



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

FLOOD DISASTER RISK REDUCTION

課題別研修「洪水防災」

JFY 2018

NO. J1804071 / ID. 1884478

Course Period in Japan: From September 30, 2018 to September 13, 2019

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.

II. Description

1. **Title (J-No.):**
Flood Disaster Risk Reduction (J1804071)
2. **Course Period in JAPAN:**
September 30, 2018 to September 13, 2019
3. **Target Regions or Countries:**
Bangladesh, Bhutan, Brazil, Colombia, India, Indonesia, Liberia, Myanmar, Nepal, Pakistan, Peru, Philippines, Saint Christopher and Nevis, Serbia, Sri Lanka, Trinidad and Tobago, Tunisia, Viet Nam, Zimbabwe
4. **Eligible / Target Organization:**
This program is designed for governmental organizations concerning river management or flood disasters.
5. **Course Capacity (Upper limit of Participants):**
20 participants
6. **Language to be used in this program:**
English
7. **Course Objective:**
The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.
8. **Overall Goal:**
The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country; <i>Participants make required preparation for the Program in the respective countries.</i>	
Activities	
	Submission of Assignments
	Formulation and submission of Inception Report Presentation Material

(2) Phase in Japan; <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Outputs	Subjects/Agendas (Tentative)	Methodology
To be able to explain basic concept and theory on generation process of flood disasters, hazard risk evaluation, disaster risk management policy and technologies	Basic Concepts of Integrated Flood Risk Management (IFRM): <ul style="list-style-type: none"> - Outline of integrated flood risk management - Disaster management cycle - Basic concepts of IFRM 	Lecture
	Urban Flood Management and Flood Hazard Mapping: <ul style="list-style-type: none"> - Outline of disaster prevention countermeasures - Local disaster emergency plan - Non- structural countermeasures in Japan (Early warning system, Flood Hazard Map) 	Lecture, Exercise
	Disaster Management Policies A: from Regional and Infrastructure Aspect: <ul style="list-style-type: none"> - Social system against disasters - Education on basic knowledge for disasters - Policy for infrastructure - Policy making process for disasters 	Lecture, Presentation, Discussion
	Disaster Management Policies B: from Urban and Community Aspect: <ul style="list-style-type: none"> - Basic issues of disaster management policies - Urban disaster management policies in Japan - Lessons from past large disasters in the world - Policies and regulations to secure building safety 	Lecture, Presentation, Discussion
	Site Visit of Water-related Disaster Management Practice in Japan	Field trip
To be able to explain	Hydrology:	Lecture

basic concept and theory on flood countermeasures including landslide and debris flow	<ul style="list-style-type: none"> - Climate System and Water Cycle - Hydrological Processes, In-situ Observation and Modeling - Remote Sensing of Hydrology - Water Resources Planning and Management 	
	Hydraulics: <ul style="list-style-type: none"> - Fundamentals - Advection and Diffusion - General transport equations 	Lecture, Exercise
	Flood Hydraulics and River Channel Design: <ul style="list-style-type: none"> - Outline of rivers in Japan - Fundamental mechanics of flood flows - Steady quasi-two dimensional analysis of Flood flow 	Lecture
	Mechanics of Sediment Transportation and Channel Changes: <ul style="list-style-type: none"> - Mechanics of sediment transportation - River morphology 	Lecture
	Control Measures for Landslide & Debris Flow: <ul style="list-style-type: none"> - Introduction to Sabo projects - Countermeasures for sediment-related disasters - Hazard mapping for sediment-related disasters 	Lecture, Exercise
	Computer Programming: <ul style="list-style-type: none"> - Programming Language - Numerical Computation 	Lecture, Exercise
	Practice on GIS and Remote Sensing Technique: <ul style="list-style-type: none"> - Geographic Information System (GIS) - Advanced Remote Sensing 	Lecture, Exercise
	Practice on Flood Forecasting and Inundation Analysis: <ul style="list-style-type: none"> - Rainfall-Runoff-Inundation modeling - Runoff Analysis with IFAS - Large-scale Runoff Analysis with BTOP - Advanced Hydrological Model 	Lecture, Exercise
	Socio-economic and Environmental Aspects of Sustainability-oriented Flood Management: <ul style="list-style-type: none"> - Outline of Socio-economic and environmental aspects - Methodology of risk assessment - Socio-economic impacts of disasters 	Lecture

	Practice on Open Channel Hydraulics: <ul style="list-style-type: none"> - Hydraulic phenomena - Usage of the experimental instrumentation - The methodology of flow discharge measurement 	Lecture, Exercise
To formulate the countermeasures to solve the problems and issues concerning flood disasters in their countries for applying techniques and knowledge acquired through the program	Individual Study: <ul style="list-style-type: none"> - Formulation of the Master thesis <ul style="list-style-type: none"> ➤ Participants will make a Master thesis based on the knowledge and techniques acquired through Lectures, Discussions, Exercises and Field Trips in the program. 	Discussion, Presentation

<Structure of the program>

(1) Preliminary Phase:

After receiving the “Notice of Acceptance”, each participant has to make and submit an “Inception Report Presentation Material” and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master’s level course work.

(2) Core Phase in Japan:

This program consists of “Lecture”, “Exercise”, “Discussion”, “Presentation”, “Field trip” and “Individual study”. This course schedule is shown in Fig. 1.

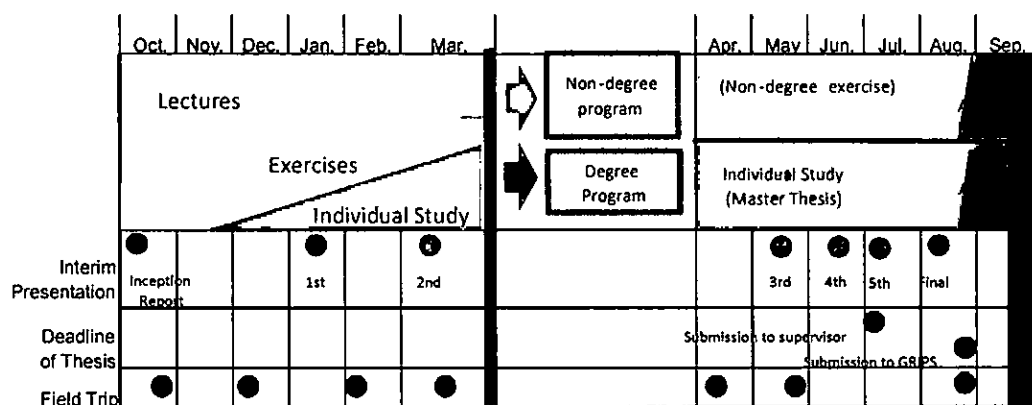


Fig. 1: Course schedule in Japan

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 program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section **III-2** below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

- (1) be nominated by their governments in accordance with the procedures described in **III-4**.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) have a competent command of spoken and written English ---with a minimum test score of TOEFL iBT 79, IELTS Academic 6.0 or its equivalent. (This program includes active participation in discussions and development of the action plan and Master thesis, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate of English ability such as TOEFL or IELTS.)
- (6) be judged medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- (7) Generally, be over twenty-five (25) and under forty (40) years of age as of October 1, 2018.

3. Required Documents for Application:

(1) Application Form:

The Application form is available at the JICA office (or the Embassy of Japan).

(2) Application Materials for GRIPS/PWRI Master's Program:

The entire curriculum of this program is approved as a master's degree program by

GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master's Program as written in *ANNEX I*.

- Application for admission to GRIPS/PWRI Master's Program
- 1 clear photograph of your face (30 x 40 mm)
- 2 letters of recommendation
- Certificate of employment
- Official transcripts of academic record and graduation/degree certificates
- Official evidence of English ability
- Statement of purpose
- Certificate of health

Please note that an applicant will NOT be registered as an applicant until we have received all of the above materials. Please carefully review the information in ANNEX I.

(3) Inception Report:

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see *ANNEX II*). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

(4) 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 at 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 April 13th, 2018.**

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Embassy of Japan) will conduct screenings, and send the documents to JICA Tsukuba, which organizes this program.

- 2) JICA Tsukuba will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
 1. The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the application materials such as official transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by the end of July, 2018.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results shall be delivered to the respective Government through the respective countries' JICA office (or Embassy of Japan) by no later than July 31st, 2018.

(*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

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.

6. Certificate and Master's Degree:

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully completed all graduation requirements will be awarded a Master's Degree, "Master of Disaster Management" by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tsukuba
- (2) **Contact:** Mr. Shingo TADA (tbictp@jica.go.jp)

2. Implementing Partner:

(1) International Centre for Water Hazard and Risk Management (ICHARM), Publics Works Research Institute (PWRI)

- 1) URL: <http://www.icharm.pwri.go.jp>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: training.icharm@pwri.go.jp
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment.

(where "81" is the country code for Japan, and "29" is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <http://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) FAX: +81-3-6439-6050
- 5) E-mail: admissions@grips.ac.jp
- 6) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

(where "81" is the country code for Japan, and "3" is the local area code)

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 basically:

JICA Tsukuba International Center (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1776

(where “81” is the country code for Japan, and “29” is the local area code)

Please refer to facility information of JICA Tsukuba at its URL:

<https://www.jica.go.jp/tsukuba/english/office/index.html>

5. Expenses:

The following expenses will be provided to 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.

The curriculum of this program is approved as a master's degree program by GRIPS and PWRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.

6. Pre-departure Orientation:

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

V. Other Information

1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the presentation slides and to communicate by e-mail.

2. Relevant Data for Flood Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data for flood disasters in their countries on their laptop/notebook computers for preparing the presentation slides etc.

3. For the Promotion of Mutual Friendship:

JICA Tsukuba encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

4. Bring Some Cash:

Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.

5. Exchange to Japanese Currency (YEN):

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

END

- ANNEX I: Check List / Application Materials for GRIPS/PWRI Master's Program***
ANNEX II: Instruction for Inception Report
ANNEX III: Course Schedule (tentative)

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 Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1776

ANNEX I Check List

Application Materials for GRIPS/PWRI Master's Program

1. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadlines. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package. Make sure to write your name on the envelope. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If for some reason (e.g. marriage) your current name is different from that on the document(s) you submit, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

◆ Please check ☒ whether you have submitted all the necessary documents

1.	<u>Application for admission to GRIPS/PWRI Master's Program</u> (use the designated form)	<input type="checkbox"/>
2.	<u>1 clear photograph of your face</u> (30 x 40 mm) Please paste the photograph onto the application for admission.	<input type="checkbox"/>

ANNEX I Check List

3.	<p><u>2 letters of recommendation</u> (use the designated form)</p> <p>Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.</p> <p>You are required to obtain the letters from your recommenders using the designated form and submit them by post along with the rest of your supporting documents, all in one package. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender. For details, please see the explanation on the designated form.</p>	<input type="checkbox"/>
4.	<p><u>Certificate of employment</u> (use the designated form)</p> <p>You are required to submit this if you are currently employed.</p> <p>You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post along with the rest of your supporting documents, all in one package. For details on required contents, please see the explanation on the designated form.</p>	<input type="checkbox"/>
5.	<p><u>Official transcripts of academic record and graduation/degree certificates</u></p> <p>You must submit by post official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.</p> <p>➤ Official transcripts of academic record Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.</p> <p>➤ Official graduation/degree certificates Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and title of the expected degree upon completion of the program. <u>Do not send your original diploma, as documents will not be returned.</u></p> <p><u>Important notes</u></p> <p>➤ Transcripts/certificates that have been opened are not acceptable.</p> <p>➤ Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.</p> <p>➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies <u>verified by the university</u>. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.</p> <p>➤ If a university cannot issue an official English transcript/certificate, you are required to submit both an <u>official</u> transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an <u>official</u> English translation of the document, prepared by an accredited translator.</p> <p>➤ If official transcripts do not include the grading scale, you are required to request the university to issue an <u>official</u> letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.</p> <p>➤ Provisional or temporary graduation/degree certificates are not acceptable.</p> <p>➤ If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.</p>	<input type="checkbox"/>

ANNEX I Check List

6.	<p><u>Official evidence of English ability</u></p> <p>One of the following test scores is required:</p> <ol style="list-style-type: none">1. TOEFL iBT: 79 or higher2. IELTS Academic: 6.0 or higher <p>Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment. TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.</p> <p><u>How to apply for a waiver of the English language proficiency requirement</u> (Please note that there are two categories in our English test exemption policy.)</p> <p>Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland</u> will be automatically exempted from submitting an English test score.</p> <p>Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.</p> <p>Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.</p>	<input type="checkbox"/>
7.	<p><u>Statement of purpose</u> (use the designated form)</p> <p>For details on required content, please see the explanation on the designated form.</p>	<input type="checkbox"/>
8.	<p><u>Certificate of health</u> (use the designated form)</p>	<input type="checkbox"/>

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your application that may occur after you have completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must submit a certificate of employment that certifies your new status within 30 days, using the designated form, by post.

Details regarding the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp/en/>

<http://www.pwri.go.jp/eindex.html>

Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID

APPLICATION FOR ADMISSION **TO GRIPS/PWRI MASTER'S PROGRAM 2018-2019**

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Photograph

Please write your
name on the back of
the photo.
(30 x 40 mm)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2018): _____
Month/Day/Year

4. Gender: ☐ Male ☐ Female 5. Marital status: ☐ Single ☐ Married

6. Nationality: _____
As written in your passport

7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? ☐ Central ☐ Regional ☐ Neither
(Upon admission to GRIPS, ☐ I will be given study leave by my employer. ☐ I will quit my job.)

8. Present position, department/section: _____

9. Work address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

10. Residential address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

11. Preferred mailing address: ☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields.)

Address: _____

Postal code: _____ Country: _____

TEL: _____ FAX: _____
Country code - complete number Country code - complete number

12. E-mail 1: _____

E-mail 2: _____

APPLICATION INFORMATION

- | | | |
|--|---|-----------------------------|
| From primary to secondary education
(before tertiary education) | Period of attendance
(from-to)
Month Year | Duration
of
schooling |
| | | years
and
months |

Tertiary education	Full name of institution & city	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/ class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

Total number of years and months of schooling reported above as of October 1, 2018 * (from elementary education to undergraduate/graduate education inclusive)	years and months
---	------------------------

14. English proficiency:

☐ TOEFL iBT: The minimum acceptable test score is 79.

Score	Month/Day/Year
-------	----------------

☐ IELTS Academic: _____ The minimum acceptable test score is 6.0.
Score Month/Day/Year

Other information: ☐ Undergraduate education instructed in English

☐ Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

☐ The USA, the UK, Canada, Australia, New Zealand, or Ireland

☐ Other country

1. _____
- | | |
|------|--------------------------|
| Name | Position and affiliation |
|------|--------------------------|

2. _____
- | Name | Position and affiliation |
|------|--------------------------|
|------|--------------------------|

ANNEX I Application Materials for GRIPS/PWRI Master's Program

16. List your current and previous employment (up to five positions) in **reverse chronological order**, starting with your most recent position.

Organization, type, & city	Dates (from-to) Month Year	Job title and description (maximum 20 words)

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of the applicant

Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

Disaster Management Policy Program by GRIPS and PWRI
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

LETTER OF RECOMMENDATION 2018-2019

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name:

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

☐ Daily

☐ Weekly

☐ Monthly

☐ Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX I Application Materials for GRIPS/PWRI Master's Program

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

☐ Outstanding ☐ Good ☐ Average ☐ Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

TEL: _____ FAX: _____ E-mail: _____
Country code - complete number Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

Disaster Management Policy Program by GRIPS and PWRI
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

CERTIFICATE OF EMPLOYMENT 2018-2019

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____

Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____

Month/Day/Year

Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- ☐ I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- ☐ I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing the form:

Name: _____

Position/title: _____

Name of organization: _____

Signature: _____

Date: _____

Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its **English translation** in the margin of the form.

Disaster Management Policy Program by GRIPS and PWRI
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

STATEMENT OF PURPOSE 2018-2019

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名 _____ ☐ 男 Male 生年月日 _____ 年齢 _____
 Name : _____ ☐ 女 Female Date of Birth : _____ Age : _____
 Family name, First name Middle name

1. 身体検査 Physical Examinations

(1) 身長 _____ cm 体重 _____ kg
 Height Weight

(2) 血圧 _____ mm/Hg ~ _____ mm/Hg 血液型 _____
 Blood pressure Blood Type

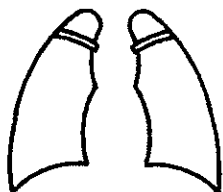
ABO	RH	+
		-

脈拍数 _____ /min ☐ 整 regular
 Pulse Rate ☐ 不整 irregular

(3) 視力 _____ (R) _____ (L) _____ (R) _____ (L)
 Eyesight: 裸眼 without glasses 矯正 with glasses or contact lenses

(4) 聴力 ☐ 正常 normal 言語 ☐ 正常 normal
 Hearing: ☐ 低下 impaired speech: ☐ 異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること（6ヶ月以上前の検査は無効。）
 Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺
 lung: ☐ 正常 normal
☐ 異常 impaired

Date _____

Film No. _____

Describe the condition of applicant's lung. _____

心臓
 Cardiomegaly: ☐ 正常 normal
☐ 異常 impaired

心電図
 Electrocardiograph
☐ 正常 normal ☐ 異常 impaired

3. 現在治療中の病気 ☐ Yes (Disease: _____ Medicine: _____)
 Disease & Treatment at Present ☐ No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

Tuberculosis.....☐ (. . .) Malaria.....☐ (. . .) Measles.....☐ (. . .)
 Epilepsy.....☐ (. . .) Kidney disease.....☐ (. . .) Heart diseases.....☐ (. . .)
 Diabetes.....☐ (. . .) Drug allergy.....☐ (. . .) Psychosis.....☐ (. . .)
 Functional disorder in extremities.....☐ (. . .) Others.....☐ (. . .)
 Rheumatic fever.....☐ (. . .) Hepatitis.....☐ (Type: A, B, C, D, E) (. . .)

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster).....☐ Time(s) () Mumps.....☐ Time(s) () Hepatitis B.....☐ Time(s) ()
 MMR (Measles, Mumps, Rubella).....☐ Time(s) () Chicken pox.....☐ Time(s) () Meningitis.....☐ Time(s) ()
 MR (Measles, Rubella).....☐ Time(s) () Polio.....☐ Time(s) ()
 M (Measles).....☐ Time(s) () Diphtheria Pertussis Tetanus combined.....☐ Time(s) ()

6. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood () ・ 検便 Feces: Parasite(egg of parasite)(+, -)
 赤沈 ESR: _____ mm/Hr, WBC count: _____ x10³/μl, Hemoglobin: _____ g/dl, ALT: _____ u/l
 Pregnancy test () if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか？
 In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan? yes ☐ no ☐

日付 _____ 署名 _____
 Date: _____ Signature: _____

医師氏名
 Physician's Name in Print: _____

検査施設名
 Office/Institution: _____

所在地
 Address: _____

Course Schedule (*tentative*)

Year	Date		Program
2018	September	30 (Sun)	Arrival to Japan
	October	1 (Mon) 2 (Tue) 3 (Wed) 5 (Fri) Mid Late	Briefing at JICA Tsukuba Opening Ceremony Entrance Guidance and Orientation at GRIPS Start of Lecture at ICHARM Presentation on Inception Report Field Trip (1)
	November		
	December	Mid 29 (Sat)	Field Trip (2)
2019	January	↓ 3 (Thu) Late	Winter Vacation 1st Interim Presentation on Master's thesis
		3 (Sun) 4 (Mon)	GRIPS Field Trip
	March	Early Late	Field Trip (3) 2nd Interim Presentation on Master's thesis
		April Late	Field Trip (4)
	May	Mid Late	3rd Interim Presentation on Master's thesis Field Trip (5)
	June		
	July	Early Early	Submit the draft of Master's thesis 4th Interim Presentation on Master's thesis
	August	Early Late	Final Presentation on Master's thesis Submit Master's thesis to the GRIPS
		September 10 (Tue) 11 (Wed) 13 (Fri)	Closing Ceremony Graduation Ceremony at GRIPS Return to home country

+

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:

- (a) 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.
- (b) 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 "()"
- (c) En caso de ser necesario puede agregar páginas anexas si el espacio dado en el formato no es suficiente
- (d) 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:

- (a) En caso que un mandato legal lo solicite expresamente.
- (b) Previa autorización del autor del documento para ser divulgado a un tercero.
- (c) 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.
-

**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))

J			-					
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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)

J				-															
---	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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			
6) Do you possess Passport? <input type="checkbox"/> YES <input type="checkbox"/> NOT		Date	Month	Year	Age
6a) Do you possess 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

--	--

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.

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:

CONFIDENCIAL

8/8

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?

<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?

[] 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.

[illegible]

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 periodo 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.