

Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

# Application Form for the JICA Knowledge Co-Creation Program for Long-Term Participants (JICA Development Studies Program)

# OFFICIAL APPLICATION FORM

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Course Title:** (Please write down as shown in the General Information)

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**2. Course Number:** (the number as “xxxxxxxxJxxx “shown in the GI)<sup>1</sup>

[illegible]

**3. Country Name:**

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4. Name of Applying Organization:

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

**Confirmation by the organization in charge (if there is no Note Verbale/ Letter from the government nominating the applicant)<sup>2</sup>**

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	
Designation / Position			
Department / Division			

<sup>1</sup> 研修員決定決裁後に KCCP システムでの研修コース登録を行う場合は記載不要。

<sup>2</sup> 署名又は代替書類は必須であり、いずれも無い場合、研修員の受入、来日手続きが不可となるため留意すること。

**Part A: Information on the Applying Organization<sup>3</sup>**

(to be confirmed by the head of the department / division)

**1. Profile of Organization****1) Name of Organization:****2) The mission of the Organization and the Department / Division:****2. Purpose of Application****1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.****2) Objective: Describe what your organization intends to achieve by participating in KCCP.****3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.****4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.**

<sup>3</sup> 研修コース特性に応じ任意記載

## Part B: Information about the Nominee

(to be completed by the Nominee)

### 1. Course Title: (Please write down as shown in the General Information) (required)

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

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Attach the nominee's photograph (taken within the last six months) here

Size: 4cm x 3cm

### 3. Information about the Nominee (nos. 1)-9) are all required)

#### 1) Name of Nominee (as in the passport)

##### Family Name

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##### First Name

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##### Middle Name

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<b>2) Nationality</b> (as shown in the passport)			<b>5) Date of Birth (please write out the month in English as in "April")</b>			
<b>3) Sex</b> (for visa application)	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

### 6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

### 7) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

### 8) Passport/Visa<sup>4</sup>

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

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

<sup>4</sup> 有効なパスポートは「受入回答」(遅くとも来日日1か月前)での必要書類であるため留意すること。

**【Questionnaire on Relationship with the Military】**

**\*If your organization and/or your status is related to the Military, please mark with YES or NO below in the ( ) which best describes the relationship.**

- (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

**9) Outline of duties: Describe your current duties**

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**10) Contact Information**

Office	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:
Home	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:
Contact person in emergency	Name:		
	Relationship to you:		
	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:

**11) Others (if necessary)**

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#### 4. Career Record

##### 1) Job Record (After graduation)

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

##### 2) Educational Record (Higher Education) (required)

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

##### 3) Training or Study in Foreign Countries; *please write your past visits to Japan specifically as much as possible, if any.*

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

#### 5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

## 6. Expectation on the applied KCCP

**1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)**

## 1.University Information<sup>5</sup>

(1) After examining university list provided by JICA, please fill in University, Supervisor, and the respective Field of studies that you expect to study in Japan. If you have more than two universities in your mind, you can select **up to three universities**

Name of University and Graduate School(1)	
Graduate School Code(1)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(2)	
Graduate School Code(2)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(3)	
Graduate School Code(3)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

\*If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice".

**Master's degree applicants must also fill in the name of desired supervisor for some universities. Please refer to the appropriate section of the "university list".**

**[IMPORTANT] <sup>6</sup> JICA will provide your desired university with your personal information (educational background, career, health condition, health certificate, etc.) necessary for selection. For the privacy policy of each university, check the description on the university website.**

<sup>5</sup> 研修コース特性に応じ任意記載

<sup>6</sup> 受入大学に候補者情報を提供する研修コースにおいては記載必須。

## 2. Research Plan<sup>7</sup>

Write a brief research plan of your proposed Master's or Doctor's thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Doctor's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

**\*For PhD courses, please attach your master thesis in English and related papers (if any).**

### **!! IMPORTANT !!**

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Doctor's course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Doctoral course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

<sup>7</sup> 研修コース特性に応じ任意記載。



### 3. Career Plan after Graduation<sup>8</sup>

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

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<sup>8</sup> 研修コース特性に応じ任意記載。

## Part C: Terms and Conditions<sup>9</sup>

### 1. General Rules

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured 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 expenses described in the table of "11. Expenses To be borne by JICA,"

<sup>9</sup> 記載必須（「DECLARATION」欄含む）

- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of “Overseas research” and “Temporary Leave (leaving Japan for private purpose)” is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA’s instructions to do so.

## 2. Privacy Policy

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

### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting, supervising and follow-up of JICA’s KCCP (long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

### (2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

#### (a) In the case of contracted-parties for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned parties to take safety management measures and manage it appropriately and will confirm the implementation status.

#### (b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

### (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 KCCP, the participants shall also comply with terms of use of copyrighted works 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](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**

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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)

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- 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



# **JICA Knowledge Co-Creation Program for Long Term Participants**

**Program Information  
on  
Human Resources Development for GX (JFY2024)  
  
“Energy Policy”  
At National Graduate Institute for Policy Studies, GRIPS**

This handout provides an overview of the “Energy Policy of GX Human Resource Development” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

## 0. Background

### **What is 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.

### **What is JICA Development Studies Program (JICA-DSP)**

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA’s Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>



# 1. Overview

Stable and Affordable supply of energy is one of the most important development agenda in order to secure stability of socio-economic activities and sustainable development in developing countries as shown in the SDGs Goal 7 “Ensure access to affordable, reliable, sustainable, and modern energy for all”.

In order to cooperate its partner countries develop human resources with deep understandings on public policy analysis and management in the energy sector, JICA has developed new scholarship program for those who are interested in obtaining a Master’s and Doctor’s degree regarding on “GX (Green Transformation)” by enrolling in Japanese Universities, which are GRIPS(National Graduate Institute for Policy Studies), IUJ(International University on Japan), APU(Ritsumeikan Asia Pacific University) and YNU(Yokohama National University).

This program information contains only for GRIPS application information which are (i) one-year Master’s Program of Public Policy (MP1)/(ii) two-year Master’s Program of Public Policy (MP2), or a Doctoral Degree by enrolling in the (iii) Science, Technology and Innovation Policy Program (STI) at the National Graduate Institute for Policy Studies (GRIPS) in Japan.

The program envisages participants who are working for energy sector as government officials or researchers at governmental institutions in such countries as Indonesia, Philippines, Cambodia, Laos, Myanmar, Thailand, Vietnam, Malaysia, Timor Lste, Palau, Solomon, Sri Lanka, Bangladesh, Bhutan, Iraq, Pakistan, Egypt, Uzbekistan, Nepal, Costa Rica, South Africa, Morocco, Kenya, Tanzania.

Those who are interested must follow the two-way application process: (i) applicants directly apply via GRIPS website for its admission process; and (ii) applicants submit the JICA application form through the respective line ministry and nodal authority for external assistance to JICA overseas offices. In parallel with GRIPS admission process, JICA will examine each applicant’s eligibility for the scholarship. Among those who are accepted by GRIPS admissions office, JICA will select applicants eligible for the scholarship.

## 2. Objectives

- (1) To cooperate to improve the Energy Policy of a particular country in order to enhance energy system, and thereby support social and economic development.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

## 3. Program Outline

### [General Description]

JICA provides scholarship to those who enroll any one of the following programs at GRIPS and concentrate on energy policy issues.

## **Master's Programs**

### **MP1**

The aim of this program is to educate mid-career professionals in local or national governments and international organizations in the skills needed for policy analysis and policy management.

The Program consists of core courses, concentration courses, and elective courses. All MP1 students are provided a common interdisciplinary and analytical foundation through the core courses. Students acquire more specialized knowledge by selecting courses in one of four concentration areas: Economic Policy, International Development Studies, International Relations, and Public Policy. A wide range of elective courses offers students the opportunity to broaden and/or deepen their knowledge and academic and pragmatic skills.

Practical courses are offered by government officials with extensive experience in actual policy formulation and implementation. In the Summer Program, students work in interdisciplinary teams on important real-world policy issues.

GRIPS Bulletin Degree Programs for Master's students

[https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin\\_2023\\_4.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin_2023_4.pdf)

One-year Master's Program of Public Policy (MP1)

[https://www.grips.ac.jp/en/education/inter\\_programs/policy/](https://www.grips.ac.jp/en/education/inter_programs/policy/)

### **MP2**

MP2 has a similar structure to that of MP1, but MP2 students receive more advanced training and guidance in the technical and practical skills needed for public policy analysis, design, and implementation.

The aim of this program is to educate early and mid-career professionals in local or national governments, international organizations and policy institutes in the technical skills needed to be professional policy analysts. In the first year, students complete a series of core, concentration, and elective courses. All MP2 students develop a common interdisciplinary and analytical foundation through the core courses, take specialized courses that provide them with strong analytical and quantitative skills, and select from a wide-variety of elective courses. In their second year, students further develop their research skills and utilize them in writing and defending a master's thesis under the guidance of a highly-trained specialist in their chosen field of concentration (specialization).

Students are required to write a master's thesis in one of four areas of public policy: Economic Policy, International Development Studies, International Relations, and Public Policy. Practical instructions are available from current and former government officials with distinguished careers in public services. In addition to three policy workshops, students receive specialized guidance through a program of independent study.

For the detail, please refer the link blow.

GRIPS Bulletin Degree Programs for Master's students

[https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin\\_2023\\_4.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin_2023_4.pdf)

Two-year Master's Program of Public Policy (MP2)

[https://www.grips.ac.jp/en/education/inter\\_programs/policy2](https://www.grips.ac.jp/en/education/inter_programs/policy2)

## **Doctoral Program**

### **Science Technology and Innovation Policy Program**

The aim of this program is to develop highly skilled professionals who can design and propose effective science and technology innovation policies (including science policy, industrial technology policy, innovation policy, environmental policy, energy policy, etc.) using scientific approaches at national and local governments, universities, public institutions, and companies, as well as researchers who conduct research and education on science and technology innovation policies at universities and public research institutes. They will become acquainted with the multiple disciplines, achieve research competence in various social science fields, and gain teaching ability in the higher education. The programs provide students with multi-disciplinary knowledge and skills needed to carry out policy research of international standards, solid academic writing skills, the ability to teach in the field of social sciences, and advanced proficiency in a foreign language. In accordance with their research interests and academic performance, doctoral students can attend lectures and seminars, participate in tutorial sessions, present their research at international conferences, and work on papers in joint research projects.

The requirements for the doctoral degree include submission of a dissertation proposal, satisfactory performance on the qualifying examination, and an oral dissertation defense. Eligibility for the qualifying examination will be determined by the student's supervisor, taking into account the student's progress during the academic year, prior academic performance and the quality of the doctoral dissertation proposal. The qualifying examination comprises a written examination covering a number of disciplines and research methodology as well as an oral defense of a dissertation proposal.

GRIPS Bulletin Degree Programs for doctoral students

[https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin\\_2023\\_5.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin_2023_5.pdf)

Science, Technology and Innovation Policy Program

[https://www.grips.ac.jp/en/education/phd\\_programs/innovation](https://www.grips.ac.jp/en/education/phd_programs/innovation)

### **[Specific Requirements for Energy Policy Concentration]**

#### **MP1**

<Graduation Requirements>

Students must complete a minimum of 30 credits, of which 6 must come from Category I and

the rest from Category III of MP1 curriculum as shown below.

<Category I>

Tutorial I (1 credit), The World and the SDGs (1 credit), Policy Debate Seminar I, II (4 credits)

<Category III>

Any classes GRIPS offers (24 credits). It is mandatory for the JICA scholarship students to take 5 classes (10 credits) that are related with energy policy (indicated below).

## **MP2**

<Graduation Requirements>

Students must complete a minimum of 40 credits, of which 12 must come from Category I and the rest from Category III of MP2 curriculum as shown below.

<Category I>

Tutorial I (1 credit), The World and the SDGs (1 credit), Policy Debate Seminar I, II (4 credits)

Tutorial II (2 credits) Independent Study (4 Credits)

<Category III>

Any classes GRIPS offers (28 credits). It is mandatory for the JICA scholarship students to take 5 classes (10 credits) that are related with energy policy (indicated below).

## **STI**

<Graduation Requirements>

During the first year, students must complete 10 credits or more based on the curriculum for the Science, Technology and Innovation Policy Program. Out of 10 credits, 2 are research seminars (Category I), 6 are from Category II, and 2 from Category II and III.

During the second year and onwards, students work on their doctoral thesis while taking courses of 14 credits or more (including 10 at the first year) based on the curriculum for the Science, Technology and Innovation Policy Program. It is mandatory to take energy policy related classes in total 12 credits.

### **[Classes Related with Energy Policy]**

- Outline of Energy Policy
- Energy Data Analysis
- Energy Policy in Japan
- Energy and Environmental Science & Technology
- Energy Security
- Advanced Energy Policy (for Doctoral Course only)

## **4. Duration**

MP1: One year; MP2: Two years; STI (PhD): Three years

## **5. Number of Participants**

Five(5) to Eight(8) Participants in total (MP1, MP2, STI) from Indonesia, Philippines, Cambodia, Laos, Myanmar, Thailand, Vietnam, Malaysia, Timor Lste, Palau, Solomon, Sri Lanka, Bangladesh, Bhutan, Iraq, Pakistan, Egypt, Uzbekistan, Nepal, Costa Rica, South Africa, Morocco, Kenya, Tanzania for FY2024 intake.

## 6. Language to be used in this Program

English

## 7. Eligibility

Applicants must satisfy the following requirements and be competent enough to fulfill admission requirements by GRIPS:

- ✓ Current Duties: Government officials or researchers working for energy sector at governmental institutions<sup>1</sup>.
- ✓ Age: less than forty (40) years old in principle
- ✓ Educational background: have a bachelor degree or its equivalent (for MP1 & MP2); or a master degree or its equivalent (for STI)
- ✓ Language: with the linguistic skills required to take courses and receive research guidance in English.

## 8. Admissions

Applicants must pass the regular admission procedures of GRIPS. JICA will select candidates eligible for the scholarship among those who passed the GRIPS admission procedure.

## 9. Application Guidelines

Applicants for the scholarship program are requested to follow the two-way application process: (i) application to the JICA scholarship program, and (ii) application to the GRIPS admission process. The detail procedures are as follows:

### ■ Application to the JICA scholarship program

Institutions which applicants belong to are requested to submit the attached application form to JICA overseas office via the line ministry as well as the nodal agency for external assistance in the respective partner country. Applicants are also requested to submit, along with the application form, an essay (in 800-1000 words) covering the following items: (i) major achievements in applicant's career so far, (ii) purpose and plan of study in Japan, and (iii) career plan after the graduation. These documents must reach JICA overseas offices through the official channel by **December 15, 2023**. An online interview may be conducted during the selection process.

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<sup>1</sup> Include those belonging to the network of ERIA (Economic Research Institute for ASEAN and East Asia) in the eligible partner countries.

## ■ Application to the GRIPS admission process

Applicants are now able to access the Online Registration Form as instructed in the Application Guide 2024-2025, which can be downloaded at

[https://www.grips.ac.jp/cms/wp-content/uploads/2023/08/GRIPS\\_AppGuide\\_2024.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2023/08/GRIPS_AppGuide_2024.pdf)

Points of attention are as below:

- (1) Please access and read the GRIPS' website  
( <https://www.grips.ac.jp/en/admissions/apply/>) carefully, especially the "Application Guide 2024-2025".
- (2) Download the designated forms listed below from our "How to Apply" web page at <https://www.grips.ac.jp/en/admissions/apply/> .
  1. Application for Admission 2024-2025
  2. Statement of Purpose 2024-2025
  3. Research Proposal 2024-2025 (This applies only to applicants for MP2 and STI.)Complete the forms and make pdf files of them so that you can upload them in the Online Registration Form.
- (3) Fill out and submit **the Online Registration Form** at [https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/) by **November 24, 2023, 17:00 (JST) for MP1 and MP2**, and by **January 10, 2024, 17:00 (JST) for STI**.
- (4) When completing the Application for Admission, please tick "I have completed JICA's entry process for the JICA Scholarship" as funding option and tick either "One-year Master's Program of Public Policy (MP1)", "Two-year Master's Program of Public Policy (MP2)", or "Science, Technology and Innovation Policy Program" (STI).
- (5) Please send a complete hard copy set of your required **supporting documents by post**, to reach the GRIPS Admissions Office. They must reach GRIPS by **December 1, 2023, 17:00 (JST) for MP1 and MP2**, and by **January 17, 2024, 17:00 (JST) for STI**. (Applicants who have completed the JICA scholarship application do NOT need to submit a financial statement shown in page 6 of the Application Guide 2024-2025, but may be required to provide official proof of the status of their application upon request from GRIPS.)
- (6) An application fee shown in page 2 and 7 of the Application Guide 2024-2025 will be covered by JICA. In addition, an admission fee and tuition shown in page 2 will be covered by JICA and directly paid to GRIPS.
- (7) It is strongly recommended that applicants to contact and consult with JICA Office in their country if they are interested in this program. Prior consultation may be effective to ensure fulfilment of documentation requirements. JICA may request applicant's resume during this process.
- (8) Once applicants complete the application process of GRIPS, applicants are requested to inform JICA Office of their names, titles and the program which they selected so that JICA can make a list of applicants of the program, otherwise they would fail to receive JICA scholarship even if they succeed to obtain GRIPS's admission.

## 10. Schedule

- Application to the JICA scholarship program: as indicated above.
- Application to the GRIPS admission process: as indicated above.
- Decision on JICA scholarship eligibility: by May end, 2024
- Commencement of the GRIPS program: beginning of October, 2024

## 11. Expenses to Be Borne By JICA

The following expenses will be borne by JICA in accordance with rules prescribed by JICA:

- (1) Tuition at GRIPS (actual cost)
- (2) Expenses for custom-made program and support programs during the study in Japan (actual cost if any)
- (3) A round-trip airfare (actual cost)
- (4) Books / Interior research, etc. (fixed amount)
- (5) Allowances for living expenses (fixed amount)
- (6) Outfit allowance (general outfit and shipping) (fixed amount)
- (7) Moving allowance (lump-sum payment for rental contract)

## 12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses in the home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

## 13. Conditions for Participation

The accepted applicants/participants of KCCP are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that 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,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured



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 expenses described in the table of “11. Expenses To be borne by JICA,”

(17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,

(18) not to be receiving nor plan to receive another scholarship during the program,

(19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,

(20) to understand that the maximum duration of “Overseas research” and “Temporary Leave (leaving Japan for private purpose)” is 60 days, in principle, and

(21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office.



**විදේශ සම්පත් දෙපාර්තමේන්තුව**  
**வெளிநாட்டு வளங்கள் திணைக்களம்**  
**Department of External Resources**

இதில், ஈர்ப்பின் கீழ்க்கண்ட சக சார்பு பதிகத்தில் அமையுள்ள  
 மையத்தின் கார்ட்டு (3வது மாடல்), த.பெ. 277, கொழும்பு 00100, இலங்கை  
 நிதி, பொருளாதார உறுதிப்படுத்துதல் மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
 செயலகம் (3ஆம் மாடல்), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economic Stabilization and National Policies  
 The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: [www.erd.gov.lk](http://www.erd.gov.lk)

e-mail: [info@erd.gov.lk](mailto:info@erd.gov.lk)

මගේ අංකය  
எனது இல  
My No

TA/JICA/L/68

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

07 November 2023

Secretary to the President / Presidential Secretariat  
 Secretary to the Prime Minister / Prime Minister's Office  
 Secretary to the Cabinet / Cabinet Office  
 Secretary General to the Parliament / The Parliament  
 Secretaries / All Ministries  
 Auditor General, National Audit Office  
 Chairmen / All Independent Commissions  
 Chief Secretaries / All Provincial Councils

*Attn: Officer In-charge of Foreign Trainings*

Dear Sir / Madam,

**JICA Knowledge Co-Creation Program (Long Term Training): Request Nominations for Human Resources Development for GX (JFY 2024) "Energy Policy"**  
 (MP1 – One Year Master, MP2 – Two Year Master, STI (Ph.D.) – Three Year Programme)

The Japan International Cooperation Agency (JICA) has invited nominations from eligible Government officials of Sri Lanka for the above programme. The application form and the programme details can be downloaded from the following website;

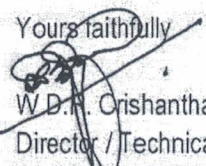
- <https://www.erd.gov.lk>

Accordingly, you are kindly requested to submit nominations of qualified officials with the required documents mentioned in the General Information (GI Booklet) submitted before the given deadlines along with the necessary documents requested by JICA.

Please kindly note that hand written applications will not be accepted by JICA.

Your early response in this regard is highly appreciated.

Yours faithfully

  
 W.D.R. Crishantha  
 Director / Technical Assistance  
 for Director General



Japan International Cooperation Agency  
10th & 13th Floors, DHPL Building,  
No. 42, Navam Mawatha, Colombo - 2, SRI LANKA.  
TEL : (+94)011-2300470 / 2303700  
FAX : (+94)011-2300473 / 2303692  
E-mail : sl\_oso\_rep@jica.go.jp  
Homepage: <http://www.jica.go.jp/srilanka/english/index.html>  
Facebook : <https://www.facebook.com/jicasrilanka>

02<sup>nd</sup> November, 2023

Director General  
Department of External Resources  
Ministry of Finance  
The Secretariat

Attention: Additional Director General, TA & Multilateral Division

Dear Sir,

**Request Nomination for JICA KCCP Long-Term Training on**  
**Human Resources Development for GX (JFY2024)**  
**“Energy Policy”**  
**(Master’s / PhD)**

We are pleased to inform you that Japan International Cooperation Agency (JICA) is calling applications for the above Long-Term Training program intended at improvement of Energy related policy making in recipient countries in order to enhance energy system and enhance social and economic development activities globally.

In this regard, candidates are requested to follow the two-way application process by submitting necessary documentation as per the below procedures.

1. To register to the program by submitting Registration Form by 24<sup>th</sup> November, 2023 for MP1, MP2 and by 10<sup>th</sup> January, 2024 for STI program by accessing to GRIPS website.( compulsory)
2. To submit all supportive documents by post to GRIPS admission office in Japan by the deadlines of 1<sup>st</sup> of December, 2023 for MP1, MP2, and 17<sup>th</sup> of January, 2024 for STI program.( compulsory)
3. Applicants who have completed above procedures by the deadlines of MP1, MP2 and who intends to register for STI program should send JICA application documents to JICA Sri Lanka Office through ERD by 15<sup>th</sup> of December, 2023. We recommend line agencies to share advance set of documents with JICA Sri Lanka Office in prior to the official deadline.

Thus, we request your cooperation to arrange to promote the program information among related line agencies and upload attached documents to ERD website for the purpose of wide awareness among candidate agencies.

Yours sincerely,

**IDE Yuri**  
Senior Representative  
JICA Sri Lanka office

C.c Secretary, Ministry of Power & Energy  
General Manager, Ceylon Electricity Board  
Mr. Kenji OHASHI, First Secretary, Embassy of Japan