

No.12040/2/2014-TRG(FTC/IR)
Government of India
Ministry of Personnel, Personnel Grievances and Pensions
Department of Personnel and Training
[Training Division]

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

TRAINING CIRCULAR

Subject: Group Training Course in 'Air Pollution Source Management' to be held in Japan from May 11 to June 28, 2014 under the Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training programme to be held in Japan from May 11 to June 28, 2014 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to improve air pollution management in participating countries and regions. It will help candidates to identify approaches and strategies to ensure programme effectiveness, enhance financial security, and improve organizational viability.

3. The programme is offered to the staff in charge of air pollution control in Central/Local Governmental Organizations.

4. The programme is designed for the staffs in charge of air pollution control at Central/Local Governmental Organization who should meet the following qualifications:- should have more than 3 years of experience in relevant field; be an university graduate or same level of educational qualification(preferably with a background of engineering or science); have a competent command of spoken and written English; be in good health (both physically and mentally); not be a part of military service. The nominees between the age group of 25-50years will be recommendable.

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

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

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

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

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **February 28, 2014**. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(N.K. Wadhwa)

Under Secretary to the Government of India

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Copy to:

- a) The Secretary, M/o Environment & Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003,
- b) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- c) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

AIR POLLUTION SOURCE MANAGEMENT

課題別研修「大気汚染源管理」

JFY 2014

NO. J14-04299 / ID. 1480286

Course Period in Japan: From May 11, 2014 to June 28, 2014

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

I. Concept

Background

Through rapid industrialization and urbanization in recent years, developing countries are facing various environmental problems due to delay in promotion of appropriate measures such as restrictions and monitoring systems of pollutants. Particularly among urban areas, where 40% of population in developing countries live, air pollution has been threatening not only health conditions of people but also economic activities taking place in the area.

After formulating "Environmental Conservation Initiative for Sustainable Development (EcolSD)" in 2002, Japan has promoted ODA focusing on environmental problems, especially those related to air pollution. Moreover, industrial cities in Japan such as Kitakyushu City, where the training course will be taking place, has its own experiences and histories of coping with those pollutants throughout the period of high economic growth.

This training program intends to transfer methodologies and techniques for air pollution control. Participants are able to acquire practical knowledge and techniques, as the city government and private enterprises in Kitakyushu City have accumulated various technologies and experience in the field through their history of pollution control and international cooperation.

For what?

This program aims to improve air pollution management in participating countries and regions.

For whom?

This program is offered to the staffs in charge of air pollution control in central / local governmental organizations.

How?

Participants shall have opportunities to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.)

Air Pollution Source Management (J1404299)

2. Course Period in JAPAN

May 11, 2014 to June 28, 2014

3. Target Regions or Countries

Botswana, China, Honduras, India, Mongolia, Myanmar, Senegal, Sri Lanka, Uruguay, and Vietnam

4. Eligible / Target Organization

This program is designed for governmental organizations in charge of air pollution control.

5. Course Capacity (Upper limit of Participants)

10 participants

6. Language to be used in this program

English

7. Course Objective

Participants will be able to formulate and propose action plans for improvement of air pollution source management, utilizing contents of the training program.

8. Overall Goal

Formulated action plans are implemented in each country.

9. Expected Module Output and Contents

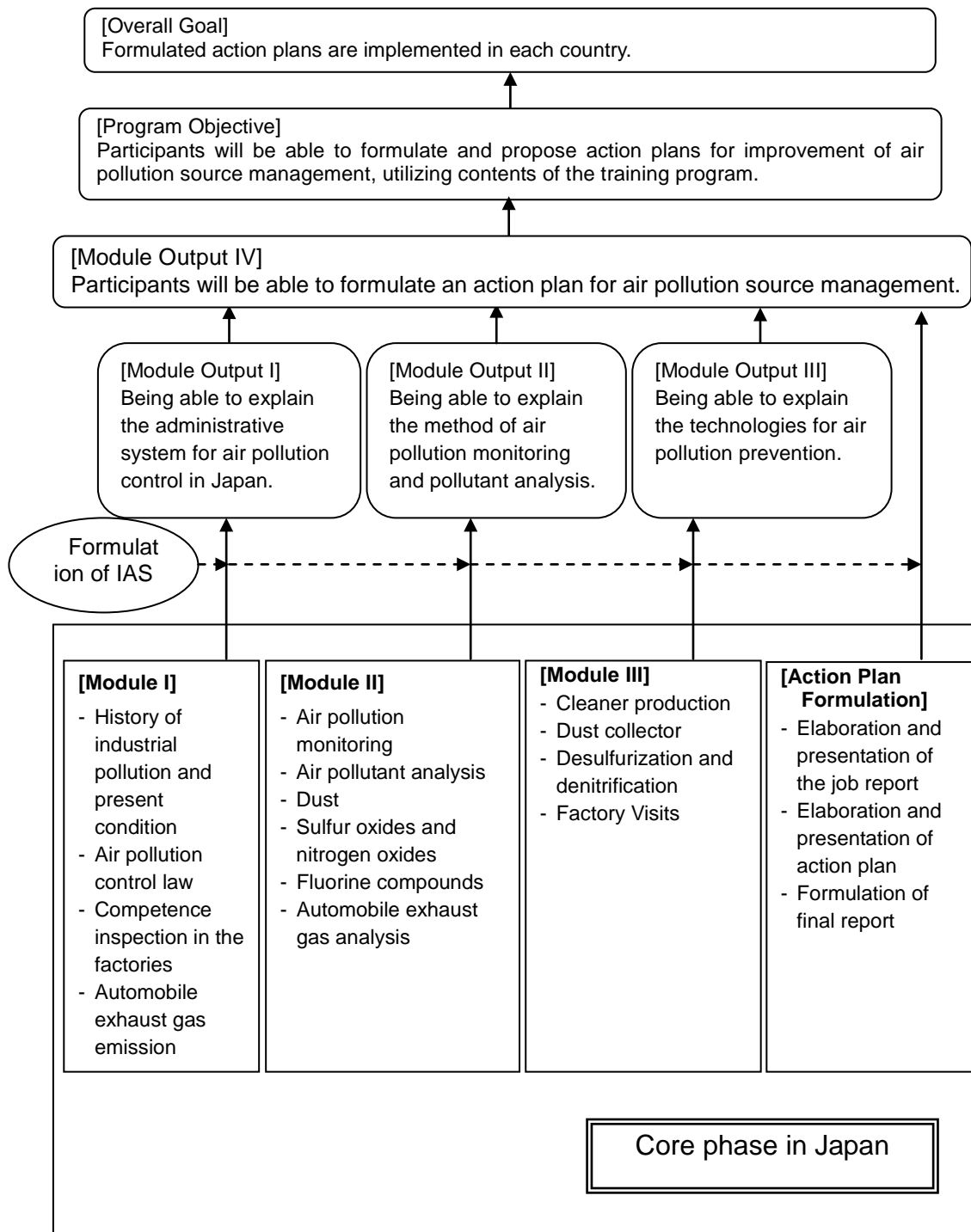
This program consists of the following components. Details on each component are given below:

Expected Module Output	Subjects	Methodology
1) Participants will be able to explain the administrative system for air pollution control in Japan.	<ul style="list-style-type: none">- History of industrial pollution and present condition- Air pollution control law- Competence inspection in the factories- Automobile exhaust gas emission	Lecture, Site Visits, Exercise

2) Participants will be able to explain the method of air pollution monitoring and pollutant analysis.	<ul style="list-style-type: none"> - Air pollution monitoring - Air pollutant analysis - Dust - Sulfur oxides and nitrogen oxides - Fluorine compounds - Automobile exhaust gas analysis 	Lecture, Site Visits, Exercise
3) Participants will be able to explain the technologies for air pollution prevention.	<ul style="list-style-type: none"> - Cleaner production - Dust collector - Desulfurization and denitrification - Factory Visits 	Lecture, Site Visits, Exercise
4) Participants will be able to formulate an action plan for air pollution source management.	<ul style="list-style-type: none"> - Elaboration and presentation of the job report - Elaboration and presentation of action plan - Formulation of final report 	Lecture, Workshop, Consultation, Presentation

Please refer to the attached schedule (Annex III). The schedule is subject to minor changes.

10. Course Structure



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 project 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 project 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) Current Duties: be an staffs in charge of air pollution control at a central / local governmental organization
- 2) Experience in the relevant field: have more than 3 years of experience in relevant field
- 3) Educational Background: be a graduate of university or equivalent level, preferably with a background of engineering or science.
- 4) Language¹: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
*Please note that this training course includes site visits, therefore, a lot of physical exercises will be required.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: preferably be in relation with past or on-going JICA projects targeting air pollution management.
- 2) Age: between the ages of twenty-five (25) and fifty (50) years

¹ 求められる英語力のレベルを具体的に記載する(新アプリケーションフォームの語学レベルの目安を記載。目安となるTOEFLのスコアを記載、等)

3. Required Documents for Application

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

*Pregnancy

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

① letter of the participant's consent to bear economic and physical risks

② letter of consent from the participant's supervisor

③ doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

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

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) **Job Report & Questionnaire and Issue Analysis Sheet (IAS)**

To be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Application Form. Job Report & Questionnaire and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job report & Questionnaire and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.

4. Procedures for Application and Selection

(1) **Submitting 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 **March 11, 2014**)

(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.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than April 11, 2014.**

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 training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

- (1) Name: JICA Kyushu, Training Program Division
- (2) E-mail: kictp@jica.go.jp

2. Implementing Partner

- (1) Name: Kitakyushu International Techno-cooperative Association (KITA)
- (2) URL: http://www.kita.or.jp/english/e_index.html
- (3) Remark: KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2011 has accepted a total of 6,207 participants.

The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2011 it offers a total of 39 courses.

3. Travel to Japan

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

4. Accommodation in Japan

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

JICA Kyushu International Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

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

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 Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Reports Presentation

(1) Job Report & Questionnaire and Issue Analysis Sheet (IAS)

As written in the previous page, each nominee is required to submit his/her own Job Report & Questionnaire and IAS following the instructions. Accepted participant will have a presentation of his/her Job Report & Questionnaire and IAS up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the course leader and lectures. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

(3) Related Data

Upon arrival in Japan, participants are requested to bring following documents, data, and statistics as much as available, as they will be highly helpful when formulating reports:

- a. Numbers and types of companies that are causing air pollutions.
- b. Data and statistics (if possible) regarding air pollution (density of NO_x, SO_x etc.).
- c. Related laws and regulations (either in your language or in English).

2. International Exchange Program with local communities

JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

**Air Pollution Source Management
(JFY 2014)
Job Report & Questionnaire**

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2 : Please don't forget to check the analysis sheet

Remarks 3: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 4: It is also requested to prepare a PowerPoint for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

Remarks 5: Please itemize your answer and make them specific.

1. Organization and main tasks (up to 1 page)

(1) Main tasks of the organization

(Please include annual turnover or product amount, name of products and number of employees)

(2) Organization chart:

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Brief description of your assignments.

2. Existing problems in your section (up to 1 page)

(1) Current problems you are facing in your section (Please describe concrete details).

(2) Countermeasures for these problems

(3) Obstacles in the process of solving those problems

3. Expectations for the training course (up to 1 page)

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects:

(2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any:

(Basically this training programme is fixed and cannot be changed upon your request.)

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues your organization confronts in column "**A: Issues that you (your organization) confront(s)**"

★ Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you (your organization) are (is) taking**", please describe actions that you (your organization) are taking to solve the issues shown in "**Column A**"

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (2) In order to solve issues, you (your organization) need various types of information, so you hope to participate in this training course.

The main purpose of this training course is to provide the information you need. The contents of this course shown in **(2) Core Phase in Japan of II-6 (Expected Module Outputs and Contents)**

Referring to the "List of Subjects" in this table, please extract subjects from which you expect to get useful information you need, and write their Subject No. in column "**C:Subjects No**"

★ You can input as many subjects as you think the subjects are related.

★ You do not need to input "Subject Titles" into the chart, but only "Subject No."

Name: _____

【A】 Issues that you (your organization) confront(s).	No.	【B】 Actions that you (your organization) are (is) taking.	【C】 Subject No.*)
1			
2			
3			

【C】 Please write the **Subject No.***) you most expect to get the information you need ?

*) Please refer the **Number of Subject/Agenda** shown in the tables of this **General Information (Page 3~5)**

Annex-III

Tentative Schedule

Date			Contents
May.	12	Mon	JICA Orientation
	13	Tue	JICA Orientation
	14	Wed	International exchange program with local communities, KITA Guidance Course Orientation
	15	Thu	Preparation of Job Report
	16	Fri	Air Pollution Control Law in Japan
	17	Sat	Holiday
	18	Sun	Holiday
	19	Mon	Air pollution Control Law in Japan, Presentation of Job Report
	20	Tue	Air Conservation Administration, A guided tour around Kikakyushu City
	21	Wed	The outline of air pollution by automobile exhaust gas emission, Approaches for Low-Carbon Society by the City of Kitakyushu ,
	22	Thu	Environmental Protection of the Local Government and Business Enterprises in the City of Kitakyushu, Observation of the air pollution monitoring system in Kitakyushu City,
	23	Fri	Control of sulfur oxides and nitrogen oxides, Visit to Environmental Museum
	24	Sat	Holiday
	25	Sun	Holiday
	26	Mon	Introduction to Environmental Issues
	27	Tue	Dust, SOx, NOx measurment
	28	Wed	Dust, SOx, NOx measurment
	29	Thu	Analytical Instruments for Organic Micro-pollutants
	30	Fri	Formulation of the action plan, Environmental protection in Ube City
31	Sat	Holiday	
Jun.	1	Sun	Holiday
	2	Mon	Analysis of chlorine and fluorine compounds
	3	Tue	Visit to Kyushu Electric Power Co., Ltd., Shinnkokura Power Station, Visit to Kitaksyushu Liquefied Natural Gas Co., Ltd.
	4	Wed	Dust collection technology
	5	Thu	Dust collection technology
	6	Fri	Dust collection technology
	7	Sat	Holiday
	8	Sun	Holiday
	9	Mon	Formulation of the action plan, Visit to Mitsubishi Materials Co. Kyushu Plant

10	Tue	Visit to Mitsubishi Chemical Corporation, Kurosaki Plant
11	Wed	Introduction of CP, Visit to Nippon Steel Corporation, Yawata Works
12	Thu	Formulation of the action plan, Visit to household garbage incineration plant
13	Fri	Formulation of the action plan, Visit to JGC Catalysts and Chemicals Ltd.
14	Sat	Holiday
15	Sun	Holiday
16	Mon	Formulation of the action plan, Visit to Automobile Inspection Office
17	Tue	Visit to Kyushu Electric Power Co., Ltd., Kanda Power Station, Visit to Nissan Co., Ltd.,
18	Wed	Visit to Hattcyobaru Geothermal Power Plant
19	Thu	Visit to Minamata Disease Museum
20	Fri	Formulation of the action plan
21	Sat	Holiday
22	Sun	Holiday
23	Mon	Leave Kitakyushu for Tokyo
24	Tue	Visit to DKK-TOA CORPORATION, Leave Tokyo for Kyoto
25	Wed	Visit to HORIBA Ltd., Leave Kyoto for Kitakyushu
26	Thu	Evaluation of trainee's attainment (Final test)
27	Fri	Final evaluation meeting, Presentation of Action Plan, Closing Ceremony

Note: The schedule is subject to minor changes.

For Your Reference

JICA and Capacity Development

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Kyushu International Center (JICA KYUSHU)

**Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan**

TEL: +81-93-671-6311 FAX: +81-93-671-0979