

F.No.12040/41/2017-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: 22.09.2017

TRAINING CIRCULAR

Sub: Knowledge Co-Creation Program on “Comprehensive Waste Management” to be held in Japan from 10.01.2018 to 24.02.2018 under technical cooperation program of the Government of Japan (**Submission Deadline –16.10.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Waste Management” to be held in Japan from 10.01.2018 to 24.02.2018 under technical cooperation program of the Government of Japan.

2. The program aims to develop the capacity of participants and contribute to improve solid waste management in the respective countries.

3. The applying organizations are expected to nominate officers, who are in charge of solid waste management including 3R (Reduce, Reuse and Recycle) with at least 5 years’ experience in the relevant field. The applicant 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 between 25 to 45 years. More details may be seen in the general information brochure.

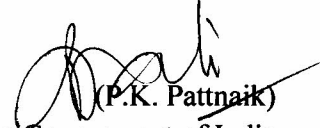
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- (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 **16.10.2017**. 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. 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>.



(P.K. Pattnaik)

Under Secretary to the Government of India
Tele: 26165682

Copy to:

- a) Secretary, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi.
- b) Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
- c) Secretary, Ministry of Drinking Water and Sanitation, Paryavarn Bhawan, CGO Complex, Lodhi Road, New Delhi-110029.
- d) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e) Senior Representative, JICA India Office, New Delhi.
- f) 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

Comprehensive Waste Management (D)
課題別研修「総合的な廃棄物管理(全般)(D)」

JFY 2017

NO. J1704395 / ID.1784808

Course Period in Japan: January 10 to February 24, 2018

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

In many developing countries, various urban environmental problems are caused by an excessive concentration of the population into urban areas. Especially, environmental pollution from inappropriate solid waste management has become one of the most serious issues in those countries. This training program aims to develop the capacity of participants in urban waste management mainly through Japanese experiences, such as treatment and recycling technology, government administration, 3R (Reduce, Reuse, and Recycle) policy and activities, and promotion of public awareness.

For what?

This program aims to develop the capacity of participants and contribute to improve solid waste management in the respective countries.

For whom?

This program is offered to officers in charge of solid waste management including 3R in central / local government or equivalent organizations.

How?

Participants shall have opportunities to learn solid waste management through lectures, field trips and workshops. Participants will also propose an Action Plan describing what the participant will do after they go back to home country through the use of the knowledge and ideas acquired and discussed in Japan among others for on-going activities.

Besides, this program will provide an opportunity for all participants to exchange the ideas and information of each country and to develop human networks among them.

II. Description

- 1. Title (J-No.): Comprehensive Waste Management (D) (J17-04395)**
- 2. Course Period in Japan**
January 10 to February 24, 2018
- 3. Target Regions or Countries:**
AFGHANISTAN, BHUTAN, CAMBODIA, FIJI, INDIA, MYANMAR,
PAPUA NEW GUINEA, TIMOR-LESTE, VIET NAM
- 4. Eligible / Target Organization:**
This program is designed for central / local governments or equivalent organizations in charge of solid waste management including 3R (Reduce, Reuse and Recycle).
- 5. Course Capacity (Upper limit of Participants)**
15 participants
- 6. Language to be used in this program :**
English
- 7. Course Objective:**
Participants propose an action plan which aims central/local government of participating county to practice appropriate solid waste management (reduction of discharge, collection, transportation, disposal, etc.) and promote social awareness and active participation with stakeholders (including citizens).
- 8. Overall Goal:**
The improvement plan for solid waste management is actually implemented in the participant's respective organizations.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country

(Before arriving in Japan)

Expected Module Output	Activities
Submission of Inception Report (See ANNEX-I)	Preparation and submission of Inception Report

(2) Core Phase in Japan

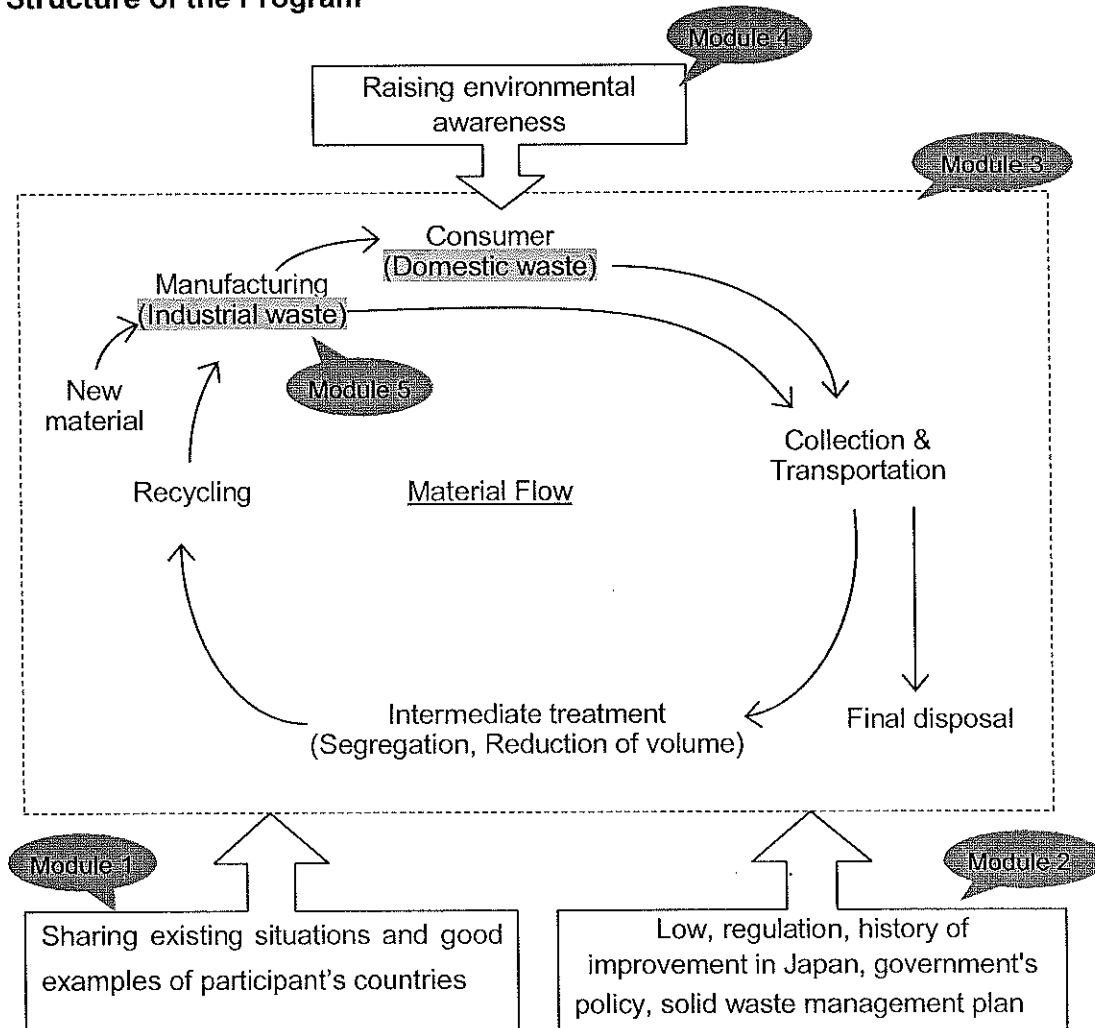
(January 10 to February 24, 2018)

Expected Module Output	Subjects/Agendas	Methodology
1) Understanding and sharing the situation, activities and good examples of waste management in respective countries to get idea for the solution of each difficulty	Inception report presentation / Guidance for making-plan / Action plan presentation / Discussion toward regional cooperation etc.	Lecture, presentation, discussion
2) Understanding the history, outline and characteristics of waste management policy in Japan and extracting hints for improvement comparing with the status of respective country.	Historical development of waste management and world trend / Basic plan for waste management / Waste stream / consensus formation / outsourcing to the private sector and private-public initiative / Organization of waste management / Legal system of waste management etc.	Lecture, field trip, practice, discussion
3) Understanding the appropriate technology for waste management including collection, transportation, waste incineration treatment, intermediate treatment, and final disposals	Plan and system of collection and transportation of municipal waste / Operation and maintenance of garbage truck / Intermediate waste transportation facility / Time and Motion Study / waste incineration treatment / intermediate treatment technology / Treatment facility for bulk waste / resource recycling facility / Treatment of biodegradable waste, compost and bio gas / Construction waste / Type and structure of final disposal site / Use of closed disposal site etc.	Lecture, field trip, practice, discussion
4) Understanding the management policy and activities for promoting social awareness, citizen participation and recycling-oriented societies through 3R.	Environmental and waste education / Social awareness for the waste / Citizen participation etc.	Lecture, field trip, practice, discussion

5) Understanding the policy, plan, treatment and resource recycling technology of Industrial waste	Industrial waste management / Field survey and plan for industrial waste / Countermeasure for illegal dumping of industrial waste etc.	Lecture, field trip, practice, discussion
--	--	---

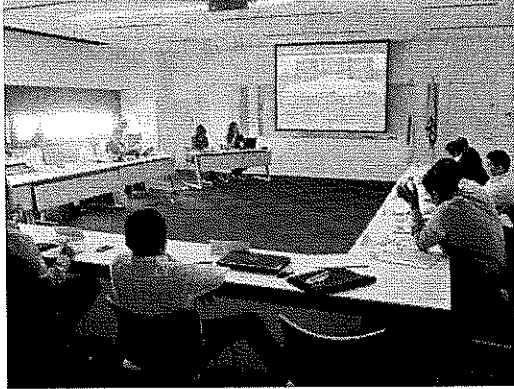
NOTE: The Action Plan, which participants are going to propose must be FEASIBLE, therefore, it is recommended that participants bring relevant data, map, pictures, laws and regulations of your country.

Structure of the Program

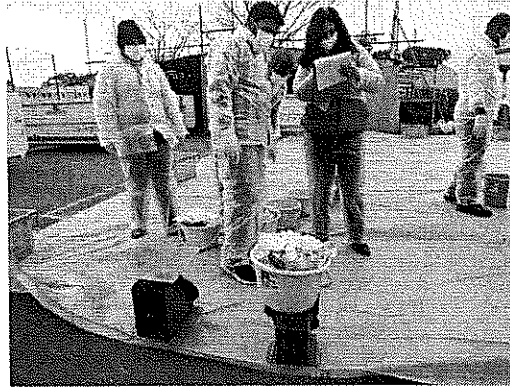


Reference: Photos of the past program

(NOTE: Activities are subject to change in this year's program.)



Inception report presentation (Module 1)



Characterization survey of solid waste (Module 2)



Collection station of used paper (Module 3)



Final disposal site (Module 3)



Environmental education in school (Module 4)



Reuse shop operated by NPO (Module 4)



Intermediate treatment plant of paper (Module 5)

Reference: Program Schedule in Previous Year
(NOTE: Activities are subject to change in this year's program.)

Date	Time	Type	Contents
Jan. 13 (Wed)			Arrival in Japan
Jan 14 (Thu)	10:00 ~ 12:00		Briefing
	12:00 ~ 12:30		Program Orientation
	14:00 ~ 17:00		Orientation
Jan. 15 (Fri)	10:00 ~ 12:00		Course Orientation by Course Leader
	13:30 ~ 16:00		Tour in Vicinity of JICA Chubu
	16:30 ~ 18:30	L	Orientation Lecture: Government and Administration in Japan
Jan. 16 (Sat)			
Jan. 17 (Sun)			
Module 1			
Jan. 18 (Mon)	09:30 ~ 11:30	PT	Team Building Workshop
	13:00 ~ 16:00	D	Preparation of Presentation on Inception Report
Jan. 19 (Tue)	9:00 ~ 12:00	P	Presentation on Inception Report
	13:30 ~ 16:30		
	18:00 ~ 19:30	PT	Japanese Language Lesson 1
Jan. 20 (Wed)	09:30 ~ 12:00	P	Sharing Basic Information of Waste Management and Good Practices in Each Participant's Country
	13:30 ~ 16:30	D	TV Conference with Last Year Participants
Module 2			
Jan. 21 (Thu)	09:30 ~ 12:00	L	History of Waste Management in Japan
	13:30 ~ 16:00	L	Waste Management Administration of Japanese Government
	18:30 ~ 20:00		Friendship Party: Delightful Evening (Option)
Jan. 22 (Fri)	09:30 ~ 12:00	L	Legal System of Waste Management in Japan
	13:30 ~ 16:30	L	Waste Management in Big Cities
Jan. 23 (Sat)			
Jan. 24 (Sun)			
Module 3			
Jan. 25 (Mon)	09:30 ~ 12:00	PT	Approach for Developing Action Plans 1
	13:30 ~ 16:30	PT	Approach for Developing Action Plans 1
	18:30 ~ 20:00		Japanese Language Lesson 2
Jan. 26 (Tue)	08:20		Meet at the lobby, JICA Chubu
	08:30 ~ 08:50	[M]	JICA Chubu→(walk)→Meitetsu Nagoya Station
	08:57 ~ 09:32	[M]	Meitetsu Nagoya Station→(Meitetsu train)→Chita Handa Station
	09:35 ~ 09:50	[M]	Chita Handa Station→(taxi)→Handa City Clean Center
	10:00 ~ 12:00	L	Waste Collection System by Municipality
	12:00 ~ 13:00		Lunch Break (Bring your own lunch)
	13:00 ~ 14:30	V	Waste Treatment Facilities
	14:30 ~ 16:30	L	Method of Waste Composition Research
		[M]	Handa City Clean Center→(taxi)→Chita-Handa Station
		[M]	Chita-Handa Station→(Meitetsu train)→Meitetsu Nagoya Station
Jan. 27 (Wed)	08:20		Meet at the lobby, JICA Chubu
	08:30 ~ 09:20	[M]	JICA Chubu→(JICA bus)→Handa City Clean Center
	09:30 ~ 12:00	PT	Waste Composition Research
	12:00 ~ 13:45		Lunch Break at Seafood Restaurant
	14:00 ~ 16:30	L	Review and Improvement of Waste Collection System: Time & Motion Study (Explanation)
Jan. 28 (Thu)	16:30 ~	[M]	Handa City Clean Center→(JICA bus)→JICA Chubu
	06:45		Meet at the lobby, JICA Chubu
	06:50	[M]	JICA Chubu→(walk)→Meitetsu Nagoya Station
	07:18 ~ 08:03	[M]	Meitetsu Nagoya Station→(Meitetsu train)→Chita Handa Station
	08:05 ~ 08:20	[M]	Chita Handa Station→(taxi)→Handa City Clean Center
	08:30 ~ 12:00	PT	Review and Improvement of Waste Collection System: Time & Motion Study (Survey)
	12:00 ~ 13:00		Lunch Break (Bring your own lunch)
	13:00 ~ 14:30	PT	Time & Motion Study (Summary)
	14:30 ~	[M]	Handa City Clean Center→(taxi)→Chita-Handa Station
	~	[M]	Chita-Handa Station→(Meitetsu train)→Meitetsu Nagoya Station
Jan 29 (Fri)	09:30 ~ 12:00	PT	Review and Improvement of Waste Collection System: Time & Motion Study (Presentation)
	13:30 ~ 16:00	L	Review on Module 2
	17:00 ~ 17:30		Return Flight Meeting
Jan. 30 (Sat)			
Jan. 31 (Sun)			

Module 4			
Feb. 1 (Mon)	09:30 ~ 12:00	PT	Approach for Developing Action Plans 2
	13:30 ~ 16:30	PT	Approach for Developing Action Plans 2
Feb. 2 (Tue)	08:40		Meet at the lobby, JICA Chubu
	08:50 ~ 09:20	[M]	JICA Chubu→(bus)→REVIVE (Yatomi City)
	09:30 ~ 11:30	L/V	Collection/Transportation System and Intermediate Treatment Facility of Industrial Waste
	11:30 ~ 14:20	[M]	REVIVE→Shopping Mall (Lunch Break) →Toyota Chemical Engineering
	14:30 ~ 16:30	L/V	Intermediate Treatment Technology of Industrial Waste
	16:30 ~	[M]	Toyota Chemical Engineering →(bus)→JICA Chubu
Feb. 3 (Wed)			Meet at the lobby, JICA Chubu
		[M]	JICA Chubu→(bus)→Aigi Landfill Site
		V	Nagoya City Aigi Landfill Site
		[M]	Aigi Landfill Site→(bus)→JICA Chubu
	13:30 ~ 17:00	L	Semi-Aerobic Landfill Technology
Feb. 4 (Thu)			Check out and meet at the lobby, JICA Chubu
		[M]	JICA Chubu→(bus)→Recycle Port Yamanouchi (Yokohama City)
	13:00 ~ 16:00	L/V	Activities of Recycle Port Yamanouchi
	16:00 ~	[M]	Recycle Port Yamanouchi →(bus)→JICA Yokohama
			Check in JICA Yokohama
Feb. 5 (Fri)	08:40		Meet at the lobby, JICA Yokohama
	08:50 ~ 09:20	[M]	JICA Yokohama→(bus)→Nakano & Co., Ltd. (Yokohama City)
	09:30 ~ 11:30		Intermediate Technology of Used Clothing, and Global Market of Used Clothing
	11:30 ~ 12:00		Nakano & Co., Ltd. →(bus)→JICA Yokohama
	13:30 ~	L/V	Operation of Charity Shop
	17:00	[M]	JICA Yokohama→(bus)→Charity Shop→(bus)→JICA Yokohama
Feb. 6 (Sat)			Experience on Japanese Culture (Tokyo Area)
Feb. 7 (Sun)	09:00		Check out JICA Yokohama
	AM		Experience on Japanese Culture (Yokohama Area)
	15:00		Meet at the lobby, JICA Yokohama
		[M]	JICA Yokohama→(walk)→Sakuragicho Station →(JR train)→Shinyokohama Station
	16:09 ~ 17:31	[M]	Shinyokohama→(Bullet Train Nozomi No.117)→Nagoya Station
		[M]	Nagoya Station →(Aonami train)→Sasashima Raibu Station→(walk)→JICA Chubu
	18:00		Check in JICA Chubu
Feb. 8 (Mon)	09:00		Meet at the lobby, JICA Chubu
	09:10 ~ 9:50	[M]	JICA Chubu→(bus)→Minami Medical Health Co-op.
	10:00 ~ 11:00	L	Method of Medical Waste Management
	11:00 ~ 11:30	V	Site of Medical Waste Management
	12:00 ~ 13:20	[M]	Minami Medical Health Co-op.→(bus)→ Aeon Mall Otaka (Lunch Break) .→IHI Enviro Corporation
	13:30 ~ 15:30	L/V	Recycling Technology of Plastic Containers
	15:30 ~	[M]	IHI Enviro Co.→(bus)→ JICA Chubu
Feb. 9 (Tue)	08:45		Meet at the lobby, JICA Chubu
	08:50	[M]	JICA Chubu→(walk)→Meitetsu Nagoya Station
	09:15 ~ 9:28	[M]	Nagoya Station→(Meitetsu train)→Daidocho Station
	09:30 ~ 9:50	[M]	Daidocho Station→(taxi)→Green Cycle Co., Ltd.
	10:00 ~ 12:00	L/V	Recycling Technology of Home Electric Appliances
	12:00 ~ 12:40		Lunch Break (Bring your own lunch)
	12:40 ~ 12:50	[M]	Green Cycle →(walk)→Arbiz
	13:00 ~ 15:00	L/V	Recycling Technology of Cars and Small Home Electric Appliances
	15:00 ~	[M]	Arbiz→(taxi)→Daidocho Station
		[M]	Daidocho Station→(Meitetsu train)→Nagoya Station→(walk)→JICA Chubu
Feb. 10 (Wed)	09:30 ~ 12:00	PT	Approach for Developing Action Plans 3
	13:30 ~ 16:30	PT	Approach for Developing Action Plans 3
Feb. 11 (Thu)			(National Holiday: National Foundation Day)
	13:00 ~ 15:00	L	1. Intermediate Technology of Used Bottles, Cans and PET Bottles 2. Employment of Handicapped in Recycling Site
	15:00 ~ 16:30	L	Review on Module 3, 4
		[M]	Nakanishi→(bus)→JICA Chubu
	19:00 ~ 21:00		Hina Doll Festival

Module 5			
Feb.13 (Sat)	08:50		Meet at the lobby, JICA Chubu
	09:00 ~ 09:50	[M]	JICA Chubu→(bus)→Kiso River Environment Park
	10:00 ~ 12:00	PT	Experience on Participatory Environmental Education
	12:00 ~ 13:50	[M]	River Environment Park→(bus)→Leaf Walk Inazawa (Lunch Break)
	14:00 ~ 15:30	L/V	Waste Management by Retailers
	15:30 ~	[M]	Leaf Walk→(bus)→JICA Chubu
Feb.14 (Sun)	08:20		Check out and meet at the lobby, JICA Chubu
		[M]	JICA Chubu→(walk)→Sasashima Raibu Station →(Aonami train)→JR Nagoya Station
	08:44 ~ 09:34	[M]	Nagoya Station →(Shinkansen Bullet Train Kodama No.697)→Kyoto Station
			Experience on Japanese Culture in Kyoto Area
Feb.15 (Mon)	08:00		Meet at the lobby
	08:10 ~	[M]	EL Inn Kyoto →(walk)→Kintetsu Kyoto Station
	08:26 ~ 08:32	[M]	Kyoto Station →(Kintetsu train)→Takeda Station→(walk)→Miyako Ecology Center
	09:00 ~ 11:00	L	Necessity of Citizens' Participation in Building Environmental Community
	11:00 ~ 12:00	PT	Experience on Waste Reduce Education Program for Kids
	13:00 ~ 16:00	L	Cost Burden of Waste Treatment and Recycling
	16:00 ~	[M]	Miyako Ecology Center →(walk)→Fujimori Station →(Keihan train)→Fushimi Inari Shrine
	16:30 ~		Experience on Japanese Culture (Fushimi Inari Shrine)
		[M]	Fushimi Inari →(walk)→Fushimi Inari Station→(JR train)→Kyoto Station→(walk)→EL Inn Kyoto
Feb.16 (Tue)	08:50		Check out and meet at the lobby
	07:00 ~ 08:50	[M]	EL Inn Kyoto →(bus)→Minakuchi Technos Co., Ltd
	09:00 ~ 11:00	L	Treatment Technology of Organic Waste Generated at Home
	11:00 ~	[M]	Minakuchi Technos →(bus)→Lunch Break→(bus)→Gifu City Office
	15:00 ~ 16:00	L	Illegal Dumping Case of Industrial Waste in Gifu City
	16:00 ~	[M]	Gifu City Hall →(bus)→JICA Chubu
			Check in JICA Chubu
Feb.17 (Wed)	09:30 ~ 12:00		Individual Consultation on Action Plan Making
Feb. 18 (Thu)	09:20		Meet at the lobby, JICA Chubu
	09:30 ~ 09:50	[M]	JICA Chubu→(bus)→Reuse & Recycle Station
	10:00 ~ 11:00	PT	Reuse & Recycle Station
	11:00 ~ 14:00	[M]	Reuse & Recycle Station→(bus)→(Lunch Break) →Ecology Center Re ☆ Soko
	14:00 ~ 15:30	L/V	Ecology Center Re ☆ Soko Atsuta
	15:30 ~	[M]	Ecology Center Re ☆ Soko →(bus)→JICA Chubu
Feb.19 (Fri)	09:30 ~ 12:00	D	Review on Module 5
	13:30 ~ 16:30		Improvement of Action Plan (Rehearsal of Presentation)
Feb.20 (Sat)			
Feb.21 (Sun)			(Submit Action Plan and Questionnaire by 19:00)
Module 6			
Feb.22 (Mon)	09:10		Meet at the lobby, JICA Chubu
	09:15 ~ 09:30	[M]	JICA Chubu→(bus)→Nagoya Chamber of Commerce & Industry
	10:00 ~ 12:30	PT	Environment Business Meeting
	13:30 ~ 17:00	[M]	Environment Business Meeting
	17:30 ~ 19:00		Reception
	19:15 ~ 19:45	[M]	Fushimi Station→(subway)→Nagoya Station→(walk)→JICA Chubu
Feb.23 (Tue)	09:00 ~ 12:00	L	Case Study of JICA Project 1: Waste Management Project in Asian Countries
	13:30 ~ 16:30	L	Case Study of JICA Project 2: Waste Reduction Project in Hoi An with Kyoto Model
Feb.24 (Wed)	9:00 ~ 12:00 13:30 ~ 16:30	P	Presentation on Action Plan
Feb. 25 (Thu)	10:00 ~ 12:00	D	Review on Module 6
	13:30 ~ 15:30	D	Review on the Whole Training Program
Feb.26 (Fri)	10:00 ~ 11:00	D	Evaluation Meeting
	11:30 ~ 12:00		Closing Ceremony
	12:00 ~ 13:00		Farewell Party
Feb. 27 (Sat)			Leave Japan

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: be officers in charge of solid waste management including 3R (Reduce, Reuse and Recycle) in central / local government or equivalent organizations.
- 2) Experience in the relevant field: have at least five (5) years of practical work experience.
- 3) Educational Background: University graduates or equivalent academic background.
- 4) Language: have a competent command of spoken and written **English** (This Training Programs includes active participation in discussions, Action Plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- 5) 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.

(2) Recommendable Qualifications

Age: between the ages of twenty-five (25) and forty-five (45) years

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. Procedure 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 1, 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 December 8, 2017**.

5. Documents to be submitted by accepted candidates

Inception Report: to be submitted to the JICA office by email on / before **January 4, 2018**;
Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the **ANNEX "Inception Report"**.)

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 Chubu International Center (JICA Chubu)

(2) **Contact:** ITO Hideki(Mr) (cbictp1@jica.go.jp)

* Please add the course number "J17-04395" to a message subject in your mail.

2. Implementing Partner:

Name: (NPO) Chubu Recycle Citizens' Organization

3. Travel to Japan:

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

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

4. Accommodation in Japan:

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

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya, 453-0872, Japan

TEL: 81-52-533-0125 FAX: 81-52-564-3751

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of CBIC at its URL, <http://www.jica.go.jp/chubu/english/office/index.html>

5. Expenses:

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see "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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. International Exchange with Local Communities:

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of international development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country. The participant's ethnic costume on such exchange programs will be highly welcomed by school children as well as local residents.

VI. ANNEX:

ANNEX: Inception Report

The accepted candidates are requested to prepare an Inception Report to explain the actual condition of solid waste management in their respective countries, and as well as to introduce their job descriptions and own interests. The Inception Report must be sent to the JICA office before arriving in Japan.

1. Format

The Inception Report shall be no more than 10 pages long with Microsoft PowerPoint.

2. Contents of the Report

1) Introduction

Brief description of;

- (1) Your job and your organization
 - (2) Organization charts and function of each department
- ##### **2) Major activities of your organization**
- (1) Current problems you or your organization are now facing
 - (2) The strategy and the future plan of your organization
- ##### **3) Good examples to be shared among participants**
- ##### **4) Your most interesting subjects in this training program and its reasons**

NOTE:

- (1) Each participant will have 15-20 minutes for an oral presentation on his/her Inception Report including time for interpretation at the beginning of the program.
- (2) It is advisable to use audio visual aids such as Microsoft PowerPoint for the presentation.
- (3) It is recommended to prepare related information or materials including statistics data (i.e. amount of waste in country, states, and methodology of collecting waste) or photos which could be useful in preparing an Action Plan and sharing the actual condition among participants.
- (4) We are planning to conduct "Exchange Meeting with Companies considering setting up Operations Overseas", and you will be requested to make a brief introduction about the current situation and potential on waste management in your country on the meeting.

Attachment:

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 program, 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 Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

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)

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)**

[Empty text box for Title]

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

J 0 - [Empty boxes for number]

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

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

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

[Empty text box for Outline of 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

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

(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:
-----------------------------	--	-------------------------------	---------------------------------

(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: