

August 1, 2024.

Director General
Department of External Resources
Colombo 1.



Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
IMPROVEMENT OF COMMUNITY HEALTH AND MEDICAL SYSTEMS WITH
TELEMEDICINE SERVICES THROUGH CASE STUDY OF ADVANCED
TELEMEDICINE REGION IN JAPAN
COURSE NO: 202311478J001

*JCTA
web*

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course. The duration of the training course is as follows.

Course Period : (Online) : December 2 – 16, 2024
(In Japan) : January 7 - 23, 2025

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- **Ministry of Health**
- **Division of International Health**

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 6th November 2024.**

- **Duly filled prescribed Application Form**
- **Copy of the passport (if available)**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Inception Report : to be submitted with the Application form.**

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

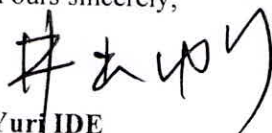
Cont.../2

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, Division of International Health
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Online and Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

JFY 2024 GENERAL INFORMATION ON Improvement of Community Health and Medical Systems with Telemedicine Services through Case Study of Advanced Telemedicine Region in Japan



Course Number: 202311478J001

Course Period: (Online) : December 2 - 16, 2024

(In Japan) : January 7 - 23, 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.


遠隔医療による地域保健医療体制の改善（日本の遠隔医療先進県の事例を通じて）



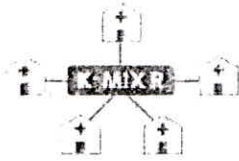
How can we establish Resilient and Inclusive Community Health and Medical Care System with Industry-Government- Academia Partnership?

Gain insight to an essence of local health care system specialized for telemedicine service and its planning and implementation through involvement of various types of actors with practical approach and promotion in rural areas.

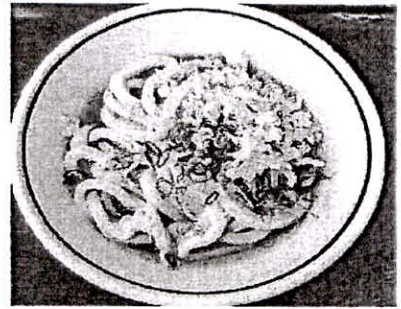
Formulate your action plan with experts of telemedicine service and international participants.



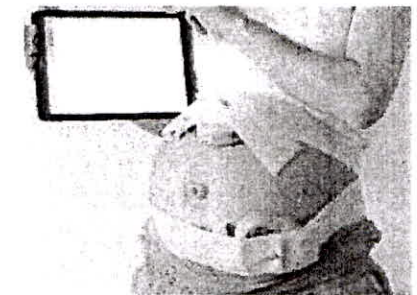
Outline



Although Kagawa prefecture is the smallest prefecture in Japan, it has remote areas such as 24 small scattered islands and mountainous areas and has developed the most advanced telemedicine service in Japan.



Improvement of health and medical system in such remote areas in Kagawa prefecture was the most important issue for years. Therefore, Kagawa prefectural government, basic autonomous bodies, Kagawa university and private companies organized partnership for development of Telemedicine Service (Electronic Health Record System among public/private clinics and hospitals, Improvement of access for medical service by ICT service etc.) combined with improved community health service.



This course consists of various type of lectures, site visit and discussions in order to understand telemedicine service with local community health through practical knowledge and examples of Kagawa prefecture.



All sessions are carried out in English and Hybrid style (Online + Onsite in Japan). The period of the program is from December 2nd to 16th, 2024 and January 7th - 23rd, 2025.

Course Capacity is basically 15 participants for 13 countries.

How?

How to Learn

- On-demand/Onsite Lectures
- Real Time Discussions
- Online+Onsite Q&A Session
- Online+Onsite Presentations
- Real Time Interactions
- Onsite Visit and Workshop



Watch



Listen



Experience



Chat



Discuss



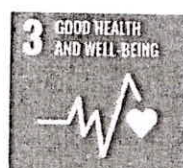
Present

Language

English

Commitment to the SDGs

**SUSTAINABLE
DEVELOPMENT
GOALS**



Program Structure

<Tentative Schedule>

On-demand Lectures

| Program (Duration*) | Contents |
|------------------------|--|
| Section 1 (1 week) | <p>【On-demand】 Orientation (Kagawa Univ and JICA)</p> <p>【Realtime】 Inception Report Presentation by each participant</p> <p>【On-demand Lectures】</p> <p>Medical Informatics and Telemedicine Network in Japan, etc.</p> <p>(Lecture→Chat)</p> |
| Section 2 | <p>【On-demand Lectures】</p> |



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
 through Case Study of Advanced Telemedicine Region in Japan

| | |
|-----------------------|--|
| (1 week) | Outline of Perinatal and Neonatal Care in Japan, Development and Global Expansion of Perinatal Management System, Development of Portable Fetal Monitor "iCTG," Telemedicine and Unmanned Drone Demonstration Experiment (Lecture→Chat) |
| Section 3 (1 week) | 【On-demand Lectures】 ICT Telemedicine for Perinatal Care in Asian countries, Special Topics in Kagawa (Rare Sugar Research, etc.) (Lecture→Chat) 【Realtime】 General discussions & Orientation for onsite trainings |

* Basically 60-90 minutes/day. Including 1-2 day off /section in weekdays.

Onsite Training

| Program (Duration*) | Contents |
|-------------------------|---|
| Section 1 (3-4 days) | 【Tokyo】 Course orientation, Discussion with lectures of on-demand trainings 【Tokyo】 Site visits (Hospitals, clinics and/or organizations actively involved in telemedicine around Tokyo) 【Tokyo -> Kagawa】 |
| Section 2 (1 week+α) | 【Kagawa】 Discussion with lectures of on-demand trainings 【Kagawa】 Site visits (Kagawa University, Kagawa Prefectural Office, Health centers, local clinics, local companies actively involved in telemedicine) 【Kagawa】 Cultural visits, cultural exchange activities 【Kagawa】 Action Plan (Preparation + Presentation) 【Kagawa】 Feedback session and Closing Ceremony |



Instructors

Prof. Kazuhiro Hara

Kagawa University

Faculty of Medicine, Department of Medical Informatics

Message: Greetings from Kagawa University. Graduated from the Faculty of Medicine, The University of Tokyo in 1970. Mainly engaged in the development of ME equipment in the field of obstetrics and gynecology, especially delivery monitoring equipment, and the development and clinical application of ultrasonic diagnostic equipment. Studied abroad at the Department of Obstetrics and Gynecology at Heidelberg University in Germany as a scholarship student of the Alexander von Humboldt Foundation. In 2003, Professor, Department of Medical Informatics, Kagawa University Hospital. From 2009, Emeritus Professor. I hope this program will provide you with a great opportunity to develop your country and career.



Prof. Masaaki Tokuda

Kagawa University

Professor Emeritus, Visiting Professor, Advisor of Kagawa University –

Message: When I was the professor of medical physiology (1999-2018), I conducted many international collaboration researches on rare sugar which is a monosaccharide having beneficial functions for prevention of diabetes and obesity. As the Vice-President of International Affairs (2015-2021), I have coordinated various Industry-Government-Academia collaboration projects domestically and internationally. I would like to introduce some good practices such as telemedicine and rare sugar projects both of which have already been widely implemented in Japan and many other countries. I am happy to share our knowledge and skills with you.



Course Leader

Prof. Kenji Wada

Kagawa University

Vice President, Director of International Office, -Professor, Faculty of Medicine, Department of Chemistry for Medicine

Message: Dear all, I will act as a course leader of the present Knowledge Co-Creation Program. The importance of telemedicine has been significantly recognized during the COVID-19 pandemic. Kagawa has developed a cutting-edge medical ICT system, tediagnosis apparatuses, and improved community health situations in the corporation through the industry-government-academia partnerships, including Kagawa University. We are confident that our achievement will be effective in the post-COVID regime in your country.



JICA Knowledge Co-Creation Program (Group and Region Focus)

Improvement of Community Health and Medical Systems with Telemedicine Services through Case Study of Advanced Telemedicine Region in Japan

Program Officer in JICA

Daisuke Oguri

Program Officer, Japan International Cooperation Agency (JICA) Shikoku Center

Message: Hello dear all, I'm in charge of this program management in JICA Shikoku.

The most meaningful knowledge and experience is the interaction with other participants. Let's develop our new horizon together for a sustainable and developable way of Local Community Health with telemedicine!



Hidenori Matsuo

Program Officer, Health Team3, Health Group 2, Human Development Department, JICA HQ

Message: Greeting from JICA headquarters. We are very pleased to inform you about this telemedicine course. Telemedicine has been one of the areas that is attracting attention in recent years. We can learn about telemedicine from Kagawa University, which is very experienced in this field, as well as from information sharing in the respective countries. We look forward to seeing you soon in Japan.



JICA Knowledge Co-Creation Program (Group and Region Focus)

**Improvement of Community Health and Medical Systems with Telemedicine Services
through Case Study of Advanced Telemedicine Region in Japan**

Key information of the course

1. Course Objective:

To acquire necessary measures and knowledge aiming at the improvement of community health systems by utilizing telemedicine services through effective partnerships with industry-government-academia organizations.

To Formulate Action Plan for adopting telemedicine service and improvement of community health systems in the responsible regions.

2. Overall Goal:

To promote the improvement of participants' Local Health System with Telemedicine Service and spread to other regions and their national level for achieving SDGs for every country by strengthening their capacities in the implementation of their project in each country.

3. Expected Module Output and Contents:

This program consists of the following components.

| Module | Expected Module Output | Methodology |
|--------|---|-------------------------------------|
| (1) | To identify issues in local community health systems, adopt telemedicine services, and establish medical organizations' cooperation in each country. | Presentation Discussion |
| (2) | To understand the basic concept, policy-making, and cooperation with stakeholders of telemedicine service in the community health systems. | Lecture Site visit Discussion |
| (3) | To grasp key points of good examples, remaining issues in Japan, and the important factors for safety measurements and management method of telemedicine service. | Lecture Site visit Discussion |
| (4) | To elaborate an action plan to be taken through the course participation. | Presentation Discussion |



<Structure of the program>

Topic outline (subject to minor changes)

| Module | Contents |
|-------------------|---|
| Preparatory Works | Prepare an Inception Report on community health systems and telemedicine services in your home country, analyzing the current situation, issues, policies, and future plan. |
| (1) | Inception report presentation and discussion based on possible solutions to challenges in the telemedicine service and community health system. |
| (2) | Discussion for better cooperation among medical health facilities in the regions and with remote areas. |
| (3) | Lectures on a transition of adaptation of telemedicine service in Japan and lessons learned. |
| (4) | Lectures of Kagawa prefecture's model project. |
| (5) | Site Visit/Discussion: 1) Management of medical and health organization: efficient management system, development of the human resources, budgetary measures etc. 2) Mutual cooperation with the government, medical facilities, and universities for better telemedicine service and community health. |
| (6) | Site Visit/Discussion: Latest projects in Kagawa and neighboring prefectures including telemedicine, transportation of medicines using drones, and online delivery management using a mobile fetal monitor. |
| (7) | Action Plan formulation and presentation |
| Others | Program orientation |
| | Action plan presentation |
| | Evaluation meeting/ Closing ceremony |
| Follow-up | Hold presentation sessions to disseminate the knowledge gained from the course. |
| | Finalize action plan |
| | Implement Action Plan and prepare an implementation report |

4. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

Further Information:

http://www.jica.go.jp/english/our_work/types_of_assistance/tech/follow/alumni/association_support.html



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
 through Case Study of Advanced Telemedicine Region in Japan

Eligibility and Procedures

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable this 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) Officially nominated by his / her own government.

2) Current Duties: (a) or (b)

*For Thailand and Micronesia : A pair from each current duty is expected from one country.

(a) Central or local governments (division of hospital service management) administrative officer in charge of telemedicine in the hospital service management division of health ministry or equivalent.

(b) Tertiary and secondary hospitals at the regional level person in charge of telemedicine at hospitals or the equivalent.

3) Experience:

For (a) : have practical experience of more than Five (5) years as an official administrator in the Ministry of Health or related organization .

For (b) : If he/she is not in a managerial position, at least Ten (10) years



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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of clinical experience will be necessary.

- 4) Educational Background: be a graduate of the university.
- 5) Language: have competent command of spoken and written English
- 6) Health: must be in good health, both physically and mentally, to participate in the Online Program (we may request you to participate in online real time sessions in the early morning or nighttime as well). Pregnant applicants are not recommended to apply due to the potential risk of health and life issues for mother and fetus.
- 7) IT environment: Stable and Hi-Speed internet, PC (at least 3GB of vacancy), a web camera, and a microphone are essential for your participation. This program will be delivered by Google Classroom, Zoom, and YouTube. If you have any concerns, please ask the JICA office.

(2) Recommended Qualifications

- 1) Age: between the ages of thirty (30) and fifty (50) years, in principle.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan)

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application form. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

- (2) **Photocopy of Passport:** to be submitted with the application form if you possess your passport for re-confirmation of your data in the form.

*Photocopy should include the followings: Name, Date of birth, Nationality, Sex, Passport number and Expire date.

- (3) **Nominee's English Score Sheet:** to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) just for reference.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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- (4) **Inception Report:** to be submitted with the Application Form. Fill in Attachment of the General Information, and submit it along with the Application Form. Inception Report is very useful for us to get information about the applicant and his/her country. Hence, basically, we would not examine the application form without Inception Report appropriately prepared.

4. Procedures for Application and Selection

(1) Submission of the Application Documents¹³

Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Shikoku Center in JAPAN by October 15th, 2024)

(2) Selection

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than November 1st, 2024



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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5. Additional Document(s) to Be Submitted by Accepted Candidates

■ Power Point presentation data based on Inception Report

Only accepted applicants are required to prepare power point data for short presentation during early part of this course to introduce himself/herself and share experiences or challenges among participants.

6. Conditions for Attendance

The participants of KCCP are required

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



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Name: JICA Shikoku
- (2) Contact: Mr. Daisuke Oguri (Oguri.Daisuke@jica.go.jp)

2. Implementing Partner

- (1) Name: Kagawa University
- (2) URL: <https://www.kagawa-u.ac.jp/en/>

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.

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

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

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.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

| 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-WLQSDjI |
| 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 Shikoku | https://www.jica.go.jp/shikoku/english/office/index.html |

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

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

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



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



Website: JICA

English/French/Spanish/Russian

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



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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Other Information

Facebook

We post the KCCP articles on our Facebook (JICA SHIKOKU), written by Japanese and English, so please check and "like" us on the Facebook!



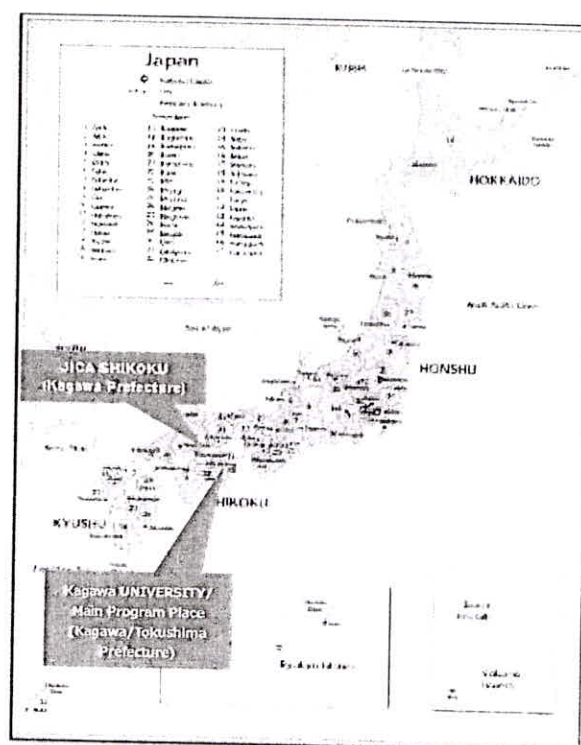
JICA四国
Government Organization



<https://m.facebook.com/jicashikoku/about>



Map of Japan



JICA Knowledge Co-Creation Program (Group and Region Focus)
Improvement of Community Health and Medical Systems with Telemedicine Services
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Annex

Preliminary Activity

To read the following documents stored in web site in advance.

(1) JICA Information (Sector overviews)

- JICA Activities in Health Sector (including Health System Strengthening)
[JICA Activities | Our Work | JICA](#)
- JICA Global Agenda No.6 Health
[agenda_01.pdf \(jica.go.jp\)](#)
- (JICA-Net Library) Medical Care System in Japan
[\[JICA-Net Library\]Health Medical Care System in Japan Second Edition - YouTube](#)
- (JICA-Net Library) The Okinawan experience in the sector of health system" series1
[\[JICA-Net Library\]"The Okinawan experience in the sector of health system" series1 Title 1 - YouTube](#)

(2) Related Websites

- Kagawa University <https://www.kagawa-u.ac.jp/en/>
 - Faculty of Medicine : <https://www.med.kagawa-u.ac.jp/english/international-contribution-and-exchange/>
 - YouTube Channel : <https://www.youtube.com/playlist?list=PLU1xE02-olHRygOo7zGPY4oqxZ2cNiBXt>
- Melody International: <https://www.melodyi.net/>
- Introduction Movies of iCTG: <https://www.youtube.com/watch?v=XkmdUrhQoa8>
<https://www.youtube.com/watch?v=mICQsarsSTo>
https://www.youtube.com/watch?v=RLIDRFL_cfA



Inception Report

Applicants to the program are required to submit Inception Report in the format below together with the application forms. This report will be used as reference in the selection of the program's participants. Therefore, this report must be completed. Any HANDWRITTEN or INCOMPLETE report will be DISQUALIFIED. The report should be within 6 pages.

1. Applicant's Information

| | |
|---|---|
| 1. Name | [Family] [First] [Middle] |
| --Nationality | |
| --Contact | Tel. Fax. |
| | Email address |
| 2. Name of Organization | |
| 3. Your professional Status | |
| --Your duties in charge (Please itemize) | |
| --Your relationship with JICA volunteers and/or the other JICA's activities, if any | |
| 4. Organization Chart (Mark your position) | Please attach the organization chart. |



2. Current situation in your country

- (1) Basic information about your country and applicants' region regarding improving community health and medical systems with telemedicine services (including the responsible ministry and organization and government's/municipality's policy related to these issues).
- (2) Expected role of your organization and department on these issues and Government's/municipality's policy related to these issues.
- (3) Your (personal) engagement and position regarding obstacles to these issues.
- (4) Needs for telemedicine services in your country (in rural and city areas)
- (5) Any concerns about telemedicine services.
- (6) Remark (special needs in your region e.g.)



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.



JICA Knowledge Co-Creation Program (Group and Region Focus)
**Improvement of Community Health and Medical Systems with Telemedicine Services
 through Case Study of Advanced Telemedicine Region in Japan**

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



Correspondence

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

Further, address correspondence to:

JICA Shikoku Center (JICA Shikoku)

Address: 1F, Kagawa Sanyu Bldg, 3 Kajiya-machi, Takamatsu, Kagawa, 760-0028, Japan

TEL: +81-87-821-8824 FAX: +81-87-822-8870

(+81+ is the country code for Japan and +87+ is the local area code)

Inception Report

Applicants to the program are required to submit Inception Report in the format below together with the application forms. This report will be used as reference in the selection of the program's participants. Therefore, this report must be completed. Any HANDWRITTEN or INCOMPLETE report will be DISQUALIFIED. The report should be within 6 pages.

1. Applicant's Information

| | | | |
|---|---------------------------------------|---------|----------|
| 1. Name | [Family] | [First] | [Middle] |
| --Nationality | | | |
| --Contact | Tel. | | Fax. |
| | Email address | | |
| 2. Name of Organization | | | |
| 3. Your professional Status | | | |
| --Your duties in charge (Please itemize) | | | |
| --Your relationship with JICA volunteers and/or the other JICA's activities, if any | | | |
| 4. Organization Chart (Mark your position) | Please attach the organization chart. | | |

2. Current situation in your country

- (1) Basic information about your country and applicants' region regarding improving community health and medical systems with telemedicine services (including the responsible ministry and organization and government's/municipality's policy related to these issues).
- (2) Expected role of your organization and department on these issues and Government's/municipality's policy related to these issues.
- (3) Your (personal) engagement and position regarding obstacles to these issues.
- (4) Needs for telemedicine services in your country (in rural and city areas)
- (5) Any concerns about telemedicine services.
- (6) Remark (special needs in your region e.g.)

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:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "√" or "x" to mark the () options,
- (e) To attach your photographs,
- (f) 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:

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

CHECK LIST before submission:

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

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 DurationFrom

| |
|--|
| |
|--|

 to

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

5. Organization

| |
|--|
| |
|--|

6. Name of the Nominee(s)

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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



Application form for the JICA Knowledge Co-Creation Program

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

[illegible]

First Name

[illegible]

Middle Name

[illegible]

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

5) Passport/Visa

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

*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

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

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

7) Present Position

| | | |
|---|--|-------------------|
| Organization | | |
| Year that entered the organization | | |
| Department / Division | | |
| Title | | |
| No. of years of service in the present position | Years | From (Month/Year) |
| | | |
| Type of Organization | <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____ | |
| Number of employees | | |
| Home Page Address | | |

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

| |
|---|
| (YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register) |
| (YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense |
| (YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency |
| (YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations |
| (YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities |

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

| | | | | |
|---|---------------|----------|----------|----------|
| 1) Language to be used in the course (as shown in GI) | | | | |
| Listening | () Excellent | () Good | () Fair | () Poor |
| Speaking | () Excellent | () Good | () Fair | () Poor |
| Reading | () Excellent | () Good | () Fair | () Poor |
| Writing | () Excellent | () Good | () Fair | () Poor |
| Language Test Scores if any (ex. TOEFL, TOEIC, etc.) | | | | |
| 2) Mother Tongue | | | | |



| | | | | |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages () | () Excellent | () Good | () Fair | () Poor |
|---------------------------|---------------|----------|----------|----------|

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

5. Background and Purpose of Application

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|



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

| |
|--|
| |
|--|

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION
(Self-Declaration)
1. Present Medical Status

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

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

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

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

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

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

2. Medical History

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

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

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

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

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

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

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

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes: Please specify () Name of medicine taken if any () |
|-----------------------------|--|

3. Other Medical Issues/Conditions

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

| |
|--|
| |
|--|

* Are you pregnant?

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

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

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

By Applicant

| |
|----------------------------|
| Date |
| Name and Title/Position |
| Signature |

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

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

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

2. Privacy Policy

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

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

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

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

(3) Security Notice

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

Information, and to otherwise properly manage such information.

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

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

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

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

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



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

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

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date

Name and
Title/Position

Signature