



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Investment Promotion and Business Environment Reform (Advanced) (A)



Course Number: 202411587J001

Course Period: (Online/Pre-In-Japan) September 16 - 25, 2025

(In-Japan) October 22 - November 7, 2025

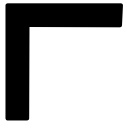
(Online/Post-In-Japan) November 18 - 28, 2025



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

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

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



# How do we promote investment and reform business environment?

Strengthen understanding on FDI<sup>1</sup>  
promotion policy, business environment  
reform, creating SC<sup>2</sup>/GVC<sup>3</sup> linkage and  
practical FDI promotion approach necessary  
for attracting FDI.

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<sup>1</sup> FDI: Foreign Direct Investment

<sup>2</sup> SC: Supply Chain

<sup>3</sup> GVC: Global Value Chain



# Outline



This program is designed for high-level government officials from investment promotion agencies/related ministries.

Participants are expected to learn about inward FDI promotion policies/systems, business environment reform and practical approaches to investment promotion based on Japanese and international experience through lectures, site visits and the Investment Promotion Seminar.

The Investment Promotion Seminar (see page 12) is one of the highlights of this course. Through feedback from Japanese companies, participants are expected to formulate an action plan.

Participants are expected to formulate an action plan utilizing feedbacks from based on feedback from individual consultation with the implementing partner. Action Plan is a key to improving investment promotion and business environment after returning to the countries.

Language: English

Capacity: 11 participants (11 countries)

Format: Online & Face-to-Face

\*Participants are required to complete online program for participation in In-Japan program. In-Japan program will be combined two courses, (A) and (B).

\*(B) 7 participants (7 countries)



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

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## Background

Under the rapid globalization in the every corner of the world, many developing countries adopt policies to enhance FDI-led economic growth as one of the primary development policies among others. Those countries expect FDI to facilitate capital inflow, technology transfer, job creation and penetration into GVC.

In order to attract FDI efficiently, it is imperative for a developing country to conduct appropriate investment policy formulation and implementation, to reform business environment, and to implement effective investment promotion activities. In this regard, IPAs<sup>4</sup> are the key organizations to lead these actions. IPAs' fundamental functions such as investment policy advocacy, investor servicing, investment generation and image building as an investment destination need to be strengthened, together with appropriate coordination among government agencies and between the private sectors. It is quite significant for officials of IPAs and other related organizations to have practical experiences in the presence of potential foreign

investors and to exchange ideas with them.

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## Objectives

This program is designed to provide an opportunity to learn and understand the key points of the theories and practices to promote investment.

Participants will enhance their capacity through various types of lectures, hands-on investment promotion guidance, Investment Promotion Seminar for potential Japanese investors and exchanging sessions with Japanese ministries and firms.

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## Outcomes

- (1) Deepening understanding on FDI promotion policy, systems and business environment reform
- (2) Deepening understanding on potential investors' view on the participants' countries and practical approach for FDI promotion
- (3) Deepening understanding on linkages between FDI promotion and industrial development through such as SC/GVC, supporting industries development and economic security
- (4) Improving investment-related information provision and creating effective network toward attracting further FDI to the participants' countries
- (5) Preparing and present an action plan to strengthening investment promotion to attract further FDI

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<sup>4</sup> IPA: Investment Promotion Agency

# To Whom?

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## Job Areas and Organizations

This program is offered to **high-level government officials /personnels (above the level of director in a ministry)** at investment promotion agencies / related ministries who are in charge of investment promotion.

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

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## Targeted Countries

Bangladesh, Cambodia, Indonesia, Kyrgyz, Laos, Malaysia, Mongolia, Pakistan, Papua New Guinea, Philippines, Timor-Leste

(B) Democratic Republic Of The Congo, Egypt, Ethiopia, Gabon, Ghana, Jordan, Nigeria will be combined to this course from In-Japan program.

# When?

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## Program Period



**Online (Pre-In-Japan)**  
September 16 – 25, 2025



**In-Japan**  
October 22 – November 7, 2025

\*Arrival in Japan: October 22

\*Departure from Japan: November 7



**Online (Post-In-Japan)**  
November 18 – 28, 2025

\*Before this, participants will have online individual consultation in November.

\*This online program schedule is tentative.

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



# Where?

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This course is carried out as hybrid format (Online & In-Japan), organized by JICA Tokyo Center.

**For Online program, participants can participate from office or home.**

In case participants need any support, consult with JICA local office. Participants are required to have a certain IT environment.

**For In-Japan program, participants will stay at JICA Tokyo Center and visit some related organizations mostly at Tokyo Metropolitan area.**



Weather: Autumn Temperatures will be averagely 14 to 23 degrees. Long sleeves and light jackets are recommended. This season will be not rainy/snowy season.














Tokyo: Capital of Japan. JICA Tokyo is located in Shibuya ward (Tokyo Metropolitan Area).



# How?

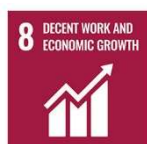
## How to Learn

<b>Online/Pre-In-Japan</b> <ul style="list-style-type: none"> <li>• Making &amp; Presentation of Country Report</li> <li>• Live Lectures</li> <li>• Discussion</li> <li>• Self-Study</li> </ul>	 Watch  Listen  Study  Discuss  Present
<b>In-Japan</b> <ul style="list-style-type: none"> <li>• Lectures</li> <li>• Presentaion at Investment Seminar</li> <li>• Site visits</li> <li>• Discussions</li> <li>• Preparataion of Action Plan</li> </ul>	 Listen  Study  Present  Discuss  Interact
<b>Online/Post-In-Japan</b> <ul style="list-style-type: none"> <li>• Individual Consultation &amp; Presentation of Action Plan</li> </ul>	 Present

## Language

English

## Commitment to the SDGs



## Program Structure

### Place and Time to attend for Online Program

#### (1) Place

The place to take online program will be determined by the internet environment. Please inform JICA which place you would like to take the program (e.g., home, office). If you cannot find the proper place to take the program, please consult with JICA local office.

#### (2) Time

The online program will be live streamed for **mostly 3 hours per day, between 16:00 and 19:00 Japan time**. The time in each participating country is as follows. Detailed schedule will be delivered with the Acceptance Notification.

All participants will be connected via Zoom in following time zones.

Japan	16:00 - 19:00
Bangladesh, Kyrgyz	13:00 - 16:00
Cambodia, Indonesia, Laos	14:00 - 17:00
Malaysia, Mongolia, Philippines	15:00 - 18:00
Timor-Leste	16:00 - 19:00
Papua New Guinea	17:00 - 20:00
Pakistan	12:00 - 15:00

#### (3) Time for On Demand program & Assignment

Participants will be able to access archived videos of lectures or on demand materials at any time and any place. Participants must work on assignments at home or workplace and submit it by the designated deadline.

#### (4) Attendance requirement

Participation in both On Demand and Online program is an essential requirement for the completion of the course. Partial attendance is NOT allowed. If you do not participate online program fully without any proper reasons, you MAY NOT join In Japan Program. If there is any special reason to absent program, please inform JICA beforehand.



## Program Schedule

This schedule is based on the previous year's program and may be changed.  
Further details will be sent with acceptance notification.

Online Program / Pre-In-Japan		
Prior to Online Program (Assignment)	n/a	<ul style="list-style-type: none"> <li>Compiling self-evaluation on investment promotion with its internal/external environment and investment policy formulation/implementation in participant's own countries</li> </ul>
September 16	Tue.	<ul style="list-style-type: none"> <li>Program Orientation</li> <li>Guidance for the preparation of Presentation Materials for Investment WebinarIntroduction to the Investment Promotion and Business Environment Reform</li> </ul>
September 17	Wed.	<ul style="list-style-type: none"> <li>Country Report Presentation &amp; Discussion</li> </ul>
September 18,19,22,24	Thu.,Fri., Mon.,Wed.	<ul style="list-style-type: none"> <li>Lecture, Review, Discussion               <ul style="list-style-type: none"> <li>➤ Ministry of Economy, Trade and Industry</li> <li>➤ Tokyo Metropolitan Government</li> <li>➤ University Professors</li> <li>➤ Experts, etc.</li> </ul> </li> <li>Orientation for In-Japan Program</li> </ul>
September 25	Thu.	<ul style="list-style-type: none"> <li>Individual Consultation for the preparation of presentation materials for Investment Promotion Seminar</li> </ul>



Online program

In-Japan Program		
October 22	Wed.	<ul style="list-style-type: none"> <li>▪ Arrival at Japan</li> </ul>
October 23	Thu.	<ul style="list-style-type: none"> <li>▪ Briefing &amp; Program Orientation</li> <li>▪ Lecture <ul style="list-style-type: none"> <li>➤ Ministry of Foreign Affairs</li> <li>➤ University professors</li> </ul> </li> </ul>
October 24	Fri.	<ul style="list-style-type: none"> <li>▪ Lecture &amp; Observation <ul style="list-style-type: none"> <li>➤ Institute For International Trade And Investment (ITI)</li> <li>➤ WBA</li> <li>➤ Japan External Trade Organization (JETRO)</li> <li>➤ Tokyo One-Stop Business Establishment Center (TOSBEC)</li> </ul> </li> </ul>
October 25,26	Sat.,Sun.	<ul style="list-style-type: none"> <li>▪ Holiday</li> </ul>
October 27	Mon.	<ul style="list-style-type: none"> <li>▪ Individual Consultation for the preparation of Presentation Material for the Investment Seminar</li> <li>▪ Rehearsal for the Investment Seminar</li> </ul>
October 28	Tue.	<ul style="list-style-type: none"> <li>▪ Lecture &amp; Observation <ul style="list-style-type: none"> <li>➤ Lead Giken Co., Ltd.</li> <li>➤ Toyota Tsusho Coporation</li> <li>➤ Yazaki Corporation</li> </ul> </li> </ul>
October 29	Wed.	<ul style="list-style-type: none"> <li>▪ Case study <ul style="list-style-type: none"> <li>➤ Kumamoto Prefectural Govornment</li> </ul> </li> <li>▪ Lecture &amp; Observarvation <ul style="list-style-type: none"> <li>➤ Tokyo SME Corporation</li> <li>➤ Tokyo Chamber of Commerce &amp; Industry</li> </ul> </li> </ul>
October 30,31	Thu.,Fri.	<ul style="list-style-type: none"> <li>▪ Investment Promotion Seminar <ul style="list-style-type: none"> <li>➤ Presentation of the FDI Promotion Materials</li> <li>➤ Consultation with potential investors</li> </ul> </li> </ul>

**Investment Promotion Seminar** will be held in Tokyo. Participants present about their own countries to promote investment. We invite Japanese companies to visit participants' individual booth at breaktime for further information and consultation about investment. We strongly recommend participants to contact to Embassies in Japan to ask their participation prior coming to Japan.



Presentation at Seminar



Individual booths for consultation



Group photo with embassy officials

November 1	Sat.	▪ Japanese Cultural Program
November 2,3	Sun., Mon.	▪ Holiday
November 4	Tue.	▪ Discussion ▪ Exchange of opinion with Ex-participants
November 5	Wed.	▪ Individual Consultation for the preparation of Action Plans
November 6	Thu.	▪ Wrap-up Meeting & Evaluation of the Program ▪ Closing ceremony ▪ Tea Party
November 7	Fri.	▪ Departure from Japan



Tokyo Sky Tree tour



Tokyo Sky Tree tour



Tea Party



Certification



Online Program / Post-In-Japan		
November 18,19	Tue.,Wed.	▪ Individual Consultation for an action plan
November 25,26	Tue.,Wed.	▪ Action plan presentation
November 27,28	Thu.,Fri.	▪ Sharing of action plan progress by ex-participants

**Action Plan** is very essential part and one of the outcomes from this program. Participants are required to participate in online program and do presentation. Also we recommend to invite participant's co-workers for this online program. JICA personnels and experts are also planned to be participate.

## Management Members

### Implementing Partner

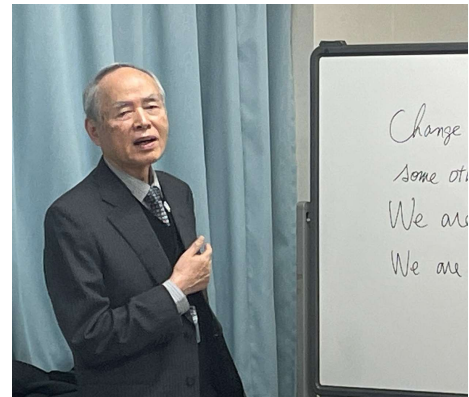
World Business Associates Co., Ltd. (WBA)

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#### Course Leader

Mr. MOTOYAMA Junichiro, MBA, Ph.D.

It will be an exciting opportunity for me to see you at this Co-creation Program and to learn together with you on the Investment Promotion and Business Environment Reform. I will be at your guide and facilitator throughout the entire course of this Program as the Course Leader. See you soon online and in Japan.



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#### Course Leader

Mr. OKITA Fumio, MA

This course provides you significant learning and findings of various subjects in both remote and in-Japan program.

I will support and assist you through whole program with my experiences in the field of business and industrial developments as a developer and a business consultant.



## JICA

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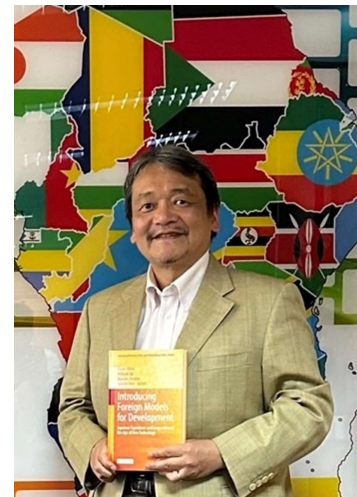
### Course Advisor

Mr. HOMMA Toru, MSc

Senior Advisor (Private Sector Development), JICA /

Senior Advisor to the CEO, AUDA-NEPAD

This program offers unique learning opportunities on investment promotion and business environment reform through experienced expert lectures, public/private stakeholder visits, opportunities to present at a specialized investment seminar, and interactive sessions for policy advocacy and global best practices. Welcome!



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### Program Officer

Mr. DAICHI Fukuoka

Private Sector Development



I hope this program and interactions with fellow participants will be a life-enhancing experience!

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### Program Officer

Ms. ABE Kumiko

Tokyo Center

This KCCP will provide you a lot of new experiences. Let's co-create knowledge and learn together!



# Voice

## Comments from ex-participants

### FY2024 Participant

#### **Mr. DADDAH Azeddine (Mauritania)**

- Senior Advisor of the Minister of Economy and Finance,  
Cabinet of the Minister, Ministry of Economy and Finance,  
Mauritania

As a Senior Advisor of the Minister of Economy and Finances of Mauritania, this very rich JICA training gave me a much better understanding of the Japanese approach to investment promotion, but also allowed me to understand what Mauritania should do to attract Japanese investments.

This training is a “must do” for anyone in the field of Investment, as Japan is one of the best examples in the world.



### FY2023 Participant

#### **Ms. NGONGOLA-REINKE Kamiji Jinga Christabel (Zambia)**

- Vice President, Trade and Commerce, Zambia Chamber of  
Commerce and Industry

I learned that cooperation and collaboration took center stage for me as one realizes that whether as a country or an individual, your outcomes are greater and more effective if you work as a unit, rather than in isolation.

The lecture about “Economic Security” was very useful in the sense that we have to utilize the advantages of economies of sequencing.

Investment Seminar and the exchanging session with Japanese companies were particularly eye-opening. We got to listen to their challenges and how they were maneuvering the dynamics of doing business in Africa. It was also enlightening to engage us on what was being put in place to take care of some of the challenges so that FDI to Africa is improved.



My training was at the beginning of December when the weather was slightly cold but not a fully-fledged winter. I utterly enjoyed going away from Tokyo to the outskirts for mountain hiking and appreciating the nature of Japan. The food was beautiful. I tried to have sushi almost every day and realized that what we have on our market here is not “real” sushi :).

I was also blown away by the general hygiene and cleanliness of the Japan including inside the trains. Japanese people we encountered was very helpful and polite.

The interaction with the other participants was fantastic. I am convinced that we can do more together as emerging economies than we would standing individually. We came as individuals but left as a FAMILY.

I have gained so much exposure from the program that I have been branded Private Sector Ambassador in my circle of work and have gone on to serve on the Joint Executive Committee of the Zambia-Japan 60<sup>th</sup> Anniversary. I am truly indebted to the Japanese government.

### **FY2023 Participant**

#### **Mr. Etolue Matthew Chinweike (Nigeria)**

- Commercial Officer of Federal Ministry of Industry, Trade and Investment, Abuja, Nigeria

As a Commercial Officer with a mandate to create an enabling environment to stimulate domestic investment and attract FDI in Nigeria, I found the course on investment promotion and industrial cluster development very interesting. I learnt that for any country to attract FDI, there is need to first consider the agglomeration policy. Such as, 1. Identify the Master Switch, 2. The Accelerator to attract and 3. Anchor firm.

Japan is believed to be one of the developed countries whose production quality is top notch. During this course, I was mentored by experts from the implementing partner (WBA). I had the privilege to meet some Japanese investors in Africa where we had some technical discussions concerning their experience and challenges doing business in the continent.

I commend JICA for arranging a special visit to public/private organizations where we equally interacted on their activities and challenges faced in their activities in Africa. To wrap it up, JICA organized an Investment Seminar where all the participants made presentations to Japanese investors on investment opportunities in our various countries. That was a great opportunity for me to showcase different virgin investment opportunities in Nigeria. I therefore recommend many others to apply for this kind of training by JICA to deepen knowledge on investment promotion.





## **FY2023 Participant**

### **Ms. ANDONG Alamina (Philippines)**

- Bureau of Investments / Research and Support Division,  
Ministry of Trade, Investments and Tourism - BARMM



The most important thing that I've learned from the program is about the Policy on Investment Security, which I think is most crucial to avoid technology breach between two partnering countries. That technology transfer should be with discretion from its rightful owner who introduced it and must remain his property right. Most memorable lecture for me was the tour with Japanese company who observes secrecy of their engineering designs, to be distinct with other like companies, to be not imitated and copied, that had remained their signature.

My stay in Japan was unforgettable, the culture, the generous and disciplined people, the cold winter, the beautiful place itself, and the proactive government providing support to private sector are very admirable.

*\* The positions listed are as of the time of program participation.*

# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III -2 below.
- (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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## 2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications. For those countries in which JICA implements a technical cooperation project or dispatches an expert in the field of investment promotion, a nomination from the Counterpart organization of the cooperation is highly recommended for further collaboration.

### (1) Essential Qualifications

- 1) Current Duties: High-level government officials (equal to or above the level of director of central ministries) at investment promotion related ministries/agencies.

2) Experience in the Relevant Field: have at least 3 years of experience in the field of investment promotion.

3) Educational Background: be a graduate of university or have the equivalent academic background

4) Language Proficiency: have a sufficient command of spoken and written English which is equal to TOEFL IBT 65-80 (CBT 180-213, PBT 510-550) or above

This program includes presentation at Investment Promotion Seminar in Japan, and also active participation in discussions with lecturers/Japanese ministries/Japanese firms, which require high competence in English.  
Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.

5) Technical Requirements :

a Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), YouTube, etc. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).  
\*Internet access charge incurred for this course shall be borne by your organization.
- Online program is conducted through a platform “Zoom Webinar/ Meeting”. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least). Please refer to this URL for how to measure internet speed.
- Speedtest (<https://www.speedtest.net/>)  
\*Mobile phones are not recommended.  
\*If you are not able to arrange internet connection or necessary devices, please consult with JICA office in your country.

c 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)

d Software (which may be required)

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

\*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 in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

\*Please inform JICA immediately if your health condition changed after submission of application form.

7) Attendance: **be required to attend ALL the online program including on-demand and live sessions.** Otherwise, participants will not be allowed to participate to In-Japan program. If the time zone is not suitable for the full participation in live sessions, please consult with the JICA local office in advance.

**If participants will be joining the online program from their workplace, they should ensure a quiet and concentrated environment.** If necessary, consult with supervisor or JICA local office.

## (2) Recommended Qualifications

1) Expectations for the Participants:

Be active for building relationship with Japanese ministries/organizations/firms for further collaborations. Be active to sharing experiences and knowledge to participants for enhancing ability each other. Be involved in policy formulation.

2) Age: between the ages of 28 and 50 years



3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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### 3. Required Documents for Application

#### (1) Application Form:

The Application Form is available at the JICA overseas office (or the Embassy of Japan) Hand-writing is not accepted. Please submit a type-written application form.

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

#### (2) Photocopy of Passport:

You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*The following information should be included in the photocopy:

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

\*It is recommended that your passport be valid for more than 6 months after the last day of the program.

#### (3) Organization Chart:

The applicants must submit the Organization Chart of the whole government and of the applicant's organization together with the Application Form. Please clearly indicate the applicant's position on the chart. Submission of Organization Chart is considered to be an important factor in the selection process of participants.

#### (4) English Score Sheet (if any):

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

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### 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 **August 14, 2025**)



## (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 August 29, 2025.

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

### Country Report:

to be submitted by September 8, 2025

Accepted candidates are required to prepare a Country Report and present it at Online program. The Country Report should be sent to JICA by due date. The format of Country Report will be sent with Acceptance Notification.

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## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be



- stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
  - (7) not to engage in political activities, or any form of employment for profit,
  - (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",
  - (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
  - (10) not to drive a car or motorbike, regardless of an international driving license possessed,
  - (11) to observe the rules and regulations at the place of the participants' accommodation, and
  - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
  - (2) URL: <https://www.jica.go.jp/tokyo/english/office/index.html>
  - (3) Program Officer: Ms. ABE Kumiko ([tictip@jica.go.jp](mailto:tictip@jica.go.jp))
- \*Please add the course number “202411587J001” to a subject of the e-mail.
- 

## 2. Implementing Partner

- (1) Name: World Business Associates Co., Ltd. (WBA)
  - (2) URL: <https://www.wba.co.jp/en>
  - (3) Course Leader: Mr. MOTOYAMA Junichiro, Director & Senior Consultant
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## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses and stopover.
  - (2) Expenses for study tours (basically in the form of train tickets).
  - (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
  - (4) Expenses for program implementation, including materials.
  - (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan. (5. Reference)
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## 4. Pre-departure Orientation

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



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

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

## 5. Reference

### Website: JICA

English/French/Spanish/Russian

[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)



### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/activities/schemes/tech\\_pro/acceptance\\_training/\\_icsFiles/afieldfile/2025/03/21/2025\\_pc\\_en.pdf](https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/_icsFiles/afieldfile/2025/03/21/2025_pc_en.pdf)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



### Video: About Tokyo, Japan

Tokyo Promotion Video “NOTHING LIKE TOKYO – New Town”

<https://youtu.be/a4kixWkrcA>





# For Your Reference

## JICA and Capacity Development

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

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

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

## Japanese Development Experience

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

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

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

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



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



## **Correspondence**

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