

Date: 12 June 2025

Ref No. JICA(UKR)- 25-06-12 074

National Agency of Ukraine on Civil Service
Center for Adaptation of the Civil Service to the Standards of the European Union

Subject: JICA's KCCP Training course **202411621J001** "Capacity Development for Empowerment of Rural Women"

First of all, we would like to express our sincere gratitude for your cooperation with JICA's activities.

We are pleased to inform the National Agency of Ukraine on Civil Service (Center for Adaptation of the Civil Service to the Standards of the European Union) that the Japan International Cooperation Agency (JICA) will conduct the training course "*Capacity Development for Empowerment of Rural Women*" in person in Japan from November 02 to November 29, 2025.

This course is offered to the Government of Ukraine for the Fiscal Year 2025 and This program is designed for officers working for rural women on life improvement, agriculture, and community development at agricultural extension offices, branch offices of Central Government, Local Government, or Non Governmental Organizations.

All sessions will be conducted in English. Please note that participation in the course is subject to certain conditions (outlined on page 2) and the security situation at the time of training.

The allotted number of candidates for Ukraine **is one**. However, JICA Ukraine Office may accept multiple applications, though participation is not guaranteed.

Applicants must submit the following documents to JICA Ukraine Office **by August 04, 2025**:

- Completed Application Form
- Photocopy of Passport or ID
- English Score Sheet (if any)

We highly appreciate your cooperation and consideration in this matter.

Attachments: *Course Brochure, Application Form (Excel format).*

Sincerely yours,



Sawako YOSHINO

Representative of JICA Ukraine Office



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№5630/94-25 від 20.06.2025
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CONDITIONS FOR UKRAINIAN APPLICANTS FOR STUDY TOUR TO JAPAN

1. Logistics and Visa

1. Participation in the study tour is voluntary.
2. Participants will depart for Japan from Warsaw.
3. Under Martial Law, participants must ensure their eligibility to cross the border and stay abroad during the training period.
4. Visa applications should be submitted to the Japanese Embassy in Kyiv (processing time: 5 working days).

2. Travel to Poland

1. JICA will reimburse travel expenses to/from Poland and accommodation in Warsaw (if required) upon arrival in Japan.
2. Participants are responsible for arranging their own transportation, accommodation, and logistics in Poland.

3. Candidates with Military Affiliation

If a military-affiliated candidate is prioritized, please inform JICA Ukraine Office **as soon as possible** as Approval from the Ministry of Foreign Affairs of Japan takes up to 3 weeks.

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.

4. Candidates with Medical History

Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus. This program contains hands-on practice using construction models and site visits to construction site. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History

5. English Proficiency

If a candidate does not submit an English proficiency certificate, their proficiency must be assessed before selection.

We appreciate your cooperation in ensuring a smooth nomination process.