable human well-being development in rural communities.

<sup>2</sup> Satoyama is the area as village, farmland, and adjacent wood and grassland that have been formed and maintained through long-term human influence.

**How?**

- 1) Lectures for basic understanding of Satoyama, SATOYAMA Initiative and related policies
- 2) Learning the cases of natural resource management through observation and practice
- 3) Preparation and presentation of action plan for the community promotion in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion

## ***II. Description***

- 1. Title (J-No.): Promotion of SATOYAMA Initiative: Biodiversity conservation and rural development through the sustainable management of natural resources (J1804376)**
- 2. Course Period in JAPAN**  
September 30 to October 31, 2018
- 3. Target Regions or Countries**  
Colombia, Dominican Republic, Ethiopia, India, Nepal, Nicaragua, Guatemala, Honduras
- 4. Eligible / Target Organization**  
National / local governmental agencies and other organizations (NGO, Research Institution etc.) related to nature conservation and community promotion
- 5. Course Capacity (Upper limit of Participants)**  
11 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**  
Learning the cases of biodiversity conservation and sustainable use of natural resources in Japan and other parts of the world to make the plan for the community promotion in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion
- 8. Overall Goal**  
The concept and case examples for the reconciliation between biodiversity conservation and sustainable use of natural resources will be shared among the people concerned in each of trainee's country, and rural development plan harmonizing nature conservation and livelihood promotion will be implemented accordingly.

## 9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
Basic understanding of Satoyama, SATOYAMA Initiative and related policy	(1) SATOYAMA Initiative (2) Environmental Policy in Japan (3) Current Status of Satoyama in Japan (4) Policy of Satoyama conservation and use in Ishikawa Pref.	Lecture
Understanding of collaborative management system for biodiversity conservation and community promotion in Satoyama	(1) Forest management in Ishikawa Pref. (2) National Park management at Hakusan National Park (3) Globally Important Agricultural Heritage Systems (GIAHS) in Ishikawa Pref.	Lecture/ Observation
Understanding of capacity building for biodiversity conservation and community promotion in Satoyama	(1) Project of Kanazawa university for human resource development (2) Role of the zoo for public awareness (Visit to Ishikawa Zoo)	Lecture/ Observation
Mastery of the method of Satoyama conservation thorough Agriculture and Forestry Approaches.	(1) Forestry Operation Site (Field visit) (2) Efforts to Maintain Agricultural Villages	Lecture/ Observation
Mastery of the method of use of Satoyama resources in business	(1) Developing products by using Satoyama resources (Charcoal, Salt & Marine products) (2) Ecotourism promotion	Lecture/ Observation
Sharing of knowledge and experience in Japan and other countries to prepare the action plan <sup>3</sup>	(1) Presentation of country report at JICA Tokyo (2) Preparation and presentation of action plan at JICA Hokuriku	Lecture/ Practice

<sup>3</sup> Action Plan: The Plan which describes what participants do for the community promotion in their own countries from the viewpoint of the reconciliation between nature conservation and livelihood promotion based on the knowledge and experience gained from the Course.  
Action Plan should be worked out in the manner that it should be actually implemented back home as your training

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from 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) Applicants should be nominated by their governments in accordance with the procedures mentioned in section III-4,
- 2) Current Duties: 1) Central or local governmental officers or management staffs of public organizations who are in charge of planning and implementing the community promotion and nature conservation or 2) Staffs or researchers from NGO or other institutions related to community promotion and nature conservation,
- 3) Language : have sufficient command of discussing and making presentation in **English**. (Note: Sufficient English ability is necessary as many participants in the past had difficulties of making progress due to the lack of English proficiency,)
- 4) Experience in the relevant field: be university graduates or have equivalent technical qualifications in this field, and have sufficient knowledge and 5-10 years of working experience in the field of community promotion and nature conservation,
- 5) Must not be over forty five(45) years of age in principle,
- 6) 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.

**Note:** This program includes many field visits and field works. Also this program includes several practices outside JICA Hokuriku, which may be a heavy burden to a pregnant woman.

##### **(2) Recommendable Qualifications**

It is recommended that applicants be engaged in Japanese ODA projects



### **3. Required Documents for Application**

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

**(2) Country Report:** To be submitted with the application form (See the Annex 1)

**(3) 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.

### **4. Procedures for Application and Selection:**

#### **(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **JICA Hokuriku in JAPAN** by **August 15, 2018**)

#### **(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best 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 will be made by the JICA office (or the Embassy of Japan) **not later than August 31, 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 HOKURIKU

(2) **Contact:** Mr. FUJII Satoshi (jicahric@jica.go.jp)

### **2. Implementing Partner:**

(1) **Name:** Japan Wildlife Research Center (JWRC)

(2) **URL:** [http://www.jwrc.or.jp/profile/pdf/jwrcprofile\\_en.pdf](http://www.jwrc.or.jp/profile/pdf/jwrcprofile_en.pdf)

(3) **Remark:** The mission of JWRC is to conduct scientific and policy researches for symbiotic relationship between human society and nature.

### **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 in Japan:

Hotels in Kanazawa city/ other suburb cities and JICA TOKYO
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### **5. Expenses:**

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

(1) Allowances for accommodation, meals, 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 "KENSU-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. Personal computer

It is highly recommended for participants to bring Personal computer (Laptop Computer) to prepare and/or revise Country Report and Action Plan

As Japanese electric outlet is Type-A, if the participants would like to bring own computer, it is necessary to bring a Type-A adaptor also. Japanese voltage is 100V, frequency is 50/60Hz.



### 2. Wear

It is recommended for participants to bring the wear for early winter referring the temperature table below.

And please bring formal wear for ceremony. It depends on you whether you bring ethnic costume or suits as formal wear.

### 3. Climate in Kanazawa

MONTHLY AVERAGES												
Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Average Temperature(C)	3.7	3.6	6.5	12.2	16.9	20.9	25.1	26.6	22.2	16.7	11.3	6.5
Highs(C)	6.8	6.7	10.5	16.6	21.4	24.5	28.7	30.4	26	21	15.3	10
Lows(C)	0.8	0.6	2.7	7.9	12.6	17.7	22.2	23.1	19	13	7.4	3.2
Precipitation(mm)	266	184	153	143	154	193	226	164	241	188	267	287

\* 0 C = 32F (F = 9/5C+32) --- 10 C = 50 F --- 20 C = 68 F --- 30 C = 86 F

## **VI. ANNEX:**

**Promotion of SATOYAMA Initiative: Biodiversity conservation and rural development through the sustainable management of natural resources**

### **Country Report (JFY 2018)**

All nominees are required to formulate a Country Report on the following issues and submit it to the respective countries' JICA offices (or Embassies of Japan) with the Application form **by August 15, 2018**.

#### **NOTE:**

- ✓ The report should be prepared **specified format** in next page and typewritten in A4 sized paper with Times New Roman or similar fonts (12 point), single-space, page numbering at the bottom. Any supporting documents, statistical data, tables and figures could be annexed.
  - ✓ Each participant is expected to give a **10 minutes presentation** on the Country Report by Microsoft Power Point (10 to 15 slides). So you are expected to prepare for the presentation before coming to Japan.
  - ✓ Visual presentation with maps, graphs and pictures is appreciated. Please save the data in USB flash memory and we recommend to bring printed version of the presentation to Japan in case of any mechanical problem.
- \* Reference: Many case studies in SATOYAMA are introduced in Satoyama initiative website by United Nation University.  
<http://satoyama-initiative.org/en/>

## **Country Report**

### **1. Introduction**

(1) Name of the nominee

(2) Name of the country

(3) Name of nominee's organization

(4) Address

(5) Tel/Fax/E-mail

### **2. Organization information**

(1) Organization Chart (indicating the position you hold)

(2) Mandate of your organization/department/division

(3) Outline of your duty

### **3. Situation Information**

(1) Current state of natural resources management and approach for community promotion in your country/organization

(2) Issues and problems your organization is currently facing

(3) Your personal vision on how to improve the situation

## *For Your Reference*

### **JICA and Capacity Development**

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

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

About 300 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence 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 Hokuriku Branch Office (JICA Hokuriku)**

**Address: Rifare Bldg. (Office Tower) 4F, 1-5-2, Hon-machi, Kanazawa, 920-0853**

**TEL: +81-76-233-5931 FAX: +81-76-233-5959**

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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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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)

**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:**

**5. Name of the Nominee: (SURNAME Name)**

**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)


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

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

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	
3) Sex		( ) Male ( ) Female		3a) Marital Status	
4) Religion		( ) Single ( ) Married		5) Date of Birth (please write out the month in English as in "April")	
6) Do you possess Passport?		( ) YES ( ) NOT		Date	Month
6a) Do you possess USA Visa?		( ) YES ( ) NOT		Year	Age
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)	Date	Month	Year

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)**

<b>1) English Proficiency</b>					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
<b>2) Mother Tongue</b>					
<b>3) Other languages ( )</b>					
	( ) 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.

**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:

## 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>

(b) Are you pregnant?

(b) Are you pregnant? ☐ No ☐ Yes: Months of pregnancy (                  months)

(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?

<input type="checkbox"/> No	<input type="checkbox"/> 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 membreteado 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.