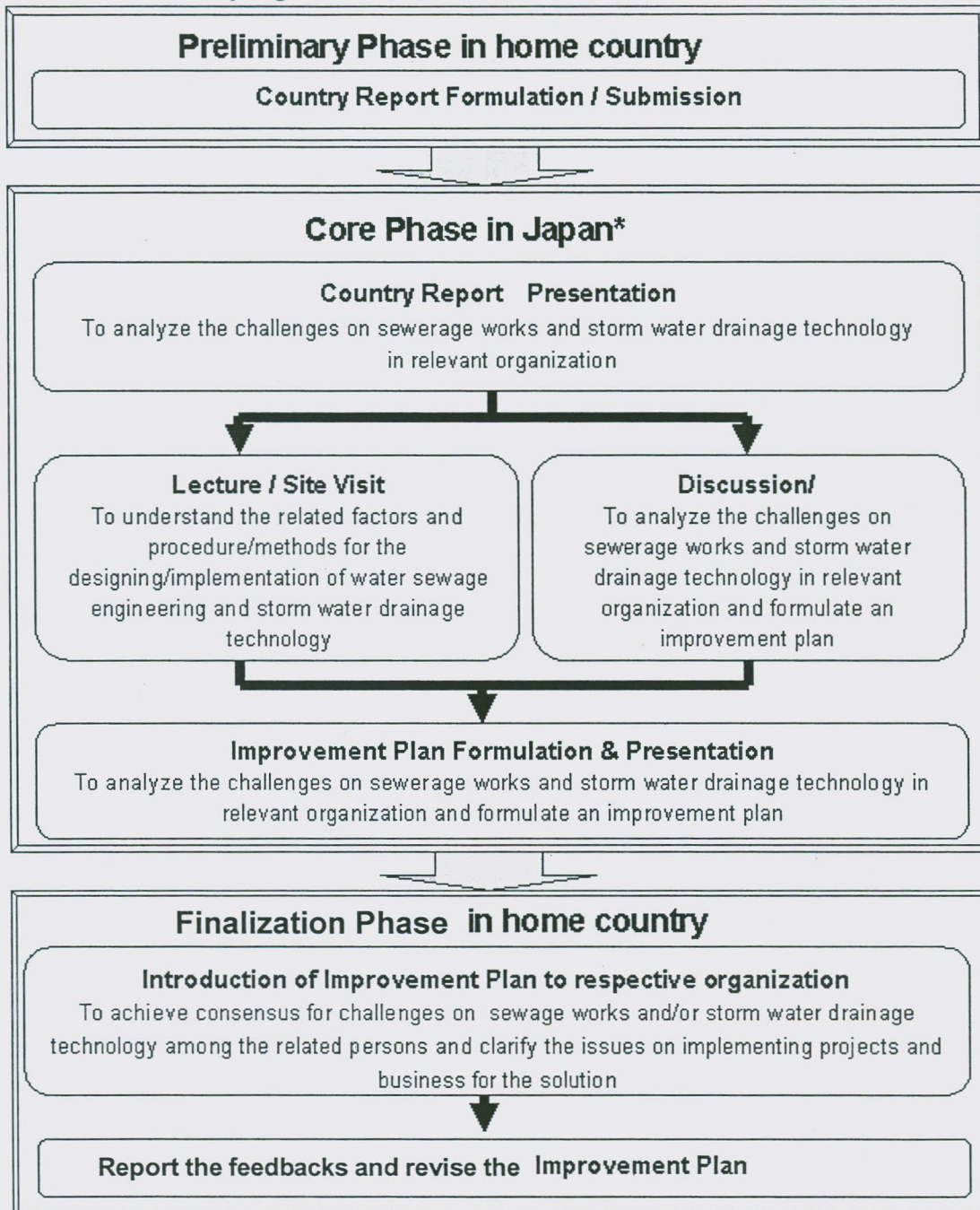


| | |
|--|---|
| (5) To finalize the Improvement Plan and submit. | information based on his/her organization's comments/feedback, to revise the Plan and to submit it <u>by the end of June 2014.</u> |
|--|---|

<Structure of the program>



* The Detail Contents of the Core Phase is explained in ANNEX 2.

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 this training course 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 this training course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualification:

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

Essential Qualification

(1) Present position:

To be senior technical officers engaged in sewage works and/or stormwater drainage in central or local governments, or government related organizations

(2) Occupational Background:

To have more than three (3) years of experience in sewage works and/or stormwater drainage technology

(3) Academic Background:

To be university graduates or persons who have equivalent technical qualifications in the field of sewage works and/or stormwater drainage

(4) Age:

To have sufficient command of discussing and making presentation in **English**
(Please attach an official certificate for English ability such as TOEIC or TOEFL, if any)

(5) Health:

To be in good health, both physically and mentally, to participate in the program in Japan

(6) Formality:

NOT be serving in any form of military services

To be nominated by the government in accordance with the procedures mentioned in section III-4

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Recommendable Qualification

To be engaged in any ODA project regarding sewerage or storm water drainage.

3. Required Documents for Application

(1) Application Form: The Application form is available at the respective countries' JICA offices or the Embassies of Japan.

(2) Country Report: To be submitted with the Application Form. (See ANNEX 1)

Note: As an important reference for screening nominees, applications that are submitted without the Country Report will be disqualified.

*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 agreement of her training participation.

Please ask National Staffs in JICA office for the details.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo International Center:

26th July, 2013

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices or Embassies of Japan shall conduct screenings, and send the documents to the JICA Tokyo, which organizes this training course. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results shall be made by the respective countries' JICA offices or Embassies of Japan to the respective governments by **no later than 16th August, 2013.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,

- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-1.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** Economic Infrastructure Development and Environment Division, JICA
Tokyo International Center

(2) **Contact:** Ms. Aiko INOUE ticttee@jica.go.jp

*Please include the course title and number (J1300759) in the e-mail title.

2. Implementing Partner: Under planning

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Narita airport in 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 Tokyo International Center (JICA Tokyo)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Tokyo at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

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 p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. ANNEXES:

1. Country Report (ANNEX 1)
2. Contents of the Program in Japan (ANNEX 2)