No.12040/9/2014-TRG(FTC/IR) Government of India Ministry of Personnel, Personnel Grievances and Pensions Department of Personnel and Training [Training Division]

Block-4, Old JNU Campus New Mehrauli Road, New Delhi-67 Dated – March 10, 2014

TRAINING CIRCULAR

Subject: Group Training Course in 'Flood Disaster Mitigation' to be held in Japan from September 30, 2014 to September 18, 2015 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training programme to be held in Japan from September 30, 2014 to September 18, 2015 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries which suffer from them consistently.

3. The programme is designed for technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advance technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to a practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

4. The applying organizations are expected to select the officials in accordance with the procedures described in III-4 of the general information booklet. The candidates for this course should be a technical official, engineer or researchers having more than 3 years of experience in the field of river management or flood disasters in governmental organizations.; be university graduate preferably in civil engineering, water resource management, or disaster mitigation, or related department; be proficient in basic computer skills; have a competent command of spoken and written English; be in good health (both physically and mentally); be over twenty five and under forty years of age; not be a part of military service.

5. In addition to above, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

6. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

7. It is therefore requested that the nomination of suitable candidates may please be forwarded (in duplicate) in JICA's prescribed form (available in persmin.nic.in \rightarrow DOPT \rightarrow Training Wing \rightarrow Circular \rightarrow JICA) to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than May 15, 2014. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).

(N.K. Wadhwa) Under Secretary to the Government of India Tele.No.011-26165682 E-mail-ID <u>naresh.wadhwa@nic.in</u>

Copy to:

- a) The Secretary, Ministry of Home Affairs, North Block, New Delhi-01,
- b) The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi-01,
- c) The Secretary, Ministry of Environment and. Forests Paryavaran Bhawan, CGO Complex, Lodhil Road, New Delhi-03,
- d) The Chairman, NDMA Bhawan, A-1, Sufdarjang Enclave, New Delhi-29,
- e) Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

FLOOD DISASTER MITIGATION 課題別研修「洪水防災」 JFY 2014 NO. J14-04015 / ID. 1480043 Course Period in Japan: From September 30, 2014 to September 18, 2015

This information pertains to one of the Group and Region-Focused Training of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

A natural hazard becomes a disaster when the affected country or region lacks the coping capacity. In recent years, flood disasters have been increasing in numbers as well as in scale. This is particularly so in developing countries due to lack of leadership with vision, political will, coping capacity and resources. The resulting social and economic damages in such cases are likely to worsen with climate change.

In order to address this problem, and to plan sustainable development in developing countries, there is an urgent need to nurture leaders and experts on flood disaster mitigation, who can plan and implement management measures such as preparedness, response, recovery and rehabilitation.

Japan has a wealth of experience in coping with and managing many kinds of natural disasters including floods, and therefore is in a position to assist and transfer knowledge and expertise which can contribute to the development process of needy countries.

This program aims to train experts with the hope that they in turn will transfer the knowledge gained to the next level of professionals thereby upgrading the human resources capacities of developing countries.

For what?

This program aims to develop the participant's capacity to practically manage and mitigate damages of flood disasters and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries which suffer from them consistently.

For whom?

This program is provided to technical officials, engineers or researchers who are expected to be core human resources in the organization. Participants are expected to become independent investigators in the areas of integrated flood disaster management, who are equipped with the most advance technical and legal know-how to enhance the basic understanding of the challenges of flood risks and to translate this knowledge back to a practical flood disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

Remark:

The curriculum of this program is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and the Public Works Research Institute (PWRI). Achieving required credits during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and PWRI.

Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.

II. Description

1. Title (J-No.):

Flood Disaster Mitigation (J14-04015)

2. Course Period in JAPAN September 30, 2014 to September 18, 2015

3. Target Regions or Countries

People's Republic of Bangladesh, Federative Republic of Brazil, Republic of Colombia, Federal Democratic Republic of Ethiopia, Republic of Fiji, Republic of Guyana, India, Jamaica, Republic of Kenya, Malaysia, Republic of the Union of Myanmar, Republic of Nicaragua, Federal Republic of Nigeria, Islamic Republic of Pakistan, Republic of the Philippines, Democratic Socialist Republic of Sri Lanka, The Republic of the Sudan, Kingdom of Thailand, The Democratic Republic of Timor-Leste

4. Eligible / Target Organization

This program is designed for governmental organizations concerning river management or flood disasters.

- 5. Course Capacity (Upper limit of Participants) 20 participants
- 6. Language to be used in this program: English

7. Course Objective:

The participant's capacity to practically manage and mitigate damages of flood disasters in developing countries which suffer from them consistently is enhanced.

8. Overall Goal

The damage of flood disasters is reduced by planning and implementing the countermeasures of flood disasters in their countries.

9. Expected Module Output and Contents: This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country; Participants make required preparation for the Program in the respective countries.			
	Activities		
	Submission of Assignments		
	Formulation and submission of Inception Report Presentation Material		

(2) Phase in Japan;				
Participants dispatched by the organizations attend the Program implemented in Japan.				
Outputs	Subjects/Agendas (Tentative)	Methodology		
To be able to explain	Basic concepts of IFRM: Integrated Flood Risk	Lecture		
basic concept and	Management:			
theory on generation	- Outline of integrated flood risk management			
process of flood	- Disaster management cycle			
disasters, hazard risk	- Basic concepts of IFRM			
evaluation, disaster	Urban Flood Management and Flood Hazard	Lecture,		
risk management	Mapping:	Exercise		
policy and	- Outline of disaster prevention countermeasures			
technologies	- Local disaster emergency plan			
	- Non- structural countermeasures in Japan			
	(Early warning system, Flood Hazard Map)			
	Disaster Mitigation-Recovery Policy:	Lecture		
	- Social System against Disasters			
	- Education on Basic Knowledge for Disasters			
	- Policy for Infrastructure			
	- Policy Making Process for Disaster			
	Disaster Risk Management:	Lecture		
	- International activities for disaster mitigation			
	- Community based disaster risk management			
	- Practical risk assessment			
	Site Visit of Water-related Disaster Management	Field trip		
	Practice in Japan			
To be able to explain	Hydrology:	Lecture		
basic concept and	- Climate System and Water Cycle			
theory on flood	- Hydrological Processes, In-situ Observation			
countermeasures	and Modeling			
including landslide	- Remote Sensing of Hydrology			

and debris flow	Water Resources Planning and Management	
	Hydraulics:	Lecture,
	- Fundamentals	Exercise
	- Advection and Diffusion	
	- General transport equations	
	Flood Hydraulics and River Channel Design:	Lecture
	- Outline of rivers in Japan	
	- Fundamental mechanics of flood flows	
	- Steady quasi-two dimensional analysis of Flood	
	flow	
	Mechanics of sediment transportation and river	Lecture
	changes:	
	- Mechanics of sediment transportation	
	- River morphology	
	Sustainable reservoir development &	Lecture,
	management:	Exercise
	- Outline of Dam Engineering	
	- Flood Control Plan by dam	
	- Flood Control Operation by dam	
	Control measures for landslide & debris flow:	Lecture,
	- Introduction to Sabo projects	Exercise
	- Countermeasures for sediment-related disasters	
	- Hazard mapping for sediment-related disasters	
	Computer Programming:	Lecture,
	- Programming Language	Exercise
	- Numerical Computation	
	Basic Practice on Flood Forecasting &	Lecture,
	Inundation Analysis	Exercise
	- Geographic Information System (GIS)	
	- Rainfall-Runoff-Inundation modeling	
	- Runoff Analysis with IFAS	
	- Large-scale Runoff Analysis with BTOP	
	Advanced Practice on Flood Forecasting &	Lecture,
	Inundation Analysis	Exercise
	- Advanced Geographic Information System	
	(GIS)	
	- Advanced Remote Sensing	
	_	
	- Advanced Hydrological Model	
	Advanced Hydrological Model River Ecohydraulics	Lecture

	- Environmental Impacts of Dams	
	- Sediment Management in Reservoirs	
To formulate the	Individual study:	Discussion,
countermeasures to	- Formulation of the Master thesis	Presentation
solve the problems	 Participants will make a Master thesis based 	
and issues	on the knowledge and techniques acquired	
concerning flood	through Lectures, discussions, Exercises and	
disasters in their	Field Trips in the program.	
countries for	- Formulation of the Action Plan	
applying techniques	> Participants will make an Action Plan for	
and knowledge	solving problem in the field of water-related	
acquired through the	disaster in their countries by using	
program	knowledge and techniques acquired through	
	the program.	

<Structure of the program>

(1) Preliminary Phase:

After receiving the "Notice of Acceptance", each participant has to make and submit an "Inception Report Presentation Material" and assignment materials to review fundamental subjects (e.g., math, hydrology) necessary for the master's level course work.

(2) Core Phase in Japan:

This program consists of "Lecture", "Exercise", "Field trip" and "Individual study". This course schedule is shown in Fig 1.

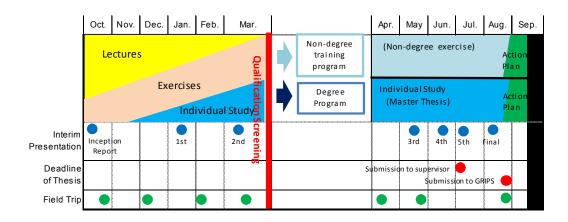


Fig. 1: Course schedule in Japan

III. Conditions and Procedures for Application

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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

- (1) be nominated by their governments in accordance with the procedures described in III-4.
- (2) be technical officials, engineers or researchers who have three (3) or more years of experience in the field of river management or flood disasters in governmental organizations.
- (3) be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- (4) be proficient in basic computer skills.
- (5) be proficient in English ---with a minimum TOEFL score of Internet-Based Test (iBT)79 (Paper-Based Test 550), IELTS 6.0 or its equivalent.
- (6) be in good health, both physically and mentally, to participate in the program in Japan.
- (7) be over twenty-five (25) and under forty (40) years of age.
- (8) not be serving any form of military service.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the JICA office (or the Embassy of Japan).

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- 1. letter of the participant's consent to bear economic and physical risks
- 2. letter of consent from the participant's supervisor
- 3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) Application Materials for GRIPS*/PWRI** Master Program:

The entire curriculum of this program is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master Program as written in *ANNEX I*.

- Application Form for GRIPS/PWRI Master Program
- Certificate of Health
- Certificate of Employment
- Two letters of Recommendation
 - Applicants must submit two letters of recommendation in <u>sealed envelopes</u> that are signed across the seal.
 - These letters should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor.
- Official Transcripts or Official Copy of Transcripts
- Official Copy of Diploma or Degree Certificate
- Official Document Certifying English Proficiency (Certificate of TOEFL, and IELTS, etc.)

*GRIPS -National Graduate Institute for Policy Studies

**PWRI – Publics Works Research Institute

(3) Inception Report (See ANNEX II):

Each applicant must prepare an "Inception Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 6 pages (12-point font, double-spaced, A4 size paper) and in the required format (see *ANNEX II*). The Inception Report will be used only for screening purpose and as training materials, only if applicant is selected.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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 Center in JAPAN <u>May 30th, 2014</u>.

(2) Selection:

- After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) will conduct screenings, and send the documents to JICA Tsukuba, which organizes this project.
- 2) JICA Tsukuba will carry out the screening jointly with PWRI and decide the passed applicants out of those who fulfill the set qualifications described

above in III.2.

- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
 - 1. <u>The Cost of transportation to the respective country's JICA office for</u> receiving an interview will be paid by Applicants.
- A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts.
- 5) The applicants who are accepted to participate in this program will be decided by a faculty council of GRIPS finally by <u>the end of July, 2014</u> (This schedule cannot be delayed).

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

(3) Notice of Acceptance

Notification of results shall be delivered to the respective Government through the respective countries' JICA office (or Embassy of Japan) by <u>no later than August 5,</u> 2014.

(*Acceptance Agreement from GRIPS will be sent together with the notice of acceptance.)

5. Document(s) to be submitted by accepted candidates:

Accepted participants are required to prepare and submit the following documents to JICA Tsukuba by **September 19, 2014.**

- Inception Report Presentation Material (PowerPoint file)
- Assignment Material

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the

accommodation designated by JICA.

7. Certificate and Master's Degree:

- Participants who have successfully completed the program will be awarded a certificate by JICA.
- Participants who have successfully achieved the required credits will be awarded a Master's Degree, 'Master of Disaster Management' by GRIPS and PWRI.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA TSUKUBA
- (2) Contact: (tbictpp@jica.go.jp)

2. Implementing Partner:

(1) International Centre for Water Hazard and Risk Management (ICHARM), Publics Works Research Institute (PWRI)

- 1) URL: <u>http://www.icharm.pwri.go.jp</u>
- 2) Address: 1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
- 3) TEL: +81-29-879-6809
- 4) FAX: +81-29-879-6709
- 5) E-mail: training.icharm@pwri.go.jp
- 6) Remark: ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the PWRI. ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment.

(2) National Graduate Institute for Policy Studies (GRIPS)

- 1) URL: <u>http://www.grips.ac.jp/</u>
- 2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
- 3) TEL: +81-3-6439-6046
- 4) FAX: +81-3-6439-6050
- 5) E-mail: admissions@grips.ac.jp
- 6) Remark: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

3. Travel to Japan:

- (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance**: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan basically:

JICA Tsukuba International Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan

TEL: +81-29-838-1111, FAX: +81-29-838-1776

(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility information of JICA Tsukuba at its URL: http://www.jica.go.jp/english/contact/domestic/information.pdf

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are <u>not</u> included)
- (4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan. *The curriculum of this program is approved as a master's degree program by GRIPS and PWRI.* <u>The application fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.</u>

6. Pre-departure Orientation:

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

V. Other Information

1. Computer:

The participants are recommended to bring own laptop/notebook computers to prepare the action plan, presentation slides and to communicate by e-mail.

2. Relevant Data for flood disasters in participants' country:

The participants are strongly recommended to bring the relevant data for flood disasters in your country on your laptop/notebook computers for preparing the action plan, presentation slides etc.

3. Introduction of participants' country:

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, cloths, instruments or ornaments.

END

ANNEX-I:	Application Materials for GRIPS/PWRI Master Program
ANNEX-II:	Instruction for Inception Report
ANNEX-III:	Course Schedule (tentative)

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 and are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "*adopt and adapt*" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

> JICA Tsukuba International Center (JICA TSUKUBA) Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0074 Japan TEL: +81-29-838-1111 FAX: +81-29-838-1790