



บันทึกข้อความ

ส่วนราชการ สำนักงานเลขาธิการกรม ส่วนบริหารทรัพยากรบุคคล โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๔๑

ที่ ทส ๐๖๐๑.๒/ ๖๖๖

วันที่ ๒๖ กุมภาพันธ์ ๒๕๖๕

เรื่อง ทักษะหลักสูตร Flood Disaster Risk Reduction

เรียน อธิบดีกรมทรัพยากรน้ำ รองอธิบดีกรมทรัพยากรน้ำ หัวหน้าผู้ตรวจราชการกรม ผู้อำนวยการสำนัก

ผู้อำนวยการศูนย์ ผู้อำนวยการสำนักงานทรัพยากรน้ำภาค ๑ - ๑๑

ผู้อำนวยการกลุ่ม และผู้อำนวยการส่วนในสำนักงานเลขาธิการกรม

ด้วยกรมความร่วมมือระหว่างประเทศ มีหนังสือ ที่ กต ๑๖๐๒.๓/๒๘๗ ลงวันที่ ๔ กุมภาพันธ์ ๒๕๖๕ แจ้งทุนศึกษาหลักสูตร Flood Disaster Risk Reduction ด้วยรัฐบาลญี่ปุ่นเสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการศึกษาศูนย์หลักสูตร Flood Disaster Risk Reduction ระดับปริญญาโท ระยะเวลา ๑ ปี ระหว่างวันที่ ๒๘ กันยายน ๒๕๖๕ ถึงวันที่ ๑๖ กันยายน ๒๕๖๖ ณ JICA Tsukuba ประเทศญี่ปุ่น ทั้งนี้ สามารถดูรายละเอียดเพิ่มเติมได้ที่เว็บไซต์กรมทรัพยากรน้ำ www.dwr.go.th หัวข้ออบรมสัมมนา

ในการนี้ หากประสงค์จะส่งผู้สมัครเข้ารับการฝึกอบรมหลักสูตรดังกล่าว โปรดส่งใบสมัคร พร้อมเอกสารต่างๆ ไปที่ ส่วนบริหารทรัพยากรบุคคล สำนักงานเลขาธิการกรม ภายในวันศุกร์ที่ ๑๑ มีนาคม ๒๕๖๕ เพื่อจะได้ดำเนินการในส่วนที่เกี่ยวข้องต่อไป

จึงเรียนมาเพื่อโปรดทราบ

(นายกิตติ จันทรวงศ์)
เลขาธิการกรม

ที่ กต ๑๖๐๒.๓/๒๘๓



ส่วนบริหารทรัพยากรบุคคล
เลขที่รับ ๙๕๐
วันที่ ๑๘ ก.พ. ๒๕๖๕
เวลา ๑๖.๓๑

สำนักงานอธิบดี
เลขที่รับ ๙๖๓๐
วันที่ ๑๕ ก.พ. ๒๕๖๕
เวลา ๑๖.๑๑ น.

กรมความร่วมมือระหว่างประเทศ

ศูนย์ราชการเฉลิมพระเกียรติ ๘๐ พรรษา

อาคารรัฐประศาสนภักดี ชั้น ๘ ทิศใต้

ถนนแจ้งวัฒนะ กทม. ๑๐๒๑๐

พท.

๔ กุมภาพันธ์ ๒๕๖๕

เรื่อง ทศศึกษาหลักสูตร Flood Disaster Risk Reduction

เรียน อธิบดีกรมทรัพยากรน้ำ

กรมทรัพยากรน้ำ
(ภายนอก)
รับที่ ๐๐๘๔๗
วันที่ ๑๕ ก.พ. ๒๕๖๕
เวลา ๑๗.๓๒

- สิ่งที่ส่งมาด้วย ๑. สำเนาหนังสือองค์การความร่วมมือระหว่างประเทศแห่งญี่ปุ่น (JICA) ประจำประเทศไทย
ที่ ๒๐๒๒๐๑๒๘๐๐๐๑ - ๒ ลงวันที่ ๒๘ มกราคม ค.ศ. ๒๐๒๒ พร้อมรายละเอียดหลักสูตร
๒. รายละเอียดเกี่ยวกับการสมัครขอรับทุน
๓. รายละเอียดเกี่ยวกับผู้สมัครรับทุน
๔. ใบสมัครรับทุนรัฐบาลญี่ปุ่น

ด้วยรัฐบาลญี่ปุ่นเสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการศึกษาดูงานหลักสูตร Flood Disaster Risk Reduction ระดับปริญญาโท ระยะเวลา ๑ ปี ระหว่างวันที่ ๒๘ กันยายน ๒๕๖๕ ถึงวันที่ ๑๖ กันยายน ๒๕๖๖ ณ JICA Tsukuba ประเทศญี่ปุ่น ดังมีรายละเอียดตามสิ่งที่ส่งมาด้วย ๑

กรมความร่วมมือระหว่างประเทศพิจารณาแล้วเห็นว่า การศึกษาดังกล่าวเป็นประโยชน์ต่อบุคลากรในหน่วยงานของท่าน ในการนี้ จึงขอความร่วมมือพิจารณาเสนอชื่อผู้สมัครที่มีศักยภาพและมีคุณสมบัติเหมาะสม จำนวน ๑ ราย ที่มีผลการทดสอบภาษาอังกฤษชุด DIFA TES ของสถาบันการต่างประเทศเทวะวงศ์-ทวีโรปการ กระทรวงการต่างประเทศ ทักษะการอ่านและทักษะการฟังอย่างน้อยระดับ C1 หรือผลการทดสอบภาษาอังกฤษ IELTS อย่างน้อยระดับ 6.0 หรือ TOEFL iBT อย่างน้อยระดับ 79 หรือ TOEIC อย่างน้อย 800 คะแนน อย่างไรก็ตามทั้งนี้ ผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ โดยให้ผู้ที่ได้รับการเสนอชื่อจัดทำรายละเอียดเกี่ยวกับผู้สมัครรับทุน ตามสิ่งที่ส่งมาด้วย ๒ - ๔ และส่งคืนให้กรมความร่วมมือระหว่างประเทศ พร้อมใบสมัครรับทุนรัฐบาลญี่ปุ่นและสำเนาผลทดสอบภาษาอังกฤษ ภายในวันที่ ๒๑ มีนาคม ๒๕๖๕ ด้วย จักขอบคุณมาก เพื่อจะได้ดำเนินการในส่วนที่เกี่ยวข้องต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

เรียน

- ☒ เพื่อโปรดพิจารณาดำเนินการ
☐ เพื่อโปรดทราบ
☐

ขอแสดงความนับถือ

(นายภาคธู ถาวรกุลรัตนัน)
อธิบดีกรมทรัพยากรน้ำ

๑๗ ก.พ. ๒๕๖๕

กองความร่วมมือด้านทุน

โทร. ๐ ๒๒๐๓ ๕๐๐๐ ต่อ ๔๓๑๐๗ (สุพิชฌาย์)

โทรสาร ๐ ๒๑๔๓ ๔๓๒๕

ไปรษณีย์อิเล็กทรอนิกส์ saraban1600@mfa.go.th และ sakkanichotphun88@gmail.com

เรื่องกลับ กสน.

วันที่ ๑๗ ก.พ. ๒๕๖๕

เวลา ๑๖:๐๕

- เรียน ☐ ผอ.สสบ. ☒ ผอ.สพค. ☐ ผอ.สค.
☐ ผอ.สชอ. ☐ ผอ.สพค. ☐ ผอ.สยส.
☐ ผอ.สปส.
☐ เวียน ☐ เพื่อทราบ
☐ ถ้อยปฏิบัติ ☒ พิจารณาดำเนินการ
☐ อื่นๆ

(นายแพทย์ พึงทรัพย์)

ผู้อำนวยการส่วนบริหารทรัพยากรบุคคล รักษาการแทน
 เลขานุการกรม

๑๗ ก.พ. ๒๕๖๕

- เรียน ☐ ผ.บริหาร ☐ ผ.สรรหา ☐ ผ.ทะเบียน
☒ ผ.พัฒนา ☐ ผ.โครงสร้าง ☐ ผ.สวัสดิการ
☐ เวียน ☐ เพื่อทราบ ☒ ดำเนินการ
☐ อื่นๆ

(นายแพทย์ พึงทรัพย์)

ผู้อำนวยการส่วนบริหารทรัพยากรบุคคล

๑๘ ก.พ. ๒๕๖๕

- เรียน ☒ อรรณิชา พิลาคา ☐ พระเมธีคณน จิตอาศิ
☐ เวียน ☐ ประจักษ์พันธ์
☒ ดำเนินการ ☐ เพื่อทราบ
☐ อื่นๆ

(นางสาวอินทิรา กำเนิดสินธุ์กุล)
 นักทรัพยากรบุคคลชำนาญการ

๒๑/๒/๕๕



Leading the world with trust

Japan International Cooperation Agency

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No. 202201280001-2

The Japan International Cooperation Agency presents its compliments to the Ministry of Foreign Affairs and has the honour to inform the latter that the Government of Japan is preparing to grant fellowship for Knowledge Co-Creation Program (Group & Region Focus) to be held in accordance with the attached details (General Information).

If the Government of Thailand is interested in sending participants in these programme, it is requested that the Application Forms be sent to the Japan International Cooperation Agency before the date mentioned in the attached details.

The Japan International Cooperation Agency avails itself of this opportunity to renew to the Ministry of Foreign Affairs the assurances of its highest consideration.



竹内和夫

January 28, 2022

Thailand International Cooperation Agency
Ministry of Foreign Affairs
The Government Complex, Bangkok

1. Title of Training Course granted by the Government of Japan

Knowledge Co-Creation Program (Group & Region Focus) on Flood Disaster Risk Reduction,
JFY2022

2. Number of Participants (alternative number of participants could be consider by JICA center)

One (1)

3. Date of Course: 28 September 2022 – 16 September 2023

4. Latest date by which the Applications should be received by the Japan International
Cooperation Agency 1 April 2022

Required Document

- 1) JICA's Application Form
- 2) Application Materials for GRIPS/PWRI Master's Program (ANNEX I of the General Information)
- 3) Inception Report (ANNEX II of the General Information)
- 4) English Score Sheet
- 5) Photocopy of Passport



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Flood Disaster Risk Reduction

課題別研修「洪水防災」

JFY 2022

Course NO.202107998J001

Course Period in Japan: From September 28, 2022 to September 16, 2023

(In the context of the COVID-19 pandemic, please note that methodology of course may be modified.)

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 by 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

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements at regional and national level in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advanced technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

How?

Participants shall have opportunities in Japan to acquire knowledge and techniques of Flood Disaster Risk Reduction through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a Master Thesis and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). (GRIPS program: Disaster Management Policy Program (Water-related Disaster Management Course))

Completing all graduation requirements during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. **Title (Course No.)**
Flood Disaster Risk Reduction (202107998J001)
2. **Course Duration in Japan**
September 28, 2022 to September 16, 2023
3. **Target Regions or Countries**
Bangladesh, Bhutan, Fiji, Iran, Mexico, Mozambique, Nepal, Mauritius, Pakistan, Philippines, Sri Lanka, Thailand, Tunisia and Timor-Leste
4. **Eligible / Target Organization:**
This program is designed for governmental organizations concerning river management or flood disasters.
5. **Course Capacity (Upper limit of Participants)**
14 participants
6. **Language**
English
7. **Objective(s)**
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. Output and Contents

This course 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	Hydrology:	Lecture

explain 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 Course>

Topic outline (subject to minor changes)

(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.

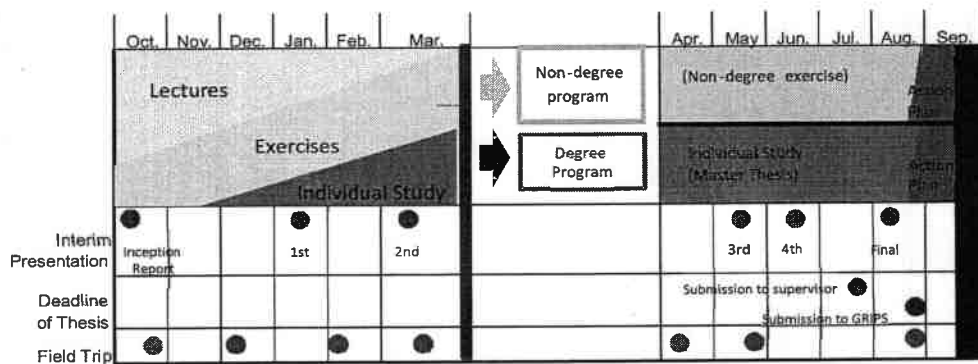


Fig. 1: Course schedule in Japan

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

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

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. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (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.)(see ANNEX I checklist 6.)
- (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.
To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

- (7) Between 25 and 42 years of age as of October 1, 2022.
- (8) Expectations for the Participants
- (9) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application:

(1) Application Form:

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) 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 confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **April 8th, 2022**)

(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.
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 the Academic Council of GRIPS finally by **the end of July, 2022.**

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:

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than July 29th, 2022.**

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

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

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 (JICA Center in Japan)

(1) **Center:** JICA Tsukuba Center (JICA TSUKUBA)

(2) **Program Officer:** Ms. Miki Nishioka (tbictp@jica.go.jp)

2. Implementing Partner

(1) **International Centre for Water Hazard and Risk Management (ICHARM)**
under the auspices of UNESCO, Publics Works Research Institute (PWRI)

- 1) URL: <https://www.pwri.go.jp/icharm/index.html>
- 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 100 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: <https://www.grips.ac.jp/en>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) E-mail: admissions@grips.ac.jp
- 5) 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:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodations(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)
Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan
TEL: +81-29-838-1111, FAX: +81-29-838-1119
(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>

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodation(s) for the participants.

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
- (5) 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.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation:

A pre-departure orientation will be held at 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.

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

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT

Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
https://www.youtube.com/watch?v=SLurfKugrEw	
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

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 accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days. 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.

5. More information about JICA TSUKUBA

You can check our location, facility and services on our website and social media.

◇ JICA TSUKUBA website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

◇ JICA TSUKUBA Facebook [<https://www.facebook.com/jicatsukuba>]

We post articles about the KCCP on our Facebook page.



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

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA TSUKUBA)

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

TEL: +81-29-838-1744 FAX: +81-29-838-1119

รายละเอียดเกี่ยวกับการสมัครขอรับทุน

ชื่อหลักสูตร Flood Disaster Risk Reduction

วิธีการเสนอชื่อผู้สมัครขอรับทุน คุณสมบัติของผู้สมัครขอรับทุน หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน และผลการพิจารณาให้ทุน จะต้องปฏิบัติตามหลักเกณฑ์และวิธีการ ดังนี้

๑. วิธีการเสนอชื่อผู้สมัครขอรับทุน

- ๑.๑ หน่วยงานที่ได้รับการจัดสรรจะต้องมีหนังสือเสนอชื่อผู้สมัครขอรับทุน พร้อมทั้งส่งแบบพิมพ์รายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) ที่ตีตรุปรายขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป ไปยัง

กรมความร่วมมือระหว่างประเทศ ภายในวันที่ ๒๑ มีนาคม ๒๕๖๕

ในกรณีที่จำเป็นต้องแจ้งรายชื่อและรายละเอียดของผู้สมัครขอรับทุนได้ทางโทรศัพท์ และ / หรือ โทรสารเป็นการล่วงหน้า

- ๑.๒ จำนวนผู้สมัครขอรับทุนที่ได้รับการเสนอชื่อจะต้องไม่เกิน ๑ ราย ในกรณีที่หน่วยงานเสนอชื่อผู้สมัครขอรับทุนมากกว่าจำนวนที่ได้กำหนดไว้ข้างต้น กรมความร่วมมือจะพิจารณาคัดเลือกบุคคลที่ได้รับการเสนอชื่อเรียงตามลำดับ ที่ปรากฏในหนังสือเสนอชื่อจากหน่วยงานตามจำนวนที่กำหนดไว้ข้างต้นเท่านั้น บุคคลที่ปรากฏชื่ออยู่ในลำดับหลังซึ่งเกินจำนวนที่กำหนดไว้ กรมความร่วมมือฯ ไม่อาจพิจารณาให้เป็นผู้สมัครขอรับทุนได้

๒. คุณสมบัติของผู้สมัครขอรับทุน

๒.๑ ก. สำหรับผู้ที่เป็นข้าราชการ

- ผู้สมัครขอรับทุนจะต้องเป็นข้าราชการพลเรือนตั้งแต่ระดับชำนาญการขึ้นไปหรือเทียบเท่า หรือมีคุณสมบัติอื่น ๆ ตามที่กำหนดไว้ในระเบียบว่าด้วยการให้ข้าราชการไปศึกษา ฝึกอบรม และดูงาน ณ ต่างประเทศ (กขต.)
- จะต้องได้รับการบรรจุเป็นข้าราชการหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

ข. สำหรับพนักงานรัฐวิสาหกิจ องค์การมหาชน และหน่วยงานเอกชน

- จะต้องปฏิบัติงานหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๒ ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือฯ {ทุนประเภท ๑ (ข)}

๒.๓ ผู้สมัครขอรับทุนจะต้องมีอายุไม่เกิน ๕๕ ปี หรือตามที่หลักสูตรกำหนด

๒.๔ กรณีเคยได้รับทุนประเภท ๑ (ข) ไปศึกษา ณ ต่างประเทศ จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๒ ปี

(ยกเว้นอาจารย์ ในมหาวิทยาลัย หรือสถาบันการศึกษาที่เทียบเท่ามหาวิทยาลัย ต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี) และในกรณีที่เคยได้รับทุนไปฝึกอบรม จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี และในกรณีที่เคยได้รับ ทุนสัมมนา / ดูงาน ที่มี ระยะเวลาเกินกว่า ๑ เดือน จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๕ มีความรู้ภาษาอังกฤษดี

๒.๖ สามารถเข้าร่วมอบรม “live” ผ่าน Zoom Meeting ได้ตลอดหลักสูตร

๒.๕ กรณีเคย.....

๒.๕ กรณีเคยสละสิทธิ์การสมัครรับทุนที่ดำเนินการผ่านกรมความร่วมมือฯ จะต้องสละสิทธิ์มาแล้วไม่ต่ำกว่า ๑ ปี นับแต่วันที่ที่ยินยอมให้สละสิทธิ์ถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๖ กรณีที่เคยได้รับทุนและได้ยุติการรับทุนก่อนที่จะสำเร็จหลักสูตร โดยไม่มีเหตุผลอันสมควรและไม่ได้รับอนุญาตจาก กรมความร่วมมือฯ และส่วนราชการที่เกี่ยวข้อง จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๒ ปี นับแต่วันที่ผู้รับทุนได้ยุติการรับทุน ถึงวันปิดรับสมัครของกรมความร่วมมือฯ และในกรณีที่แหล่งทุนแจ้งยุติE การให้ทุนศึกษา ฝึกอบรม ดูงาน/สัมมนา หรือปฏิบัติการวิจัย จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๕ ปี นับจากวันที่กรมความร่วมมือฯ แจ้งหน่วยงาน ที่ผู้รับทุนสังกัด

๒.๗ ต้องมีคุณสมบัติตามที่รัฐบาลและสถาบันของต่างประเทศกำหนดไว้ในสิ่งที่ส่งมาด้วย ๑

๒.๘ กรณีที่แหล่งผู้ให้ทุนกำหนดระดับของผู้สมัครรับทุนไว้ ให้ถือเกณฑ์เปรียบเทียบระดับ ดังนี้

- ระดับต้น (Junior Level)	เทียบเท่าข้าราชการระดับปฏิบัติการ
- ระดับกลาง (Middle Level)	เทียบเท่าข้าราชการระดับชำนาญการ
- ระดับอาวุโส (Senior Level)	เทียบเท่าข้าราชการระดับชำนาญการพิเศษ
- ระดับบริหาร (Executive Level)	เทียบเท่าข้าราชการระดับเชี่ยวชาญ

๓. หลักเกณฑ์การคัดเลือกผู้สมัครรับทุน

๓.๑ จำนวนผู้สมัครที่จะได้รับการเสนอชื่อให้แหล่งทุนพิจารณาในขั้นสุดท้ายสำหรับหลักสูตรนี้ มีจำนวน

ไม่เกิน๓๓.... ราย

๔. ผลการพิจารณาให้ทุน

เมื่อกรมความร่วมมือฯ ได้เสนอชื่อและใบสมัครของผู้ที่ได้รับการคัดเลือกไปยังแหล่งผู้ให้ทุนแล้ว ผลการพิจารณา คัดเลือกผู้สมัครเข้ารับทุนในขั้นสุดท้ายขึ้นอยู่กับดุลยพินิจของแหล่งผู้ให้ทุน

แบบพิมพ์ทุน ๑
กรมความร่วมมือระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร

(นำส่งเพียงคนละ ๑ ชุด)

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ
ระหว่างประเทศ

ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว

☐ มีคุณสมบัติถูกต้องตามที่กรมฯ
และแหล่งทุนกำหนด

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ..... E-mail Address:
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว).....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว.....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: ☐ โสด ☐ สมรส ☐ อื่น ๆ
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในช่วงการสมัครรับทุนจากองค์การ/รัฐบาลอื่นหรือไม่

☐ ไม่อยู่ระหว่างการสมัครรับทุนอื่น

☐ อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....

(.....)

...../...../.....

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> To be filled by you and your supervisor* To be signed by your supervisor Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use "√" or "x" to mark the () options,
- To attach your photographs,
- To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)

--

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

--

3. Course DurationFrom

--

 to

--

 (DD/MM/YYYY)**4. Country**

--

5. Organization

--

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			Official Stamp
Title / Position			
Department / Division			

Application form for the JICA Knowledge Co-Creation Program:

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Reason for nominating the Applicant



Japan International Cooperation Agency

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Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

--

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

--

By nominator (head of relevant
department/division)

Date

Name and
Title/Position

Signature

--

Application form for the JICA Knowledge Co-Creation Program:

*To be filled by Applicant.

1. **Course Title:** (as shown in the GI)

--

2. **Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)

--

3. Personal Information on Applicant

1) **Name of Applicant** (as shown in the passport)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

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*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

[illegible]

First Name

[illegible]

Middle Name

[illegible]

2) Nationality (as shown in the passport)				
3) Sex	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

***Applicants from Latin American and the Caribbean Countries only.**

**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <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 _____	
Number of employees		
Home Page Address		

Questionnaire on Relationship with the Military

***If your organization and/or your status is related to the Military, please mark with ✓ or X below in the () which best describes the relationship.**

- | |
|---|
| <p><input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register</p> <p><input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register</p> <p><input type="checkbox"/> the Department or the Ministry of Defense; an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense</p> <p><input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization</p> <p><input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment</p> |
|---|

4. Experience and Eligibility
1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

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

2) Academic Background (University, College or Higher Education)

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

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

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

4 Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				
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.

5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
Describe the issues that your organization/department intends to tackle by participating in this program.

--

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

--

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

--

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

--

- 5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

--



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Date

Name and
Title/Position

Signature

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

[] No	<input type="checkbox"/> Yes: Name of illness (), Name of medicine () <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
--------	---

(b) Do you have any allergies with medicine, food, pollen, etc.?

<p>Q7: Do you have any allergies with medicines, food, pollen, etc.?</p>	
<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes:</p> <p>What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?</p> <p>()</p>

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

()

Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes: Please specify ()	
--------	--------------------------------	--

(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes: Please specify ()		
--------	--------------------------------	--	--

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes:	Please specify ()						
--------	----------	--------------------	--	--	--	--	--	--

(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes:		
	Please specify ()		
	Name of medicine taken if any ()		

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date Name and Title/Position Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

Application form for the JICA Knowledge Co-Creation Program

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),



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- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) not to quit the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

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

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(3) Security Notice

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

***Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulcation, loss or damages of such personal information.
- Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
 1. To provide the KCCP to Participants.
 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
 3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and



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program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.

1. General Rule
2. Privacy Policy
3. Copyright Policy

I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

- ☐ Agree ☐ Disagree

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

By Applicant

Date

Name and
Title/Position

Signature

Inception Report

***for the Knowledge Co-Creation Program (Group & Region Focus)
on "Flood Disaster Risk Reduction"
(JFY 2022)***

Note:

- (1) This report must be submitted with the Application Form for the JICA Training and Dialogue Program. Applicants without this report will be out of the selection.
- (2) This report must be prepared by the applicant himself/herself with the cooperation of the participating organizations.
- (3) This report must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the following format.

1. Please fill your following information.

- (1) Name:
)
- (2) Organization:
)
- (3) Present Post:
)
- (4) Country:
)
- (5) E-mail:
)

2. Please fill the following items about your organization and department.

- (1) Mission, Objective, and Role:
What are the Missions/Objectives/Roles of your organization?
- (2) Activities:
What are the activities of your organization to achieve those missions?

3. Please show your organization chart and indicate your position.

Please attach your organization chart.

4. Please explain your job experience related to flood control and water resources in the last 10 years.

** Please add the item according to your situation.*

- (1) Period:
- (2) Organization:
- (3) Position:
- (4) Outline of duties:

ANNEX II Instruction for Inception Report

5. Please explain issues which you have to solve or any difficulties on your work.

Please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

** Please add the item according to your situation.*

- (1) Technical Aspects: Issues, Difficulties, and Reason
- (2) Organizational/Institutional Aspects: Issues, Difficulties, and Reason

6. In the fields of flood-related disaster mitigation, what topics are you interested in?

Please describe the topics, subjects and the reason why you are interested in those topics

** Please add the item according to your situation.*

7. Please explain your future plans to apply expected results of the program in order to work on projects related flood disaster mitigation after returning to your country.

8. If you have any request, please write down.

END

Course Schedule (tentative) 2022-2023			
Year	Date		Program
2022	September	28 (Wed)	Arrival to Japan
		30 (Fri)	Briefing at JICA Tsukuba
	October	1 (Sat)	Holiday
		2 (Sun)	Holiday
		3 (Mon)	Entrance Guidance and Orientation at GRIPS
		4 (Tue)	Start of Lecture at ICHARM
		Mid	Presentation on Inception Report
		Late	Field Trip (1)
	November		
		Late	Intensive lectures at GRIPS
	December	Early	Intensive lectures at GRIPS
		Mid	Field Trip (2)
		29 (Thu)	
2023	January	↓	Winter Vacation
		3 (Tue)	
		Late	1st Interim Presentation on Master's thesis
	February		
	March	Early	Field Trip (3)
		Late	2nd Interim Presentation on Master's thesis
	April		
		Late	Field Trip (4)
	May	Mid	3rd Interim Presentation on Master's thesis
		Late	Field Trip (5)
	June		
	July	Early	4th Interim Presentation on Master's thesis
		Late	Submit the draft of Master's thesis
	August	Early	Final Presentation on Master's thesis
		Late	Submit Master's thesis to the GRIPS/Submit a training summary report to JICA
	September	13 (Wed)	Closing Ceremony at JICA, Graduation Ceremony at GRIPS
		15 (Fri)	Apostille
		16 (Sat)	Return to home country

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 a complete set of your required supporting documents by post.

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.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

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.

Protection of personal information

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

Important notes

- All documents must be in English.
- 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.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- 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.

ANNEX I Check List

Please check ☒ whether you have submitted all the necessary documents

1.	<p>Application for admission to GRIPS/PWRI Master's Program (use the designated form)</p> <p>Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.</p>	<input type="checkbox"/>
2.	<p>Two (2) letters of recommendation (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 academic supervisor.</p> <p>You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. <u>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 the recommender.</u></p>	<input type="checkbox"/>
3.	<p>Certificate of employment (use the designated form)</p> <p>You are required to submit this if you are currently employed. You are required to request your employer to prepare a certificate (including a leave of absence approval, if applicable). 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..</p>	<input type="checkbox"/>
4.	<p>Official transcripts of academic record and graduation/degree certificates</p> <p><u>You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.</u></p> <p><u>You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. 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.</u></p> <ul style="list-style-type: none"> • Official transcripts of academic record <p>Official transcripts should contain the following information:</p> <ul style="list-style-type: none"> - Name of the degree program/course - Enrollment period - Names of all courses taken and grades received - Grading scale including the maximum grade point/score <p>If you are currently attending a university, please submit your most recent transcript.</p> <ul style="list-style-type: none"> • Official graduation/degree certificates <p>Official certificates should state <u>the name of your degree and the date the degree was awarded.</u> Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.</p> <p>If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.</p> <p>Important notes</p> <ul style="list-style-type: none"> ➤ Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable. ➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit <u>official photocopies verified by the university.</u> To be official, these must bear the institution's official stamp or the signature of the registrar. 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. ➤ If a university cannot issue an official English version of your transcript/certificate, you are required to submit both: <ul style="list-style-type: none"> - The <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 	<input type="checkbox"/>

ANNEX I Check List

	- An <u>official</u> verbatim English translation of the document, prepared by an accredited translator.	
5.	<p><u>Official evidence of English ability</u></p> <p>You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.</p> <p>Please note that English test scores are valid for two years from the test date, and therefore, <u>tests must have been taken within two years of the time of enrollment at GRIPS.</u></p> <p>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> (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.</p> <p>If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.</p> <p><u>This document must 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.</u></p> <p>You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements</p>	<input type="checkbox"/>
6.	<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"/>
7.	<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 personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

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

<https://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 2022-2023 (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

Taken within the last three months, providing a clear, front view of your entire face.

(4cm x 3cm)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)
2. Date of birth: _____
Month/Day/Year
3. Age (as of October 1st, 2022): _____
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: _____
Country code - complete number
10. Residential address: _____

Postal code: _____ Country: _____
TEL: _____
Country code - complete number
11. Preferred mailing address: ☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields.)
Address: _____

Postal code: _____ Country: _____
TEL: _____
Country code - complete number
12. E-mail 1: _____
E-mail 2: _____

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

13. Education History

Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	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			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			
				years and months			

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of attendance		Duration of schooling
		(from) Month, year	(to) Month, year	
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
--	------------------

*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

14. English proficiency:

One of the following test scores is required. 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 at GRIPS.**

☐ TOEFL iBT: _____

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☐ IELTS Academic: _____
Score Month/Day/Year
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

15. List below two persons familiar with your academic and/or professional activities, from whom you have requested letters of recommendation.

1. _____
Name Position and affiliation

2. _____
Name Position and affiliation

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

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

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 2022-2023

TO THE APPLICANT: Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your 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: _____

E-mail: _____

Country code - complete number

Signature: _____

Date: _____

Month/Day/Year

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

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

For GRIPS Use: Application ID-

CERTIFICATE OF EMPLOYMENT 2022-2023

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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.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application Form.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ E-mail: _____
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 this form:

Name: _____

Position/title: _____

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 this form.

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

For GRIPS Use: Application ID-

STATEMENT OF PURPOSE 2022-2023

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)

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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

Name: _____
Family name, First name Middle name

☐男 Male
☐女 Female

生年月日

Date of Birth: _____

年齢

Age: _____

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 Eyesight: (R) _____ (L) _____
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

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).



☐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

Disease & Treatment at Present

☐Yes (Disease: _____ Medicine: _____)
☐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) (. .)

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) ()

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

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

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

Date: _____

署名

Signature: _____

医師氏名

Physician's Name in Print: _____

検査施設名

Office/Institution: _____

所在地

Address: _____