

F.No.12040/29/2017-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

\*\*\*\*\*

Block-4, Old JNU Campus, New Delhi-67

Dated: 04.09.2017

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Integrated Water Resources Management (IWRM)” to be held in Japan from 08.11.2017 to 02.12.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline – 06.09.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Integrated Water Resources Management (IWRM)” to be held in Japan from 08.11.2017 to 02.12.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to help participants gain the knowledge and plan countermeasures against Water Resources Management issues in the respective countries by applying the concept of IWRM.

3. The applying organizations are expected to nominate officers who are responsible for plans for implementing of IWRM in their organization with more than 10 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). The recommendable age of the applicant is 30 to 35 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:-

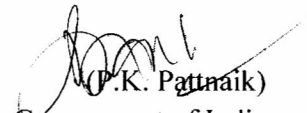
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

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 **06.09.2017**. 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, Ministry of Water Resources, Shram Shakti Bhawan, 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, 2nd 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

### Integrated Water Resources Management (A) 課題別研修「統合水資源管理(A)」

**JFY 2017**

**NO. J17-04160 / ID. 1784461**

**Course Period in Japan: From 8<sup>th</sup> November to 2<sup>nd</sup> December, 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.

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# ***I. Concept***

## **1. Program Background:**

“Integrated Water Resources Management (IWRM)” is the process by which development and management will be carried out while coordinating stakeholders and related resources such as water and land, in order to achieve fair and reasonable distribution and usage of water. Recently, the importance of IWRM is increasing in many countries especially in which severe conflicts are caused by water issues. Those countries, which have not established IWRM yet, have difficulty in planning and implementing water management. On the other hand, Japan has resolved many water issues by rapidly implementing effective water management in the area where precipitation pattern is variable, and by realizing efficient water use and highly sophisticated land utilization. Therefore, plenty of knowledge and experiences concerning IWRM are accumulated in Japan.

## **2. For what?**

This program aims to help participants gain the knowledge and plan countermeasures against Water Resources Management issues in the respective countries by applying the concept of IWRM.

## **3. For whom?**

This program is offered to officials who are responsible for plans to implement IWRM in River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM.

## **4. How?**

Participants shall have opportunities in Japan to build up the capacity of planning and implementing IWRM and coordinating stakeholders, through lectures, site visits and discussions.

Participants also formulate their own “Improvement Plan” at the end of this course. “Improvement Plan” describes what participants will carry out for the improvement of water resource management in their own countries after they return from Japan.

## **II. Description**

**1. Title (J-No.):**

Integrated Water Resources Management (A) (J1704160)

**2. Course Period in JAPAN:**

8th November to 2nd December, 2017

**3. Target Regions or Countries:**

ARMENIA, CAMBODIA, EGYPT, ETHIOPIA, INDIA, INDONESIA, IRAN, KENYA, MALAWI, MYANMAR, NEPAL, PHILIPPINES, SOUTH SUDAN, SUDAN, TAJIKISTAN, TANZANIA,

**4. Eligible / Target Organization:**

River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM

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

20 participants

**6. Language to be Used in This Program:**

English

**7. Course Objective:**

This program aims at the capacity development of participants to plan and implement IWRM.

**8. Overall Goal:**

The implementation of IWRM is promoted in each participating country.

## 9. Expected Module Output and Contents:

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

<b>(1) Preparation in participants' home countries</b> (June to October, 2017)		
Nominees make required preparation for the program in the respective countries.		
<b>Modules</b>	<b>Activities</b>	
To identify and define work-related problems on IWRM beforehand	For all nominees <b>Deadline:</b> <b><u>8<sup>th</sup> September (Fri), 2017</u></b>	To formulate and submit " <b><u>Job Report</u></b> " *This report will be used as one of the nominees' screening materials. (*See p.13 and Attachment 1)
	For accepted participants <b>Deadline:</b> <b><u>25<sup>th</sup> October (Wed), 2017</u></b>	To formulate and submit " <b><u>Job Report Presentation</u></b> " (*See p.14 and Attachment 2)

<b>(2) Course in Japan</b> (8th November to 2nd December, 2017)		
Participants dispatched by their organizations attend the program in Japan.		
<b>Module Outputs</b>	<b>Contents</b>	<b>Means</b>
(1) To understand the concept of IWRM	Outline of IWRM	Lecture
	Water resources and environment	Lecture
(2) To understand the hydrological and water-demand-supply balance, the methods of monitoring, assessment and analysis for planning and implementing IWRM	Surface and ground water	Lecture
	Monitoring water table and land subsidence	Lecture/ Site Visit
	Sustainable groundwater use including groundwater simulation	Lecture
	Water supply and demand control in waterworks side	Lecture/ Site Visit
	Water demand management (domestic and agricultural water)	Lecture
(3) To understand the water resource development plan, the fair and efficient water utilization plan, the planning methods and the practice of IWRM	Outline of water resources policy in Japan	Lecture
	Integrated dam operation and drought management	Lecture/ Site Visit
	Application of Japanese efficient water use and advanced water-related technologies to foreign countries	Lecture

(4) To understand the causes of water conflicts among different sectors and regions and the ones between upstream and downstream, thereby getting clues to resolve those conflicts	Consensus building for comprehensive river development	Lecture/ Site Visit/ Discussion
	Implementation of IWRM in international rivers	
	Case study of water conflict management	
(5) To formulate "Improvement Plan" to implement IWRM in the certain river basin, which is identified as the suitable river basin for IWRM practice in your "Job Report"	"Job Report" Presentation (*See "V Annex") "Improvement Plan" Presentation (*See "V Annex")	Discussion/ Presentation
<b>*Note:</b> These contents may be subject to minor changes.		

## 10. Planned Schedule:

As shown in the table below, this course includes field trip to Kanto Region in Japan, where participants can learn one of the best Japanese practical case studies of IWRM .

\* TYPES of each program are as follows:

L: Lecture, O: Observation, P: Presentation, D: Discussion

DATE		TYPE	PROGRAM
8-Nov			Arrival
9-Nov	AM	O	General Orientation
	PM	L	General Orientation
10-Nov	AM	L	Briefing
	PM	L	Program Orientation
11-Nov			
12-Nov			
13-Nov	AM	P	"Job Report" Presentation
	PM	P	"Job Report" Presentation
		L	Guidance for formulating Improvement plan
14-Nov	AM	L	Water Resource Policy in Japan
	PM	L	Proper maintenance and utilization of groundwater
		L	Non-traditional water resources
15-Nov	AM	L	Conflict Management in International Rivers
	PM	L	Outline of Integrated Water Resource Management and Case Study
16-Nov	AM	L	Case Study of Adapting Japanese Water Related Engineering
	PM	L	Hydrological observation equipment for water resource management
		L	EIA and Consensus building of stakeholders
17-Nov	AM	L	Maintenance of pump facility
	PM	O	Repair plant for pump facility
18-Nov			
19-Nov			
20-Nov	AM		Move from Tokyo to Mie
	PM	LO	Operation and maintenance of Nagara River estuary weir
21-Nov	AM	LO	Intake facility and Water distribution facility (Mie water canal)



	PM	LO	Water distribution facilities and its operation (Mie water canal land improvement district)
22-Nov	AM	L	Operation and maintenance of water resources facilities of Kizugawa River
	PM	LO	Operation and maintenance of Concrete Dam and Rock Fill Dam (Nunome Dam)
23-Nov			Move to Kyoto
24-Nov	AM	LO	Water quality management of lakes (Lake Biwa)
	PM	D	Q & A session, Review of the Site Visit
25-Nov			Back to Tokyo
26-Nov			
27-Nov	AM	L	Water-saving irrigation technology and its diffusion
	PM	L	Development, use and management of groundwater
28-Nov	AM	LO	Groundwater-level observation well
	PM	L	Outline of Japanese river act
29-Nov	AM	LO	Water quality preservation (Arakawa water circulation center)
	PM	LO	Urban water supply (Misono water treatment plant)
30-Nov	AM	D	Preparation for Improvement Plan
	PM	P	Improvement Plan Presentation
1-Dec	AM	P	Improvement Plan Presentation
	PM		Improvement Plan Presentation, Evaluation Meeting, Closing Ceremony
2-Dec			Departure
<i>*Note: The details of the program and the schedule will be possibly changed.</i>			

### **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.
  
- (3)** In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
  
- (4)** Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

#### **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 procedure mentioned in III -4,
- (2)** be responsible for plans for implementing of IWRM in their organization,
- (3)** be university graduates or equivalent,
- (4)** have more than 10 years of work experience in water resources management,
- (5)** be fluent in **English** enough to participate discussion and presentation,
- (6)** be from 30 to 45 years of age (preferred),
- (7)** be in good health (both physically and mentally), enough to participate in the program in Japan. (Pregnant nominees are not recommended to apply due to the potential risk of health and life issues of mother and fetus)

### 3. Required Documents for Application:

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

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

\* Photocopy should include the followings:

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

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

(4) **Job Report:** to be submitted with Application Form. This report will be used as one of the nominees' screening materials. (\*See "Attachment 1")

### 4. Procedures for Application and Selection :

#### (1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by 8th September (Fri), 2017**)

#### (2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

#### (3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than 9<sup>th</sup> October (Mon), 2017.**

**5. Document(s) to be Prepared by Accepted Participants:**

The accepted participants are expected to make **visual materials for their “Job Report Presentation” (Attachment 2)** and submit them to *ticttee@jica.go.jp* (JICA Tokyo) **by 25th October (Wed), 2017**. The accepted participants will have to do presentations regarding “Job Report” at the beginning of the course in Japan. Each participant has about 8 minutes for the presentation including Q&A session.

(\*See “Attachment 2”)

**6. Conditions for Attendance:**

The accepted applicants are required;

- (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 Tokyo International Center (JICA Tokyo)

(2) **Contact:** Mr. OSAWA Hideki ([ticttee@jica.go.jp](mailto:ticttee@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Japan Water Agency(JWA), Incorporated Administrative Agency

(2) **URL:** <http://www.water.go.jp/honsya/honsya/english/index.html>

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

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

JICA 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)

Please refer to facility guide of TIC at its URL:

[http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tyokyo\\_facilities.pdf](http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tyokyo_facilities.pdf)

\* If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants.

\* The course includes field trips outside Tokyo in Japan. JICA will arrange hotels for the participants.

### 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 field trips (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

\* Rain gears, clothes, pen-and-pencil set and camera will not be provided to participants. PC can be rented.

\* For more details, please see the brochure for participants titled “KENSU-IN GUIDE BOOK” (III. ALLOWANCES), which will be given before the departure.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Annex

### « For ALL Nominees – With Application Form »

#### 1. Job Report:

- by 8th September (Fri), 2017

##### (1) What is “Job Report”?

All nominees are required to submit “Job Report” with Application Form to the respective countries’ JICA offices (or Embassies of Japan). **This report will be used as one of the applicants’ screening materials.**

##### (2) Why do we need “Job Report”?

The role of “Job Report” is to share the information about your organization with other participants and lecturers. Moreover, “Job Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of your professional careers, present challenges and expectation toward the program.

##### (3) Contents of “Job Report”

“Job Report” should be typewritten in English on A4 size paper (about 5 pages). It is highly recommended to include graphs, figures and maps in your report, which should be useful for other participants and lecturers.

Please describe “Part1. General Information” briefly and focus on detailed information of “Part2. Current Issues Related to IWRM in your Organization” and “Part3. Current Issues Related to IWRM in Your Work. Part2 and Part3 are the main points of “Job Report” and should be useful for other participants and lecturers.

##### (4) Form of “Job Report”

Please use “Attachment1: Job Report”

« **For Accepted Participants-After receiving Acceptance Notification** »

2. “Job Report Presentation”: - by 25th October (Wed),  
2017

**(1) What is “Job Report Presentation”?**

The accepted applicants are expected to submit visual materials for their “Job Report Presentation” (Attachment2) since participants will have to do presentations regarding “Job Report” at the beginning of the course in Japan. Each participant has about 8 minutes for the presentation including Q&A session.

**(2) Requirements of “Job Report Presentation”**

Regarding the visual materials for “Job Report Presentation”, it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

Contents include the following 4 topics about you and your organization. Please make sure to describe the contents based on the 4 topics:

1. Conditions about IWRM of Your Organization
2. Details about Your Organization
3. Challenges regarding IWRM and Water Basin Management in Your Organization
4. Challenges regarding IWRM and Water Basin Management in Your Work
5. Initial Expectations for this Program

In the presentation, please briefly explain the background information on your country, your organization and your job. Please put your emphasis on the challenges your organization and yourself are facing.

**(3) Form of “Job Report Presentation”**

Please use “Attachment2: Job Report Presentation”



« **For Accepted participants – At the end of the program in Japan** »

**3. Improvement Plan:**

**(1) What is “Improvement Plan”?**

By the end of the training course in Japan, all participants are required to formulate “Improvement Plan”. The plan should focus on something you may carry out upon return to your organization. Also it should be referred to the knowledge and skill which you have gained during this course. Therefore, “Improvement Plan” should be both concrete and practical. Participants are expected to make the plan by using the existing human and financial resources in your organization in the most efficient and effective way.

**(2) Why do we need “Improvement Plan”?**

The role of “Improvement Plan” is to apply the gained knowledge from the course to your own actual situation upon return to your country. The preparing process itself will help you turn your ideas into feasible actions to improve the current situation.

**(3) Contents of “Improvement Plan”**

“Improvement Plan” should focus on how to address challenges and to set one specific goal. The detail of how to formulate the “Improvement Plan” will be explained during the course. And the final version of the “Improvement Plan” will be elaborated through discussions with other overseas participants and Japanese experts during the program in Japan.

**(4) Form of “Improvement Plan”**

For more details, please check “Attachment3: **Improvement Plan**”.

## ***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.

**For**

**All Nominees << by 8th September (Fri), 2017 >>**

## **Attachment1: Job Report**

### **(5) What is “Job Report”?**

All nominees are required to submit “Job Report” with Application Form to the respective countries’ JICA offices (or Embassies of Japan). This report will be used as one of the applicants’ screening materials.

### **(6) Why do we need “Job Report”?**

The role of “Job Report” is to share the present issues of water resources management related to participants’ organization with other participants and lecturers. Moreover, “Job Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of participants’ professional careers, present challenges and expectation toward the program.

### **(7) Contents of “Job Report”**

“Job Report” should be typewritten in English on A4 size paper (about 5 pages). It is highly recommended to include graphs, figures and maps in your report.

Please describe “Part1. General Information” briefly and focus on detailed information of “Part2. Current Issues Related to IWRM in your Organization” and “Part3. Current Issues Related to IWRM in Your Work. Part2 and Part3 are the main points of “Job Report” and should be useful for other participants and lecturers.

### **(8) Sample of “Job Report”**

Please use the below table as a format.

<p><b>Part1. General Information</b></p> <p><b><u>1-1 Country Profile</u></b></p> <p><b>(1) Environmental Conditions</b></p> <ul style="list-style-type: none"><li>- Geographical background (proportion of land use, etc.)</li><li>- Type of available water resources (surface, ground, etc.) and details of available water resources (volume, ratio, etc.)</li><li>- Precipitation per month, season and year <span style="float: right;">etc.</span></li></ul> <p><b>(2) Social Conditions</b></p> <ul style="list-style-type: none"><li>- Population</li><li>- Economic condition (economic structure, main industry, etc.)</li><li>- Policies regarding water resources and surface/groundwater use (name, main purpose, related organizations)</li><li>- Regulations regarding water resources and surface/groundwater use (name, main purpose, etc.)</li><li>- Type of water usage (agricultural, industrial, domestic) and the details (volume,</li></ul>
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ratio, etc.)

- Technology regarding water resources

etc.

### **1-2 Organization Profile**

- Name
- Organization chart
- Total number of the staffs
- Annual budget
- Mission, Vision and Values

### **1-3 Career Profile**

#### **(1) Present Position and Current Duties**

- Title and role
- Number of staffs in your department
- Work period
- Details about your daily tasks

#### **(2) Professional Career**

- Organization, position and role of the past jobs
- Achievements of the past jobs
- Details of the academic career (degree, theme of theses, etc.)

## **Part2. Current Issues Related to IWRM in Your Organization**

\* It is highly recommended to explain **in detail**, such as the target river basin where the issues are occurring, the background, causes, stakeholders, etc.

\* It is highly recommended to focus on three key elements of this course:

- (a) Data Collection and Analysis
- (b) Planning Methods and Practices
- (c) Conflict Management.

### **2-1 Current Situation of IWRM**

- History of development and the present conditions of water resources (water disasters, water utilization and water environment in the target areas)
- National policies, plans, regulations and institutions regarding IWRM
- Procedures of planning and implementing water related projects including participation of stakeholders

etc.

### **2-2 Problems and Challenges of Water Resources**

- Most critical issues of water resources management

<ul style="list-style-type: none"> <li>- Countermeasures against those issues in the past</li> <li>- Stakeholders taking part in the decision making of measures against the issues</li> <li>- Possible reasons of failures (if the countermeasures haven't worked up to now)</li> </ul> <p style="text-align: right;">etc.</p> <p><b><u>2-3 Future Perspective toward IWRM</u></b></p> <ul style="list-style-type: none"> <li>- Under-implementing or planning measures against the issues</li> <li>- Things needed not to repeat the same mistakes (if necessary)</li> </ul> <p style="text-align: right;">etc.</p>
<p><b>Part3. Current Issues Related to IWRM in Your Work</b></p> <p><b><u>3-1 Problems and Challenges of Water Resources</u></b></p> <ul style="list-style-type: none"> <li>-Most critical issues of water resources management</li> <li>-Countermeasures against those issues in the past</li> <li>-Possible reasons of failures(if the countermeasures haven't worked up to now)</li> </ul> <p><b><u>3-2 Future Perspective toward IWRM</u></b></p> <ul style="list-style-type: none"> <li>- Under-implementing or planning measures against the issues</li> <li>- Things needed not to repeat the same mistakes (if necessary)</li> <li>- Key for Success</li> </ul> <p><b><u>3-3 Expectations toward this program</u></b></p> <ul style="list-style-type: none"> <li>-Things you would like to learn in order to improve your future plan</li> </ul> <p style="text-align: right;">etc</p>

(Please add sheets of paper for the description if necessary.)

END.

For  
Accepted Participants Only << by 25th October (Wed), 2017 >>

## Attachment 2: Integrated Water Resource Management (B)

### Job Report Presentation

1. Country:
2. Name:
3. Position:
4. Organization:



### Job Report Presentation

- Each applicant is kindly requested to make presentation of Job Report (M/S Power Point file with **less than 10 slides** which cover the following 4 topics about the individual River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM, which the participant belongs to.
- Presentation time: **10 minutes including Q/A**
- **4 topics:**
  - 1. Data Collection and Analysis
  - 2. Planning Methods and Practices
  - 3. Conflict Management
  - 4. Other Critical Issues of Water Resources Management
- **4 topics should include the content of** (1)Current situation and major problems, (2)Current actions against the problems and any achievement.

\*It is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.



## General Country Profile: Background

- Body sentence of the profile / Background

### (1) Environmental Conditions

- Type of available water resources (surface, ground, etc.) and details of available water resources (volume, ratio, etc.)
- Precipitation per month, season and year etc.

### (2) Social Conditions

- Population
- Policies and Regulations regarding water resources and surface/groundwater use (name, main purpose, etc.)
- Type of water usage (agricultural, industrial, domestic) and the details (volume, ratio, etc.)



## My Mission (sharing among participating friends)

- Mission of my organization is .....
- My mission in the organization is .....
- My actual job to achieve the mission is .....



## 1. Data Collection and Analysis

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



## 2. Planning Methods and Practices

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)





### 3. Conflict Management

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



### 4. Other Critical Issues of Water Resources Management

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



For  
Accepted Participants Only <<After coming to Japan>>

## Attachment3: Integrated Water Resource Management (A)

### Improvement Plan Presentation

1. Country:
2. Name:
3. Position:
4. Organization:

1

### Improvement Plan Presentation

- ◆ Each applicant is kindly requested to make presentation of Improvement Plan (M/S Power Point file with **less than 10 slides** which cover the following 4 topics about the participants and their organization.
- ◆ Presentation time: **10 minutes including Q/A**
- ◆ **4 topics: (添付2 Job report presentation)に従い要すれば修正)**
  - 1. Data Collection and Analysis
  - 2. Planning Methods and Practices
  - 3. Conflict Management
  - 4. Other Critical Issues of Water Resources Management
- ◆ “Improvement Plan” should focus on **how to address challenges and to set one specific goal**. The detail of how to formulate the Action Plan will be explained during the course. maps and statistic information to promote understandings and discussions among lecturers and participants.

2

## **Contents of Improvement Plan Presentation**

- 1. Title**
- 2. Problems in your job**
- 3. How to resolve or  
improve the problems**
- 4. Implementation schedule**





***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.



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-					
---	---	--	---	--	--	--	--	--

**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)**

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

J	0	-																	
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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**

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

**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)**

--

**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 ( _____ )
-----------------------------	----------------------------------------------------------------------------------

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
-----------------------------	-----------------------------------------------

(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?**

--

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: