

No.12040/3/2014-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 7, 2014

TRAINING CIRCULAR

Subject: Group Training Course in ‘Farmers Organization Water Management through Small Water Impounding Reservoir (Small Dam) for Asia’ to be held in Japan from May 28 to June 29, 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 28 to June 29, 2014 under the Technical Cooperation Programme of the Government of Japan.

2. The programme will help participants to develop their skills for dissemination on the knowledge, technologies and techniques of reservoir repairs, and techniques of reservoir repairs, management, operation and maintenance (O&M), alleviation of water resource shortage and improvement of water application efficiencies etc.

3. The programme is offered to the Government agencies in charge of planning, designing, construction, operation and maintenance of small water impounding reservoirs.

4. The programme is designed for the young engineers working in Government agencies as in charge of planning, designing, construction, operation and maintenance of small water impounding reservoirs. The nominee should have more than 3 years of field experience in relevant field; be an university graduate or have same level of educational qualification; 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 26 to 35 years 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 **March 21, 2013**. 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 Water Resources, Shram Shakti Bhavan, New Delhi- 110001,
- 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

**Farmers Organization Water Management through
Small Water Impounding Reservoir (Small Dam) For Asia**

**課題別研修
「アジア地域 農家組織によるため池を利用した地域の水管理」**

JFY 2014

NO. J14-04180/ ID. 1484036

Course Period in Japan: From May 28th, 2014 to June 29th, 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

For What? (Course Objective)

Dissemination on the knowledge, technologies and techniques of reservoir repairs, management, operation and maintenance (O&M) is conducted by trained participants for alleviation of water resource shortage and improvement of water application efficiencies in participants' home countries.

For Whom? (Target Organization)

Government agencies in charge of planning, designing, construction, operation and maintenance of small water impounding reservoirs



A plain in Kagawa with various small water impounding reservoirs, each of which are systematically located and connected with one another

What Can be Learned? (Contents of the Program)

Participants can receive various lectures, practices and site visits.
For the details, please see p.4.

Where is Kagawa?

This training program is mainly conducted at the Kagawa Prefecture in Shikoku Region. Below is brief information on the prefecture.



Typical Water Impounding Reservoirs in Kagawa
(There are two reservoirs in this picture that are connected to each other.)

Kagawa is one of the 47 prefectures in Japan. Even though the prefecture is the smallest in size of the area, the density of small water impounding reservoir (small dam) is the largest (one reservoir per 1.15ha) because it has the 4th least precipitation among all prefectures. The Kagawa prefecture has created original irrigation and water-supply system contributed to deal with the shortage of water. And it has the rich tradition and experience to improve the system in both administrative and community levels, which can provide applicable and useful hints for participants to search their own solutions.

II. Description

- 1. Title (J-No.): Farmers Organization Water Management through Small Water Impounding Reservoir (Small Dam) for Asia (J1404180)**
- 2. Course Period in JAPAN**
May 28 to June 29, 2014
- 3. Target Regions or Countries**
Afghanistan, Bhutan , India, Myanmar, Sri Lanka, Pakistan, Thailand
- 4. Eligible / Target Organization**
Government agencies in charge of planning, designing, construction, operation and maintenance of small water impounding reservoirs
- 5. Course Capacity (Upper limit of Participants)**
10 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**
Dissemination on the knowledge, technologies and techniques of reservoir repairs, management, operation and maintenance (O&M) is conducted by trained participants for alleviation of water resource shortage and improvement of water application efficiencies in participants' home countries.
- 8. Overall Goal**
The knowledge, technologies and techniques on water resource management and reservoir operation and maintenance of small water impounding reservoirs (small dams) are applied to alleviate water resource shortage and increase water application efficiencies.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
<p><u>Module-A</u> To define current situation and challenges on water management and operation & maintenance (O&M) of small water impounding reservoir</p>	Preparation and Presentation of the Country and Job Reports, lectures on characteristics of Japan's agriculture and Kagawa's history, culture, government and agriculture	Presentation and Lecture
<p><u>Module-B</u> To be able to explain the legal and institutional framework of government subsidy projects on water resources, water impounding reservoirs and the O&M.</p>	Lectures on legal and institutional structure of government subsidy projects and land improvement districts on reservoirs, lectures on the related activities, and lectures and site visits on Kagawa water resource enhancement project and it's social, economical and technical impact	Lecture, Site-Visit and Practices
<p><u>Module-C</u> To be able to explain the theoretical and technical knowledge of water resource management, water distribution, construction control and O&M of small water impounding reservoirs.</p>	Lectures and site visits on water resource management, water distribution, construction control and O&M. Partially, practices of using devices on construction control will be carried out	Lecture and Site-Visit
<p><u>Module-D</u> To be able to explain the practical knowledge on installation, O&M and stock management of small water impounding reservoirs</p>	Lectures on practical knowledge for reservoir construction, O&M and stock management. As a part of lectures, practices of using an inspection device and field experiments will be carried out	Lecture and Practice
<p><u>Module-E</u> To be able to make an Action Plan</p>	Workshop for making an Action Plan and Technical Report of acquired knowledge and technologies	Lecture, Workshop and Presentation

After the training in October 2014 and February 2015, as the brief report of performance records, participants submit "Dissemination Report" to JICA Center in Japan (JICA Shikoku). The Microsoft Excel format ("VII. ANNEX-2") will be provided during the training

III. Conditions and Procedures for Application

1. Expectations from 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. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

【NOTE】“Country & Job Report” is the most important document for selection of participants. Therefore, any HANDWRITTEN or INCOMPLETE “Country & Job Report” will be automatically DISQUALIFIED.

(1) Essential Qualifications

- 1) Current Duties: be young engineers working at Government agencies in charge of planning, designing, construction, operation and maintenance of small water impounding reservoirs
- 2) Experience in the relevant field: have more than 3 years' field experience on the mentioned above
- 3) Educational Background: be a graduate of university or have equivalent experiences
- 4) Language: have a good command of English (TOEFL CBT 250 or more) and computer skills (PPT/Words/Excel) for Discussions, Making an Action Plan and Presentation.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

Age: be between the ages of twenty-six (26) to thirty-five (35) years

(3) Others:

As this training program includes hard field work, it will be extremely difficult for pregnant women to participate. Therefore, from the aspect of maternal protection, there is a difficulty in acceptance of pregnant applicants.

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) Country and Job Report: to be submitted to the respective country's JICA office with the above application form. (The format is attached below.)

This report must be typewritten and submitted in Microsoft Word format.

(Do not convert the data to PDF format.)

Any HANDWRITTEN or INCOMPLETE report cannot be accepted.

(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. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

After receiving applications, the respective country's JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by April 7, 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 28, 2014.**

5. Presentation data to be prepared by accepted participants:

Before coming to Japan, only accepted participants are required to prepare presentation data (detailed information is provided in the "V.Other Information".) and bring it when coming to Japan.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the 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 Shikoku

(2) Contact: Ms. INOUE Akemi (skictpr@jica.go.jp)

2. Implementing Partner:

(1) Name: Kagawa Prefectural Federation of Land Improvement Associations (Midori-Net Kagawa)

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:

Depending on the training schedule, JICA will arrange accommodations in Japan.

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. Before/When participants come to Japan: Three things to be brought

(1) Laptop Computer

Bringing a laptop computer is not a condition of participation. JICA can prepare a rental computer per participant. However, it is recommended to bring their own laptop computers for making reports. (If participants intend to bring their laptop computers, please let JICA Shikoku know it in advance by contacting the respective country's JICA office.)

(2) Presentation Data

Participants are required to prepare presentation data as follows:

a) Must be typewritten in "Microsoft Word" format or "PowerPoint" format

In the case of PowerPoint, the number of slides should be fewer than 5 pages excluding the cover page due to time constraints.

Each presentation should be 15 minutes including the time of translation for audience and Q&A. (5 minutes for presentation, 5 minutes for translation and 5 minutes for Q&A)

b) Must be focused on the following two subjects:

* Expectation to the Training Program

* Information on your country

Participants do not have to present all the information on "Information on your country" but need to focus on the information related to "2.

Expectation to the training program". Also, other information in the Country and Job Report will be shared with the training staff in advance.

(3) "Country and Job Report" Data submitted for Application

Since this data can be useful for making reports during the training, it is recommend to bring it in Microsoft Word format..

2. At the beginning of the training:

Participants make a presentation to define and share the issues and problems that they face in their work.

3. By the end of the training:

Participants make and give a presentation on "Action Plan" and "Technical Report" to share the acquired knowledge and ideas with the other participants and lecturers.

4. After the training in October 2014 and February 2015:

As the brief report of performance records, participants submit “Dissemination Report” to JICA Center in Japan (JICA Shikoku) . The Microsoft Excel format (“VII. ANNEX-2”) will be provided during the training.

VI. ANNEX

Country and Job Report

All nominees are required to submit this report along with the application form.

Since this report will be used for the selection of training participants and making other reports during the training, this report must be **TYPEWRITTEN and submitted in Microsoft Word format.**

***Any HANDWRITTEN or INCOMPLETE report will be automatically DISQUALIFIED.**

***Please do NOT convert the data to PDF format.**

1. Applicant's Information

1. Name	[Family]	[First]	[Middle]
2. Nationality			
3. Contact	Tel.	Fax.	
4. Email address			
5. Job Record	Period	Position, Organization and Job Description	
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6. Current Position			
7. Duties of Current Organization (Please itemize.)			
8. Duties that you are in charge among 7. (Please itemize)			

<p>9. Your relationship with JICA's activities (If any)</p>	
<p>10. Organization Chart</p>	<p>Please attach the organization chart. *Please highlight your position in the chart.</p>

2. Expectation to the Training Program

(1) What kind of knowledge, ideas and skills do you want to acquire through the training Program.

(2) How do you plan to utilize knowledge, ideas and skills acquired in the Program after you return to your country? (Please be specific.)

3. Information on your country

In addition to answering the following questions, please bring or attach photos (e-data or Hard copy) of:

- small water impounding reservoir (small dam)/ Full view with the scale
- crop fields or rice paddies which are linked to small water impounding reservoir (small dam) etc.

(1) Current Situation in Your Country on farmers organization water management for small water impounding reservoir (small dam)

(a) Outline of Existing Reservoirs' Features and Conditions

*Please describe (a) including the following information:

- total storage capacity of typical small water impounding reservoir (small dam)
- methods of water intake in your country

(b) Legal and Administrative Structure for Operation and Maintenance of the Reservoir and the Attached Facilities

(c) Operation and Maintenance of Small Water Impounding Reservoir (Small Dam)

(d) Legal and Administrative Structure of Farmers Organization

(e) Role of share between the government and farmers organization on the operation and maintenance of reservoirs and the attached structures

(f) Role of share between the government and farmers organization on water management (water allocation)

(2) Please describe the Issues and Problems in Water Management and Maintenance of Reservoirs. Also, please attach the photos of the issues.

(3) Good Practices in your country

(a) Your Efforts to tackle the above issues and problems

(b) Good Practice applied in the Local Level

(c) Good Practice applied in the Country Level

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 and 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 Shikoku Branch Office (JICA SHIKOKU)

Address: 7F Nissei Takamatsu-Bldg, 1-1-5, Ban-cho, Takamatsu Kagawa, 760-0017

JAPAN

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