



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel Nos. (632) 8929-6626 to 29
VOIP Trunk line (632) 8755-3300/87553300
Website: <http://www.denr.gov.ph>

MEMORANDUM

FOR : **The Assistant Secretary**
Policy, Planning and Foreign Assisted Special Projects, and
concurrent Director, Biodiversity Management Bureau

The Assistant Secretary
Field Operations – Western Mindanao, and concurrent
Director, Forest Management Bureau

The Directors
Policy and Planning Service
Foreign-Assisted and Special Projects Service

The Regional Executive Directors
DENR Regions 1 to 13, NCR and CAR

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **INVITATION FOR NOMINATION TO THE JAPAN
INTERNATIONAL COOPERATION AGENCY (JICA)
TRAINING PROGRAM ON COASTAL AND MARINE
ECOSYSTEM CONSERVATION MANAGEMENT FOR
GLOBAL BIODIVERSITY GOALS**

DATE : **AUG 04 2023**

This pertains to the attached email of the Japan International Cooperation Agency (JICA) dated 21 July 2023 forwarding the invitation for the DENR to nominate in the training program on Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals on 01 November-08 December 2023 in Okinawa, Japan.

The training program focuses on marine/coastal ecosystems and aims to understand the Satoyama/Satoumi concept for societies in harmony with nature, Japan's zoning-based management system, and the sustainable use of natural resources with the participation of local community and private sectors. Further, it aims to develop human resources with the necessary knowledge to achieve both conservation and sustainable use of coastal and marine ecosystems for effective management of protected areas in the participant's country.

In this regard please nominate one (1) candidate with the following qualifications:

1. Currently working in central/local ministries or relevant agencies having jurisdiction over coastal/marine protected areas and involved in management or conservation;
2. Have at least two (2) years work experience in the relevant field;
3. Must have at least a Bachelor's degree;
4. Proficient in spoken and written English; and
5. Must be in good health to participate in the program in Japan.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 15 August 2023**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office, with concurrence of supervising Assistant Secretary and Undersecretary if participant is Division Chief or above:
 - a) The purpose of the training is essential to the effective performance of an official or employee's mandates or functions;
 - b) It is required to meet the functions of the department, agency, bureau or there is substantial benefit to be derived by the state;
 - c) The presence of the official or employee is critical to the outcome of the activity to be attended;
 - d) The projected expenses for the activity are not excessive or involve minimum expenditure; and
 - e) The activity shall not hamper the operational agency of the office.
2. Resolution from the HRDC counterpart (Regional/Bureau) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
5. Certificate of No Pending Administrative Case;
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/ Assistant Regional Director for Management Services/ Assistant Director Regional/Bureau) stating:
 - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
 - b) That the applicant has no pending scholarship nomination;
 - c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,

- d) That the applicant has submitted all required reports from previous foreign travels.
8. Updated Personal Data Sheet and attached Work Experience Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
 9. Self-certification for official travel history; and,
 10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the said program. Participants endorsed by the HRDC shall submit the required documents to the Technical Education and Skills Development Authority (TESDA) (see attachments). **The deadline for submission of nomination and documentary requirements to TESDA is on 31 August 2023**, with an online interview scheduled on 07 September 2023.

Attached are the email from JICA, course general information and list of requirements for information and ready reference.

For consideration.


MIRIAM M. MARCELO

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

II. Documentary Requirements – Nominees must submit ONE SET of the following on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

DANILO P. CRUZ

Director General

Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**
- I. MEDICAL RESULT (ECG/URINALYSIS/X-RAY/FECALYSIS) and medical certificate you are physically fit to undergo foreign training.**

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

IAN NOMIO
Desk Officer
Telefax: 88179095
Email: fstp.unit@tesda.gov.ph

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the
Applicant and Mr. / Ms. _____ referred hereto as
the Personnel Manager certify that:

The Department of _____ thru its Scholarship
Committee endorses the nomination of Mr. / Ms.
_____ to the
_____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship
previously enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall
complete the course and not be allowed to cancel or terminate the
scholarship/training without justifiable reason and without giving prior notice to and
getting the approval from the donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term,
non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20____.

Applicant

HR/Personnel Manager

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM NOMINEE DATA SHEET

Program/Course:

[illegible]



PP-202307240003

24 July 2023

HON. SUHARTO T. MANGUDADATU, Ph.D.

Director General (Secretary)

Technical Education and Skills Development Authority

East Service Road, South Luzon Expressway

Fort Bonifacio, Taguig City

Attention: Foreign Scholarship and Training Program (FSTP) Unit

Dear Secretary Mangudadatu,

The JICA Knowledge Co-Creation Program (Group and Region Focus) indicated below will be conducted as part of the Official Development Assistance of the Government of Japan through JICA's Training Program for overseas participants:

KCCP GRF Number:	202208439J001
KCCP GRF Title:	Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals
Japan Program Period:	November 01, 2023 – December 08, 2023
Deadline of Application:	September 14, 2023
Number of Slot/s:	1

In this regard, may we request TESDA to invite the offices listed below, which we deem, can identify appropriate nominees for the course:

- **University of the Philippines (UP), specifically:**
 - UP-Diliman and UP-Visayas
- **Aklan State University (ASU)**
- **Mindanao State University (MSU) – Naawan Campus**
- **Department of Environment and Natural Resources (DENR)**
- **Other related government agencies**

We have attached the General Information for reference. We would be much obliged if TESDA could kindly coordinate with the nominees on the submission of their filled-out Application Forms and other requirements. Subsequently, we request TESDA to endorse the shortlisted nominees and share the complete application documents with JICA Philippines Office after the panel interview of the screening committee on or before the deadline mentioned in this letter.

Your continuous support and prompt action would be highly appreciated.

Very truly yours,

MAITA P. ALCAMPADO

Section Chief

Training Program Section

*Attachments: General Information Brochure, Country and Job Report Format, Certificate of Health, and Application Form
CC: UP-Diliman, UP-Visayas, ASU, MSU-Naawan, DENR, other related government agencies*

JICA PHILIPPINES

40th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City, Philippines

(P.O. Box 1026, MCPO, Makati City, Philippines)

Tel: +632-8889-7119 Fax: +632-8889-6850

Homepage: <http://www.jica.go.jp/philippine/english>

TESDA Deadline

Aug 31 deadline

Sept 7 interview

Aug 15 HRDS deadline

8817-9095



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals



生物多様性国際目標に向けた沿岸・海洋生態系保全管理

Course Number: 202208439J001

Course Period: November 1 - December 8, 2023



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

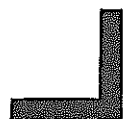
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



**How do we achieve
both conservation
and sustainable use
of
coastal and marine
ecosystems?**

Gain insight to an essence of
sustainable development
more practical, more interactive,
more inspirational
from the experiences of
Japan and Okinawa.



Outline



This program is designed for the Central/local government administrators in planning of coastal/marine protected areas to learn about Japanese and Okinawan practices.



The program will be held in Okinawa, Japan, and will include a study trip to a remote islands in Okinawa.



All sessions are carried out in English.

The period of the program is from November 1 to December 8, 2023.



Course Capacity:
13 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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For What?

Background

When establishing protected areas for the conservation of biodiversity, coordination on resource usage is essential with the people living within/around them.

This training focus on marine/coastal ecosystems and aims to understand: the Satoyama/Satoumi concept for societies in harmony with nature; Japan's zoning-based management system; and the sustainable use of natural resources with the participation of local people and private-sectors.

Objectives

To develop Human resources with the necessary knowledge to achieve both conservation and sustainable use of coastal and marine ecosystems for effective management of protected areas in each participant's country.

To Whom?

Job Areas and Organizations

This program is designed for the Central / local government administrators in planning of coastal/marine protected areas.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Indonesia, Philippines, Timor-Leste, Fiji, Micronesia, Belize, Mexico and Cote d'Ivoire

Participants who have successfully completed the program will be awarded a certificate by JICA.



When?

Program Period



From November 1, 2023
to December 8, 2023

Where?

This course is carried out in Okinawa, Japan, organized by the JICA Okinawa Center.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals
Course No. 202208439J001

How?

How to Learn

- Lecture
- Presentations
- Discussions
- Observation Tour
- Interactive Q&A Session



Watch



Listen



Discuss



Present



Interact



Experience



Study

Language

English

Commitment to the SDGs



Expected Module Output and Contents:

<Overall Goal>

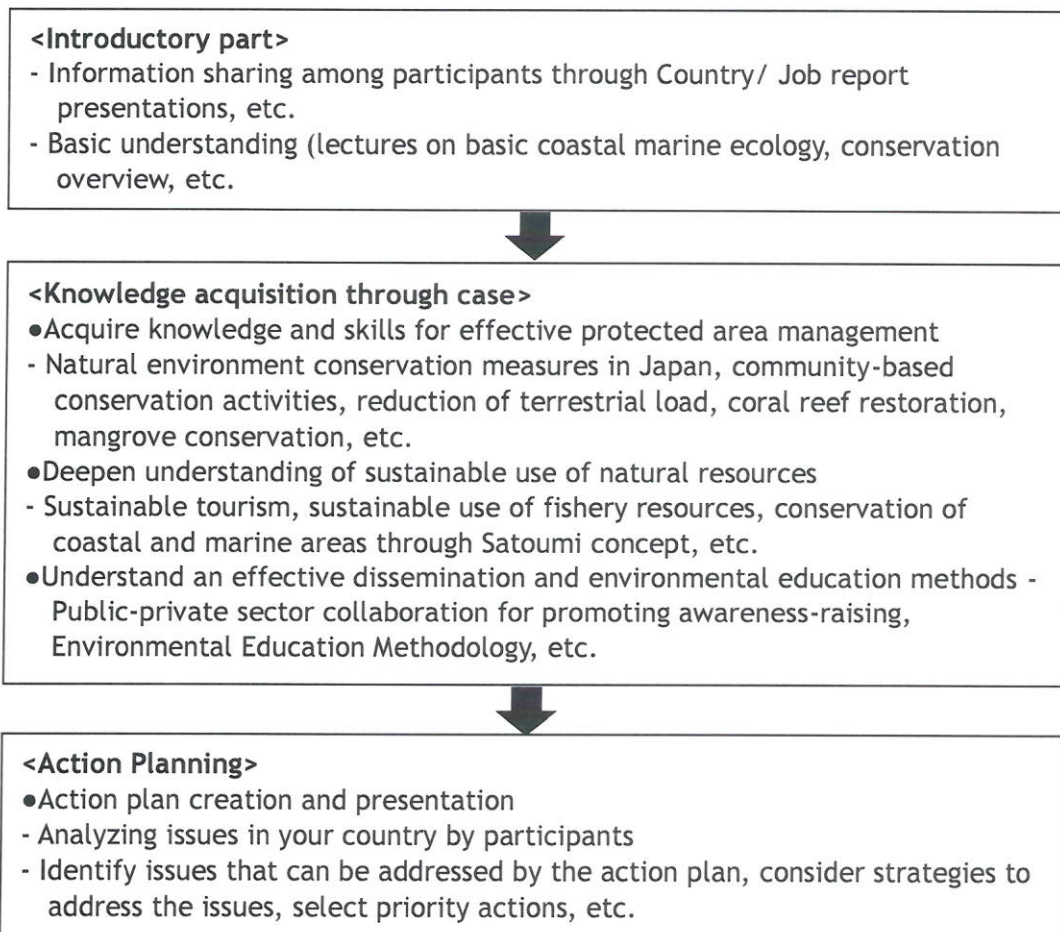
To designed to develop Human resources with the necessary knowledge to achieve both conservation and sustainable use of coastal and marine ecosystems, and To develop an action plan related to effective protected area management within the participants' countries.

<Course Objectives>

- To acquire knowledge for effective protected area management from Japanese and overseas case studies.
- To deepen understanding of sustainable use of natural resources in cooperation with local residents and others.
- To understand effective dissemination and environmental education methods.
- To develop an action plan related to effective protected area management within the participating countries



Program Structure



Week 1

- Briefing and Program orientation
- Country/Job report presentation and Understand the current situation of each country

Week 2 to Week 4

- Lectures, discussions and field visits
- Identifying your action

Week 5

- Review of the training
- Brushing up and Presentation of Action Plan



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.
 - (3) Participating organization are expected to support the participants to engage in the program actively including the activity on preparatory phase.
-

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: working for central/local ministries or relevant agencies having jurisdiction over coastal/marine protected areas, and being involved in management or conservation in their duties.
- 2) Experience in the Relevant Field: have at least 2 years of experience in the above mentioned field.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language Proficiency: have a good command of English enough to give an oral presentation, listening to the lectures and write a report in English (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).

- 5) **Health:** must be in good health to participate in the program in Japan. 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.

(2) Recommended Qualifications

Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

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) **Photocopy of Passport:** You should submit it 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.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

- (4) **Country and Job Report:** to be submitted with the application form. Fill in Annex of this General Information.
-



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 **September 8th, 2023**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than September 22nd, 2023.**

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.



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Okinawa Center (JICA OKINAWA)
 - (2) **Program Officer:** Mr. EGUCHI Hideo (oictp@jica.go.jp)
-

2. Implementing Partner

- (1) **Name:** JAPAN WILDLIFE RESEARCH CENTER
 - (2) **URL:** <http://www.jwrc.or.jp/>
-

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

JICA will arrange the following accommodation(s) for the participants in Japan.
If there is no vacancy at JICA Center, JICA will arrange alternative accommodation(s).

JICA Okinawa Center (JICA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

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



5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the 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.

*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 respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

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

7. Reference

PDF: KENSU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf



JICA Knowledge Co-Creation Program (Group and Region Focus)
Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals
Course No. 202208439J001

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.



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



Correspondence

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

Further, address correspondence to:

JICA Okinawa Center (JICA OKINAWA)

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

Tel: +81-98-876-6000, Fax: +81-98-876-6014

("81" is the country code for Japan, and "98" is the local area code.)

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.

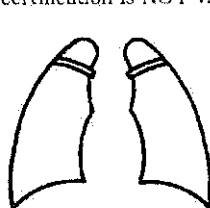
氏名 Name : _____
 Family name, First name Middle name
☐男 Male 生年月日 Date of Birth : _____ 年齢 Age : _____
☐女 Female
☐その他 Non-binary

1. 身体検査 Physical Examinations

- (1) 身長 Height _____ cm 体重 Weight _____ kg
- (2) 血圧 Blood pressure _____ mm/Hg ~ _____ mm/Hg 血液型 Blood Type

A B O	RH	+
		-
- 脈拍数 Pulse Rate _____ /min ☐整 regular ☐不整 irregular
- (3) 視力 Eyesight : (R) _____ (L) _____
 裸眼 without glasses (R) _____ (L) _____
 矯正 with glasses or contact lenses
- (4) 聴力 Hearing : ☐正常 normal ☐低下 impaired 言語 speech : ☐正常 normal ☐異常 impaired
- (5) 色覚異常の有無 Color blindness : ☐正常 normal ☐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. _____

心臓 Cardiomegaly: ☐正常 normal ☐異常 impaired

心電図 Electrocardiograph
☐正常 normal ☐異常 impaired

胸部聴診(呼吸音) Chest auscultation (breath sound)
☐正常 normal ☐異常 impaired
 Examinations of the neck (inspection, palpation)
☐正常 normal ☐異常 impaired

Describe the condition of applicant's lung. _____

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) (. . .)
 Immunodeficiency (HIV, Chronic Kidney Failure, a Malignant Tumor) ☐ (. . .)
 Immunosuppressant (Adrenocorticosteroid, Anticancer, Anti rheumatic drug)☐ (. . .)

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
 貧血検査 Anemia Test: ESR: _____ mm/Hr, WBC count: _____ /cmm, Hemoglobin: _____ gm/dl, Anemia: _____
 肝機能検査 LFT: GPT/ALT: _____ (IU/L), GOT/AST: _____ (IU/L), γ-GTP: _____ (IU/L).

7. 診断医の印象を述べて下さい。 Please describe your impression.
 継続的治療・投薬の必要性があればその旨ご記入ください。 Please fill in if applicant needs regular medication or treatment.

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
Date:

署名
Signature:

医 師 氏 名
Physician's Name in Print:

検査施設名
Office/Institution:

所在地
Address:

Application Guideline for the JICA Knowledge Co-Creation Program

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.

Form1. OFFICIAL APPLICATION FORM

***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 Duration

From 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

Form2. NOMINATION FROM THE ORGANIZATION***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Reason for nominating the Applicant**

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

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

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

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

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

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

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

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

*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 YES below in the () which best describes the relationship. If not, please mark NO in the () below.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) 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
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) an civilian organization but with military personnel or a military division within the organization
- (YES / NO) 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

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 required 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
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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.

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(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.?

<input type="checkbox"/> 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.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()
-----------------------------	---

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

()
<i>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.</i>

2. Medical History

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	---

(c) 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 ()
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> 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 that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

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

By Applicant

Date Name and Title/Position Signature	
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※ Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS**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),
- (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 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 (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※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 scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the 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 prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

ANNEX

COUNTRY AND JOB REPORT

Name: _____

Country: _____

[Purpose for formulating Country and Job Report]

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report are available at JICA office or the Embassy of Japan in your country. However, the report can be based on other forms if all the answers to the questions of this form are covered.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recommended)

- Governmental organization chart
- Plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to this sector
- Information and statistics related
- General information related
- Information of related organization (Ministries, local government NGOs, etc)

1. Basic information of the participant		
1-1. Full Name	[Family]	[First] [Middle]
1-2. Country		
1-3. Education & Job record (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title
	--	
	--	
	--	

2. Country description (Please describe based on the latest sources)

2-1. General Statistics on your country

(Ex.)

- Area, population, GDP/person
- The number of people engaging in coastal ecosystems conservation
- Number of major protected areas and their characteristics
etc.

2-2. Outlines of the present situation in your country

(Ex.)

- Ministries or agencies concerned
- Situation of relevant industries (Tourism etc.)
- Policies concerned
etc.

2-3. Major problems and caused consequences that your country currently faces

3. Job description (Please describe as clearly and minutely as possible)

3-1. Description of your organization

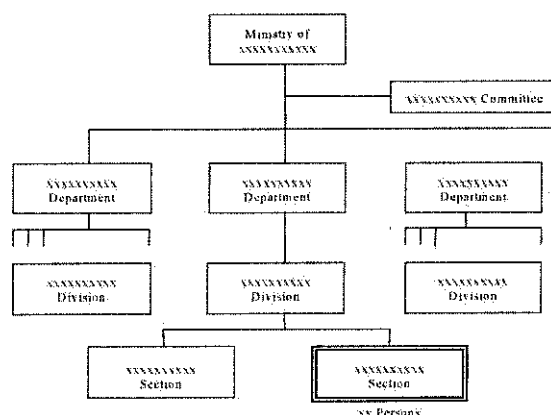
(1) Roles and responsibilities of your organization

(2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

〈Organization Chart Example〉



(3) Problems and caused consequences that your organization currently faces

(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)

3-2. Description of your job in your organization

3-2-1. Present Job

(1) Position	
(2) Main actual activities and their objectives	
(3) Related persons or organizations in activities (2)	

(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	

3-2-2. Previous Job

(Please describe your previous related job if any. If you have never changed, or your previous job was not related at all, you can skip these items.)

(1) Position	
(2) Main actual activities and their objectives	
(3) Related person or organization in activities (2)	
(4) Constraint / disincentive in performing of your job	
(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)	
(6) Results (or expected effects) emerged through countermeasures in (5)	