

No.12040/48/2015-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: September, 2015

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on "**Comprehensive Waste Management (E)**" to be held in Japan from 13th January, 2016 to 27th February, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from 13th January, 2016 to 27th February, 2016 under Technical Cooperation Program of the Government of Japan.

2. The program aims to development the capacity of participants and to contribute to improve solid waste management in the respective countries and is offered to officers in charge of solid waste management.

3. The applying organizations are expected to nominate those officers who are in charge of solid waste management including 3R (Reduce, Reuse and Recycle) with more than 5 years of practical work experience. The applicant should be a university graduate or equivalent academic qualification; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is under 25 to 45 years.

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).

...2/-

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies)** in JICA's prescribed form 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 **19th October, 2015**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(P. K. Pattnaik)

Under Secretary to the Government of India

Tele: 011-26109049

To,

- a) Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi 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 all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
- e) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- f) 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

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

JFY 2015

NO. J15-04424 / ID.1584809

Course Period in Japan: January 13 to February 27, 2016

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 (E) (J15-04424)**
- 2. Course Period in Japan**
January 13 to February 27, 2016
- 3. Target Regions or Countries:**
Indonesia, Viet Nam, Myanmar, Malaysia, Bhutan, India, Sri Lanka,
- 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)**
8 participants
- 6. Language to be used in this program :**
English
- 7. Course Objective:**
An Action plan which aims to promote appropriate solid waste management (reduction of discharge, collection, transportation, disposal, etc.) and active citizen participation will be proposed.
- 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 13 to February 27, 2016)

| Expected Module Output | Subjects/Agendas | Methodology |
|--|---|---|
| 1) Understanding and sharing the situation, activities and good examples of solid waste management in respective countries to get idea for the solution of each difficulty | Country report presentation / Guidance for making-plan / Action plan presentation | Lecture, presentation, discussion |
| 2) Understanding the history, outline and characteristics of solid waste management policy in Japan | Historical development of solid waste management in Japan / Solid waste management plan / Material flow / Outsourcing to the private sector / Government administration / Legal system on solid waste management | Lecture, field trip, practice, discussion |
| 3) Understanding the appropriate technology for solid waste management including collection, transportation, intermediate treatment, and final disposals | Collection and transportation system of domestic waste / Intermediate treatment technology (Re-segregation, reduction of volume) / Recycling facility / Treatment of biodegradable waste, compost / Type and structure of final disposal site | Lecture, field trip, practice, discussion |
| 4) Understanding the management policy and activities for promoting public awareness, citizen participation and sound material-cycle society | Environmental education / Raising public awareness for solid waste / Citizen participation | Lecture, field trip, practice, discussion |
| 5) Understanding the regulation and act, policy, treatment and recycling technology of Industrial waste | Industrial waste management / Legal system for industrial waste / Intermediate treatment plant | Lecture, field trip, practice, discussion |

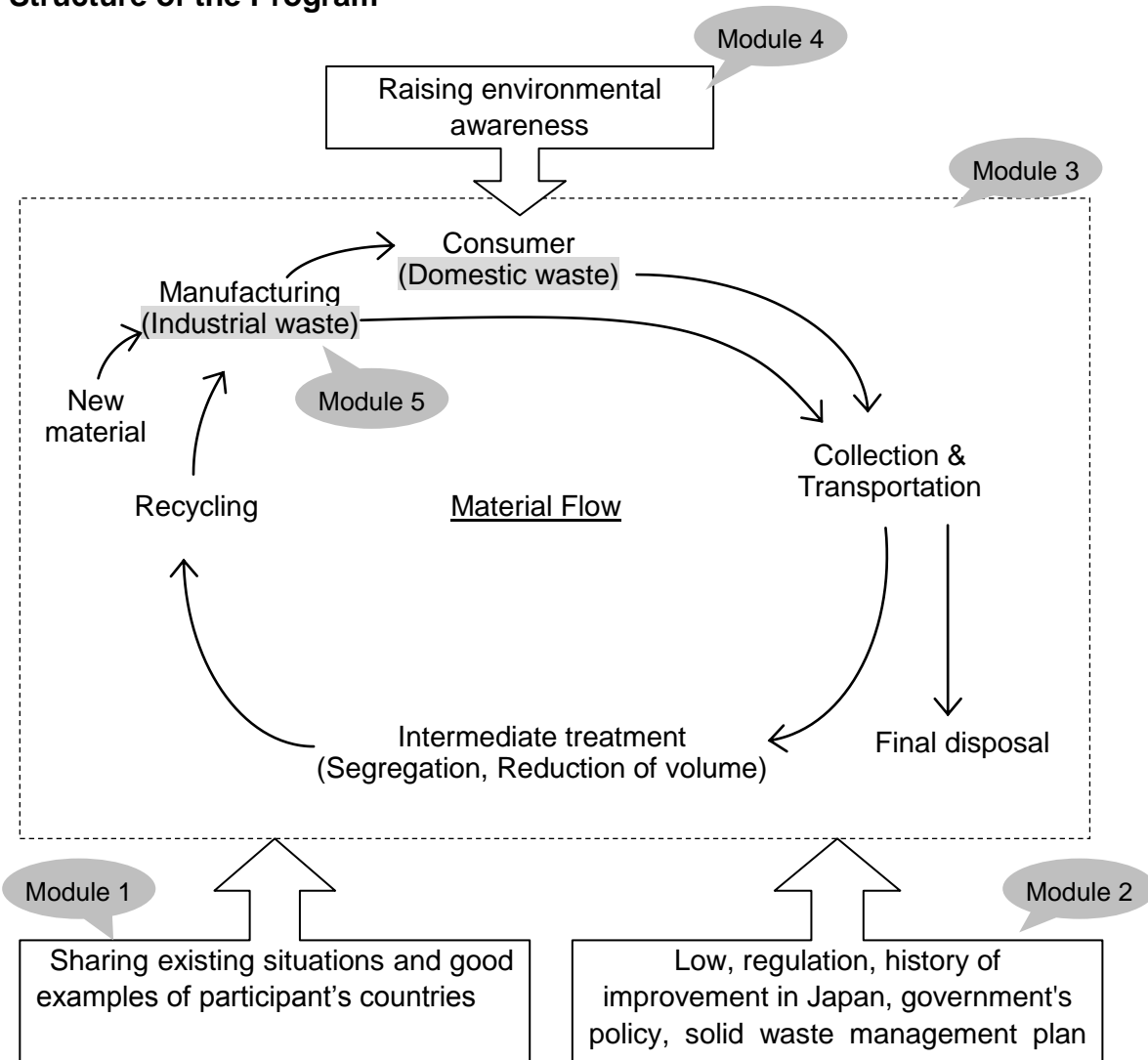
NOTE: The Action Plan, which participants are going to propose must be FEASIBLE, therefore, it is

recommended that participants bring relevant data, map, pictures, laws and regulations of your country.

(3) Finalization Phase in a participant's home country
(Three months after the program in Japan)

| Expected Module Output | Activities |
|---|---|
| <ul style="list-style-type: none"> - Implementation of the Action Plan - Submission of the Progress Report (See ANNEX-II) | <ul style="list-style-type: none"> - Sharing and finalizing the Action Plan in the participant's organization. - Submission of the Progress Report describing the progress of implementation the Action Plan to the JICA office after three months from the program in Japan. |

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)



Composting (Module 3)



Final disposal site (Module 3)



Collection station of used paper (Module 3)



Reuse shop operated by NPO (Module 4)



Environmental education in school (Module 4)



Intermediate treatment plant of paper (Module 5)

Reference: Program Schedule in Previous Year (2014)
 (NOTE: Activities are subject to change in this year's program.)

| Date | Type | Contents |
|-----------------|------|--|
| June 18 (Wed) | | Arrival in Japan |
| June 19 (Thu) | | Briefing (JICA) |
| | | Orientation, Tour of facilities at JICA Chubu, Vicinity Tour |
| June 20 (Fri) | | Course Orientation |
| | L | Orientation Lecture "Politics and Government of Japan" |
| | L | Orientation Lecture "Japan's Sub-culture" |
| June 21 (Sat) | | Holiday |
| June.22 (Sun) | | Holiday |
| Module 1 | | |
| June 23 (Mon) | PT | "Team Building Workshop" |
| | PT | "Workshop for Sharing Basic Information of Waste Management and Good Practices in Each Participant's Country " |
| June 24 (Tue) | L | Introduction of Advisors |
| | P | Presentation on Inception Report -Part 1- |
| June 25 (Wed) | P | Presentation on Inception Report -Part 2- |
| | D | Talk Session: "Waste and Japanese People" |
| Module 2 | | |
| June 26 (Thu) | L | "History of Waste Management in Japan" |
| | L | "Waste Management Administration of Japanese Government" |
| June 27 (Fri) | L | "Japan's frameworks and Efforts for Establishing a Sound Material-Cycle Society" |
| | L | "Government Policy in Big Cities for establishing a Sound Material-Cycle Society in Japan" |
| June 28 (Sat) | | Holiday |
| June 29 (Sun) | | Holiday |
| Module 3 | | |
| June 30 (Mon) | PT | "Approach for developing Action Plans ①" |
| July 1 (Tue) | L | "Composting Method of Organic Waste at Home" |
| | PT | "Cardboard Composting Workshop ①" |
| July 2 (Wed) | L | "Waste Incineration Treatment by Municipality / Waste Management Plan of Municipality" |
| | L | "Composition Research Method of Waste" |
| | PT | "Composition Research of Waste" |
| July 3 (Thu) | PT | "Formulation of Waste Management Plan " |

| | | |
|-----------------|-----|---|
| | PT | "Case Study ① JICA Bocota Project (Colombia) -Master Plan Study for Integrated Solid Waste Management in Bogota D.C." |
| July 4 (Fri) | L | "Semi-aerobic Landfill Technology" |
| July 5 (Sat) | | Holiday |
| July 6 (Sun) | | Holiday |
| July 7 (Mon) | L | "Waste Collection System of Municipality" |
| | L | "Review and Improvement of Waste Collection System" -Explanation- |
| July 8 (Tue) | PT | "Review and Improvement of Waste Collection System" -Practice- |
| | PT | "Review and Improvement of Waste Collection System" -Summary- |
| July 9 (Wed) | PT | "Review and Improvement of Waste Collection System" -Review- |
| | L | "Cost Burden of Treatment and Recycling of Waste" |
| Module 4 | | |
| July 10 (Thu) | PT | "Collection and Transportation System, and Intermediate Treatment Facility of Industrial Waste" |
| | L | "Landfill Treatment Technology of Industrial Waste" |
| July 11 (Fri) | PT | "Approach for developing Action Plans ②" |
| | D | Exchange Meeting with Companies considering setting up Operations Overseas |
| July 12 (Sat) | D | Review on Module 3 and 4 |
| July 13 (Sun) | | Holiday |
| Module 5 | | |
| July 14 (Mon) | PT | "Approach for developing Action Plans ③" |
| July 15 (Tue) | L | "History and the future of Group Collection of Waste in Japan " |
| | PT | "Environmental Education Program -Experience of Shopping Game-" |
| July 16 (Wed) | D | "The Points of Activities for Dissemination and Citizen's Education of Waste Recycling" |
| | L/V | "Intermediate Treatment and Recycling Technology of Old Clothes" |
| July 17 (Thu) | L/V | "Intermediate Treatment Technology of Used Paper" |
| | PT | "Approach for developing Action Plans ④" |
| July 18 (Fri) | L/V | "Intermediate Treatment Technology of Used Bottles, Cans, and PET Bottles" |
| | L/V | "Recycling Technology of Used Glass Bottles" |
| July 19 (Sat) | L | "Development of the Citizen's Movement toward Sound Material-Cycle Society " |
| | L/V | "Reuse and Recycling System by Cooperation among Citizens, Private Industries, and Local Government" |
| July 20 (Sun) | V | Experience on Japanese Culture |
| July 21 (Mon) | PT | Environmental Education Program -Experience of Garbage Segregation Game- |
| | L | "Experience on Nanohana Project starting from Rehabilitation Activities of Lake Biwa " |

| | | |
|---------------|-----|---|
| July 22 (Tue) | L/V | "Treatment Technology of Organic Waste generated at Home" |
| | L/V | "Wet-type Biogas Generating System using Livestock Excreta" |
| July 23 (Wed) | L | "Reuse Activities Conducted by Citizens" |
| | L/V | "Operation of Charity Shop " |
| July 24 (Thu) | L | "Illegal Dumping Cases of Industrial Wastes and Local Citizens' Movement" |
| July 25 (Fri) | L | "Zero Waste practiced by the Cooperation of Citizens and Local Government" |
| | L | "Generation of Sustainable Energy using Small-scale Hydroelectric Generation Facility" |
| | L | "Introduction of Installation of Small-scale Hydroelectric Generation Facility" |
| July 26 (Sat) | PT | "Cardboard Composting Workshop ②" |
| | D | Review on Module 5 |
| July 27 (Sun) | | Holiday |
| July 28 (Mon) | L | Case Study ②- JICA Project Waste Reduction through Composting Organic Waste |
| July 29 (Tue) | L | Case Study ③- JICA Project The Importance of Citizen's Participation and Consensus-building on Reduction of Waste |
| July 30 (Wed) | PT | Preparation of Presentaton of Action Plan |
| | P | Presentation on Action Plan -Part 1- |
| July 31 (Thu) | P | Presentation on Action Plan -Part 2- |
| | D | Review on Module 6 |
| Aug1 (Fri) | D | Evaluation Meeting |
| | | Closing Ceremony |

Type of Programs: L=Lecture, D=Discussion, P=Presentation, PT=Practical Training, V=Visit,

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. Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.
- 6) Must not be serving any form of military service.

(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).

*Pregnancy

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

1. Letter of the participant's consent to bear economic and physical risks
2. Letter of consent from the participant's supervisor
3. Doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(2) Photocopy of passport

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

*Photocopy should include the followings:

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

(3) Nominee's English Score Sheet

To be submitted with the Application Form, if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

4. 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 **October 30, 2015**)

(2) Selection

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than November 30, 2015.**

5. Documents to be submitted by accepted candidates

Inception Report: to be submitted to the JICA office by email on / before January 3, 2016; Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the **ANNEX-I "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 "J15-04424" 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.

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-I: 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.

**ANNEX-II: Sample format of Progress Report
(Necessary to submit three months after the training program in Japan)**

dd, mm, yyyy

To Resident Representative of JICA [your country] Office

**Progress Report of JICA Group Training Program
'Comprehensive Waste Management (E)'**

On behalf of the [your organization], I, the undersigned, hereby report that we have completed the JICA group training program 'Comprehensive Waste Management (E)'. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

2. Description of finalization phase (describe the progress and the result of your action plan)

3. Future actions (your further plan of action)

4. Comments on this program, if any

Signature:

Name: Mr./Ms. Your name

Title and Organization The team, division, organization you belong to.

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)**

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

| | | | | | | | | | |
|---|---|---|--|--|--|--|--|--|--|
| J | 0 | - | | | | | | | |
|---|---|---|--|--|--|--|--|--|--|

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

| | | | | | | |
|---|----------|---|-------------|--------------|-------------|------------|
| 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

**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: |