



【Online】 Knowledge Co-Creation Program (Group & Region Focus)

General information on

Community-Based Disaster Risk Reduction

課題別研修「コミュニティ防災」

JFY 2021

Course No.: 202003275J001

Online Course Period : From October 21, 2021 to November 26, 2021

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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities, resulting in losses of more than 6,000 lives and property damage of over 10 trillion yen (US\$ 100 billion). This is known as one of the first-ever experienced earthquake of Japan, which directly hit urban city area, along with Great Kanto Earthquake of 1923. As the great lessons from 1995, the fact that 80% of those who were rescued were saved by local citizens evidently indicates the importance of community participation to disaster risk reduction (DRR) to build resilient societies against natural disasters in case of lack of public-help.

Based on the lessons learnt from the Great Hanshin-Awaji Earthquake, Kobe city started their original approach of developing voluntary community based organization for DRR named “Disaster-Safe Welfare Community (BOKOMI).” BOKOMI has two functions of DRR and welfare services, aiming to develop safer (disaster-safe) and comfortable (welfare) city through these community-based activities. It is expected that important community related information will be collected through welfare service activities in normal time, and such information will be well utilized at the time of emergency. As a result of great efforts of Kobe city, now 192 BOKOMI are formulated in Kobe, reaching 100% coverage of the city area.

This program will contribute to promotion of community-based disaster risk reduction in each participating country by introducing the Japanese experiences, especially Kobe City’s effort of “Disaster-Safe Welfare Community (BOKOMI)” as a leading example. (More details about BOKOMI is explained in Annex 2.)

For what?

This program aims to understand the significance of Disaster Risk Reduction (DRR) against natural disasters and the respective roles of self-help, mutual-help, and public-help for DRR, and to consider DRR in their countries with understanding the examples of community-based DRR in Japan by introducing the countermeasures on Disaster Risk Reduction (DRR) in general and the DRR activities of residents (self-help organization), schools, NPOs etc., in Japan.

For whom?

This program is designed for central or local government officers, who can play a leading role in promotion and dissemination of community-based disaster risk reduction. (e.g. Disaster management planning organization/division, community development organization in central/local government)

How?

Through online interactive learning and self-study, participants shall have opportunities to learn concept and practical techniques about community-based disaster risk reduction. In the program, they will formulate a Problem Solving Chart describing how to improve the situation which their organization faces related to community-based disaster risk reduction in each country by utilizing knowledge and ideas obtained through the program.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development were adopted by world leaders in September 2015. SDGs call for action by all countries to promote prosperity while protecting the planet.

JICA is committed to achieving the SDGs and this program is organized to contribute to realizing the goal 11, promoting to make cities and human settlements inclusive, safe, resilient and sustainable.



II. Description

1. Title (Course No.)

Community-Based Disaster Risk Reduction (202003275J001)

2. Course Duration

October 21 to November 26, 2021

<Important Note>

In the context of the COVID-19 pandemic, please note that there is a possibility that the course period, may be, changed, shortened, or the course itself cancelled.

●Response to the time differences during the course

This program consists of webinar session (online Interactive Learning / online-based lecture) and online self-study. In order to have interactive communication between lecturers and participants, webinar sessions are scheduled three times a week during the course. All participants will be connected at the same time at the Webinar in following time zones.

(Note: Schedule may differ depend on the lecture / activity.)

Country Name	Time difference (UTC)	
Japan	16:00~18:00	UTC+9 hours
Armenia	11:00~13:00	UTC+4 hours
Cameroon	8:00—10:00	UTC+1 hour
Egypt	9:00—11:00	UTC+2 hours
Mauritius(port louis)	11:00—13:00	UTC+4 hours
Micronesia(Chuuku)	17:00 - 19:00	UTC+11hours
Mongolia (Ulaanbaatar)	15:00~17:00	UTC+8 hours
Nepal	12:45 - 14:45	UTC+5:45 hours
Philippines	15:00~17:00	UTC+8 hours
Saint Vincent and the Grenadines	3:00 - 5:00	UTC - 4 hours
Serbia	9:00 - 11:00	UTC+2 hours
	* 8:00 - 10:00	* UTC+1 hours
	(* from Nov.1 st)	(* from Nov.1 st)
Sri Lanka	12:30—14:30	UTC+5:30 hours
Vanuatu	18:00 - 20:00	UTC+11hours

Fixed schedule will be shared to the accepted candidates with the Notice of Acceptance.

3. Target Regions or Countries

Armenia, Cameroon, Egypt, Mauritius, Micronesia, Mongolia, Nepal, Philippines, Saint Vincent and the Grenadines, Serbia, Sri Lanka, Vanuatu

4. Eligible / Target Organization

This program is designed for organizations, which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction.

(ex. Disaster risk reduction planning organization/division, community development organization in central/local government, etc.)

5. Capacity (Upper Limit of Participants)

12 participants

6. Language

English

7. Objective(s)

Participants will be able to explain the significance of disaster risk reduction against natural disasters, needs of self-help, mutual-help and public-help, and how to promote community-based disaster risk reduction in each country, through the disaster management activities at community level in Japan.

8. Overall Goal

Activities of community-based disaster risk reduction are strengthened, preparedness in community is improved, and disaster risk reduction / mitigation is promoted.

9. Output and Contents

This program consists of the following components. (Subject to minor change.)

(1) Preliminary Phase (October 2021)	
<i>Participating organizations make required preparation for the Program.</i>	
Expected Module Output	Activities
Preparation of Job Report	Preparation of Job Report: At the beginning of the program, participants are requested to make an online presentation to explain about present situation, issues and challenges of community-based disaster risk reduction in each organization. The report will be prepared based on the Job Report format (VI. ANNEX 1) and be submitted together with application form.

(2) Core Phase (October 21 st to November 26 th , 2021)		
Expected Module Output	Subjects/Agendas	Methodology
General Orientation on Japan	<ul style="list-style-type: none"> -Local government in Japan -Education of Japan 	<p><Online Self-Study></p> <ul style="list-style-type: none"> • Viewing of Pre-Recorded Lecture Video.
1) To be able to explain the significance of disaster risk reduction	<ul style="list-style-type: none"> -International Trend on Disaster Risk Reduction and Role of Community-based DRR - Disaster management in Japan -Natural disasters in Japan -Crisis Management System and awareness-raising activities for the citizens of Kobe city - Reconstruction and challenges of the Great East Japan Earthquake 	<p><Online Self-Study></p> <ul style="list-style-type: none"> •Viewing of Pre-Recorded Lecture Video. •Web-based Q&A. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> •Lecture & Group Discussion using Web Conference System.
2) To be able to explain the concepts of community based disaster risk reduction and the needs of self-help and mutual-help	<ul style="list-style-type: none"> - Concept of Community-based disaster risk reduction (CBDRR) - How to establish & manage CBDRR organization (<i>BOKOMI</i>) 	<p><Online Self-Study></p> <ul style="list-style-type: none"> •Viewing of Pre-Recorded Lecture Video. •Web-based Q&A. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> •Lecture & Group Discussion using Web Conference System.
3) To be able to explain how to conduct drills through the activities of community organizations	<ul style="list-style-type: none"> - Activities of CBDRR organization (<i>BOKOMI</i>) 	<p><Online Self-Study></p> <ul style="list-style-type: none"> •Viewing of Pre-Recorded Lecture Video. •Web-based Q&A. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> •Lecture & Group Discussion using Web Conference System.

4) To be able to explain disaster education and the concrete method for its dissemination and enlightenment	<ul style="list-style-type: none"> - Disaster education system of Kobe City - Disaster education programs (event "Iza! Kaeru Caravan!", etc.) -Cross road(Disaster education game) -Town watching(online base) 	<p><Online Self-Study></p> <ul style="list-style-type: none"> •Viewing of Pre-Recorded Lecture Video. •Web-based Q&A. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> •Lecture & Group Discussion using Web Conference System. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> •Web-based workshop.
5) To be able to explain role of local government in promoting community-based disaster risk reduction	<ul style="list-style-type: none"> - Concept of Community-based disaster risk reduction (CBDRR) - How to establish & manage CBDRR organization (BOKOMI) -Crisis Management System and awareness-raising activities for the citizens of Kobe city -Effort of local government in disaster risk reduction -Effort of local government in disaster education 	<p><Online Self-Study></p> <ul style="list-style-type: none"> •Viewing of Pre-Recorded Lecture Video. •Web-based Q&A. <p><Online Interactive Learning></p> <ul style="list-style-type: none"> • Lecture & Group Discussion using Web Conference System.
6) To formulate a Problem Solving Chart for promotion of community-based disaster risk reduction in each country	<ul style="list-style-type: none"> - How to establish & manage CBDRR organization (BOKOMI) - Formulation of Problem Solving Chart - Problem Solving Chart consultation 	<p><Online Interactive Learning></p> <ul style="list-style-type: none"> • Web-based Q&A Consultation.

【Online Course】 : From October 21st , 2021 to November 26th ,2021:6weeks

As you are supposed to:

- Online self-study
- Online lecture and workshop
- Online-based review and Q&A for online self-study materials: about 3 times per week
- Online Presentation: 2 times (Job Report and Problem Solving Chart)

During the program, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

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) Essential Qualifications

- 1) Current Duties: be officials currently responsible for the natural disaster risk reduction and engaged in promotion and dissemination of community-based disaster risk reduction (CBDRR): Especially those who can play a leading role in promotion and dissemination of CBDRR (e.g. Disaster risk reduction planning organization/division, community development organization in central /local government).
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field mentioned above.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (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) Technical Requirements for the Online Course (Computer)

Technology Proficiency:

-Basic computer skills such as, sending/receiving email with attachments, and using a web browser.

-Online course may be delivered using the following services, Web Conferences (Zoom, MS Teams), Cloud Storage (Google Drive, Gigapod), and YouTube.

(Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

-High Speed Broadband Connection (at least 2Mbps).

Participants are able to participate in the course either at home or at office.

Internet access charge incurred for this course shall be borne by you or your organization.

<IMPORTANT>If you are not able to connect to internet either at home or office, please notify JICA at the time of application.

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

Software (which may be required):

- Zoom Client for Meeting (<https://zoom.us/download>)

<IMPORTANT>In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

- 6) Health: must be in good health to participate in the program. 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) Attendance Requirement: Participation in online program is an essential requirement for the completion of the course.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) 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) Photocopy of Passport or ID:** You should submit it with the application form if you possess your passport. If not, ID with photo is also acceptable.

*The following information should be included in the photocopy:

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

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

- (4) Job Report:** Fill in ANNEX-1 of this General Information, and submit it along with the Application Form. This job report should be typewritten in English and not be more than five (5) pages. Please submit both pdf and word format.

* Each participant is required to submit a Job Report together with Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

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 10, 2021**)

(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 21, 2021.**

5. Additional Document(s) to Be Submitted by Accepted Participants

Presentation of Job Report -- to be submitted by October13th, 2021,

Before beginning of this course, only accepted participants are required to prepare a Job Report (detailed information is provided in the VI. ANNEX 1 B. Presentation of Job Report.). The Job report should be sent to JICA by October13th, 2021, preferably by e-mail to

Uotsu.Mizuho@jica.go.jp and Matsuno.Junko@jica.go.jp.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) 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,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (4) not to engage in political activities, or any form of employment for profit,
- (5) not to quit 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.
- (6) 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,
- (7) not to record or share the online contents without JICA's permission .
- (8) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) Center: JICA Kansai Center (JICA Kansai)

(2) Program Officer:

Ms. UOTSU Mizuho (Uotsu.Mizuho@jica.go.jp)

Ms. MATSUNO Junko (Matsuno.Junko@jica.go.jp)

2. Implementing Partner

(1) Name: Kobe City Fire Bureau

URL: <http://www.city.kobe.lg.jp/safety/fire/index.html> (Japanese only)

(2) Name: Kobe International Community Center (KICC)

URL: <https://www.kicc.jp/en>

(3) Reference

Kobe City URL: <http://www.city.kobe.lg.jp/>

*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	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

V. Other Information

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

VI. Annex1

COMMUNITY-BASED DISASTER RISK REDUCTION **Job Report**

A. Preparation of Job Report

Submission:

1)To be submitted together with your Application Form.

Note: Application without Job Report shall not be duly considered for selection.

2)Please submit Job Report in 2 formats of pdf and word.

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1 Basic Information regarding you and your organization

1	Name of participant (Country)	()
2	Your organization	Number of staff members:
3	Your department, division, section or unit.	Number of staff members:
4	Your job title and duty/assignment regarding - Promotion of community-based disaster risk reduction - Development / Establishment of community-based organizations.	
5	Please attach Organization Chart which you belong to (English preferably)	
6	The functions and authorities of your organization/department, regarding; - Promotion of community-based disaster risk reduction - Development / Establishment of community-based organizations.	

7	Please attach explanatory photos, showing how community-based disaster risk reduction works are carried out by yourself and at your organization.	
	<p data-bbox="316 304 464 338"><example></p> <div data-bbox="341 349 734 645">  </div> <p data-bbox="316 656 821 736">Staff of Fire Department conducting emergency training to school children</p> <div data-bbox="844 349 1246 645">  </div> <p data-bbox="844 656 1353 736">Community organization implementing a fire extinguish drill</p>	

2. Problems (challenges or issues) which your organization faces

Principal natural disaster in your area
Problems which your organization would like to solve regarding Community-Based Disaster Risk Reduction by obtaining knowledge and ideas through the program. Please write one to three important problems, which your organization wants to solve.
<p data-bbox="237 1491 376 1525">Problem1:</p> <p data-bbox="237 1576 376 1610">Problem2:</p> <p data-bbox="237 1662 376 1695">Problem3:</p>
Situation you would like to achieve by solving the problem.
<p data-bbox="237 1787 376 1821">Problem1:</p> <p data-bbox="237 1872 376 1906">Problem2:</p> <p data-bbox="237 1957 376 1991">Problem3:</p>

【Note: Problem Solving Chart】

In this program, you will formulate a Problem Solving Chart describing how to improve the situation which your organization faces related to community-based disaster risk reduction in each country by utilizing knowledge and ideas obtained through the program. The workshop about how to make a Problem Solving Chart will be implemented followed by individual online consultations. To prepare for the workshop, please fill out No.2 of job report to consider what kinds of problems your organization faces, etc. prior to the program.

【Reference: Topics of Problem Solving Charts made by ex-program participants.】

Case1: Establishment of Bokomi (community-based voluntary organization) based on the existing residential group by referencing to the example of Bokomi in Kobe.

Case2: Revision of disaster risk reduction plan at the community level.

Case3: Region wide awareness campaign for community by referring to the examples learn in the program.

B. Presentation of Job Report << ONLY for accepted participants >>

After selection, participants are requested to prepare for Job Report presentation. Online presentation session will be held at the beginning of the program.

Format:

- Please modify your Job Report (made in the section A of VI. ANNEX 1 to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for better understanding.
- One presentation per participant.
- Number of slides: about 5 slides.

Contents:

Participants are requested to make an online presentation to explain about job title, duty and present situation and problems/issues in your or your organization regarding promotion of community-based disaster risk reduction and development/management of community-based organizations for disaster risk reduction briefly.

Language: English

Presentation time: Presentation: 10 minutes + Q&A : 5 minutes

Submission: to be submitted no later than **October 13th, 2021.**

via email to Uotsu.Mizuho@jica.go.jp and Matsuno.Junko@jica.go.jp.

ANNEX 2:

- **What is “Disaster-Safe Welfare Community” (BOKOMI)?**

Kobe city has undertaken promotion of community-based disaster risk reduction coordinated with welfare services, by establishing community-based voluntary organization called “disaster-safe welfare community” (BOKOMI). Promotion of BOKOMI is based on the lessons learnt from the Great Hanshin-Awaji Earthquake in 1995.

BOKOMI has two functions of DRR and welfare services, aiming to develop safer (disaster-safe) and comfortable (welfare) society through these activities.

If mutual-help activities take root in community in ordinary times, emergency response by residents will be carried out smoothly and effectively at the time of emergency.

At the time of the Great Hanshin-Awaji Earthquake, firefighting, rescue and emergency relief were required simultaneously, which was beyond the capability of public support. It is said that nearly 80% of those who were rescued, were rescued by their neighbors. It is also said that communities which had strong tie in daily basis showed remarkable mutual-help activities among residents than other communities.

With this background, BOKOMI is expected to make activities not only in emergency time, but also in ordinary times. Especially welfare activities play an important role in collecting community information - such as existence of person requiring special help, which could be well utilized at the time of emergency. At the same time, daily community activities, such as disaster drills, festivals and other events, could encourage relationship among neighborhood residents.

- **How to establish “Disaster-Safe Welfare Community” (BOKOMI)?**

1. Organizing people

- In Kobe city, each “Disaster-Safe Welfare Community (BOKOMI)” is established based on school area of primary school. This size of organization will be easier to activate mutual-help.
- Secretariat of BOKOMI consists of community organizations such as volunteer fire corps, residents’ association, Women's association, Senior Citizens' Association, social workers, PTA(Parent-Teacher Association), Council for the Prevention of Juvenile Delinquency, regional shopping center, enterprises, and so on.

Expected roles of “Disaster-Safe Welfare Community (BOKOMI)”	
Activities in ordinary times <ul style="list-style-type: none"> • Exchanging information among related organizations • Planning/implementing disaster drills • Planning/implementing welfare activities • Preparing disaster management plan in community (with support of Kobe city) • Promoting cooperation between private enterprises and residents 	Activities in emergency <ul style="list-style-type: none"> • Formulating response team to act directly within community: Information collection, firefighting, evacuation guidance, rescue and aid, etc. • Sending response team to support neighboring community • Operating evacuation shelter

2. Tips for formulation of “Disaster-Safe Welfare Community (BOKOMI)”

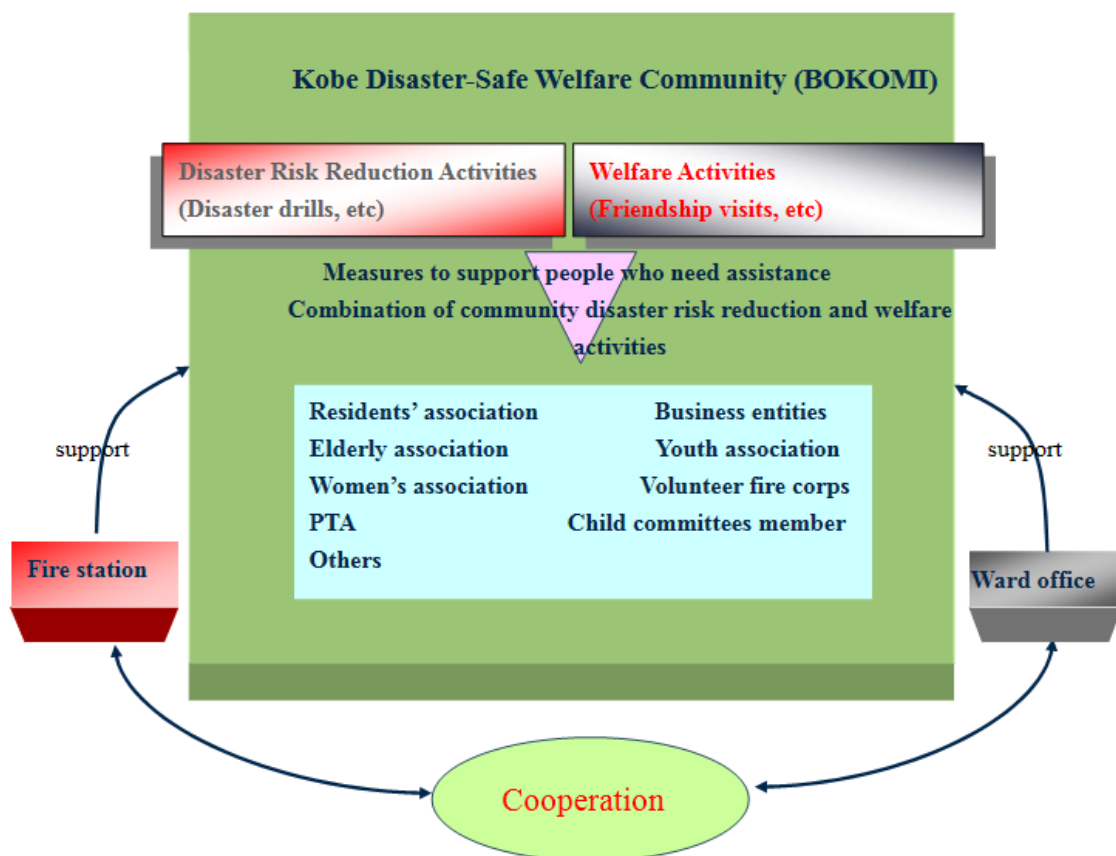
- To understand the community
- To promote activities with fun
- To support / involve vulnerable people
- To involve community members as much as possible
- To involve private enterprises

3. Support Measures by Kobe city government

Kobe city government supports BOKOMI in the following four major areas.

- 1) Supporting disaster preparedness activities in communities
 - Providing financial support for activities
 - Dispatch firefighter(s) to disaster drills to give technical instruction
 - Encourage collaboration with volunteer fire corps
- 2) Developing civil disaster risk reduction leaders
 - Implement training for civil disaster risk reduction leaders who promote disaster reduction activities among community residents. One leader among 30-50 families is expected.
- 3) Providing disaster risk reduction machinery and materials
 - Providing tools for emergency response such as bar, shovel, jack, saw, ax, canvas bucket, etc.
- 4) Supporting welfare activities in community
 - Develop welfare center for community for activity support
 - Providing home visit activities, to encourage social interaction between vulnerable and non-vulnerable people within communities

- **The Role of the fire station**
 - Coordinating related organizations in communities
 - Implementing / conducting variety of drills with BOKOMI (drills for first aid, fire drill, flood drill, evacuation drill, drill for the use of equipment and materials for disaster risk reduction, drills for preparing outdoor hot meals (*TAKIDASHI*), etc.
 - Supervising in preparing community disaster risk reduction map
- **Simplified schematic diagram for Disaster-Safe Welfare Community (BOKOMI)**



(Above-mentioned information are provided by Kobe City Fire Bureau)

【Reference】

- **BOKOMI GUIDEBOOK (Official textbook of the program) URL :**


(ENGLISH)

https://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/01_bokomiguide_en.pdf


ANNEX 3:

Information of the three earthquakes to be dealt with in the program
Exchange Rate: US\$1 ≈ 111 yen

1. The Great Hanshin-Awaji Earthquake

11 The Great Hanshin-Awaji Earthquake		
Date and time of occurrence	January 17, 1995, 5:46	
Epicenter and scale	Northern Awaji Island, 7.3 on the Richter scale	
Human suffering		
Dead	6,434 people	
Injured	43,792 people	
Missing	3 people	
Building damage (housing)		
Complete collapse	104,906 houses	
Half collapse	144,274 houses	
Partial damage	249,180 houses	
Financial damage	About 9.9 trillion yen (109 billion in US\$) (nearly 50% of Hyogo Prefecture's GDP)	
Main characteristics	<ul style="list-style-type: none">- An urban epicentral earthquake- Zonal damage along faults- Populated areas where urban functions were concentrated were affected by the earthquake.- Earthquake occurred in an area with aging society.	

2. The Great East Japan Earthquake

21 The Great East Japan Earthquake		
Date and time of occurrence	March 11, 2011, 14:46	
Epicenter and scale	Roughly 24 km deep off the Sanriku coast, 9.0 on the Richter scale	
Human suffering		
Dead		
Injured		
Missing		
	19,630 people	
	6,230 people	
	2,569 people	
	(As of March 10,2018)	
Building damage (housing)		
Complete collapse		
Half collapse		
Partial damage		
	121,781 houses	
	280,962 houses	
	744,530 houses	
	(As of March 10,2018)	
Financial damage	About 16.9 trillion yen (186 billion in US\$)	
Main characteristics	<ul style="list-style-type: none">- Plate-type earthquake and large-scale landslides- A complex disaster that included an earthquake, a large tsunami, and a nuclear disaster- There was widespread damage.- The disaster affected areas had a declining population, the majority of them being fishing and agricultural communities.-The affected areas had an aging rate in the 20% range.	

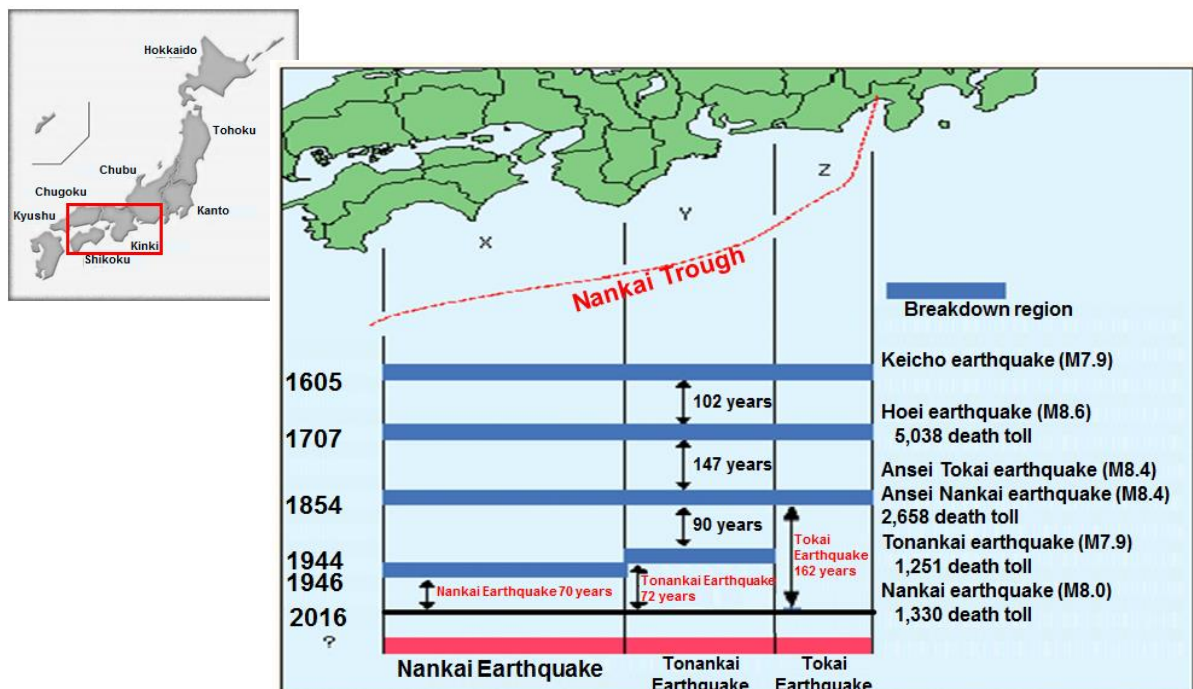
<http://www.meti.go.jp/english/earthquake/nuclear/japan-challenges/index.html>

3. The Nankai Trough Earthquake

This is the future earthquake which is estimated to occur within 30 years in a probability of 70%~80%.

Damage estimation of National Government	
Death toll	Maximum: 320,000 If countermeasures taken: Number of people killed by Tsunami will be decreased by 90% through quick evacuation.
Number of building collapse	Maximum: 2.38 million If countermeasures taken: Number of collapsed building will be decreased by 40% through providing seismic retrofitting to 10% buildings.
Impact on economic activity (nationwide)	Maximum: 50.8 trillion yen (560 billion in US\$) If countermeasures taken: To be decreased by 37.9 trillion yen (417 billion in US\$)
Fundamental Principles of Emergency Management and Mitigation Measures	1) To place "saving lives from tsunami" as a first priority, comprehensive measures are required (e.g. evacuating local residents, providing emergency management facilities, etc.). 2) To continuously implement intangible measures; e.g. evacuation drill, disaster education, passing on lessons learned from past disasters, etc. 3) To promote measures to minimize the damage expansion of the earthquake for economic damage (e.g. facilities). 4) To steadily promote seismic retrofitting measures to deal with seismic motion 5) To prepare and promote countermeasures which are designed for the largest earthquakes and tsunamis

Source: First report (August 2012) and second report (March 2013) released by Cabinet Office of Japan.



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, 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.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

VI. Annex1

COMMUNITY-BASED DISASTER RISK REDUCTION **Job Report**

A. Preparation of Job Report

Submission:

1)To be submitted together with your Application Form.

Note: Application without Job Report shall not be duly considered for selection.

2)Please submit Job Report in 2 formats of pdf and word.

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1 Basic Information regarding you and your organization

1	Name of participant (Country)	()
2	Your organization	Number of staff members:
3	Your department, division, section or unit.	Number of staff members:
4	Your job title and duty/assignment regarding - Promotion of community-based disaster risk reduction - Development / Establishment of community-based organizations.	
5	Please attach Organization Chart which you belong to (English preferably)	
6	The functions and authorities of your organization/department, regarding; - Promotion of community-based disaster risk reduction - Development / Establishment of community-based organizations.	

7	Please attach explanatory photos, showing how community-based disaster risk reduction works are carried out by yourself and at your organization.	
	<p><example></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Staff of Fire Department conducting emergency training to school children</p> </div> <div style="text-align: center;">  <p>Community organization implementing a fire extinguish drill</p> </div> </div>	

2. Problems (challenges or issues) which your organization faces

Principal natural disaster in your area
Problems which your organization would like to solve regarding Community-Based Disaster Risk Reduction by obtaining knowledge and ideas through the program. Please write one to three important problems, which your organization wants to solve.
Problem1: Problem2: Problem3:
Situation you would like to achieve by solving the problem.
Problem1: Problem2: Problem3:

【Note: Problem Solving Chart】

In this program, you will formulate a Problem Solving Chart describing how to improve the situation which your organization faces related to community-based disaster risk reduction in each country by utilizing knowledge and ideas obtained through the program. The workshop about how to make a Problem Solving Chart will be implemented followed by individual online consultations. To prepare for the workshop, please fill out No.2 of job report to consider what kinds of problems your organization faces, etc. prior to the program.

【Reference: Topics of Problem Solving Charts made by ex-program participants.】

Case1: Establishment of Bokomi (community-based voluntary organization) based on the existing residential group by referencing to the example of Bokomi in Kobe.

Case2: Revision of disaster risk reduction plan at the community level.

Case3: Region wide awareness campaign for community by referring to the examples learn in the program.

B. Presentation of Job Report << ONLY for accepted participants >>

After selection, participants are requested to prepare for Job Report presentation. Online presentation session will be held at the beginning of the program.

Format:

- Please modify your Job Report (made in the section A of VI. ANNEX 1 to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for better understanding.
- One presentation per participant.
- Number of slides: about 5 slides.

Contents:

Participants are requested to make an online presentation to explain about job title, duty and present situation and problems/issues in your or your organization regarding promotion of community-based disaster risk reduction and development/management of community-based organizations for disaster risk reduction briefly.

Language: English

Presentation time: Presentation: 10 minutes + Q&A : 5 minutes

Submission: to be submitted no later than **October 13th, 2021.**

via email to Uotsu.Mizuho@jica.go.jp and Matsuno.Junko@jica.go.jp.

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

Application form for the JICA Knowledge Co-Creation Program:

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	() 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 ✓ or X below in the () which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <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 <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 <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <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
--

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.

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.?

[] No	[] 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.?

[] No	[] 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.?

[] 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.

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) 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 divulgence, 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 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