

PROCEDURE GUIDELINE

Knowledge Co-Creation Program

2024

JICA Madagascar

This guideline outlines the framework of each of KCCP's training programs and a series of processes, including the request for training, application, participation, and post-return.

The following is a list of pages that should be read by each HR Managers, applicants, and participants.

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Introduction

JICA's **Knowledge Co-Creation Programs (KCCP)** are a form of technical cooperation carried out by JICA based on bilateral agreements. Some of the knowledge that Japanese society has accumulated, including its background in areas such as organizational know-how and social systems, can be efficiently understood through first-hand experience. Each KCCP program is an important means of technical cooperation which supports human resource development and resolving issues in recipient countries.

JICA Knowledge Co-Creation Program (KCCP) The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

In Mauritius, JICA liaises with the following Ministry, which is the national focal point for all KCCP programs provided by JICA. This Ministry is responsible for conducting the Needs Survey, inviting applications and issuing nominations, and follow-up, as explained on the following pages.

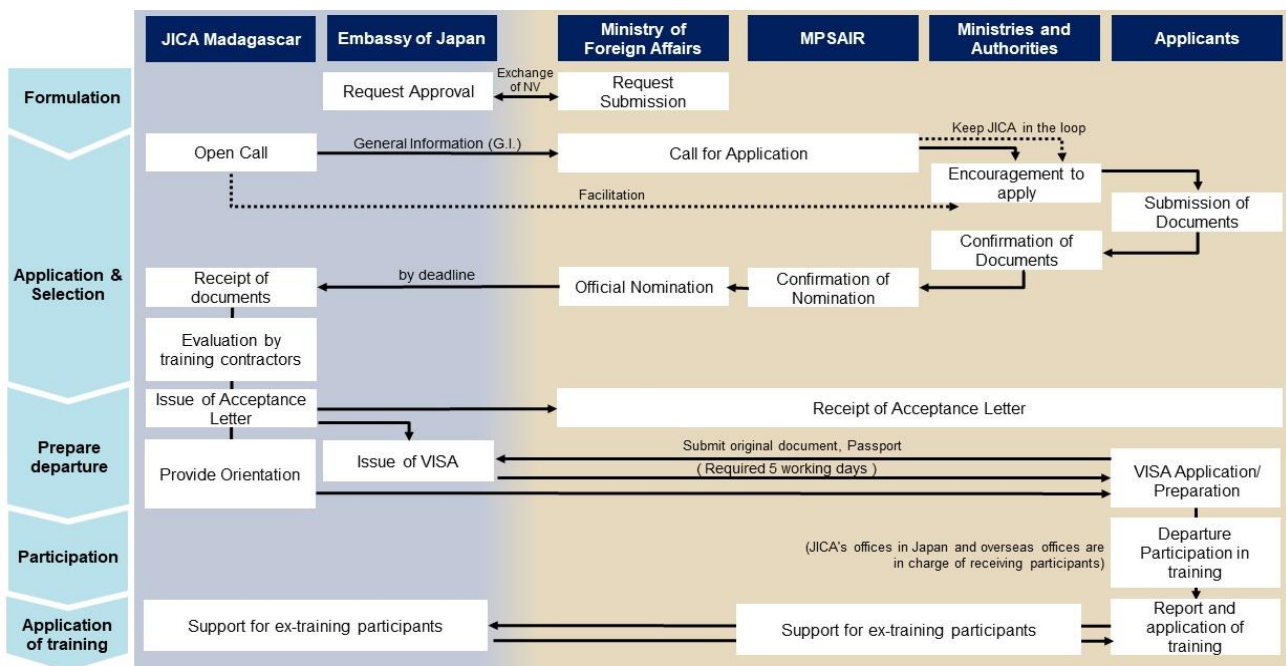
Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR)

Technical Assistance Programming Section (TAPS)

Tel: 405 5400 Fax: 2124124

Email: mcsar-tap@govmu.org

In accordance with the Japanese fiscal year (starting in April), JICA cooperates with related Ministries for its formulation through implementation. Although the timing of implementation differs depending on the training program, the basic flow and roles of those involved are as follows.



1. Training Formulation

1.1 Basic Knowledge of Training Requests

JICA's assistance is provided based on the official request from the governments of recipient countries. These requests are submitted during the annual survey process called “Needs Survey” conducted by the Embassy of Japan in collaboration with JICA, and based on the survey results, the Japanese side assesses the needs of the recipient government for Official Development Assistance and considers the relevance of each project.

In the formation of KCCP, which is a part of technical cooperation, a written request called “**application form**” is also required to be submitted at the time of the Needs Survey. Based on this request, the Japanese side examines the implementation of the training course, and the Embassy of Japan will notify its decision to approve or disapprove the request.

Meanwhile, for Third Country Training Programs (the type in which participation is requested by a third country), the decision to join the training course can be made without the submission of a request form due to the process by which it was formed. In addition, Counterpart Training does not require an individual request since the request has already submitted as a technical cooperation project. Hence, JICA may send the invitation of training courses other than the request submitted by the recipient country in the previous Japanese Fiscal Year (JFY)¹.

Therefore, it should be noted that the nature of the application forms needs to be submitted during the Needs Survey can be divided into two types depending on the training programs as follows.

“Application Form”

Select desired course from course list
(Applicable : Group and Region Focus, Young Leaders, and Long-term)

Country	Course Name	Language	Selected
Madagascar	Public International Law Focused on Law of the Sea and Placard Settlement of International Dispute	English	<input checked="" type="checkbox"/>
Madagascar	Theory and Practices to Official Statistics for Monitoring Sustainable Development Goals (SDGs)	English	<input checked="" type="checkbox"/>
Madagascar	Gender Mainstreaming in Economic Policy	English	<input checked="" type="checkbox"/>
Madagascar	Gender Mainstreaming in Economic Policy (continued)	English	<input type="checkbox"/>
Madagascar	Gender Mainstreaming in Economic Policy (continued)	English	<input type="checkbox"/>
Madagascar	Gender Mainstreaming in Economic Policy (continued)	English	<input type="checkbox"/>

Requires submission of a separate application form
Those that respond to specific needs of a beneficiary country as a technical cooperation, namely, “Individual Training”.
In that case, after the **individual consultation with JICA Madagascar**, a specific request is necessary with a description of the content of the training.
(Applicable: Country Training(Individual Training) and Third Country Training)

APPLICATION FORM FOR JAPAN'S TECHNICAL COOPERATION

- Date of Entry: Day _____ Month _____ Year _____
- Applicant: _____
- Technical Cooperation (T/C) Title: _____
- Type of the T/C **Select only one scheme.**
 Technical Cooperation Project / Technical Cooperation for Development Planning
 Science and Technology Research Partnership for Sustainable Development (SATREPS)
 Individual Expert Individual Training
- Contact Point (Implementing Agency): _____
 Address: _____
 Contact Person: _____
 Tel. No.: + _____
 E-Mail: _____
- Background of the T/C
 (Current conditions of the sector, Government's development policy for the sector, issues and problems to be solved, Existing development activities in the sector, the Project's priority in the National Development Plan / Public Investment Program, etc.)

¹ Japanese Fiscal Year runs from April till March.

1.2 Procedure of Needs Survey

The Needs Survey is conducted annually starting at the end of June or early July. Below are the specific procedures and points to note, mainly regarding the training programs selected from the course list.

STEP 1

Official Announcement (June-July)

The Embassy of Japan will send the lists of available training programs and course outlines to the Ministry of Foreign Affairs and will request to conduct the Needs Survey for the following Japanese fiscal year.

The number of courses that can be selected by the Government of Mauritius will also be announced at the same time.

STEP 2

Course selection in each Ministry/Department (1-2 weeks)

All Ministries/Departments will be notified by the national focal point to select their preferred course from the recommended course list by the deadline.

The recommended course list considered synergies with ongoing projects, past training participation, training needs, etc., and all Ministries/Departments are encouraged to select from it. If the desired course is not on the recommended course list, the Ministries/Departments may select the course that it deems to have the highest priority among the entire list of courses.

Other points to be considered in making their selections are as follows;

- ✧ **Respect the relevance to the policies and strategies of the Government of Mauritius and the Japanese Government's cooperation policy towards Mauritius.**
The recommended course list has been prepared by the Japanese side to reflect the above.
- ✧ **Strategic continuity before and after the training.**
Most of JICA's training are conducted by inviting one representative from the countries. Consider whether the candidate has relevant expertise and work experience, and whether there is a sufficient framework in place to fully utilize the training content within the Ministry after his/her returning.
- ✧ **Availability of suitable potential candidates**
Examine in advance that there are personnel available to participate in the preferred training course during the Japanese fiscal year (April to March of the following year). Despite the training course being selected by the Mauritius side, there have been many instances where no applicants have applied.

STEP 3

Submission of application form (August)

MPSAIR will review the preferences submitted by each Ministry and Department and finalize the list. Application form will be submitted by MPSAIR to the Embassy through the Ministry of Foreign Affairs.

STEP 4

Course Scrutiny (September-December)

Based on requests from all over the world, JICA will consider the feasibility of each course. In case of insufficient number of requests, or over capacity, another training will be allocated by JICA.

STEP 5

Notification of Approval (January)

After a final decision is made by the Japanese side, the selected courses will be approved. The selected training course will be communicated to the recipient country in the form of a Note Verbal.

1.3 Consultation

For the individual training, please contact JICA ODA Advisor in advance for the consultation. JICA ODA advisor will also assist in facilitating the process of application/nomination.

JICA ODA Advisor in Mauritius

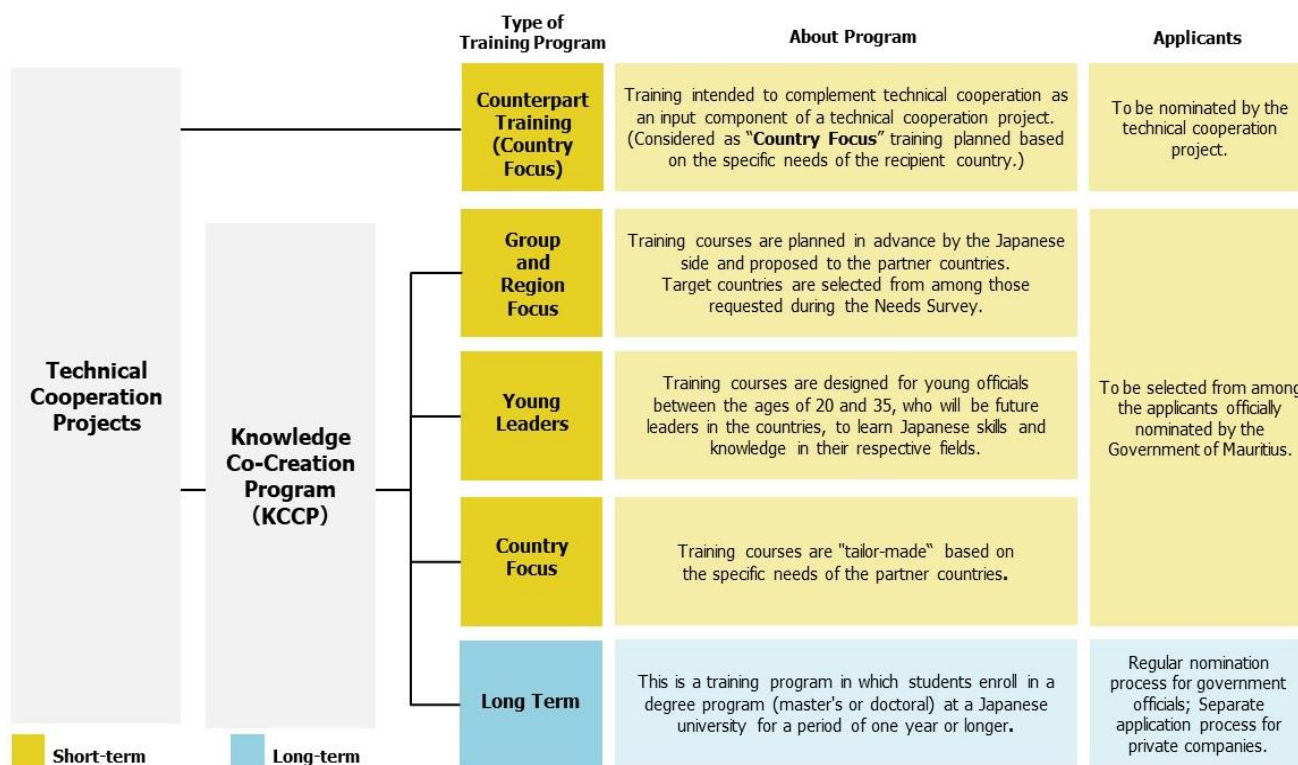
Ministry of Blue Economy, Marine Resources, Fisheries and Shipping

Tel : +230 5732 2598

Email : aidcoordinationJICAMU@gmail.com

2. Variety of Training Programs in Japan

KCCP consists of a variety of training programs, which can be divided into two types; one conducted in Japan and the other in a third country. For training conducted in Japan, there are four main programs, each with different objectives and selection criteria as shown below.



2.1 Group and Region Focus Program

This is a "ready-made" training program, in which the program is designed and proposed by the Japanese side to the recipient countries and implemented upon receiving requests for participation from multiple countries. It aims to transmit Japanese strengths to recipient countries as well as to enhance further co-learning among participating countries including Japan.

Training duration	The majority are short-term, ranging from a few weeks to 2-3 months, but a very few are conducted for a year.
Number of Allocation	To be determined in advance by the Japanese side. Mauritius has about 20 courses each Japanese Fiscal Year (JFY).
Formulation Process	Each country selects the training courses for the following JFY during the Needs Survey from the course lists. Approval will be notified by a Note Verbal from the Embassy of Japan.
Basic Conditions Required	<ul style="list-style-type: none"> - Age limit, experience, etc. as stated in General Information. - Application is subject to the approval of Government

2.2 Young Leaders Program

Young Leaders is conducted for the issues for young people living for the future of own countries. Participants in the program learn about Japan's experience and technologies in the specialized fields that will be required for the future development of their own country.

Training duration	18 days in total
Number of Allocation	To be determined in advance by the Japanese side. Mauritius has about 2-3 courses each Japanese Fiscal Year (JPY).
Formulation Process	Each country selects the training courses for the following JFY during the Needs Survey from the course lists. Approval will be notified by a Note Verbal from the Embassy of Japan.
Basic Conditions Required	- Never have any previous visiting experience to Japan. - Age between 20 to 35 year olds - Application is subject to the approval of Government

2.3 Country Focus Program

The country focus programs are conducted with original curriculums tailored to those needs and there are two main types;

- Counterpart² (CP) training for those involved in technical cooperation projects, yen loan projects, and other related projects (conducted as one of the inputs to existing projects.)
CP training can either be new training designed by the project itself, or it can be on top of existing Group and Region Focus training.
- "Individual training" (which requires the separate adoption)
As with technical cooperation projects, individual training programs are formulated based on specific needs from the recipient country. Prior consultation with JICA Madagascar is strongly recommended.

Type	CP training of a Project
Training duration	Short-term (2-3 weeks)
Formulation Process	- Basically, planned before project implementation. - Planned as one of the project inputs to achieve the project goals
Basic Conditions Required	- The Project (CP agency and JICA experts) determines the participants

² Counterparts are personnel to whom technology is transferred from a Japanese Expert dispatched by JICA. They are, in most cases, officials or professional/technical staff in the recipient organization.

2.4 Application and Selection Process for Group & Region Focus, Young Leaders, and Country Focus

<a few months before>

Open Call

A few months before the training, JICA Madagascar publishes a call for application for corresponding training to the Government of Mauritius. The focal point Ministry provides the application information to related ministries.

The main documents to be sent from JICA Madagascar are as follows;

- Letter of Proposal: Formal invitation letter from JICA Madagascar
- General Information: Document on the training (containing all information on training objectives, schedule, eligibility requirements, required documents, etc.)
- Application Form: Format required to be submitted.

Note: Inquiries regarding training program and any procedures should be directed to the focal point Ministry; **JICA does not accept inquiries from individuals.**

<by Deadline>

Nomination of Applicants

The applicants are required to follow the instructions from the focal point Ministry and submit the required documents **by the due date**. The Government of Mauritius submits the candidate list and required documents to JICA Madagascar through appropriate channels. The required documents vary from training program to training program, but the following are typical examples.

- Application Form
- Copy of Passport
- Country Report
- Job Report
- Medical Certificate (if required)

Note: Submit the application within the deadline set by the focal point in the government. Applications will not be accepted handwritten or with missing signatures of superiors.

<a week later>

Selection

Once JICA Madagascar receives the candidate list, evaluation of the relevant candidates will be carried out by the JICA Center in Japan and the training implementing agency.

Note: JICA Madagascar will only consider candidates who have been officially nominated by the Government of Mauritius through the appropriate channels. Nominees will be prioritized by the Government of Mauritius. Those giving nominations should verify that the candidate is eligible to apply. (In particular, make sure that the age limit has not been significantly exceeded and that the candidate has the necessary expertise and experience).

<1-2 weeks later>

Notification of Acceptance

JICA Madagascar sends an Acceptance or Not Acceptance Letter to the Ministry.

Note: The second priority (i.e., alternates) should be available for the training schedule in case the candidate withdraws from the training before the departure in order to avoid losing limited training opportunities.

2.5 Long-term Training Program

Long-Term Training Program gives opportunity to young administrators, researchers and business people to study at Universities in Japan for higher degree (Masters. Ph.D. etc.). Participants of these courses usually stay in Japan to conduct research for more than 1 year. The most major long-term training programs are;

■ SDGs Global Leader Program

SDGs Global Leader Program aims to foster junior/mid-level government officials, academicians and leading human resources who are capable of influencing policy making in their countries or contributing to socio-economic development in the near future. Under this program, participants aspiring to obtain a Master's and/or Doctoral degree are eligible to apply to graduate schools having concluded a Memorandum of Understanding with JICA. Needs Survey for this program are conducted every three years (Request for 2024-2026 were submitted in 2023.)

Nationality	Citizens of one of the 49 African countries
Age	Less than forty (40) years of age
Education Background	- Bachelor's degree for Master's degree course - Master's degree for Doctor's degree course
Working experience/ Status	- More than 6 months working experience at their current organizations. - Obtain permission for application and securing reinstatement from their current organizations.
Web Site	SDGs Global Leader JICA Development Studies Program - JICA Development Studies Program / JICA Chair

■ ABE Initiative (African Business Education Initiative for Youth) Program

The ABE Initiative is a program that offers opportunities for African youths to study master courses at Japanese Universities as international studies and to experience internship at Japanese companies. It aims to foster young personnel who can contribute to the development of industries in Africa as well as to be a "navigator" for Japanese firms' operations in Africa. This program likewise needs to be requested through the Needs Survey.

Nationality	Citizens of one of the 54 African countries
Age	Less than forty (40) years of age
Education Background	Bachelor's degree (equivalent to at least 16 years of academic background)
Working experience/ Status	Applicants for the category of " From Government " are required: - to have more than 6 months working experience at their current organizations, - to obtain permission for application, and - to secure reinstatement from their current organizations. Applicants for the category of " From the Private Sector " are required: - to have working experiences, and - not to be employed by Japanese companies at the timing of joining the program (arriving in Japan).
Web Site	Master's Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative) Africa Plaza - JICA

2.6 Application and Selection Process for Long-term

<Sep>

Open Call

JICA Madagascar publishes a call for application to relevant organizations in line with the objectives of the training.

For ABE Initiative, applications can also be from the private sector.

<Sep-Oct>

Nomination of Applicants

(For Public officials)

As with other training programs, applicants are required to follow the instructions given by the focal point ministry and submit their application **on time**. The required documents to be submitted are;

- JICA Application Form (with Annex: Details of working experience, Research Plan, Career Plan after graduation, and Declaration of desired university)
- Graduation Certificate
- Academic transcript
- A copy of Valid Passport with photo
- Two ID Photos
- Photocopy of the certificate of official English test (if any)

The Government of Mauritius selects candidate applicants and submit the official nomination letter with related documents.

Note: There is a **JICA application form** and an application form for each university. The university application form is required only for those who pass the 3rd selection.

< Oct >

1st Selection

JICA Madagascar will conduct screening of the submitted applications and will contact successful applicants for the 2nd selection.

< Oct >

2nd Selection

JICA Madagascar will conduct online interviews for those who pass the 1st Selection. Those who pass the interview will proceed to the 3rd Selection.

Note: JICA may advise the applicant to change the applicable course depending on the nature of the course (e.g. changing from ABE Initiative to SDG Global Leader.) In such cases, JICA will request the Government of Mauritius to update the nomination list.

< Dec - Jan >

3rd Selection

Document screening will be conducted by Japanese universities (mainly "Research Plan" of the Application Documents, the Undergraduate degree graduation certificate, and Academic transcript) in order to match applicants with university courses/supervisors. The applicants who pass this selection can proceed on to the 4th Selection.

JICA will inform of these applicants of the name of university where the applicant can apply. **The applicants then need to check and prepare university's application documents and submit them directly to the university.**

<Feb - Jul>

Final Selection

Application screening and interview will be conducted by the University.

The applicants must follow each university's application procedure as the timing and method of implementation will depend on each university. After receiving a Notification of Acceptance from the universities, JICA formally approve the applicant as a JICA scholar under the Program.

<Aug -Oct>

Pre-departure

JICA will conduct pre-departure Orientation and issue Air ticket about a few weeks before, and the candidate apply for the Training VISA at the Embassy of Japan in Mauritius (At most, 5 working days required)

<Aug - Oct >

Arrival in Japan

Orientation will be conducted by JICA domestic center.

<1 – 3 years >

Long-term training Program

In principle, the participants study between 1 to 2 years for Master's Program or 3 years for Ph.D. Program depending on each program offered by universities. JICA and university closely support participant's life and study through regular follow-up and monitoring.

Returning Home Country

After participants return to the country after graduation and internship program (if applicable), they are expected to keep their relationship with JICA and Japan through debriefing sessions and alumni associations, and JICA will support their activities to contribute to the development of their countries.

3. Training Programs in the Third Country

3.1 Third Country Training Program (TCTP)

TCTP is implemented in a third country providing resources and hosting the personnel from other countries to transfer, disseminate and establish practical development experiences, knowledge and technologies (In some cases, it is implemented by inviting lecturers from Japan or a third country other than the country providing resources). TCTP is categorized into the following two types in accordance with a country which makes a request.

(1) TCTP (Host-country request type)

Upon request from a host country providing resources, this type of TCTP accepts participants from countries seeking to obtain training, whereby an implementing agency is selected, and a curriculum is prepared. While all the responsibility for inviting participating countries and implementing the training is entrusted to the host country's implementing agency, JICA also provides support for the implementation of the training in cooperation with the overseas offices in the participating countries. After receiving the notification of approval from the Embassy of Japan, the implementing agency discusses the training contents with the JICA overseas office, prepares and concludes the Minutes of Meeting.

(2) TCTP (Participating-country request type)

Upon request from a country seeking to obtain a training, participants receive the training provided by an implementing agency in a host country. The country seeking to obtain a training submits a written request after prior consultation with the host implementing agency and the JICA overseas office. After the approval, a separate request for acceptance will be submit to the host country and the implementing agency through JICA's overseas office.

4. Pre-departure Preparation

(1) Pre-departure Orientation

JICA will conduct a pre-departure orientation for selected participants a few weeks prior to departure. This will introduce the necessary procedures for departure and their stay in Japan. All necessary information will be provided with KENSHU-IN HANDBOOK during the pre-departure orientation.

(2) Registration for Alumni Association

The Japan Dodoshima Alumni Association (JDAA) is an alumni association of participants from Mauritius in training and scholarship programs offered by JICA and the Japanese government. The JDAA conducts activities to maintain friendly relations between Mauritius and Japan after their participation in the training programs. In addition, JDAA also shares tips information with participants on how to spend their time in Japan and what to bring before departure etc.

(3) E-ticket and VISA application procedures

JICA will guide you to apply for a training VISA after issuing an E-ticket. Necessary documents such as letter of Guarantee, letter of Reason for Entry, flight information, passport copy, etc. will be submitted to the Embassy of Japan in Mauritius by JICA Madagascar, but it is necessary to submit the application form and original passport to the Embassy by selected applicants him/herself. As it takes 5 working days to issue a VISA, please make an appointment at the Embassy as soon as possible, as instructed by JICA Madagascar.

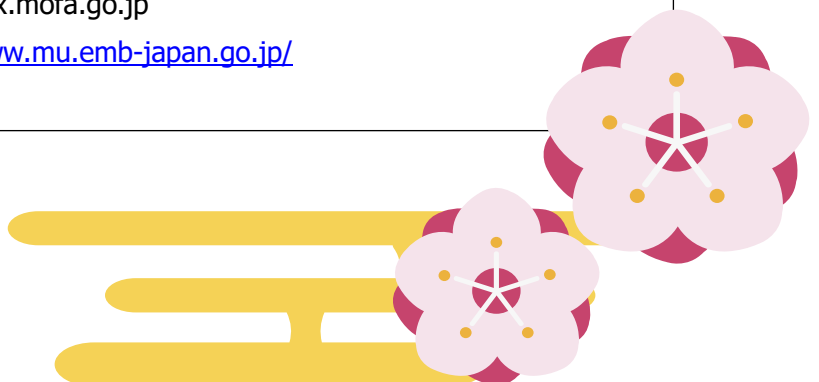
■ VISA application format:

https://www.mofa.go.jp/j_info/visit/visa/index.html#section4

■ Where to make an appointment:

The Embassy of Japan in Mauritius

- Address: Level 6, One Cyber City Building, Ebene Cyber City, 72201
- Working hours for VISA application: 9h00-12h00 and 13h00-16h30)
- TEL: +230 460 2200
- Email: japanembassy@mx.mofa.go.jp
- For more info: <https://www.mu.emb-japan.go.jp/>



5. Trainee's Status and Treatment during stay in Japan

(1) Legal status

Status of Residence Trainees are granted a status of residence (visa) called "trainee" based on the provisions of the Immigration Control Act. For the case of long-term training in Japan for more than one year, the status of residence is "Foreign Student".

Before departure, trainees obtain a valid visa at Japan Embassy in Mauritius. When the trainees enter Japan, status of residence and period of stay will be set, and stamped on the passport. The term "training" here is defined as "activities to acquire skills that have been accepted by public and private institutions in Japan," and this law prohibits trainees from running a business that generates income or for receiving remuneration.

Trainees who stay in Japan for more than three months will be issued a residence card at the time of entry. You must carry the residence card with you at all times (if you do not have it, you may be charged with a crime). If you are staying for less than 3 months, you are obliged to carry your passport with you at all times.

(2) Allowances

JICA provides allowances to trainees such as travel expenses, transportation expenses, accommodation expenses, living expenses, airport usage fees, training travel expenses, etc. JICA divides the treatment of trainees into two types, semi-high-level trainees and general trainees, depending on the position of the trainees in their home country. For the details of allowance, refer to KENSHUIN GUIDEBOOK.

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

(3) Medical Insurance etc.

JICA has overseas travel insurance for trainees with the following contents.

1) Details of Coverage

The contents of the coverage under this insurance are as shown in the table below;

Guarantee type	Insurance amount
Accidental death / permanent disability	5 million yen
Disease death	5 million yen
Treatment / relief cost insurance claim (Injury treatment cost, Disease treatment cost, Rescuer expenses, etc.)	30 million yen (max.)
Damage to personal belongings	100,000 yen (max.)
Indemnity liability	100 million yen (max.)

2) Medical card

If a trainee receives medical treatment at a medical institution due to injury or illness during stay in Japan, the cost will be covered by the above-mentioned insurance. As a general rule, the person in question does not have to pay the burden (see 3) for exemptions). At the initial orientation in Japan, all trainees are given a "medical card" issued by JICA, and when they visit a medical institution, they are instructed to present this medical card for medical examination. The medical card is a document that asks the medical institution to bill the medical fee directly from the insurance company, and if the medical institution accepts the use of the medical card, the trainee does not need to pay the medical fee at the counter (the medical card contains the details of how to bill the medical fee and the billing address). In any cases that medical institution does not accept the medical card, the trainee will reimburse the medical expenses and later bill the insurance company with a receipt.

3) Exemption

The Medical Card does not cover the following types of medical treatment, and the cost is borne by the patient. (a) Injury or illness caused by intentional or gross negligence, (b) Medical treatment of injury or illness before arrival in Japan (pre-existing condition), (c) Medical treatment related to pregnancy or delivery and treatment of diseases resulting therefrom, (d) Treatment of dental diseases that do not require urgent medical treatment, (e) Plastic surgery and teeth correction for cosmetic purposes, (f) Purchase of eyeglasses. As mentioned above, diseases that have been under continuous treatment since before coming to Japan or that suddenly developed before arrival in Japan, it's not eligible for compensation.

6. Post-training (After returning from Japan)

JICA implements the following post-training activities in order to keep in contact with alumni (ex-participants), enhance friendly relations, and provide the latest technical information.

(1) Submission of your Action Plan and reports

Upon their return, ex-participants should submit an action plan or a report that can be shared with JICA for each training to the JICA Madagascar.

JICA Madagascar will conduct evaluation and follow-up to verify how these action plans are being implemented and the results of the training.

(2) Follow-up Technical Support

As part of the post-training activities, instructors from the program implementing partner may be sent to ex-participants' organizations so as to provide them with technical guidance which directly correlates with their development needs. This is coupled with a sharing of the latest technology.

If you desire such cooperation, please contact the JICA Madagascar.

(3) Participation on JDAA Activities

More than 130 alumni associations have been established by ex-participants in more than 110

countries. In Mauritius, there is an alumni association called JDAA (Japan Dodoshima Alumni Association) regroups beneficiaries of Japanese training programs and scholarships. Its aim is to:

- Strengthen the cooperation and friendship between Japan and Mauritius.
- Promote friendship and solidarity between ex-participants of JICA's trainings and scholarship programs.
- Support the pre-departure orientation and post-return activities of training participants.
- Facilitate all the alumni association's activities within national and international frameworks.
- Facilitate Japan International Cooperation Agency cooperation activities in Mauritius.

In order to enable alumni to fully utilize the technical expertise they gained in Japan, JICA may supply equipment and/or provide financial support (for instance, for seminars, workshops, research and study, and educational materials and manuals) to the organizations to which they belong in their home countries if it is deemed necessary for enhancement of the training results. If you desire such cooperation, please contact the JICA Madagascar through JDAA. JICA will give the necessary information, and upon submission, give due consideration to all such requests.



JDAA (Japan Dodoshima Alumni Association)

Facebook :

<https://www.facebook.com/Japan.dodoshima>

Contact: japandodoshima@gmail.com

