

F.No.12040/14/2017-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: 01.05.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)” to be held in Japan from 05.07.2017 to 10.08.2017 under the Technical Cooperation Program of the Government of Japan **(Submission Deadline –10.05.2017)**.

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)” to be held in Japan from 05.07.2017 to 10.08.2017 under the 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 program.
3. The applying organizations are expected to nominate officers who are 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. The officer should be university graduate or equivalent; have competent command over spoken and written English; be in good health (both physically and mentally) and be under the age of 45 years. More details of the program may be seen in the brochure.
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**) to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Government/UT in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **10.05.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.


Deputy Secretary to the Government of India
Tele: 26165682

Copy 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 State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e) Senior Representative, 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 brochure and application format 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)(A)

課題別研修「都市上水道維持管理(浄水・水質)(A)」

JFY 2017

NO. J1704259 / ID. 1784468

Course Period in Japan: From July 5, 2017 to August 10, 2017

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 in 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.

Osaka City and Kyoto City have 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 Osaka City and Kyoto 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) (A) (J17-04259)**
- 2. Course Period in JAPAN**
July 5, 2017 to August 10, 2017
- 3. Target Regions or Countries:**
South Sudan, Nigeria, Egypt, Kenya, Nepal, India, Bangladesh, Azerbaijan , Bosnia and Herzegovina
- 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) :**
9 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:

(1) Preliminary Phase in a participant's home country (May-June 2017)		
<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 the program 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 program.	Discussion in the organization
	(3) Submission of Inception Report	Report preparation

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

(2) Core Phase in Japan (July 5, 2017 to August 10, 2017) 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 Osaka City and other organizations.	(1) Needs assessment discussion (participants have interview with Osaka Waterworks experts to clarify the exact needs for program)	Discussion
	(2) Water Treatment (introduction and visit to water treatment plant, methodology of water quality control, theory of chlorination , comprehensive water treatment)	Lecture/ Observation
	(3) 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 <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i> <i>Participating organizations are required to submit progress report by Dec. 31, 2017.</i>		
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 program.

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



(During stay in Japan)

Country Report Presentation:

*Issues in the participating organization

*What the participant expect to learn in the program



Action Plan Workshop:

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



Needs Assessment Discussion:

* Participants have individual interviews with Waterworks experts to clarify their exact needs for the program.



General Information on Water Supply Systems

*Waterworks in Japan

*Water supply systems of Osaka City



Water Quality and Purification:

*Lectures, Observations and Practices

*Water Quality Control and Purification methodology

*Visits to related plants and laboratory facilities

Discussion, Consultation and Facilitation:

*Waterworks experts advise you to organize and summarize your learning and findings in the program



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 Osaka waterworks experts

(after the KCCP in Japan)



Implementation of the dissemination plan

*Participants' organizations are required to submit the progress report by December 31, 2017.

11. Structure of the program

Topic outline (subject to minor changes)

2nd -3rd week (July 10-21)

- (1) Inception report (Country report) presentation
- (2) Needs assessment discussion
- (3) General information on water supply systems in Japan and in Osaka City.
- (4) Visit Water Treatment Plant (WTP) (Intake, Purification, Distribution)
Observation of operation & maintenance of mechanical and electrical equipment.
Operation and maintenance practice of electric and mechanical equipment
- (5) Operation control of WTP (sand sampling, test filter, sludge volume analysis etc.)
- (6) Fundamentals of water quality analysis (Theory of chlorination, other treatments)
- (7) Consultation and facilitation

4th ~5th week (July 24- Aug 3)

- (1) Visit water distribution plant, reservoir, small/medium slow filter plant
- (2) Consultation and facilitation
- (3) Practice of water leakage detection
- (4) Visit Water Meter manufacturer
- (5) Water Treatment: Operation control of Intake, Purification and Distribution.
Operation control of sun-dry bed.
- (6) Visit WTP using groundwater
- (7) Action Plan formulation and presentation

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

(1) Objective of the plan: To improve the technical issues of participating organizations by disseminated knowledge or information learnt in the 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 December 31, 2017, JICA may suspend acceptance of participants from that organization in the future.**

III. Conditions and Procedures for Application

1. Expectations for 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 utilize the program 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 KCCP 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 Expiry date.

(3) Nominee's English Score Sheet (copy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

(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 19, 2017**)

(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 June 2, 2017**.

5. Document to be submitted by selected participants:

Country Report presentation slide -- to be submitted by **June 21, 2017**:

Before coming to Japan, only selected participants are required to prepare a country report(detailed information is provided in the **ANNEX II**). Questionnaire should be sent to JICA by June 21, 2017, 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 program 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:

(1) **Name:** Osaka Municipal Waterworks Bureau

URL: <http://www.city.osaka.lg.jp/contents/wdu030/english/>

Name: Kyoto City Water and Sewage Works Bureau

URL: <http://www2.city.kyoto.lg.jp/suido/engtop.htm>

(2) Remark:

The city of Osaka and The city of Kyoto are situated at the heart of the Japanese archipelago. They have been developed over the centuries as a center of Japanese political and economic life.

The Osaka city's water supply system became only the fourth modern supply system in the country when it was inaugurated in November 1895. Numerous expansion programs in line with the growth of the city's area and population have since brought the system's supply capacity up to its current daily level of 2.43 million m³.

The City of kyoto almost relies on Lake Biwa as water source and intakes by the Lake Biwa Waterway, and partially on the Uji River. The raw water is purified in 3 Purification Plants (Keage, Matsugasaki, Yamanouchi and Shin-Yamashina). Purified water is distributed by distribution pipes and supplied from water supply equipment which leads to your home.

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, Wakinohama-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, <https://www.jica.go.jp/kansai/english/office/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 14 desk-top computers are available with internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash / traveler's check in order to cover necessary expense for this period.
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 limited availability of facility or time during the program.

ANNEX I

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

Inception Report

Name : _____

Country : _____

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 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 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 KCCP shall not contribute to improve financial issues.

	Technical Issues	Objective Data to suggest issues	Expectation to the program
*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)(A)

Country Report presentation slide

All participants are requested to make maximum 9 pages of country report presentation slide at PowerPoint covering following theme and to send it to JICA by June 21, 2017. 30 minutes of presentation time including Q&A is allocated per person.

page	theme	detailed contents
1	cover page	date, course name, country, participant's name
2	general information about your country	geographical position, population, economic statistics, religion etc.
3	general information about the current water supply situation	about your country total or about the area where your organization covers, e.g.: <ul style="list-style-type: none">● water source, their quality and quantity● total length of piping● water supply coverage rate● NRW rate
4	organization chart & your duty	<ul style="list-style-type: none">● organization chart where you belong to● your duty and responsibility in this organization
5~8	issues and problems your organization is facing now	e.g. <ul style="list-style-type: none">● machine and pipes are so often brokendown● high turbidity after heavy rain● contamination of the river due to industrial waste water● lack of capable engineer
9	what you wish to learn in Japan	list up 3 topics and state their reason

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, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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

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

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.



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.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>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 below.

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

[Empty box for Title]

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

J 0 - [Empty boxes for number]

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty box for Family Name]

First Name

[Empty box for First Name]

Middle Name

[Empty box for Middle Name]

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

[Empty box for Outline of duties]

**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

¹ 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.

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

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

¹ 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 & 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:
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(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 & 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?

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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: