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Remisor: JICA AGENCIA DE COOPERACION

Bogotá D.C.,

17 ABR 2018

JCC/VPR 1- 4- 17003

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

Asunto: Convocatoria No. J1804379

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: **KNOW HOW OF MONOZUKURI at Japanese Manufacturing Site Productivity Improvement and Facility Maintenance Management (A)**
Fecha de Inicio: **Octubre 22 de 2018**
Fecha de Terminación: **Diciembre 06 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 2-4-17003

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 **02 de agosto de 2018**.

La funcionaria encargada del programa en nuestra agencia es la Sra. Valeria Reinoso (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**
- Job Report and IAS (ver folleto del Curso anexo, página. 9-11)
- Fotocopia Pasaporte
- Fotocopia Visa USA si es poseedor
- Certificado de Idioma Ingles.

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 • BOGOTÁ D.C. - COLOMBIA



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**KNOW-HOW OF MONOZUKURI AT JAPANESE
MANUFACTURING SITE**

-PRODUCTIVITY IMPROVEMENT AND

FACILITY MAINTENANCE MANAGEMENT-(A)

課題別研修「日本的モノづくり現場のノウハウ

－生産性向上と設備管理－(A)」

JFY 2018

NO. J1804379 / ID. 1884844

Course Period in Japan: From October 22, 2018 to December 6, 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

People of developing countries and emerging nations seek for knowledge concerning Japan Brand, and the principles and the methodologies of quality control and production improvement for manufacturing (Monozukuri) which have been systematized in the long history of Japan. JICA has also promoted vitalization of private enterprises and local businesses through human resource development in the industries and upgrading the industrial technologies. To develop supporting industries and enhance the competitiveness of small and medium-sized enterprises are some of the most crucial development issues at emerging nations and developing countries and it is also anticipated that they would contribute to the Japanese businesses in their nations where many Japanese companies especially manufacturing industries move into

For what?

In order to improve the productivity of manufacturing companies, this training course aims to develop human resources responsible for dissemination of quality control, productivity improvement and facility maintenance management that are accustomed in Japan.

For whom?

This program is offered to 1) Skill dissemination officers of manufacturing industrial association and 2) Governmental officials in charge of promotion of manufacturing.

How?

With a view to realizing productivity improvement, it is important to have not only specific manufacturing skills but also a holistic production system by effectively coordinating respective technologies. A manufacturing industry's strength can be measured by the prices, the qualities and the delivery time of their products. The business organizations' activities are to improve the abovementioned indices which lead to the reinforcement of their competitiveness. The participants will learn quality control, productivity improvement measures, stable operation policies and facility maintenance management from lectures, practices and site observations at more than ten companies.

II. Description

1. Title (J-No.): Know-how of MONOZUKURI at Japanese Manufacturing Site -Productivity Improvement and Facility Maintenance Management-(A) (J1804379)

2. Course Period in JAPAN: October 22, 2018 to December 6, 2018

3. Target Regions or Countries

Cameroon, Colombia, Dominican Republic, Egypt, Ethiopia, Indonesia, Mexico, Moldova, Myanmar, Nigeria, Tunisia and Zambia

4. Eligible / Target Organization

This program is designed for

- 1) Skill dissemination officers of manufacturing industrial association
- 2) Governmental officials in charge of promotion of manufacturing in the manufacturing sector

* 1) and 2) must have more than five years of experience in the above mentioned fields.

* Counterparts or persons involved in JICA projects or working with JICA Senior Volunteers and/or Advisors who satisfy the required qualifications are encouraged to apply.

5. Course Capacity (Upper limit of Participants): 12 participants

6. Language to be used in this program: English

7. Course Objective

Strategic plan for strengthening system and human development is formulated in participants' organization.

8. Overall Goal

Productivity improvement and Facility maintenance management are improved in participants' organizations and countries.

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
To identify the issues in the participants' country and to recognize the role of their organizations by understanding quality control and productivity improvement measures in Japan	(1) Basic concepts of MONOZUKURI (Manufacturing process) (2) Productivity improvement by loss-elimination (3) Quality management with rejection (4) Activities for improving manufacturing site (5S, kaizen) (5) How to find weakness of manufacturing site	Lecture Field visit and Exercise
To identify the issues in the participants' country and to recognize the role of their organizations by understanding stable operation policies and facility maintenance management in Japan	(6) Basic concepts of facility maintenance (7) Technique and skill for preventive maintenance (8) Case study of minimizing breakdowns by facility improvement (9) Introduction of CDT: Condition Diagnosis Technology (10) Introduction of Training system for mechanical and electrical skills	Lecture Field visit and Exercise
To improve capacity of formulating a strategic plan for strengthening system for productivity improvement and human resource development in participants' organization	(11) Guidance of identifying the issues (12) Guidance of Action plan elaboration (13) Job report and Action plan presentation	Lecture, Discussion and Presentation

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:
 - Officers of chambers of commerce, private enterprises federations and business unions for SMEs
 - Officials of local governments and public institutions that support SMEs and local industry development in the manufacturing sector
 - * Candidates must provide information about the status of SMEs and local industry promotion in their regional areas using the Job Report form (Annex-2)
 - * Counterparts or persons involved in JICA projects or working with JICA Senior Volunteers and/or Advisors who satisfy the required qualifications are encouraged to apply.
- 2) Experience in the relevant field: have more than 5 years' work experience in the field of local industry promotion
- 3) Educational background: be a university graduate or have the equivalent academic background
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)
- 5) 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) Experience in giving on-site training in the manufacturing industry
- 2) Age: between the ages of thirty (30) and fifty (50) years

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the 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) Issue Analysis Sheet (IAS) & Job Report: to be submitted with the application form. The documents should be completed in accordance with descriptions of Annex-1 (Issue Analysis Sheet) and Annex-2 (Job Report). The IAS is used for screening of participants. It is a tool that logically organizes relationships between issues or problems which a nominee's organization is facing with and the subjects to be covered in the training program in Japan.

4. Procedure for Application and Selection

(1) Submitting 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 **the JICA Center in JAPAN** by **August 23, 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 September 21, 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 KYUSHU (Training Program Division)

(2) **Contact:** kicctp@jica.go.jp

2. 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

Term of Insurance: From arrival to departure in Japan

The traveling time outside Japan shall not be covered.

3. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Kyushu International Center (JICA KYUSHU /KIC)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,
805-8505 Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(81: country code for Japan, 93: area code)

<http://www.jica.go.jp/english/contact/domestic/index.html>

4. 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 "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

5. 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. Reports Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

Accepted participants will make a presentation of his/her Job Report & IAS in up to 10 minutes, at the early stage of the training program in order to share knowledge and background with other participants as well as the course leader and lecturers. Visual materials such as Power Point and pictures may be helpful for your presentation. When you use Power Point, it is preferable to a font size of more than 24 points and not to use pictures in the background.

(2) Action Plan

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

2. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. ANNEX

- 1. Issue Analysis Sheet (Annex-1)**
- 2. Job Report (Annex-2)**
- 3. Tentative Training Schedule (Annex-3)**

Annex-1

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confront(s) in column **"A: Issues that you (your organization) confront(s)"**.
Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column **"B: Actions that you (your organization) are (is) taking"**, please describe actions that you (your organization) are taking to solve the issues shown in **"Column A"**.
This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) It's not necessary to fill in column **" I : Task or the information that I need"**, column **" II : Useful information that I obtained/found"** and column **" III : Lecturer"**. These columns shall be filled out during the training.
- (4) **"Column I "** shall be clarified and filled out in the subject **"Task extraction using IAS"** implemented at the earlier time in the training.
- (5) **"Column II "** and **"Column III"** shall be filled out during the training and you are required to present completed IAS in the subject **"Action Plan Presentation"**.

Issue Analysis Sheet (IAS)

Country: _____ Name: _____

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
1			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
2			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
3			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

【 I 】,【 II 】,【 III 】 These columns will be filled during the training course.

Annex-2

Know-how of MONOZUKURI at Japanese Manufacturing Site

Job Report

Name:
Country:
Organization and present post:
E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 3 pages.

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report and IAS at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

1. The current situation of manufacturing industries in your country or region

- ① GDP composition by industry
- ② Composition of the manufacturing industry by type of business

2. The national or local government policies

- ① Development policies for the manufacturing industry
- ② Supporting policies for the small and medium-sized manufacturing industry

3. What is/are the overall problem(s) of the manufacturing industry you belong to or you exercise jurisdiction over?

4. What is your image of Japanese manufacturing industry and at what points do you feel differences between your country's manufacturing and that of Japan?

5. Do you already know and implement the items mentioned below?

Please place a check mark next to the each item accordingly.

	I know	being carried out
5S		
KAIZEN		
Autonomous maintenance		
TQC		
Muda Zero Activity (waste elimination activity)		
Condition diagnosis technology		

Annex-3

Tentative Training Schedule
Know-how of MONOZUKURI at Japanese Manufacturing Site
-Productivity Improvement and Facility Maintenance Management-(A) in 2018

Date	AM		PM	
	Subject	Place	Subject	Place
Oct 22	Mon	Arrival		
23	Tue	Program Orientation by JICA	KIC	-Same as the left- KIC
24	Wed	Interchange program by JICA	KIC	Course guide by KITA KIC
25	Thu	Problem solution method using IAS, Action Plan guidance	KIC	Action Plan Guidance KIC
26	Fri	Basic concept of Monozukuri	KIC	Safety control KIC
27	Sat			
28	Sun			
29	Mon	Quality control	KIC	Extraction of issues using IAS KIC
30	Tue	Productivity at Factory	KIC	Observation at a maintenance company of oil hydraulic Fukuda Oil Hydraulic Mfg. Co.
31	Wed	Productivity at Factory	KIC	Extraction of issues using IAS KIC
Nov. 1	Thu	Introduction to maintenance management	KIC	Introduction to maintenance management KIC
2	Fri	Visit to shoe factory	Moonstar Company	Observation 5S at a maintenance shop of aircraft parts and ANA Component Technics Co., Ltd.
3	Sat	Nagasaki → Kitakyushu		
4	Sun			
5	Mon	MONOZUKURI culture of Japan	KIC	Observation at Yaskawa robot plant Yaskawa Electric Corp.
6	Tue	JR Presentation	KIC	Discussion KIC
7	Wed	Improvement of plant management	KIC	Improvement of plant management SR6
8	Thu	Autonomous maintenance (TPM activity)	KIC	Visit to Nissan Motor Kyushu Factory Nissan Motor Kyushu Co., Ltd.
9	Fri	Practical training on autonomous maintenance	Mitsubishi Chemical Co.	Practical training on autonomous maintenance Mitsubishi Chemical Co.
10	Sat			
11	Sun			
12	Mon	Practical training on quality control at site	Calsonic Kansei Kyushu	Practical training on quality control at site Calsonic Kansei Kyushu
13	Tue	Practical training on productivity diagnosis	Calsonic Kansei Kyushu	Practical training on productivity diagnosis Calsonic Kansei Kyushu

14	Wed	Practical maintenance	KIC	Practical maintenance	KIC
15	Thu	Quality control circle and quality control method	KIC	Quality control circle and quality control method	KIC
16	Fri	Support policies for SME	KIC	Discussion	KIC
17	Sat				
18	Sun	Kitakyushu→Kyoto		Kyoto Bus Tour	
19	Mon	Visit to Mitsubishi powertrain plant	Mitsubishi Motors, Kyoto Plant	How to promote mechanization	Kyoto
20	Tue	Permanent exhibition for SME by Osaka Pref.	Monozukuri Business Information-center	General production management system	Higashi Osaka
21	Wed	Observation of factories at an industrial complex of small-sized manufacturers	Higashi-Osaka City	Observation of three factories at an industrial complex of small-sized manufacturers	Higashi-Osaka City
22	Thu	Observation of fabric factory	Hyogo	Observation of leather factory, Discussion	Himeji
23	Fri			Himeji→Kitakyushu	
24	Sat	Prepare for Action Plan (self-study)			
25	Sun				
26	Mon	Maintenance skill training system	Sankyu R&C	Action Plan Guidance	KIC
27	Tue	Hands-on experience of Monozukuri	KIGS	Hands-on experience of Monozukuri	KIGS
28	Wed	Overview on condition diagnosis technology	KIC	Practical training on condition diagnosis technology	KIC/Practice Room3
29	Thu	Observation of cell manufacturing system	Takagi Co.	Action Plan Guidance	KIC
30	Fri	Visit to steel Coil center	Coil center Kokkou	Discussion	KIC
Dec. 1	Sat				
2	Sun				
3	Mon	How to find out weaknesses of factories	KIC	Visit to TOTO (Residential equipment)for 5S	TOTO Kokura No.1 Plant
4	Tue	Visit to Car parts maker Tobata Turret Co., Ltd.	Tobata Turret Co., Ltd.	Lecture on business philosophy	KIC
5	Wed	Evaluation Meeting	KIC	Action plan presentation	KIC
6	Thu	Departure from Japan			

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 460 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 Kyushu International Center (JICA KYUSHU)
Address: 2-2-1, Hirano, Yahata Higashiku, Kitakyushu-shi,
Fukuoka 805-8505 Japan**

TEL: +81-93-671-6311 FAX: +81-93-671-0979

+

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)

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.



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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		<input type="checkbox"/> COLOMBIAN		Other nationality			
2a) Place of Birth		City		Province		Country	
3) Sex		<input type="checkbox"/> Male <input type="checkbox"/> Female		3a) Marital Status		5) Date of Birth (please write out the month in English as in "April")	
4) Religion		<input type="checkbox"/> Single <input type="checkbox"/> Married		Date		Month	
6) Do you posses Passport?		<input type="checkbox"/> YES <input type="checkbox"/> NOT		Year		Age	
6a) Do you posses USA Visa?		<input type="checkbox"/> YES <input type="checkbox"/> 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)		Date	Month	Year

8) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> 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 divulgation, 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?

<input type="checkbox"/> No	<input type="checkbox"/> 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?

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

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

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

2. Past Medical History

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

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