

F.No.12040/18/2017-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

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Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: 01.05.2017

**TRAINING CIRCULAR**

**Sub:** Knowledge Co-Creation Program on “Capacity Building towards Air Quality Management” to be held in Japan from 05.07.2017 to 11.08.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline – 04.05.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Capacity Building towards Air Quality Management” to be held in Japan from 05.07.2017 to 11.08.2017 under the Technical Cooperation Program of the Government of Japan.

2. The Program aims to contribute to the improvement of the air quality management in participating countries especially by introducing air quality management tools such as air quality monitoring, emission inventory, and dispersion modeling.
3. The applying organizations are expected to nominate technical officials responsible for air pollution control especially in a position to analyze the air quality with more than 3 years of experience. 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 **04.05.2017**. 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](mailto: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>.



Under Secretary to the Government of India

Tele: 26165682

Copy to:

- a) Secretary, M/o Environment and Forests, Paryavaran Bhawan, Jor Bagh, New Delhi.
- b) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- c) Senior Representative, JICA India Office, 2<sup>nd</sup> Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- d) 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

### *Capacity Building towards Air Quality Management*

**課題別研修「大気環境管理に向けたキャパシティビルディング」  
JFY 2017**

NO. J1704345 ID. 1784789

Phases in Japan : From July 5, 2017 to August 11, 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 is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

Due to the recent urbanization, economic growth and industrialization in developing countries, human-caused emissions of air pollutants from stationary sources including manufacturing facilities and mobile sources such as automobiles have kept increasing. Such impacts on atmospheric environment cause human health damage and affect global ecosystem. Air pollutants include primary pollutants (PM<sub>10</sub>, SO<sub>x</sub>, NO<sub>x</sub>, etc.) locally generated by pollution sources or transported from other areas, and secondary pollutants (photochemical oxidant, etc.) which were formed through physical/(photo)chemical reactions in the atmosphere.

According to the “OECD Environment Outlook: 2050” published in 2012, the premature death from ozone and PM (particulate matters), is estimated to keep growing, mainly in Asian developing countries, which suggests the importance of countermeasures against air pollution in these countries.

As Japan is one of the countries which experienced severe environmental pollution, such as “Yokkaichi Asthma” caused by SO<sub>x</sub> from stationary sources, and tackled mobile exhaust gases in heavily-populated areas, this course provides capacity building on the methodologies of air quality monitoring for confirming the present state of air pollution, techniques for the preparation of the emission inventories to survey the distribution of the emission sources and their local effects and the dispersion modeling to simulate the pollution mapping and the effect of the countermeasure against the air pollutants emission. In addition, this course also offers the opportunity to share rich experiences of Japanese air quality management with participating countries through lectures/discussions and site visits.

## **For what?**

The Program aims to contribute to the improvement of the air quality management in participating countries especially by introducing air quality management tools such as air quality monitoring, emission inventory, and dispersion modeling.

## **For whom?**

Officials responsible for air pollution control especially in a position to analyze the air quality in either central or local government, research institute, or public organization and could utilize the knowledge gained through the course to improve the air quality management in their respective countries.

## ***II. Description***

**1. Title:** Capacity Building towards Air Quality Management (J17-04345 )

**2. Period of the Program**

Preliminary Phase in Participants' Home Countries: June 2017 to July 2017

Core Phase in Japan: July 5, 2017 to August 11, 2017

**3. Target Countries:**

Myanmar, Mongolia, Malaysia, India, Egypt, Afghanistan, Chile, Mexico and Argentine,

**4. Program Objective:**

Through the course, Participants will be able:

- (1) to acquire the knowledge of air quality management system,
- (2) to understand the benefits of various tools for air quality management (e.g. air quality monitoring, atmospheric transport models, and emission inventory),
- (3) to examine applicability of various tools as air pollution countermeasures,
- (4) to formulate an Action Plan for specific issues relating to air quality control.

**5. Overall Goal:**

Participants are expected to contribute to start improving air quality management in their own countries by making best use of the knowledge and techniques acquired in Japan.

**6. Eligible / Target Organization :**

Central/Local government, research institute, public organization responsible for air quality management

**7. Total Number of Participants :** 13

**8. Language to be used in this project :** English

## 9. Contents:

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

<b>(1) Preliminary Phase in Participants' Home Countries</b> (June 2017 to July 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country Report	Submission of Country Report with Application form to JICA (See ANNEX I and ANNEX II)

<b>(2) Core Phase in Japan</b> (activities in Japan, subject to minor changes) (July 5 to August 11, 2017) Participants dispatched by the organizations attend the Program in Japan.
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<b>&lt;Just for reference&gt; Tentative Schedule</b> (Schedule is subject to change, due to the coordination of curriculum)					
Date	Lecture/ Visit etc.	Topic	Lecturer/Participants from Japan	Place	
Jul. 5 Wed		Arrival		Tokyo	
Jul. 6 Thu	09:30-12:30	Briefing	JICA	Tokyo	
	14:00-16:00	Program Orientation	JICA/ Japan Environmental Sanitation Center (JESC)		
Jul. 7 Fri	09:30-16:15	General Orientation	JICA	Tokyo	
Jul. 8 Sat		Free			
Jul. 9 Sun		Free			
Jul. 10 Mon	10:00-12:00	Lecture	History of Japanese air quality management policy	Yokohama City University	Tokyo
	13:30-16:00	Lecture	Introduction to air quality monitoring	JESC	Tokyo
Jul. 11 Tue	10:00-17:00	Presentation	Country report presentation	JICA and others	Tokyo
Jul. 12 Wed	10:00-12:00	Exercise	Action plan workshop (1)	JICA	Tokyo
	13:00-17:30	Exercise	Action plan workshop (2)		
Jul. 13 Thu	10:00-12:30	Lecture	Air Pollution Management Administration	MOEJ	Tokyo

	14:00-17:00	Lecture	Structure of air quality monitoring system	MOEJ	Tokyo
Jul. 14 Fri	10:00-11:30	Visit	Printing factory		Tokyo
	14:30-16:30		Municipal Solid Waste Incineration Plant		Tokyo
Jul. 15 Sat			Free		
Jul. 16 Sun			Free		
Jul. 17 Mon			Free (holiday)		
Jul. 18 Tue	10:00-12:30	Lecture	Countermeasures taken against stationary sources	MOEJ	Tokyo
	14:00-17:00	Lecture	Control measures taken against vehicle emission in Japan	MOEJ	Tokyo
Jul. 19 Wed	10:00-12:00	Lecture	Environmental Assessment	JESC	Tokyo
	14:00-16:00	Lecture	Monitoring, inventory and modeling for air quality management	Central Research Institute of Electric Power Industry	Tokyo
Jul. 20 Thu	10:00-12:00	Visit	Air pollution control of steel manufacturing plant	Nippon Steel Sumitomo Metals Co., Ltd. Kimitsu Works	Kimitsu
	14:30-16:30	Visit	Coal-fired thermal power plant in Isogo, Yokohama City	Electric Power Development Co., Ltd. (J-POWER)	Kyoto
Jul. 21 Fri	10:00-12:30	Lecture	Monitoring Method of PM10 and PM2.5	JESC	Tokyo
	14:00-17:00	Practice	Monitoring Method of PM10 and PM2.5	JESC	Tokyo
Jul. 22 Sat			Free		
Jul. 23 Sun			Free		
Jul. 24 Mon	10:00-12:30	Lecture	Mechanism of and measures against photochemical air pollution	Ehime University	Tokyo

	14:00-17:00	Lecture	Introduction of Case Study on Air Pollution Management Project	JICA	Tokyo
Jul. 25 Tue	10:00-11:30	Exercise	Discussion	JESC	Tokyo
	14:00-16:00	Exercise	Discussion		
Jul. 26 Wed	9:30-11:30	Lecture	Air Pollution Control by Local Government	Kawasaki city	Kawasaki
	13:00-16:00	Visit	Air quality Monitoring Station	Kawasaki city	Kawasaki
Jul. 27 Thu		Move	Tokyo to Osaka		
	14:00-16:00	Visit	Manufacturer of environmental monitoring equipment (1)		Osaka
Jul. 28 Fri	10:00-11:30	Visit	Monitoring Center of a local government	Kyoto Environmental Sciences Institute	Kyoto
	14:00-16:00	Visit	Manufacturer of environmental monitoring equipment (2)		Kyoto
Jul. 29 Sat			Kyoto to Tokyo		
Jul. 30 Sun			Free		
Jul. 31 Mon	10:00-12:00	Lecture	Outline of Generation Inventory on Air Pollution	JAPAN NUS CO., LTD.	Tokyo
	13:00-17:00	Lecture	Generation Inventory as a tool of Air Pollution Control	JAPAN NUS CO., LTD.	Tokyo
Aug. 1 Tue	10:00-12:00	Exercise	Inventory Preparation	JAPAN NUS CO., LTD.	Tokyo
	13:00-17:00	Exercise	Inventory Preparation	JAPAN NUS CO., LTD.	Tokyo
Aug. 2 Wed	10:00-12:00	Lecture	Emission source analysis	JAPAN NUS CO., LTD.	Tokyo



	13:00-17:00	Lecture	Emission Analysis as a tool of Air Pollution Management(1)	JAPAN NUS CO., LTD.	Tokyo
Aug. 3 Thu	10:00-12:00	Lecture	Emission Analysis as a tool of Air Pollution Management(2)	JAPAN NUS CO., LTD.	Tokyo
	13:00-17:00	Lecture	Application and summary of dispersion simulation	JAPAN NUS CO., LTD.	Tokyo
Aug. 4 Fri	10:00-12:00	Exercise	Practice of emission source analysis	JAPAN NUS CO., LTD.	Tokyo
	13:00-17:00	Lecture	Practice of emission source analysis	JAPAN NUS CO., LTD.	Tokyo
Aug. 5 Sat			Free		
Aug. 6 Sun			Free		
Aug. 7 Mon	10:00-12:00	Exercise	Pre-preparation of Action plan	JICA, JESC	Tokyo
	13:00-17:30				
Aug. 8 Tue	10:00-12:00	Exercise	Action plan Preparation	JICA, JESC	Tokyo
	13:00-16:00				
Aug. 9 Wed	10:00-12:30	Presentation	Final presentation of Action plan	JICA, JESC and others	Tokyo
	14:00-17:00				
Aug. 10 Thu			Evaluation meeting	JICA, JESC and others	Tokyo
			Closing ceremony	JICA, JESC and others	Tokyo
Aug. 11 Fri			Departure		

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

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

- (1) This Program is designed for organizations intend to address specific issues related to air quality management. Participating organizations are expected to identify specific issues before dispatching Participants in order to fully utilize this opportunity.
- (2) This Program is enriched with contents developed by collaboration with relevant prominent organizations in Japan. It focuses on air quality management tools (e.g. air quality monitoring, atmospheric transport models, emission inventory, and etc.) and participants are highly recommended to have some knowledge of these tools.
- (3) 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 outputs produced by their participants in Japan by carrying out the activities of the Follow-up Phase described in section II-9.

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

Applying organizations are expected to select nominees who meet the following qualifications. Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in Section III-4 below,
- (2) be technical officials responsible for air pollution control especially in a position to analyze the air quality in either central or local government, research institute, or public organization with his/her more than 3 years of experience,
- (3) have a sufficient skill of spoken and written English,
- (4) be university graduates or those who possess equivalent technical qualification or relevant operation in this field,
- (5) be under 45 years of age (in principle),
- (6) 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.

### 3. Application Documents

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Country Report:** to be submitted with the application form, but as a separate document or an electronic data file. (See **Annex I and II**)

※Country Report will be important information sources to enable JICA's cooperation activities be more effective for the Program Participants' countries. During the Knowledge Co-Creation Program, the Participants will be asked whether they allow JICA to refer the Country Report contents for a JICA's relevant studies and cooperation in the future.

- (3) **Photocopy of passport:** to be submitted with the application form, if you possess a valid passport. 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 Expiration date.
- (4) **Nominee's English Score Sheet:** to be submitted with the application form if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS.).

### 4. Application and Selection Procedures

#### (1) Submission of Application Form and Country Report

Closing date for application form and Country Report to JICA Tokyo International Center in Japan: **May 19, 2017.**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the due date in Japan.**

#### (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 implementing partner. 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 shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 31, 2017**.

### **(4) <For accepted applicants only>**

#### **•Preparation for a presentation**

All participants are required to deliver a 10 minutes' presentation about the Country Report during the course. The format will be informed with the notice of acceptance.

Please prepare the presentation material (PPT slides) , and submit it (by USB) to the JICA Tokyo on July 7<sup>th</sup>, 2017.

#### **•Formulation of Action Plan (during the course)**

During the course, all participants are required to formulate an Action Plan. In order to formulate a better one, you are recommended to bring necessary documents, data as well as personal computers, if possible, from your country. Desktop computers are available at JICA's International Centers but your own personal computer will make you more convenient to work on Action Plan. Please refer to the detailed information (see ANNEX III).

### **(5) Conditions for Attendance**

Participants should:

- (1) observe the schedule of the Program,
- (2) not change the Program subjects or extend the period of stay in Japan,
- (3) not bring any family members,
- (4) return to their home countries at the end of the Program in Japan according to the travel schedule designated by JICA,
- (5) refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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 expenditure by JICA depending on the severity of said violation.
- (7) observe the rules and regulations of accommodation facilities and not to change the accommodation arrangements designated by JICA, and
- (8) participate in the whole Program including the preliminary phase prior to the core phase in Japan. The beneficiary organizations are expected to support implementation of the action plans by the course participants and to utilize the knowledge/skills which participants have gained in Japan.

## IV. Administrative Arrangements

### 1. Organizer:

**Name:** Economic Infrastructure Development and Environment Division, JICA Tokyo

Contact: Junko MIMAKI (Ms)     ticttee@jica.go.jp

### 2. Implementing Partner:

**Name:** Ministry of the Environment

**URL:** <http://www.env.go.jp/en/>

**Contact:** Address: 1-2-1, Kasumigaseki, Chiyoda-ku, Tokyo, 100-8975, Japan

Tel: 81-3-3581-3351     FAX: 81-3-3580-7173

(81: country code for Japan, 3: area code)

**Name:** Japan Environmental Sanitation Center (JESC)

**URL:** <http://www.jesc.or.jp/en/index.html>

**Contact:** Address: 10-6, Yotsuyakami-cho, Kawasaki-ku, Kawasaki-shi, Kanagawa-ken, 210-0828, Japan

Tel:81-44-288-4937     Fax :81-44-288-5217

(81: country code for Japan, 44: area code)

### 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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

JICA will arrange the following accommodation for the participants while in Tokyo:

JICA Tokyo International Center (JICA Tokyo) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: 81-3-3485-7051     FAX: 81-3-3485-7904 (where "81" is the country code for Japan, and "3" is the local area code)
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If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Tokyo at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

## **5. Expenses:**

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

- (1)** Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

## **6. Pre-departure Orientation:**

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

Country Report  
JFY 2017

Name \_\_\_\_\_

Country \_\_\_\_\_

This document will be used as a screening material. Therefore, please describe as precise as possible unless related data is unavailable. The report should be typewritten in English and submitted together with the **Application Form**, but as a separate document or an electronic data file.

The Country Reports will be important information source to enable JICA's Cooperation activities be more effective for the course participants' countries. During the Program, the Participants will be asked whether they allow JICA to refer the country reports contents for JICA's relevant studies and operations in the future. The Country Reports submitted from Applicants not accepted by JICA will be safely deleted for a copyright concern and shall not be used by JICA.

1. Name of your organization and its main duty
2. Your organization chart (attach in a separate sheet if needed)
3. Budget and the number of staffs related to air quality management in your organization
4. Air quality management legislations and their contents (attach laws/regulations in a separate sheet if needed)
5. Ambient air quality standards and existing problems (explain here or in Annex II)
6. Role of central government and local government for air quality management respectively (explain here or in Annex II)
7. Measurement of air pollutants and monitoring systems for air quality (by whom? how? and how often?)

8. Usage of air quality management tools

- atmospheric transport models
- emission inventory

9. Historical background of air quality control in your country

10. Present status of air quality in your country (in big cities and in country side)

11. Main sources of air pollution (what kind of industry? what kind of transport?)

12. The number of complaints and health damage caused by air pollution.

13. Issues for implementing air quality management

14. Idea of topics you would like to describe in your Action Plan (see the Annex III)

**Important Notice**

- The accepted participants will need to prepare a presentation material based on the Country Report. Each participant will have a chance to make a presentation in the first week of this course.
- Length of presentation per participant; 10 minutes of presentation and 10 minutes of Q & A session.
- In the presentation, please briefly explain the background information on your country, your organization and your job. Please put your emphasis on the problems your organization is facing, and possible solutions for that.
- The important part of the presentation is to share your experiences with Japanese experts and participants from other countries.



**Annex II**

1. Please fill in Ambient Air Quality Standards, currently measured values and countermeasures to achieve the Standards in your country.

Fill in the Current Annual Average with the value of your country or the area under your direct control.

Year: \_\_\_\_\_ country: \_\_\_\_\_ area: \_\_\_\_\_

	Unit (ppm or mg/m <sup>3</sup> )	Standard Value		Current Annual Average	Existing Problems
		1 hour	1 day		
Sulfur Dioxide					
Nitrogen Dioxide					
Photochemical Oxidant					
Carbon monoxide					
Suspended Particulate Matter such as TSP, PM10, PM2.5					
Others					

2. Please clarify the roles of central government, regional government (province or state) and local government (municipality) for the regulation of air pollution in your country. (Please fill in the check mark on the responsible organization.)

Jurisdictions of Central and Local Government in Air Quality Management Administration

Please put the check mark on the appropriate column.

	Responsibility of Administration	Central Government	Regional Government (Province or State)	Local Government (Municipality)	Other Organization (Public or Private)
Strategy and plan for air quality management and pollution control	Designation of responsibilities among authorities and Institutional arrangement				
	Preparation of strategy and plan for air quality management and pollution control				
	Preparation of related analytical works and tools for decision making such as Emission Inventory and Simulation Modeling				
Legal and regulatory framework	Preparation of Law and Regulation				
	Preparation of Guideline				
	Setting of related Standards				

Ambient air quality monitoring	Preparation of Ambient Air Quality Monitoring Plan (National and Sub-National Level)				
	Installation of Equipment for Ambient Air Quality Monitoring (National and Sub-National Level)				
	Analysis of Samples from Ambient Air Quality Monitoring (National and Sub-National Level)				
Emission source monitoring	Emission source monitoring of stationary sources such as power plants, factories and incinerators				
	Emission source monitoring of mobile sources and related fugitive sources such as roads dust and gas stations				
	Emission source monitoring of area sources and others such as open burning and households emissions				
Emission control (voluntary or mandated) , inspection, administrative guidance and law enforcement	Stationary sources such as power plants, factories and incinerators				
	Mobile sources and related fugitive sources such as roads dust and gas stations				
	Area sources and others such as open burning and households emissions				

## ANNEX III

<For accepted applicants only>

### • Formulation of an Action Plan during the Course :

All participants are required to formulate an Action Plan during the Knowledge Co-Creation Program and make its presentation at the end of the course.

Please pick up one topic to tackle from issues that you mention in your country report, and formulate an Action Plan, by utilizing the knowledge that you have gained through the Program. Try to formulate the plan in consideration of the existing human and financial resources in your organization in as efficient and effective way as possible.

<Contents (Recommended)>

- a. Theme
- b. Background
- c. Objectives (Goals)
- d. Direct and indirect beneficiaries
- e. Action components
- f. Implementation schedule
- g. Responsible agencies and their roles
- h. Strategies and tactics for implementation
- i. Monitoring and evaluation
- j. Budget and resources

Typewrite on the A4 sized paper and also prepare presentation materials.  
More detailed guidance is provided after your arrival in Japan.

※ In order to formulate a better Action Plan, you are recommended to bring necessary documents, data as well as personal computers, if possible, from your country. Desktop computers are available at JICA's International Centers but your own personal computer will make you more convenient to work on Action Plan.

※ Similar to the Country Reports, the Action Plans will be important information sources to enable JICA's cooperation activities be more effective for the Program Participants' countries. During the Knowledge Co-Creation Program, the Participants will be asked whether they allow JICA to refer the Action Plan contents for a JICA's relevant studies and operations in the future.

## ***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, JOCV Volunteer 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 the Embassy of Japan. Further, address correspondence to:

**JICA Tokyo International Center (JICA TOKYO)**

**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**

**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**

## 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.



### 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:

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

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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



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

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

**5. Language Proficiency (required)**

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

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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





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

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

Date:	Signature:
	Print Name:

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

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

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

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

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