

No.12040/17/2016-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: 20.05.2016

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**TRAINING CIRCULAR**


Subject: Knowledge Co-Creation Programme on “Integrated Basin Management for Sustainable Use and Preservation of Water Resources (lakes, rivers and coastal waters)” to be held in Japan from 15.08.2016 to 15.10.2016 under Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Integrated Basin Management for Sustainable Use and Preservation of Water Resources (lakes, rivers and coastal waters)” to be held in Japan from 15.08.2016 to 15.10.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to strengthen the participants’ capacity to apply the concept of Integrated Lake Basin Management (ILBM) for meeting the challenges in basin management consisting of lakes, rivers and coastal water.
3. The applying organizations are expected to nominate technical officers in charge of lake/wetland water management (including management of rivers flowing into such water bodies) with more than 3 years of occupational experience in the field. The applicant should be a graduate of university; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service and be between 25 to 40 years old.
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 **07.06.2016**. 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, RD & GR, Shram Shakti Bhawan, New Delhi.
- b) Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
- c) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories through website of this Department (with request to circulate the same amongst related Departments/Organizations under them).
- 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

## INTEGRATED BASIN MANAGEMENT FOR SUSTAINABLE USE AND PRESERVATION OF WATER RESOURCES (LAKES, RIVERS AND COASTAL WATERS)

課題別研修「統合的流域（河川・湖沼・沿岸域等）管理による水資源  
の持続可能な利用と保全」

**JFY 2016**

**NO. J16-04281 / ID. 1684740**

**Course Period in Japan: From August 15, 2016 to October 15, 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.<sup>1</sup>

### '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**

Lakes and other naturally impounded forms of water, such as wetlands, marshes and ponds provide for a variety of ecosystem services, and, together with inflowing and outflowing rivers and their subsurface water flows, often play a vital role as sources of drinking, agricultural and industrial waters. These natural systems are generally interlinked also by artificially impounded water systems of reservoirs and their inflowing and outflowing man-made channels. The complex combinations of these natural and artificial systems of flowing and non-flowing waters constitute a basin system extending up toward the upper watershed areas of forested lands, occupying the croplands and other vegetated lands, the densely populated urban and industrial regions, and then the coastal region where there may also be brackish as well as saline lagoons and intertidal deltas that often serve as the cradles of ecosystem habitats providing for fishery resources and for recreational activities.

In recent years, however, there is a growing concern especially in developing countries about the degradation of basin environments due to a variety of resource use stresses leading to, for example, declining buffering self-purification capacities, climate mediation, habitat protection, etc. Technical officers and policy makers in charge of managing such complex basin systems, particularly with lakes and other impounded systems serving for critically important part, are required to have comprehensive knowledge and skill about the possible approaches for sustainable basin management. In order to meet such needs, the program titled “Integrated Basin Management for Lake Environment” was conducted for the past 11 years. Following that, this program has launched to meet such needs, while taking into account the importance of lakes and other impounded forms of water closely linked to the upstream and downstream rivers as well as to the coastal waters.

## **For what?**

This program is designed to strengthen the participants’ capacity to apply the concept of Integrated Lake Basin Management (ILBM) for meeting the challenges in basin management consisting of lakes, rivers and coastal waters (hereinafter we call it as “basin management”) of natural as well as man-made origins.

## **For whom?**

Mid-career government officials, senior researchers and related stakeholders responsible for the management of lakes, rivers and coastal basins for sustainable use.

## **How?**

This program is composed of 3 stages with 11 topics according to the various ILBM (Integrated Lake Basin Management) resource materials. ILBM is an approach for achieving sustainable management of lakes and reservoirs through gradual, continuous and holistic improvement of basin governance, including sustained efforts for integration of institutional responsibilities, policy directions, stakeholder participation, scientific and traditional knowledge, technological possibilities, and funding prospects and constraints. As implied above, though the terminology implies “lake” as a central theme, the ILBM concept itself is applicable to a basin system consisting of lakes, rivers as well as coastal waters.

In the first stage, the participants will review the biophysical characteristics of lakes, rivers and coastal waters and their resource use features. In the second stage, the participants will learn how to address the governance challenges in basin management, focusing on the concept of ILBM. And finally, the participants will learn how to integrate all the major components of basin management in the form of ILBM Platform Process.

The program will be implemented through lectures, field visits and interactive sessions. The participants will work closely together with those from other countries having different technical and disciplinary backgrounds, in recognition that basin management generally involves various sector organizations and stakeholders having different sector interests and priorities.

**\* The GEF-LBMI Report, “Managing Lakes and their Basins for Sustainable Use” can be downloaded from the following page.**

**<http://www.ilec.or.jp/en/pubs/p2/lbmi>**

Other relevant publications can be downloaded from the following page as well.

<http://www.ilec.or.jp/en/pubs>

## **II. Description**

**1. Title (J-No.): INTEGRATED BASIN MANAGEMENT FOR SUSTAINABLE USE AND PRESERVATION OF WATER RESOURCES (LAKES, RIVERS AND COASTAL WATERS) (J16-04281)**

**2. Course Period in JAPAN**

August 15, 2016 to October 15, 2016

**3. Target Regions or Countries**

Albania, Iraq, India, Uganda, Egypt, Sudan, Myanmar, Mexico, Philippines

**4. Eligible/Target Organization and Participants:**

Division in national/local government which is in charge of basin management of lakes, rivers or coastal waters

\* Basin Management of lakes, rivers or coastal waters requires close cooperation among different sectoral organizations. This program offers some clues as to how such cooperation may be pursued. Representatives from sectoral organizations willing to explore ways to achieve sustainable basin management are welcome to send a participant to this program.

**5. Course Capacity (Upper limit of Participants):**

10 participants

**6. Language to be used in this program :**

English (including English translated from Japanese through interpreters)

**7. Course Objective:**

For the participants to become adequately knowledgeable about the fundamental of lake-river-coastal basin management, and to become able to play a major catalytic role in developing the needed governance framework.

The Course will guide the development of a suitable Action Plan for individual participants.

**8. Overall Goal:**

The lake-river-coastal basin management plans and programs are implemented gradually, incrementally and for a long period of time so as to be able to achieve sustainable resource development, use and conservation for all of the stakeholders within the basin. The plans and programs are implemented in close cooperation with relevant governmental and non-governmental organizations.

## 9. Expected Module Output and Contents:

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

### (1) Preliminary Phase in Participant's Home Country

Participating organizations make required preparation for the Program in their respective countries.

【Output 1】 Preliminary Basin Report and Basin Questionnaire are completed.	
Modules	Activities
Report Preparation	<ul style="list-style-type: none"> <li>♣ Formulation of Preliminary Basin Report and Basin Questionnaire               <ul style="list-style-type: none"> <li>◆ Participants are required to prepare 1) Preliminary Basin Report (BR) and 2) Basin Questionnaire, according to the instructions in <b>VI. ANNEX 1</b> and <b>VII. ANNEX 2</b>.</li> <li>◆ Participants <u>will be required to give a short presentation on their BRs, using Power Point slides at the beginning of the program after arriving in Japan.</u></li> <li>◆ <u>The BR should be</u> <ul style="list-style-type: none"> <li>-typewritten single-spaced in English (about 20 pages, A-4 size)</li> <li>-submitted to JICA GIGAPOD</li> <li>-submitted to JICA GIGAPOD (<a href="http://jica.gigapod.jp/g11b9416921afe59a6e215e88f0cfa0e920a2a8c8">http://jica.gigapod.jp/g11b9416921afe59a6e215e88f0cfa0e920a2a8c8</a>)</li> </ul> </li> <li>ID and PW information will be informed after selection of participant is completed.</li> <li>◆ Participants are recommended to bring supplementary materials, such as photos and maps which show typical environmental status of the target lake-river-costal basin systems of their countries.</li> </ul> </li> </ul>



### (2) Core Phase in Japan (August 15, 2016 to October 15, 2016)

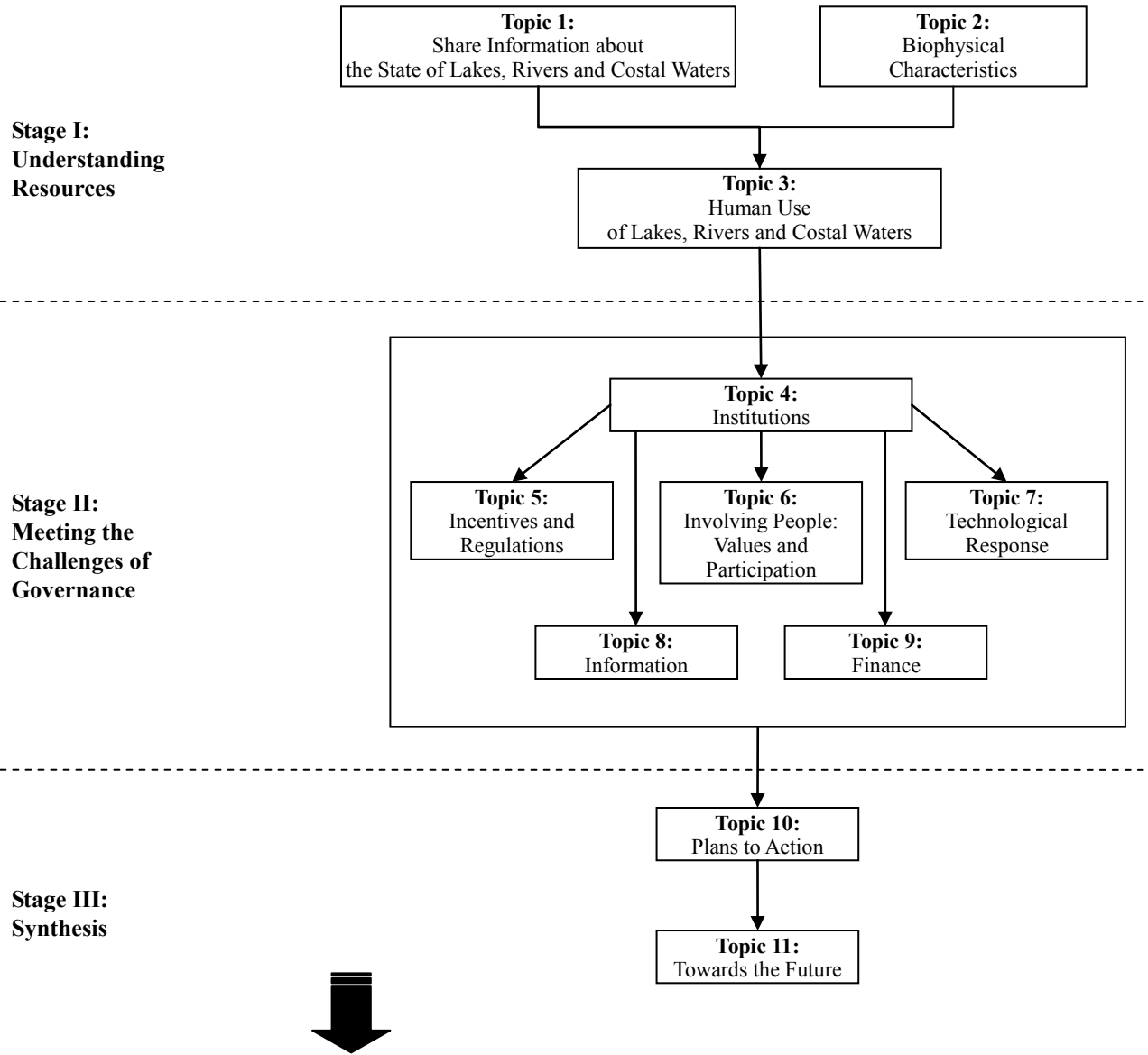
Participants dispatched by the organizations attend the Program implemented in Japan.

【Introduction】	
Modules	Subjects/Agendas/Methodology
Introduction	Course Orientation
	<ul style="list-style-type: none"> <li>♣ Presentation of BRs               <ul style="list-style-type: none"> <li>◆ Each participant will make a presentation on BR.</li> <li>◆ Sharing the <u>difficulties or challenges which participants' organizations are facing</u> and confirming what should be learned during the course.</li> </ul> </li> </ul>
【Output 2】 Participants are able to explain the resources of lakes, rivers and coastal waters and their utilization.	
Modules	Subjects/Agendas/Methodology
Stage I: Understanding Resources	Topic 1: Share Information about the State of Lakes, Rivers and Coastal Waters
	Topic 2: Biophysical Characteristics
	Topic 3: Human Use of Lakes, Rivers and Coastal Waters
【Output 3】 Participants are able to explain the challenges of governance in the field of basin management in general and in their respective country.	
Modules	Subjects/Agendas/ Methodology
Stage II: Meeting the Challenges of Governance	Topic 4: Institutions
	Topic 5: Incentives and Regulations
	Topic 6: Involving People: Values and Participation
	Topic 7: Technological Response

	Topic 8: Information
	Topic 9: Finance
<b>【Output 4】 Participants are able to propose their draft Action Plans, to solve the problems/challenges which participants' organizations are facing, by properly integrating the components of the governance framework involving institutions, policies, stakeholder participation, technological investments, information, financing and other considerations.</b>	
Modules	Subjects/Agendas/Methodology
Stage III: Synthesis	Topic 10: Plans to Action
	Topic 11: Towards the future
Action Plan Preparation	Interview with Course Leader to receive guidance on making Action Plan (Participants will have several opportunities to have consultation during the program)
	Preparation of Action Plan
	Presentation and Discussion of Action Plan



**\*Flowchart of the Program in Japan**



### (3) Finalization Phase in 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.*

<b>【Output 5】 Draft Action Plans are shared and discussed by the participating organizations.</b>	
Discussion and Finalization of Action Plan	<ul style="list-style-type: none"><li>♣ Sharing and discussing of draft Action Plan in the participating organization</li><li>♣ Finalization of draft Action Plan</li></ul>
Submission of Final Report to JICA Regional Office	<ul style="list-style-type: none"><li>♣ Submitting Final Report including description of progress of Action Plan to respective JICA Office (Deadline: April 30, 2017)</li></ul>



**【Program Objective】 For the participants to become adequately knowledgeable about the fundamental of basin management, and to become able to play a major catalytic role in developing the needed governance framework.**

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents 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.

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

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

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

###### **1) Educational Background:**

Applicants should be university graduates or have equivalent educational qualifications in the area of Environmental Management.

###### **2) Current Duties & Experience in the relevant field:**

Applicants should be either technical officers in charge of lake/wetland water management (including management of rivers flowing into such water bodies) who are expected to assume executive administrative posts in that field or researchers / stakeholders in water quality and ecosystem management who are expected to take leading roles in guiding the lake/wetland management programs in their countries, with more than three (3) years' occupational experience in the field.

###### **3) English Language Qualification:**

Applicants should have a competent command of English which is equal to TOEFL 70 (iBT) or more (This program includes active participation in discussions, Action Plan development. Please attach official certificate for English ability such as TOEFL, TOEIC etc., if possible).

###### **4) Health:**

Applicants 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:**

1) Age: be between twenty-five (25) and forty (40) years of age

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

#### **(1) Application Form:**

The Application Form is available at the JICA office (or the Embassy of Japan.)  
**Applicants are strongly encouraged to choose one or two of the following “Six Pillars of Governance” which best match their interests, and to describe them in “Area of Interest” in the Application Form – Part B, 6. 3).**

Six Pillars of Governance

- (1) Institutions to manage a lake and its basin for the benefit of all lake basin resource users
- (2) Policies to govern people's use of lake resources, and its impacts on lakes
- (3) Involvement of people to facilitate all aspects of lake basin management
- (4) Technological possibilities and limitations that often dictate long-term decisions
- (5) Knowledge of both traditional and modern scientific origins as the basis for informed decisions
- (6) Sustainable finances to support implementation of all of the above-noted activities

#### **(2) Photocopy of passport:**

Photocopy of passport should 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:**

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

- #### **(4) Organization Chart:**
- Please describe correlation charts of organizations which involved in basin management for lake environment, and indicate which is your organization.

**Note: Applications not accompanied by Organization Chart cannot be duly considered.**

**Attention!: All documents should be in English and typewritten by PC or**

**handwritten in BLOCK LETTERS, NOT in Running Hand.**

**4. Procedure 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 **June 17, 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 July 15, 2016.**

**5. 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.
- (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 International Center (JICA Kansai)

**(2) Contact:** Ms. Eriko MIYASHITA

([Miyashita.Eriko@jica.go.jp](mailto:Miyashita.Eriko@jica.go.jp), [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

### 2. Implementing Partners:

**(1) Name:** International Lake Environment Committee Foundation: ILEC

**(2) Contact:** Mr. Takehiro ONO ([tono@ilec.or.jp](mailto:tono@ilec.or.jp))

**(3) URL:** <http://www.ilec.or.jp/en/>

**(4) Remark:** The International Lake Environment Committee Foundation (ILEC), formed in 1986, is an international non-governmental organization (NGO), and obtained legal status in 1987.

ILEC was organized with the aim of promoting environmentally sound management of natural and man-made lakes and their environments consistent with sustainable development policies by promoting international research and investigation, and by facilitating the exchange of findings and knowledge among the experts throughout the world.

Its building is located on the shore of Lake Biwa in Shiga Prefecture, Japan.

### 3. Travel to Japan:

**(1) Air Tickets:** 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:

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

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0383 FAX: 81-78-261-0465

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

**(2) International Lake Environment Committee Foundation (ILEC)**

Address: 1091 Oroshimo-cho, Kusatsu-shi, Shiga 525-0001, Japan

TEL: 81-77-568-4567 FAX: 81-77-568-4568

(where "81" is the country code for Japan, and "77" is the local area code)

Note: Please refer to "V. Other Information" for the stay in ILEC.

If there is no vacancy at JICA Kansai or ILEC, 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/about/organization/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),
- (4) Expenses for program implementation, including materials.

For more details, please see “III. 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 certificates 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 countries.
3. Participants are strongly advised to bring their own personal computers for their convenience. Through the program, participants are required to work on computers intensively for various assignments including GIS lecture, preparation of Action Plans, etc. Desk top computers are available in JICA Kansai, however, not in ILEC and other facilities.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) in Japan 2 to 5 days after your arrival to 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.
6. Stay in ILEC (Cooking)  
Participants are kindly requested to cook for themselves at ILEC, because ILEC has no restaurant. ILEC's accommodation has a kitchen in each room and is equipped with all the kitchen utensils and tableware. Please be ready to cook for yourself at ILEC, where you will spend most of the days in Japan.

### Available kitchen utensils:

Dishware: plates, glasses, tea cups, coffee cups, chopsticks, forks, spoons, knives, etc.

Cooking utensils: knives, cutting board, pot and pan for IH cooker, rice scoop, ladle, spatula, bowls, etc.

Cooking devices: microwave, refrigerator, rice cooker, IH cooker, electric kettle

Others: dish soap, sponge, kitchen paper towel, wine opener with bottle opener, garbage can, etc.



## **VI. ANNEX 1 Preliminary Basin Report**

Please complete the report and questionnaire according to the instructions below. These should be submitted on arrival in Japan. It is also recommended to bring the photos and maps which show typical environmental status of the target lake-river-coastal basin system of their choice.

**If you need former participants' Action Plans for your reference, please contact Mr. Takehiro ONO of ILEC at [tono@ilec.or.jp](mailto:tono@ilec.or.jp)**

### **Preliminary Basin Report**

(For Introductory Presentation during the Program)

The participants will be requested to make a short presentation on their Lake, River and Coastal Basin Reports (hereinafter we call it as "BRs"), using PowerPoint slides. A BR can be described by the following general outline:

1. Introduction
2. The Lake, River or Coastal zone
3. Management of the Basin
4. Key Challenges
5. References

#### 1. Introduction. (based in part on Basin Questionnaire items, 10 and 11, 14 and 15)

This section should describe the socio-economic context (people, livelihood, economy, institutions, political structure, etc.) of the region, country, or the basin. It should summarize the overall importance of the basin, from the perspective of its significance as a natural habitat and its social, economic, political, cultural and recreational importance to the human population in the region, and for globally-important lakes of the world.

#### 2. The Lake, River or Coastal zone (based in part on Basin Questionnaire items, 1 through 9)

##### 2.1 Overview

This section should provide information on the biophysical feature of the basin. It should also present basic physical characteristics including the water surface and drainage areas, depth and volume of the lake, etc. The landscape of the drainage basin as well as the past and current land use patterns should also be mentioned. It should also summarize the environmental state of the basin.

List the human and environmental benefits derived from the basin.

##### 2.2 State of the Lake, River or Coastal zone

To be included here is the past and present states of the water environment of lake, river or coastal zone, including water quantity and quality, and aquatic biota (flora and fauna). Any regionally or globally important aspects of the environment of lake, river or coastal zone should be identified.

### 3. Basin Management of the Lake, River and Coastal zone

(based on the part on Basin Questionnaire items, 10 through 14)

#### 3.1 Overview of Management Needs

- What is the importance of the lake, river or coastal zone to the population of its drainage basin? What are the major socio-economic-political characteristics of the basin?
- What is the importance of the lake, river or coastal zone for the economy of the region? Describe a brief history of the resource degradation and environmental problems that the basin has experienced over past decades (e.g., the impacts of industrial, urban, and agricultural development).
- Provide an overview of resource development, use and conservation conflicts within the basin resulting in significant environmental threats to the sustainable use of the lake, river or coastal water resources (resource exploitation, watershed degradation, declining fishery, biodiversity losses, etc.).

#### 3.2 Management Programs and Processes

- To what extent have land-based and water-based activities occurring in and around the basin been reduced (by, for example, control of domestic, industrial and other pollution loads, control of urban and agricultural run-offs, including that resulting from watershed degradation, excessive flow control and water withdrawal, over-fishing, loss of wetlands and riparian zones)?
- Are there any formal plans or policies for management of the basin or, in the absence of formal plans and policies, the existing legal and policy basis for lake, river and coastal zone management? Describe the major water pollution control programs, management of water abstraction from the lake and its inflowing rivers, legal framework for the prevention of lake, river or coastal water and its environment quality degradation, including land-use control, environmental and ecosystem management and restoration, as well as specific instruments for financing lake, river or coastal zone management including user fees, taxes, fish levies, zoning charges, tradable permit systems, etc.). This section also should identify important gaps, issues and challenges.

### 4. Key Challenges (based largely on your insights and impressions)

This section should identify key challenges with regard to such issues as policy development, institutional and management frameworks, capacity building efforts, financing mechanisms, stakeholder involvement, scientific research and community-based knowledge-base development, sharing, transfer and dissemination of information, etc., as well as the corresponding investment approach, considerations and priorities. The questions to ask may include;

- (a) Has there been an emergence of political interest and commitment to managing and using the lake, river or coastal water and its resources in a more sustainable manner, and the reasons for this emergency?
- (b) Have there been attempts to establish sustainable institutions that can adequately address multi-national, multi-sectoral issues and multi-stakeholder interests involved in managing the lake, river or coastal water for sustainable use?
- (c) Will there be efforts to develop financing subsidizing mechanisms for management

activities focusing on sustainable lake, river or coastal water use?

- (d) Will there be attempts to establish a new legislative framework and policies for lake, river and coastal zone management?
- (e) Will there be efforts to enhance the extent of stakeholder participation in the design and implementation of the lake, river and coastal zone management program?
- (f) Will there be a plan or plans to strengthen the linkages between the lake, river and coastal zone management program and the broader national and regional water resources management efforts?
- (g) Will there be efforts to better incorporate scientific information and research in the lake, river and coastal zone management program?

## 5 References

List useful supplementary reading materials on the basin, and the region including your country, which complement this Report.

## ***VII. ANNEX 2 Basin Questionnaire***

Please provide as much information as possible. Information relating to items displayed in boxes below may be omitted from the questionnaire if not readily available. It may, however, be found later in the scientific literature or in the global database, or even during the program. Identify as many reference materials on the subjects as possible and be prepared to have ready access to them if and when needed for improving the Preliminary Basin Report as a Final Report.

### 1. Basic Information

#### 1.1 Name(s)

1.1.1 In English (All official names, if called in more than one way.)

1.1.2 In local language(s)

#### 1.2 Location

1.2.1 Latitude (range from West to East)

1.2.2 Longitude (range from South to North)

1.2.3 Elevation at water surface from sea level

1.2.4 Riparian countries and sub-national (state, province, etc.) jurisdictions

1.2.5 Non-riparian basin (upstream) countries and sub-national jurisdictions

#### 1.3 Origin

1.3.1 In the case of natural lakes

- Origin of the lake (e.g., glacial, tectonic, volcanic, etc.)
- Estimate of the age of the lake

1.3.2 In case of artificial lakes (reservoirs)

- Describe the physical features
- Years of construction in phases

#### 1.4 Basin and/or Watershed, Map(s)

1.4.1 Major inflowing and out-flowing rivers

1.4.2 Main cities and other points of interest

1.4.3 National/sub-national jurisdictional boundaries

1.4.4 Etc.

#### 1.5 Basin Demography, Map(s)

1.5.1 Population and density distribution

1.5.2 Etc.

(The participants are requested to bring along maps and other resource materials containing geographical, demographical, land-use, geo-hydrological information for the lake, river or coastal zone and its basin and/or watershed.)

#### 1.6 Landscape and waterscape

1.6.1 Visual features of the lake, river or coastal basin

(The participants are requested to bring along photos of various kind including landscape, physical facilities, water quality problems, land and water uses in the riparian as well as upstream regions, biological and ecosystem conditions including unique fauna and flora, etc., for possible use in the final report.)

### 2. Morphology

#### 2.1 Bathymetric map, if available

- 2.2 Volume (in km<sup>3</sup>)
- 2.3 Surface Area (in km<sup>2</sup>)
- 2.4 Length and width (in km)
- 2.5 Length of shoreline (in km)
- 2.6 Maximum depth (in m)
- 2.7 Mean depth (in m)
- 2.8 Note on intra- and inter-annual changes in water level and volume, if information is available (provide a note on water level changes due to flow regulations)

### 3. Water Balance

- 3.1 Inflow (Annual average in m<sup>3</sup> per year)
  - 3.1.1 Precipitation
  - 3.1.2 Rivers (Note if they are controlled.)
  - 3.1.3 Groundwater
  - 3.1.4 Diversions
- 3.2 Outflow (Annual average in m<sup>3</sup> per year, if information is available.)
  - 3.2.1 Evaporation
  - 3.2.2 Rivers (Controlled?)
  - 3.2.3 Groundwater
  - 3.2.4 Diversions
- 3.3 Retention time (In years, if information is available.)
  - 3.3.1 Theoretical filling time (Lake or Coastal zone) volume/annual inflow)
  - 3.3.2 Theoretical flushing time (Lake or Coastal zone) volume/annual outflow)
- 3.4 Notes on any long-term changes

### 4. Climate

- 4.1 Average T, min monthly T, max monthly T (in centigrade)
- 4.2 Average Precipitation, min monthly precipitation, max monthly precipitation (in mm)
- 4.3 Prevailing wind directions by season, strength
- 4.4 Seasonal and inter-annual variability (Describe.)

### 5. State of Ecosystem

- 5.1 Description on the state of ecological health including conservation of fauna and flora
- 5.2 Description on the state of biodiversity conservation

### 6. Physical Data

- 6.1 Temperature of water
  - 6.1.1 Versus time
  - 6.1.2 Versus depth
- 6.2 Freezing period and extent of freezing
- 6.3 Mixing
  - 6.3.1 Vertical

- 6.3.2 Horizontal (Note main bays, sub-basins of lake.)
- 6.4 Stratification
  - 6.4.1 Period and extent of stratification

## 7. Chemical Data

- 7.1 Concentrations: The state of chemical water quality in general including the states of eutrophication, i.e., oxygen demand, N and P concentration values (organic, inorganic, particulate, total, if available), salinity, organic and inorganic chemical pollution.

7.2 Loadings (tons/yr.) of inputs from rivers, groundwater, and the atmosphere

## 8. Biotic Data (Main species, exotics, productivity change through time)

- 8.1 The overall state of the lake, river or coastal water ecosystem including its biodiversity
- 8.2 Phytoplankton, Zooplankton, Fish

- 8.3 Benthos, Avifauna
- 8.4 Linkages (e.g., Describe briefly the ecosystem/biodiversity issues in general with regard to littoral wetlands, rivers, air (birds, etc.).

## 9. State of the Basin

- 9.1 Description of the catchment area including its size (in km<sup>2</sup>), general geography of the region in relation to the lake and other neighboring water bodies (other lakes connected in chain, for example), catchment (draining-in) system, catchment area of the out-flowing river (draining-out) system

- 9.2 Basin hydrology (Briefly describe basin hydrology, including active as well as non-active parts.)
- 9.3 Soil types (refer to a soil map, if available)
- 9.4 Land cover with changes through time (Briefly describe seasonal land-use changes, by referring to a land-use map.)

- 9.5 Notes on sub-surface drainage (Briefly describe underground water flows, referring to hydrographical and hydrological maps, if available.)

## 10. Uses of the Lake, River or Coastal Water and Its Resource Development Facilities

- 10.1 Water
  - 10.1.1 Flood/drought control facilities
  - 10.1.2 Drinking water withdrawal and facilities
  - 10.1.3 Agricultural water withdrawal and facilities
  - 10.1.4 Industrial water withdrawal and facilities
- 10.2 Fisheries and their facilities
- 10.3 Tourism facilities
- 10.4 Others

## 11. Impairments to Uses

- 11.1 Increased algal growth
- 11.2 Increased salinity

- 11.3 Destruction of wetlands
- 11.4 Declining fish stocks
- 11.5 Other

12. Causes of Impairments

- 12.1 Upper-watershed degradation including erosion and siltation
- 12.2 Point and non-point source runoff from urban areas
- 12.3 Shoreline degradation and alterations
- 12.4 Other

13. Structural Management Response

- 13.1 Sewerage system
- 13.2 Industrial wastewater treatment system
- 13.3 Solid and hazardous waste management system
- 13.4 Other

14. Non-structural Management Response

- 14.1 Rules
  - 14.1.1. Informal (informal community rules and voluntary restrictions)
  - 14.1.2. Formal (industrial effluent regulations, protected areas (land use restrictions, ecological reserves), etc.)

14.2 Economic Incentives (subsidies, taxes, etc.)

- 14.3 Awareness Raising (public awareness-raising including environmental education, environmental campaigns, activities of environmental NGOs and CBOs, etc.)

15. Socioeconomic Information (partial duplication of 1.5)

- 15.1 Population dynamics (numbers, distribution, main cities, percent urban/rural, etc.)
- 15.2 Education (extent and types of education, literacy rates, etc.)
- 15.3 Culture (languages, ethnicity, including indigenous peoples, religion, legends/beliefs about the lake)

15.4 Economic sectors (major industries and their production statistics, regional economic development issues including energy, transportation, commerce sectors, livelihood issues in different parts of the lake basin, i.e., coastal regions, upland regions, upper-watershed regions, Gross National Income per capita within the basin (noting how it might differ from the national average(s)))

16. Political Situation (partial duplication of 1.2)

- 16.1 Nations within basin
- 16.2 Sub-national boundaries
- 16.3 Describe briefly the political history of the region

- 16.4 Describe briefly the governance challenges for the people to have;
- 16.4.1. Access to information
  - 16.4.2. Rights to participation
  - 16.4.3. Access to justice



## ***VIII. ANNEX 3 Basin Governance Challenges***

<Note> The following preview gives a general description of what this program aims to address during its course, with regard to some of the important challenges that you have listed under 4. Key Challenges in the Basin Report (VI. Annex 1) to be presented at the outset of the program.

### Institution

- Is there a good institutional mechanism to ensure vertical (transboundary, regional, national and local) linkages among government agencies in basin management?
- Is there a good institutional mechanism to ensure horizontal linkages between government agencies, industries, scientific institutions and citizen groups, etc., in dealing with lake, river or coastal water resource development and conservation? In particular, is there good institutional collaboration to deal with water pollution and other natural resource degradation activities such as land degradation and over-fishing?

### Policy

- Is there a national policy for basin management? What, if any, are the major national/regional development plans related to the basin? What, if any, are the major national/regional conservation plans related to the basin?
- What sort of policy reforms have taken place, or are being considered, to overcome the constraints to achieving environmentally-sound management and use of the resources of the basin, particularly with respect to development of sound policy, strengthening of institutional capacity, promotion of environmental investments, and development of human resources?

### Legislation

- What are the major legislative provisions (laws, regulations, ordinances) pertaining to development and conservation measures for basin management? Does your lake, river or coastal zone have its-specific legislation (e.g. lake laws and ordinances)?
- What are the major regulatory measures introduced for basin management, e.g., effluent standards, ambient standards such as nutrient and chemical concentrations, source-water protection classification?
- What is the state of command-and-control measures? Have industries been well regulated?
- What is the state of voluntary compliance regarding industrial pollution? Have they been able to regulate themselves in preventing lake, river or coastal water pollution?

### Stakeholder and community/citizen participation

- What are the major stakeholder groups in the management of your lake, river or coastal zone (e.g., government sectors, institutions, organizations, interest groups, private sectors, etc.)?
- How well have stakeholders been involved in the design and implementation of the lake, river and coastal zone management program(s) (e.g., identification of relevant

stakeholders living on the lake shore, as well as those living upstream and downstream of the lake, the existing mode, if any, of stakeholder involvement, the relationship between the government and various non-governmental stakeholders)?

- How has involvement of voluntary associations, village organizations, CBOs, NGOs, etc. been promoted/assured?
- How has involvement of women as well as disadvantaged and affected members of community been promoted/assured?
- How has involvement of international/external NGOs been? What have been the benefits and disbenefits of their involvement?

#### Role of Science

- What is the state of lake, river or coastal water quality monitoring?
- How well have monitoring results been reflected in basin management?
- How well has scientific information been reflected in management plans for your basin?
- List the names of major scientific institutions working on your lake, river or coastal zone including universities, governmental/non-governmental research institutes, private sector laboratories, etc. This has no value unless each institution's role is critiqued.
- What has been the extent of information dissemination and sharing, and the degree of transparency and access to data and information on the lake, river or coastal zone?

#### Technology

- List some of the major technological interventions for lake, river or coastal water resources development, e.g., water resource development (sewerage comes here too I think), agriculture/irrigation, fisheries/navigation, tourism, etc.
- List some of the major technological interventions for lake resources conservation, e.g., sewerage, industrial pollution control, solid waste management, wetland conservation, etc.

#### Finance

- Describe briefly the taxation system of your country? How much tax money is retained for local use, such as for management of your basin?
- If you know, what is the general distribution of major sources of funds, for lake, river or coastal zone environment management, such as construction and operation/maintenance of sewerage, and/or other sanitation systems? For example, what portion of construction costs is being borne by the national budget, state budget, local budget, and external financial assistance? Who pays the operations and maintenance costs?
- What are some of the means for raising local funds, taxes, charges, fees, etc., used for conservation projects?
- Do you know of any innovated financial mechanisms used in your region for pollution control, such as pollution charges, tradable permits, etc.?

## **IX. ANNEX 4 Brief Overview of the Program**

What You Can Get from the Program:

### **INTEGRATED BASIN MANAGEMENT FOR SUSTAINABLE USE AND PRESERVATION OF WATER RESOURCES (LAKES, RIVERS AND COASTAL WATERS)**

#### **1. Purpose**

This program is designed for the participants to become adequately knowledgeable about the fundamental of basin management of lake, river and coastal water, and to become able to play a major catalytic role in developing the needed governance framework.

#### **2. Integrated Lake Basin Management Platform Process (ILBM-PP)**

In order to sustainably manage a lake basin, it would be necessary to build up a balanced framework (Fig. 1) which is consisted of 6 pillars: 1) institutional responsibilities, 2) policy directions, 3) all stakeholder participation, 4) technological possibility, 5) scientific and traditional information, and 6) funding prospects.

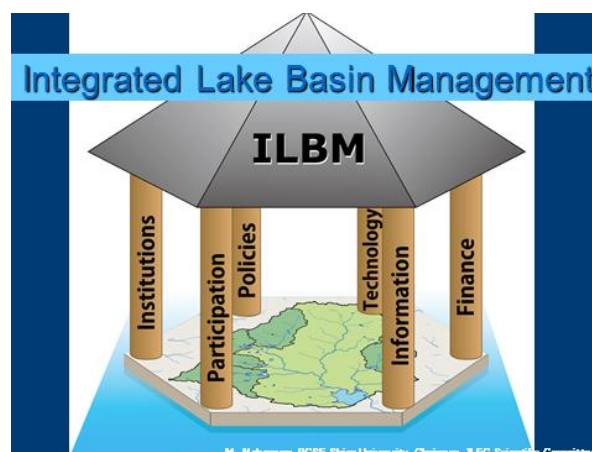


Fig. 1 ILBM conceptual illustration with 6 pillars

The ILBM Platform is a kind of discussion desk to improve the lake basin governance with all related stakeholders. The state of the lake basin governance will be gradually and continuously improved through this ILBM Platform Process (Fig. 2). Further information is available at <http://www.ilec.or.jp/en/>.

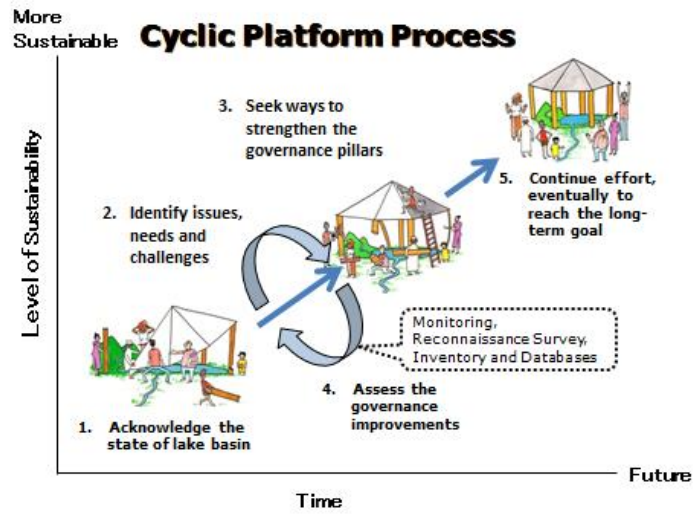


Fig. 2 Conceptual image of cyclic ILBM Platform Process

### 3. Lectures and Study Tours

During the 2 months program term there are many lectures and study tours in order to attain the above purpose. lectures and study tours are properly arranged for objectives of this program.



Fig. 3 Lecture of Prof. M. Nakamura, the course leader.



Fig. 4 Plankton survey practice in Lake Biwa

### 4. Group Discussion

A group discussion time will be arranged during the program. The discussion will be organized and managed by participants. The purpose of the discussion is as follows: 1) to get information on some topics from other participants, 2) to discuss on urgent topics freely among the participants, and 3) to understand deeply the problems and challenges of other participants.



Fig. 5 Free discussion by participants

5. Accommodations

ILEC will provide the trainees with accommodations. Please refer to GI (V. Other Information) for the stay in ILEC.



Fig. 6 Accommodations

6. Holidays

Saturdays, Sundays and Japanese National Holidays are basically free time for the trainees. Kyoto, a traditional cultural city, and Osaka, a big commercial city, are close to ILEC.

Date	Name	Date	Name
		August 11	Mountain Day
		September 19	Respect-for-the-Aged Day
		September 22	Autumnal Equinox Day

		October 10	Health and Sports Day
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Fig. 7 National Holidays in August to October, 2016

7. Contact

Please contact the following person of ILEC for any questions you have.

Mr. Takehiro ONO (tono@ilec.or.jp)

## ***For Your Reference***

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: 81-78-261-0383 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)

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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)**

--

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

J	0	-																	
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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**

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**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

**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**

--

**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:
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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 &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?**

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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: