

No. 12040/11/2016-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: 17.03.2016

**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Program on "Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" to be held in Japan from 4<sup>th</sup> July, 2016 to 6<sup>th</sup> August, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on "Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" to be held in Japan from 4<sup>th</sup> July, 2016 to 6<sup>th</sup> August, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to contribute to the improvement of the techniques and knowledge of counterpart organizations and their related organizations of Japan's bilateral cooperation programme.

3. The applying organizations are expected to nominate engineers who are responsible for "Water Quality and Purification" of operation and maintenance of urban water supply and engaged in urban water supply field offices, such as water treatment plants, with at least 5 years of experience in the relevant field. The officer should have competent command over spoken and written English; must be in good health (both physically and mentally) and must not be part of any type of military service. The recommendable age of the candidates is under 45 years.

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

- a) Whether attended any foreign training program in the past? If so, the duration/details 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.

5. 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).

6. *It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in two copies) in JICA's prescribed format* to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **3<sup>rd</sup> May, 2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/Index.aspx>

  
(P.K. Pattnaik)

Under Secretary to the Government of India

Tele no: 011-26109049

To,

- a) Secretary, Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
- b) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- c) Secretary, Ministry of Drinking Water and Sanitation, Paryavarn Bhawan, CGO Complex, Lodhi Road, New Delhi.
- d) Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
- e) Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### OPERATION AND MAINTENANCE OF URBAN WATER SUPPLY SYSTEM (WATER QUALITY AND PURIFICATION)(B)

課題別研修「都市上水道維持管理(浄水・水質)(B)」

JFY 2016

NO. J1604359 / ID. 1684469

Course Period in Japan: From July 4, 2016 to August 6, 2016

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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.

#### ‘JICA Knowledge Co-Creation (KCC) Program’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

It has been recognized that more than 1.1 billion people around the world have no access to safe drinking water.

Millennium Development Goals (MDGs) target to halve, by 2015, the proportion of the people who are unable to reach or to afford safe drinking water. The new Sustainable Development Goals (SDGs) target to ensure “By 2030, achieve universal and equitable access to safe and affordable drinking water for all” with sustainable management.

Kobe City has accumulated various experiences in operation and maintenance of urban water supply system, through the trial and error in the modernization and recovery process after WWII. The accumulated technique and knowledge shall contribute to secure the safe and sustainable water supply in developing countries.

## **For What**

This program aims to contribute to the improvement of the techniques and knowledge of counterpart organizations and their related organizations of Japan’s bilateral cooperation program.

## **To whom**

Engineers currently engaged in “Water Quality and Purification” who belong to urban drinking water supply management organizations and who have more than 5 years of working experience in the said field, as well as being the leadership position to give technical instructions to other personnel.

## **How**

- (1) Participating organizations are required to have discussions about the issues on “Water Quality and Purification” of operation and maintenance of urban water supply system in the organizations, and give the participants clear mission or assignment what to acquire in the program, before their departure.
- (2) Participants will learn and observe the urban water supply system, specifically on “Water Quality and Purification” in Kobe City, and analyze what can be applied to their organization in order to improve the issues of the organization.
- (3) Participating organizations are required to establish a program by their own initiative to disseminate the technique and knowledge brought back by the participants.

## II. Description

1. **Title (J-No.): Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B) (J16-04359)**
2. **Course Period in JAPAN**  
July 4, 2016 to August 6, 2016
3. **Target Regions or Countries:**  
Ethiopia, Eritrea, Democratic Republic of the Congo, Zambia, Malawi, Rwanda  
India, Sri Lanka, Laos, Myanmar, Iraq, Turkey,
4. **Eligible / Target Organization :** This program is designated for counterpart organizations or their related organizations of Japan's bilateral cooperation program.
5. **Course Capacity (Upper limit of Participants) :**  
15 participants
6. **Language to be used in this program :** English (Including Japanese with English interpretation.)
7. **Course Objective:**  
To develop engineers' capabilities for them to take the core role in the field of "water quality and purification" in the organizations in charge of urban water supply in the target countries and regions so the applicable knowledge and skills of Japan are to be shared among the engineers and technicians in their home countries.
8. **Overall Goal:**  
By sharing the acquired knowledge and skills in the field of "water quality and purification" of Japan's urban water supply system, the capabilities of urban water supply maintenance and management in target countries and regions will be improved.
9. **Expected Module Output and Contents:**

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country (May · June 2016)</b> <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Output	Contents	Method
1) Issues of participating organizations and what participants should acquire in training in Japan will be clarified.	(1) Preliminary discussion in the organizations	Discussion in the organization
	(2) Participants to recognize clear assignment and tasks for the training program.	Discussion in the organization
	(3) Submission of Inception Report	Report preparation

All the participants are required to present the **inception report** in the core phase in Japan. Participants are requested to bring PowerPoint slides data, including pictures, photos, maps etc. for efficient presentation, whose data is to be sent to JICA Kansai before visiting Japan

**(2) Core Phase in Japan**  
 (July 4, 2016 to August 6, 2016)  
 Participants dispatched by the organizations attend the Program implemented in Japan.

Output	Contents	Method
2) Participants will be able to explain about Water Quality and Purification issues and related operation and maintenance techniques utilized in Kobe City and other organizations.	(1) Water Treatment (introduction and visit to water treatment plant, methodology of water quality control, theory of chlorination , comprehensive water treatment)	Lecture/ Observation
	(2) Review of the learning	Discussion
3) Participants will be able to explain about adequate administration of water supply business, and apply Water Quality and Purification related practical knowledge and techniques	(1) Operation and maintenance of Purification Plant	Lecture/Practice/ Observation
	(2) Operation and maintenance of Intake and Distribution Facilities	Lecture/Practice/ Observation
	(3) Maintenance of mechanical, electrical and measuring instruments and water quality control	Lecture/Practice/ Observation
	(4) Review of the learning	Discussion
4) Action Plan will be formulated to disseminate Water Quality and Purification related knowledge and techniques which are applicable to participating organizations	(1) Action Plan formulation	Self-learning/ Discussion
	(2) Action Plan presentation	Presentation/ Demonstration

**(3) Finalization Phase in a participant's home country**  
*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*  
*Participating organizations are required to submit progress report by Dec.31, 2016.*

Output	Contents	Method
Dissemination program will be implemented in participating organizations within four months after participants' return.	Implementation of dissemination program	Dissemination program
	Progress Report on dissemination program	Submission of the report to JICA local offices

## 10. Course Structure:

(Before coming to Japan)

### Issue analysis in applying organizations

Applying organizations are required to analyze issues in their organizations and make clear objectives to participate in the training.

\*The organizations are also required to make a commitment to formulate and implement the dissemination program after completion of the training program in Japan.



(During stay in Japan)

### Inception Report Presentation:

\*Issues in the participating organization

\*What the participant expect to learn in the training



### Action Plan Workshop:

\*Participants will learn how to set up a theme and to draft Action Plan



### General Information on Water Supply Systems

\*Waterworks in Japan

\*Water supply systems of Kobe City



### Water Quality and Purification:

\*Lectures, Observations and Practices

\*Water Quality Control and Purification methodology

\*Visits to related plants and laboratory facilities



### Formulation of Dissemination Plan (Action Plan)

\*Formulate a plan to disseminate techniques learnt in Japan which can be utilized to improve the issues in the participating organization

\*Consultation and facilitation is given by Kobe waterworks experts

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(after the training in Japan)



### Implementation of the dissemination plan

\*Participants' organizations are required to submit the **progress report** by December 31, 2016

## 11. Structure of the technical program

Topic outline (subject to minor changes)

1<sup>st</sup> - 2<sup>nd</sup> week (July 8 - 15)

- (1) Inception report (Country report) presentation
- (2) General information on water supply systems in Japan and in Kobe City.  
Operation and maintenance of electric and mechanical equipment
- (3) Outline of Purification Plant, Industrial Water Works, Water Storage Facility and Wastewater Treatment Plant
- (4) Observation of Reservoir, Water Purification Plant, Museum, Clean Water Management Centre, Water Distribution Facility, Water Treatment Plant

3<sup>rd</sup> ~ 5<sup>th</sup> week (July 19 – August 4)

- (1) Leakage Investigation Planning
- (2) Practice of Water Quality Continuous Monitoring Instrument
- (3) Fundamentals of water quality analysis (Theory of chlorination, other treatments)
- (4) Visit Slow Sand Filter of Hiroshima Waterworks Bureau in Mihara City
- (5) Observation of Small Scale Purification Plant, Automated Siphon Filter, Chlorine Injection Equipment, Sludge Sun Dry Bed and Ground Water PP
- (6) Outline of Water Intake
- (7) Action Plan formulation and presentation

**12. Dissemination Plan:** Training participants are required to formulate “Dissemination Plan” (Action Plan) in the training in Japan and to implement the plan after their return by following manners as one of the outputs of the training program.

**(1) Objective of the plan:** To improve the technical issues of participating organizations by disseminated knowledge or information learnt in the training program.

**(2) Target of the plan:** Engineers or technicians in the participating organization or its related organizations.

**(3) Contents to be covered in the plan:**

- a) Related technical issues in the participating organization
- b) Knowledge or information applicable to improve the issues
- c) Relationship between the knowledge or information and the issues of the participating organization. (How it can be applied.)
- d) Goal to be achieved by the dissemination program
- e) Target of the dissemination program
- f) Dissemination method
- g) Evaluation method of achievement of the goal

**(4) Main practitioner of the plan:** Participants

**(5) Role of participating organization:**

- a) To select candidates who can plan and implement the plan by their own initiative.
- b) To support dissemination program



**\* In case the progress report is not submitted from any organization by 31<sup>st</sup> December, 2016, JICA may suspend acceptance of participants from that organization in the future.**

### ***III. Conditions and Procedures for Application***

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for counterpart organizations of Japan's bilateral 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 content and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications:**

- 1) To be engineers responsible for "Water Quality and Purification" of operation and maintenance of urban water supply.
- 2) To be currently engaged in urban water supply field offices, such as water treatment plants, and have at least five (5) years' practical experience in that area.
- 3) To have a strong commitment and capacity to disseminate acquired techniques and knowledge after return.
- 4) Language: **have a competent command of spoken and written English** which is equal to TOEFL CBT 250 or more. (This training program includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. (Please attach an official certificate for English ability such as TOEFL, TOEIC etc. if possible).
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(2) Recommendable Qualifications:**

Age: **be under forty-five (45) years of age** for the field activity under the harsh climate.

## **3. Required Documents for Application:**

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

**(2) Photocopy of passport:** to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*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), please attach its copy.

**(4) Inception Report:** to be submitted with the Application Form.

Please refer to the ANNEX I of this General Information, and submit it **along with the Application Form**. Applications without the inception report will not be accepted.

## **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 by May 13, 2016**)

### **(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 May 27, 2016**.

**5. Document to be submitted by accepted candidates:**

**Questionnaire** -- to be submitted by **June 13, 2016**:

Before coming to Japan, only accepted candidates are required to prepare a Questionnaire (detailed information is provided in the ANNEX II). Questionnaire should be sent to JICA by **June 13, 2016**, preferably by e-mail to Shigematsu.Sumihiko@jica.go.jp and jicaksic-unit@jica.go.jp

**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, and
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Mr. SHIGEMATSU Sumihiro, Program Division 1  
(Shigematsu.Sumihoro@jica.go.jp, jicaksic-unit@jica.go.jp)

### 2. Implementing Partner in the past:

**Name:** Kobe City Waterworks Bureau

**URL:** <http://www.city.kobe.lg.jp/foreign/english/index.html>

### 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:

JICA Kansai International Center

Adresse : 1-5-2, Wakino-hama-Kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL : 81-78-261-0397 FAX : 81-78-261-0465

( "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <http://www.jica.go.jp/english/contact/domestic/index.html>.

### 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 not included), and

(4) Expenses for program implementation, including materials.

For more details, please see "III. of ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

### 6. Pre-departure Orientation:

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

## ***V. Other Information***

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where fourteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

## ANNEX I

### Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)(B)

#### Inception Report

Name : \_\_\_\_\_

Country : \_\_\_\_\_

\*In the core phase in Japan, participants will make a presentation on the Inception Report (**Country Report**) within 30 minutes of time allocation including interpretation into Japanese and Question & Answer. Participants are requested to bring PowerPoint slides data, including pictures, photos, maps etc. for efficient presentation.

1. General information on your city/town  
(geographical features, total population, social and economic status, climate, etc.)

2. Name of organization : (organization chart, number of employees, etc)

3. Please describe the relationship of your organization with Japan's bilateral cooperation program. (ex: Counterpart organization of Technical Cooperation Program titled "xxxxxx".)

\*This training program targets on counterpart organizations or their related organizations of Japan's bilateral cooperation program only.

4. Your present position

5. Technical issues your organization has and subjects your organization particularly requires you to learn in the training course.

(Please have a discussion in your organization and fill the charts on the next page with the consensus of your organization)

\*You are advised not to focus on financial issues, but to technical issues, since this training program shall not contribute to improve financial issues.

	Technical Issues	Objective Data to suggest issues	Expectation to the training
*organization			
*water resource *water pollution *water quality control			
*water treatment facilities			
*mechanical and electrical facilities *measuring equipment			
*pipelines			

Organizational viability

SWOT Analysis of your organization

S (internal Strength)	O (external Opportunity)
W (internal Weakness)	T (external Threat)



## ANNEX II

### Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)(B)

#### Questionnaire

on current situation of water supply system in your town or city

#### (1) Information on the organization

A.	Year of water supply inauguration	
B.	Served population	
C.	Water supply capacity	m <sup>3</sup> /day
D.	Supply type	<input type="checkbox"/> 1.gravity system <input type="checkbox"/> 2.pump system
E.	Management system	<input type="checkbox"/> 1.national government <input type="checkbox"/> 2.local government <input type="checkbox"/> 3.public corporation <input type="checkbox"/> 4.private enterprise <input type="checkbox"/> 5.other( )
F.	Accounting system	<input type="checkbox"/> 1.government accounting <input type="checkbox"/> 2.enterprise accounting (independent)
G.	Main items of annual income and expenditure and their percentage	income 1. ( %) 2. ( %) expenditure 1. ( %) 2. ( %)
H.	Main source of finance for water resource development and facility maintenance cost	1. 2.
I.	Water tariff	(Please attach water tariffs.)
J.	Outline of metering and water bill collection	

#### (2) Water Resource Development

A.	Water resource	<input type="checkbox"/> 1.surface water (river/lake/spring) <input type="checkbox"/> 2.ground water (shallow well/deep well) <input type="checkbox"/> 3.dam <input type="checkbox"/> 4.seawater desalination <input type="checkbox"/> 5.other ( )
B.	Water resource development body	<input type="checkbox"/> 1.national government <input type="checkbox"/> 2.local government <input type="checkbox"/> 3.public corporation <input type="checkbox"/> 4.private enterprise

		<input type="checkbox"/> 5.other( )
C.	State subsidies for water resource development	<input type="checkbox"/> 1.yes <input type="checkbox"/> 2.no

(3) Pollution of water resource and water quality control measures

A.	Water quality-related problems	1. 2. 3.
B.	Main sources of water pollution	<input type="checkbox"/> 1.household wastewater <input type="checkbox"/> 2.industrial wastewater <input type="checkbox"/> 3.livestock wastewater <input type="checkbox"/> 4.other ( )
C.	Water quality control measure	<input type="checkbox"/> 1.introduction of sewage system <input type="checkbox"/> 2.separate wastewater treatment <input type="checkbox"/> 3.wastewater quality regulations <input type="checkbox"/> 4.protection of water resource (such as prohibiting entry or waste discharge to water resource areas) <input type="checkbox"/> 5.other ( )

(4) Intake Facilities

A.	Intake volume	<input type="checkbox"/> 1.surface water      m <sup>3</sup> /day <input type="checkbox"/> 2.ground water      m <sup>3</sup> /day <input type="checkbox"/> 3.dam      m <sup>3</sup> /day <input type="checkbox"/> 4.other      m <sup>3</sup> /day
B.	Intake facilities	
	1) Intake type	<input type="checkbox"/> 1.intake tower <input type="checkbox"/> 2.intake weir <input type="checkbox"/> 3.intake gate <input type="checkbox"/> 4.pump <input type="checkbox"/> 5.other ( )
	2) Raw water main	<input type="checkbox"/> 1.intake pipe <input type="checkbox"/> 2.intake conduit <input type="checkbox"/> 3.other ( )
	3) Grit chamber	<input type="checkbox"/> 1.exist <input type="checkbox"/> 2.not exist

(5) Treatment Facilities

A.	Number of treatment plants	
B.	Capacity	m <sup>3</sup> /day
C.	Sedimentation type	<input type="checkbox"/> 1.high rate coagulo-sedimentation <input type="checkbox"/> 2.horizontal flow type sedimentation <input type="checkbox"/> 3.slant-board type sedimentation
D.	Filtration type	<input type="checkbox"/> 1.rapid sand filtration (gravity system/pressure system) <input type="checkbox"/> 2.slow sand filtration
E.	Filter media	<input type="checkbox"/> 1.sand (      cm thick) <input type="checkbox"/> 2.gravel (      cm thick) <input type="checkbox"/> 3.anthracite (      cm thick) <input type="checkbox"/> 4.other (      cm thick)

G.	Coagulant	<input type="checkbox"/> 1.aluminum sulfate (solid/liquid) <input type="checkbox"/> 2.poly aluminum chloride <input type="checkbox"/> 3.other ( )
H.	Alkali	<input type="checkbox"/> 1.caustic soda <input type="checkbox"/> 2.soda ash <input type="checkbox"/> 3.slaked lime
I.	Disinfectant	<input type="checkbox"/> 1.liquid chlorine <input type="checkbox"/> 2.sodium hypochlorite <input type="checkbox"/> 3.chlorinated lime
J.	Wastewater treatment	<input type="checkbox"/> 1.sun drying bed <input type="checkbox"/> 2.dehydrator <input type="checkbox"/> 3.heat desiccation <input type="checkbox"/> 4.untreated <input type="checkbox"/> 5.other ( )

(6) Mechanical and Electrical Facilities and Measuring Equipment

A.	Electrical facilities	
	1) Receiving voltage	V
	2) Number of input circuits	
	3) Input transformer capacity	( ) kVA ( ) unit ( ) kVA ( ) unit ( ) kVA ( ) unit
	4) Power consumption of last year	kWh
	5) Manufacturer	<input type="checkbox"/> 1.domestic manufacturer <input type="checkbox"/> 2.foreign manufacturer
	6) Operation and maintenance staff training facilities	<input type="checkbox"/> 1.exist <input type="checkbox"/> 2.not exist
B.	Power Generators	
	1) Purpose	<input type="checkbox"/> 1.main operation <input type="checkbox"/> 2.reserve <input type="checkbox"/> 3.other ( )
	2) Capacity	kVA
	3) Type	<input type="checkbox"/> 1.diesel <input type="checkbox"/> 2.gas turbine <input type="checkbox"/> 3.other ( )
	4) Manufacturer	<input type="checkbox"/> 1.domestic manufacturer <input type="checkbox"/> 2.foreign manufacturer
	5) Staff training facilities	<input type="checkbox"/> 1.exist <input type="checkbox"/> 2.not exist
C.	Motors	
	1) Capacity	( ) kW ( ) unit ( ) kW ( ) unit ( ) kW ( ) unit
	2) Manufacturer	<input type="checkbox"/> 1.domestic manufacturer <input type="checkbox"/> 2.foreign manufacturer
	3) Staff training facilities	<input type="checkbox"/> 1.exist <input type="checkbox"/> 2.not exist

D.	Pumps	
	1) Pumping capacity	(            ) m <sup>3</sup> /min. (            ) unit (            ) m <sup>3</sup> /min. (            ) unit (            ) m <sup>3</sup> /min. (            ) unit
	2) Type	<input type="checkbox"/> 1.vertical shaft type <input type="checkbox"/> 2.horizontal shaft type <input type="checkbox"/> 3.inclined shaft type
	3) Use	1.raw water (            ) units 2.transmission (            ) units 3.distribution (            ) units 4.other (            ) units
	4) Manufacturer	<input type="checkbox"/> 1.domestic manufacturer <input type="checkbox"/> 2.foreign manufacturer
	5) Staff training facilities	<input type="checkbox"/> 1.exist <input type="checkbox"/> 2.not exist
E.	Measuring equipment	
	1) Water level gauge	(            ) units Type <input type="checkbox"/> 1.immersion <input type="checkbox"/> 2.pressure <input type="checkbox"/> 3.float
	2) Flowmeter	(            ) units Type <input type="checkbox"/> 1.ultrasonic <input type="checkbox"/> 2.electromagnetic <input type="checkbox"/> 3.Venturi tube or Orifice
	3) Measurement type	<input type="checkbox"/> 1.analog <input type="checkbox"/> 2.digital

(7) Water Quality

A. Water Quality Data

raw water

finished water

1) Turbidity

(NTU or Kaolin turbidity unit)

\_\_\_\_\_

\_\_\_\_\_

2) Color (Pt-Co unit or others)

\_\_\_\_\_

\_\_\_\_\_

3) pH

\_\_\_\_\_

\_\_\_\_\_

4) Iron (mg/l)

\_\_\_\_\_

\_\_\_\_\_

5) Manganese (mg/l)

\_\_\_\_\_

\_\_\_\_\_

6) Hardness (mg/l)

\_\_\_\_\_

\_\_\_\_\_

7) Ammonia (mg/l)

\_\_\_\_\_

\_\_\_\_\_

8) Nitrite (mg/l)

\_\_\_\_\_

\_\_\_\_\_

9) KMnO<sub>4</sub> consumption (mg/l)

\_\_\_\_\_

\_\_\_\_\_

10) BOD (mg/l)

\_\_\_\_\_

\_\_\_\_\_

B. Water Quality Monitoring System

1)	Water quality standards	<input type="checkbox"/> 1.yes (set by            ) <input type="checkbox"/> 2.no
2)	Laboratory staff and facilities for monitoring	<input type="checkbox"/> 1.own facilities (number of staff            ) <input type="checkbox"/> 2.subcontracted to other organizations

3)	Monitoring points and measuring frequency in treatment process	<input type="checkbox"/> 1.raw water ( times/day,week,month) <input type="checkbox"/> 2.settled water ( times/day,week,month) <input type="checkbox"/> 3.filtered water ( times/day,week,month) <input type="checkbox"/> 4.finished water ( times/day,week,month)
4)	Monitoring stations and frequency on tap water	<input type="checkbox"/> 1.number of stations ( ) <input type="checkbox"/> 2.measuring frequency ( times/day,week,month)
5)	Major laboratory equipment	1. 2.

(8) Maintenance of Pipelines

A. Length of pipelines by diameter

1) raw water pipelines

$\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km

2) transmission pipelines

$\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km

3) distribution pipelines

$\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km  
 $\emptyset$  mm \_\_\_\_\_ km

B. Length of pipelines by material

1) grey cast iron pipe \_\_\_\_\_ km  
2) ductile iron pipe \_\_\_\_\_ km  
3) galvanized iron pipe \_\_\_\_\_ km  
4) steel pipe \_\_\_\_\_ km  
5) asbestos cement pipe \_\_\_\_\_ km  
6) concrete pipe \_\_\_\_\_ km  
7) PVC pipe \_\_\_\_\_ km  
8) other \_\_\_\_\_ km

C.	Type of internal lining	
	1) grey cast iron pipe	<input type="checkbox"/> 1.Cement <input type="checkbox"/> 2.Epoxy resin <input type="checkbox"/> 3.Others <input type="checkbox"/> 4.None

	2) ductile iron pipe	<input type="checkbox"/> 1.Cement <input type="checkbox"/> 3.Others	<input type="checkbox"/> 2.Epoxy resin <input type="checkbox"/> 4.None
	3) galvanized iron pipe	<input type="checkbox"/> 1.Cement <input type="checkbox"/> 3.Others	<input type="checkbox"/> 2.Epoxy resin <input type="checkbox"/> 4.None
	4) steel pipe	<input type="checkbox"/> 1.Cement <input type="checkbox"/> 3.Others	<input type="checkbox"/> 2.Epoxy resin <input type="checkbox"/> 4.None
D.	Leak rate	%	
E.	Leakage control measures	<input type="checkbox"/> 1.implemented	<input type="checkbox"/> 2.no
F.	Use of split repair sleeves for leakage	<input type="checkbox"/> 1.yes	<input type="checkbox"/> 2.no

(9) Maintenance of Service Installations

A.	Service method	<input type="checkbox"/> 1.direct connection <input type="checkbox"/> 2.tank system <input type="checkbox"/> 3.combination of direct connection and tank system	
B.	Service type	<input type="checkbox"/> 1.individual connection <input type="checkbox"/> 2.common tap system	
C.	Service pipe material	<input type="checkbox"/> 1.lead <input type="checkbox"/> 2.copper <input type="checkbox"/> 3.steel pipe <input type="checkbox"/> galvanized steel pipe <input type="checkbox"/> lined steel pipe <input type="checkbox"/> stainless steel pipe <input type="checkbox"/> 4.iron pipe <input type="checkbox"/> gray cast iron pipe <input type="checkbox"/> ductile iron pipe <input type="checkbox"/> 5.PVC pipe <input type="checkbox"/> 6.polyethylene pipe <input type="checkbox"/> 7.asbestos cement pipe <input type="checkbox"/> 8.other ( )	
D.	Service pipe diameter	<input type="checkbox"/> 13mm <input type="checkbox"/> 20mm <input type="checkbox"/> 25mm <input type="checkbox"/> 30mm <input type="checkbox"/> 40mm <input type="checkbox"/> 50mm <input type="checkbox"/> 75mm <input type="checkbox"/> 100mm <input type="checkbox"/> 125mm <input type="checkbox"/> 150mm <input type="checkbox"/> 200mm <input type="checkbox"/> 250mm <input type="checkbox"/> 300mm	
E.	Connection methods of service lines to distribution mains	<input type="checkbox"/> 1.direct tapping <input type="checkbox"/> 2.corporation stop with saddle <input type="checkbox"/> 3.plit tapping sleeve <input type="checkbox"/> 4.other ( )	
F.	Storage of drawings	<input type="checkbox"/> 1.yes ( <input type="checkbox"/> paper <input type="checkbox"/> microfilm <input type="checkbox"/> electronic data) <input type="checkbox"/> 2.no	
G.	Water meters	<input type="checkbox"/> 1.yes (            %) <input type="checkbox"/> 2.no	
H.	Meter type	<input type="checkbox"/> 1.inferential <input type="checkbox"/> 2.analog <input type="checkbox"/> 3.digital	
I.	Repair of service pipe leaks		
	1) Please list main causes of leaks.	1.	

		2.
	2) Method of repair	<input type="checkbox"/> 1.by direct staff <input type="checkbox"/> 2.by subcontractors

## *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 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 Embassy of Japan.

Further, address correspondence to:

**JICA Kansai International Center (JICA Kansai)**

**Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan**

**TEL: +81-78-261-0397 FAX: +81-78-261-0465**

## Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### **1. Parts of Application Form to be completed**

#### **1) Which part of the form should be submitted?**

It depends on the type of training and dialogue program you are applying for.

##### **>Application for Group and Region Focused Training Program**

Official application and Parts A and B including Medical History and Examination must be submitted.

##### **>>Application for Country Focused Training Program including Counterpart Training Program**

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### **2) How many parts does the Application Form consist of?**

The Application Form consists of three parts as follows;

##### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### **Part B. Information About the Nominee including Medical History and Examination**

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
  - (d) fill in the form in **English**,
  - (e) use  or  to fill in the ( ) check boxes,
  - (f) attach a picture of the Nominee,
  - (g) attach additional page(s) if there is insufficient space on the form,
  - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
  - (i) confirm the application procedure stipulated by your government, and
  - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

**2. Number:** (Please write down as shown in the General Information)

J	0		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

-----  
**Confirmation by the organization in charge (if necessary)**

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:			
Designation / Position		Official Stamp	
Department / Division			



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**





**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

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

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> 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.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**6. Expectation on the applied training and dialogue program**

**1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)**

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ( _____ )

**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

--

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

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: