

No.12040/31/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 28.09.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on "Operation and Maintenance of sewerage System (B)" to be held in Japan from 10.01.2017 to 04.03.2017 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 Knowledge Co-Creation Programme on "Operation and Maintenance of sewerage System (B)" to be held in Japan from 10.01.2017 to 04.03.2017 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to enable the participants to establish effective sewerage system and its management and maintenance in their respective countries.

3. The applying organizations are expected to nominate senior technical staffs who deal with sewerage system and wastewater treatment with more than 5 years of experience in the relevant field. The applicant should have bachelors' degree; have competent command over spoken and written English; be in good health (both physically and mentally); not be serving any form of military service. More details 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) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **31.10.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Pattnaik)

Under Secretary to the Government of India

Tele no: 011-26165682

Copy to:

- a) Secretary, Ministry of Water Resources, River Development & GR, Shram Shakti Bhawan, New Delhi.
- b) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- c) Secretary, Ministry of Environment, Forests & Climate Change, Paryavaran Bhavan, CGO Complex, New Delhi.
- d) Secretary, M/o Drinking Water and Sanitation, Paryavarn Bhawan, CGO Complex, New Delhi.
- e) Chief Secretaries to State Governments/Union Territories, through the website of this Department (with request to circulate the same amongst related Departments/Organizations under them).
- f) Senior Representative, JICA India Office, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

OPERATION AND MAINTENANCE OF SEWERAGE SYSTEM (B)
課題別研修「下水道システム維持管理(B)」
JFY 2016

NO. J1604338 / ID. 1684791

Course Period in Japan: From January 10, 2017 to March 4, 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 Program (KCCP)' as a New Start

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

I. Concept

Background

A sewerage facility is one of the most fundamental factors of the urban infrastructure, and the setting up of sewerage and waste water treatment plants in developing countries has achieved certain degree of progress.

Along with the development of the facilities, demand for engineers specialized in maintenance of those facilities has become acute.

Since the appropriate maintenance of sewerage facilities is a vital part of providing a good sanitary environment, technicians who deal with sewerage works are required to have wide-ranging knowledge and techniques.

This course focuses on the appropriate maintenance management of sewerage facilities to prevent water pollution, which contributes to Agenda 21, the action plan proposed at the Earth Summit held in Rio de Janeiro in 1992.

Additionally, the course contributes to ease access to basic sanitary facilities and safe drinking water because of the nature of "water cycle". The access to the safe and clean water is one of the targets in MDGs, through promoting knowledge and technologies in the field.

Through lectures, practices, seminars and observations, participants will acquire explicit /tacit knowledge in operation and maintenance of sewerage systems to be made good use of in their own countries.

For what?

This program aims to promote the sewerage system and its management and maintenance techniques in participants' organizations.

For whom?

This program is offered to senior technical staff directly engaged in sewerage system in governmental organizations.

How?

Participants will learn techniques and know-how in the field through lectures, observations, practices and discussions. In addition, participants are expected to formulate and present an Action Plan at the end of the training program, utilizing the contents in the program, and share the ideas after going back to each country.

II. Description

- 1. Title (J-No.): Operation and Maintenance of Sewerage System (B) (J1604338)**
- 2. Course Period in JAPAN**
January 10 to March 4, 2017
- 3. Target Regions or Countries**
India, Liberia, Morocco, Panama, Papua New Guinea, Samoa and Vietnam
- 4. Eligible / Target Organization**
This program is designed for the governmental or public organizations which are directly engaged in the maintenance and operation of the sewerage system.
- 5. Course Capacity (Upper limit of Participants)**
10 participants
- 6. Language to be used in this program**
English
- 7. Course Objective**
The Action Plan drafted based on this training course is implemented and the sewerage condition is improved.
- 8. Overall Goal**
Effective sewerage system and its management and maintenance techniques will be established in participants' organizations.

9. Expected Module Output and Contents:

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

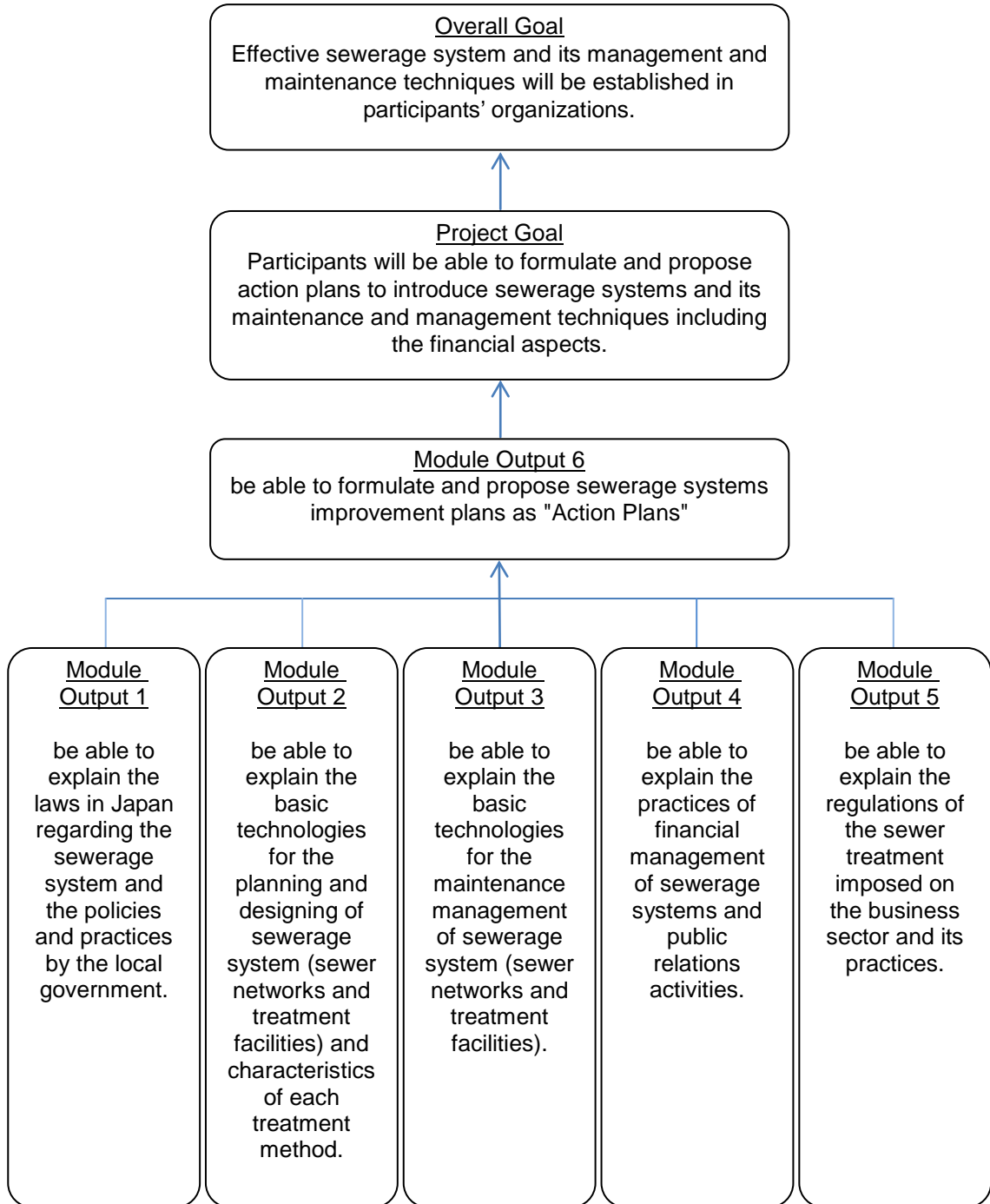
Expected Module Output	Subjects/Agendas	Methodology
1. be able to explain the laws in Japan regarding the sewerage system and the policies and practices by the local government.	(1) History of Environmental Improvement in Kitakyushu (2) Outline of Sewerage System in Japan (3) Summary of Sewerage Systems of Kitakyushu-City etc.	Lecture Site visit and Exercise
2. be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristics of each treatment method.	(1) Basic Planning of Sewerage System (2) Outline of Sewage Treatment & Sludge Treatment (3) Outline of Johkasou (4) Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant etc.	Lecture Site visit and Exercise
3. be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities).	(1) Outline of Pumping Station, Operation & Maintenance (2) Practice of Sewer Maintenance (3) Visit to Sewage Treatment Plant, Outline of Operation & Maintenance, Discussion with Operators (4) Sewer Maintenance in Kitakyushu-City and Visit to actual site of Sewer Maintenance (5) Safety Measures in a Sewage Treatment Plant etc.	Lecture Site visit and Exercise
4. be able to explain the practices of financial management of sewerage systems and public relations activities.	(1) Finance, Management & Publicity of Sewerage Business in Kitakyushu-City (2) Finance & Publicity of Sewerage Business in a Small City (3) Visit to Water Environment Museum in Kitakyushu city	Lecture Site visit

5. be able to explain the regulations of the sewer treatment imposed on the business sector and its practices.	(1) Pre-Treatment Facilities(:SS) at Sanitary Ware Plant (2) Regulation of the Sewerage Inflow of Industrial Effluents in Kitakyushu City (3) Structure & Maintenance of Oil-Trap (4) Pre-Treatment Facilities (oil) etc.	Lecture Site visit and Exercise
6. be able to formulate and propose sewerage systems improvement plans as "Action Plans".	(1) Guidance on Issue Analysis Sheet (IAS) (2) Review, Evaluation & Discussion Session (3) Action Plan Preparation #1-5 (4) Preparation of Action Plan Presentation	Lecture and Exercise

* Please note that "Waste Water (sewage) Treatment Technique" in this training course refers "Activated Sludge Method" which is widely used in Japan. Therefore, the techniques introduced in this training course will be mainly "Activated Sludge Method" and methods of the equivalent level, as well as some advanced methods.

** Please refer to the attached schedule (Annex IV) for your reference.

<Structure of the program>



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 operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) 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.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose. 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.
- (4) 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 senior technical staffs who deal with sewerage system and wastewater treatment.
- 2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above, and be willing to work for your organization in the future (at least 5 years).
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more.
- 5) Must not be serving any form of military service.
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

*Please note that this training course includes site visits such as sewerage facility, and factories, therefore, a lot of physical exercises will be required.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: preferably be in relation with past or on-going JICA projects focusing on sewerage treatment.
- 2) Age: between the ages of twenty-five (25) and fifty (50) years
- 3) Educational background: since majority of the curriculums are based on engineering, participants are preferable to own backgrounds in civil engineering or mechanical engineering.
- 4) Others: Participants are expected to be familiar with PC operation, as there will be many chances for report writing and presentations.

3. Required Documents for Application

(1) Application Form: The Application Form is 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 the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) Job Report and Issue Analysis Sheet (IAS): to be submitted with the application form. Fill in Annex I and II of this General Information, and submit them along with the Application Form. Job Report and IAS are the necessary documents for screening of an applicant. Each participant will be required to present his/her Job report and IAS in approx. 10 minutes in an early stage of the training course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background.

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 **November 11, 2016.**)

(2) Selection:

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

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 2, 2016.**

5. Document(s) to be submitted by accepted candidates:

A PowerPoint file for Job Report Presentation - to be submitted upon arrival:
Only accepted candidates are required to prepare a PowerPoint file for Job Report Presentation before 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 Kyushu

(2) **Contact:** Ms. SAKONO Akiko (kictp@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** <http://www.kita.or.jp/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 Kyushu International Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, 805-8505 Japan

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

(where "81" is the country code for Japan, and "3" 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 KIC at its URL, <http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

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 and Presentation

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

As written in the previous pages, each nominee is required to submit his/her own Job Report and IAS following the instruction in the previous sections. Participants will have a presentation of his/her Job Report 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 instructors. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them with you. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan Report

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 approximately 10 minutes for presentation.

(3) Laptop PC

Participants are requested to bring their own laptops upon arrival in Japan. They will be useful to take notes, modify reports, and prepare for presentations.

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, junior high schools or the civic groups. 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.

Operation and Maintenance of Sewerage System (B)
(JFY 2016)
Job Report

Name: _____
Country: _____
Organization and present post: _____
E-mail: _____
FAX: _____

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

Remarks 2: 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 challenges of the participants each other.

Remarks 3: Please itemize your answer and make them specific.

1. Situation of Sewerage Treatment Systems in assigned area

- (1) Sewer coverage
- (2) Brief description on sewage treatment facilities (existence, number, type, etc.)
- (3) Method applied for sewage treatment
- (4) Brief description on legal frameworks (numerical standards, fee, restrictions etc.)

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

- (1) Brief description of your organization
- (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.

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

- (1) Challenges you are facing
- (2) Countermeasures for these challenges
- (3) Obstacles in the process of solving those challenges

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

- (1) Most interesting subjects or topics in the training course
- (2) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?
- (3) Other matters you are expecting for this course

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 you (your organization) confront(s) 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 (is) 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.
- (3) In order to solve issues, you (your organization) need(s) 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 are shown in the "List of Subjects" on the following pages.

In this list, please extract subjects from which you expect to get useful information you need and write their Subject No. in column "C: Subject 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."

**Operation and Maintenance of Sewerage System (B) (JFY 2016)
Issue Analysis Sheet**

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

*For Column [C], Please write the "Subject No." you most expect to get the information you need.
For the "Subject No.", Please refer the "List of Subjects" on the following pages.

Name of Supervisor: _____

Designation/Position of supervisor: _____

Signature: _____

Annex III

List of Subjects

L: Lecture
E: Exercise
V: Site Visit

Expected Module Output	No	Subject	L	E	V
1 Be able to explain the laws in Japan regarding the sewerage system and the policies by the local government.	1	History of Environmental Improvement in Kitakyushu	○		
	2	Outline of Sewerage System in Japan	○		
	3	Summary of Sewerage Systems of Kitakyushu-City	○		
	4	Sewerage Works & Water Environment	○		
	5	Fukuoka Institute of Health & Environment Sciences	○		
	6	Integrated Lake-River Basin Management and the Governance Challenges	○		
	7	Learning from the History of Pollution Control in Japan	○		
2 Be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristic of each treatment method.	8	Basic Planning of Sewerage System	○		
	9	Sewerage Plan in Kitakyushu-City / Practice	○	○	
	10	Sewer Plan	○		○
	11	Visit to Sewerage Treatment Plant (Oxidation Ditch)			○
	12	Visit to Munakata Sewage Treatment Plant(Nitrogen removal)			○
	13	Visit to Kyokusuien Human Excreta Treatment Plant			○
	14	The Actual Biological Process of Sewage Treatment Plant	○		
	15	Mitsubishi Nagasaki Machinery Mfg.Co.(Sludge Treatment)	○		
	16	Nagasaki Tobu Sewage Treatment Plant (Sludge Treatment)			○
	17	Outline of Johkasou / Visit to Jhokasou Facilities	○		○
	18	Outline of Sewage Treatment & Sludge Treatment	○		
	19	Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant	○		
	20	Dojou-jouka(Soil Treatment Using Trench)Method	○		
	21	Advanced Energy Saving Wastewater Treatment System (Trickling Filtration Method)	○		
	22	Visit to Iriezaki Sewerage Treatment Plant: Advanced Treatment(Kawasaki-City)			○
	23	Visit to a Sewerage Treatment Plant (A2F Method)			○
	24	Construction of Small-sized Sewerage Treatment Plant & Site Visit	○		
	25	Introduction of Sewerage Products & Technologies(Pipe Rehabilitation / Sewerage Ledger)	○		

	26	Mechanism of House Connection & Site Visit	○		○
	27	Effective Utilization of Sewage Sludge to Cement			○
	28	Fuji-Clean Co.(Johkasou Manufacturing Industry)			○
3 Be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities)	29	Outline of Pumping Sta., Operation & Maintenance/Visit to Pumping Stations	○		○
	30	Visit to Sewage Treatment Plant / Outline of Operation & Maintenance / Discussion with Operators	○	○	○
	31	Sewer Maintenance in Kitakyushu-City/ Visit to actual site of Sewer Maintenance	○		○
	32	Water Quality Control in Sewage Treatment #1 #2	○	○	○
	33	Visit to G&U Technical Research Center (Tokyo)			○
	34	Management of Wastewater Conduits in Japan(Tokyo)	○		
	35	Practice of Sewer Maintenance (Tokyo)		○	
	36	Sekisui Co.(Sewer Rehabilitation Exhibition)			○
	37	Visit to Sewage Treatment Plant (Soil Treating)			○
	38	Safety Measures in a Sewage Treatment Plant	○	○	
	39	PACKTEST Practice		○	
	40	Visit to Overflow Weir Site			○
	41	Visit to Saga Sewage Treatment Plant (Sludge Compost)			○
4 Be able to explain the practices of financial management of sewerage system and public relations activities.	42	Finance, Management & Publicity of Sewerage Business in Kitakyushu-City	○		
	43	Finance & Publicity of Sewerage Business in a Small City	○		
	44	Visit to Water Environment Museum			○
5 Be able to explain the regulations of the sewer treatment imposed on the business sector and its practices.	45	Structure & Maintenance of Oil and Grease-Trap	○		
	46	Regulation of the sewerage inflow of industrial effluents in Kitakyushu-City	○		
	47	Visit to Rihga Royal Hotel(Pretreatment Facilities:Kitchen Wastewater)			○
	48	Visit to Sanitary Ware Plant, TOTO (Pretreatment Facilities:SS)			○
6 Be able to formulate and propose sewerage systems improvement plans as "Action Plans"		Review, Evaluation & Discussion		○	
		Action Plan Preparation #1-5		○	
		Preparation of Action Plan Presentation		○	

Annex IV

Schedule

Operation & Maintenance of Sewerage System(B)

*Subject to change

DATE		AM (9:30~12:30)	PM (13:30~16:30)
		Subject of the class	Subject of the class
10-Jan	Tue	Arrival in Japan	
11-Jan	Wed	Briefing	Program Orientation
12-Jan	Thu	General Orientation	General Orientation
13-Jan	Fri	Exchange Program	Course Orientation
14-Jan	Sat	Weekend	
15-Jan	Sun	Weekend	
16-Jan	Mon	History of Environmental Improvement in Kitakyushu	Outline of Sewerage System in Japan
17-Jan	Tue	Summary of Sewerage Systems of Kitakyushu-City	Preparation of Job Report Presentation
18-Jan	Wed	Finance, Management & Publicity of Sewerage Business in Kitakyushu-City	Job Report Presentation
19-Jan	Thu	Basic Planning of Sewerage System	Sewerage Works & Water Environment
20-Jan	Fri	Review, Evaluation & Discussion	Finance & Publicity of Sewerage Business in a Small City
21-Jan	Sat	Weekend	
22-Jan	Sun	Weekend	
23-Jan	Mon	Sewerage Plan in Kitakyushu-City	Practice of a Sewerage Plan
24-Jan	Tue	Sewer Plan	Visit to Actual Site of Sewer Construction
25-Jan	Wed	Outline of Pumping Sta./ Visit to a Pumping Station	Visit to Tsuyazaki Sewage Treatment Plant (OD)
26-Jan	Thu	Visit to Sewage Treatment Plant/Outline of Operation & Maintenance/Discussion with operators	
27-Jan	Fri	Action Plan Preparation #1	Review, Evaluation & Discussion
28-Jan	Sat	Weekend	
29-Jan	Sun	Weekend	
30-Jan	Mon	Visit to Munakata Sewage Treatment Plant (Nitrogen removal)	Visit to Kyokusuien Human Excreta Treatment Plant
31-Jan	Tue	Action Plan Preparation #2	Actual Biological Treatment in Sewage Treatment Plant
1-Feb	Wed	Sewer Maintenance in Kitakyushu-City	Visit to Actual Site of Sewer Maintenance
2-Feb	Thu	Visit to Fukuoka Institute of Health & Environment Sciences (Dazaifu-City)	Dazaifu~Nagasaki City
3-Feb	Fri	Mitsubishi Nagasaki Machinery Mfg. Co.(Sludge Treatment)	Visit to Nagasaki Tobu Sewage Treatment Plant (Sludge Treatment)
4-Feb	Sat	Nagasaki Peace park / Glaver-Garden ~ KIC	
5-Feb	Sun	Weekend	
6-Feb	Mon	Outline of Johkasou	Visit to Johkasou Facilities
7-Feb	Tue	Outline of Sewage Treatment & Sludge Treatment	
8-Feb	Wed	Action Plan Preparation #3	Action Plan Preparation #4

9-Feb	Thu	Water Quality Control in Sewage Treatment#1	Water Quality Control in Sewage Treatment#2
10-Feb	Fri	Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant	Review, Evaluation & Discussion
11-Feb	Sat	Study Tour to Tokyo - Dojyo Joka (Soil Treatment Using Trench) Method(JICA Tokyo (TIC))	
12-Feb	Sun	Weekend	
13-Feb	Mon	Adanced Energy Saving Wastewater Treatment System (Trickling Filtration Method)	Visit to G&U Technical Research Center
14-Feb	Tue	Management of Wastewater Conduits in Japan	Practice of Sewer Maintenance
15-Feb	Wed	Visit to Iriezaki Sewege Treatment Plant:Advanced Treatment (Kawasaki-City)	Kawasaki City~Kyoto
16-Feb	Thu	Visit to Sekisui Co. (Sewer Rehabilitation Exhibition)	Visit to Nantan-City Sewage Treatment Plants (Soil Treatment Using Trench Method)
17-Feb	Fri	Integrated Lake-River Basin Management and the Governance Challenges	Structure & Maintainance of Oil-Interceptors
18-Feb	Sat	Kyoto Morning Tour	Kyoto ~KIC
19-Feb	Sun	Weekend	
20-Feb	Mon	Effective Regulation for Business Facilities	Safety Measures in a Sewage Treatment Plant
21-Feb	Tue	Practice of PACK-TEST	Hotel (Pretreatment Plant:(Kitchen wastewater)-Water Environment Museum-Overflow weir
22-Feb	Wed	Visit to Saga Sewage Treatment Plant (Sludge Compost)	Visit to Sewage Treatment Plant (Biological Anaerobic-Aerobic Filters Method:Miyaki-Town)
23-Feb	Thu	Outline of Small-sized Sewage Treatment Plant Construction	Action Plan Preparation #5
24-Feb	Fri	Introduction of Sewerage Products & Technologies (Pipe Rehabiritation/ Sewerage Ledger)	Review, Evaluation & Discussion
25-Feb	Sat	Weekend	
26-Feb	Sun	Weekend	
27-Feb	Mon	Learning from the History of Pollution Control in Japan	Action Plan Preparation #6
28-Feb	Tue	Outline of Private Sewers	Visit to a TOTO Factory(Pretreatment Plant : SS)
1-Mar	Wed	Visit to Mitsubisi Material Co.(Effective Use of sewage sludge to Cement)	Visit to FUJI-Clean Co.(Johkasou)
2-Mar	Thu	Review, Evaluation & Discussion	Preparation of Action Plan Presentation
3-Mar	Fri	Final Evaluation/ Preparation of Action Plan Presentation	Action Plan Presentation & Closing Ceremony
4-Mar	Sat	Departure	

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: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

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



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

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

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**9) Contact Information**

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

¹ 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.

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

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

¹ 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 & dosage.)

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & 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: