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<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the country report.
2. Core phase (activities in Japan): Curriculum is subject to minor changes.

Curriculum		(L) and (D) (hours)	(O) (hours)
①	Current situation and problems of waste treatment in Japan		
Overview	<ul style="list-style-type: none"> ▪ Waste treatment in Japan 3 ▪ Current situation 5 ▪ Laws and services 5 ▪ Disaster waste treatment 2 2 ▪ Operation flow of waste treatment 3 		
②	Particulars		
Waste reduction	<ul style="list-style-type: none"> ▪ Waste home appliance depot and recycling facility 5 ▪ PET bottle compression, packing and recycling facility 5 ▪ Waste reduction measures of local governments 7 3 ▪ Cooperation of businesses / System for paid service 2 2 ▪ Analysis of refuse composition for future estimate 4 ▪ Designing of municipal solid waste management plan and case study 10 		
Sorted collection	<ul style="list-style-type: none"> ▪ Present situation of sorted collection (classification etc.) 2 ▪ Waste collection site (Sorted collection) 5 		
Intermediate treatment	<ul style="list-style-type: none"> ▪ Purpose and method of intermediate treatment 5 ▪ Disposal of hazardous medical waste 2 3 ▪ Heat and material recovery process 5 ▪ Human excreta 5 ▪ Composting of kitchen garbage 2 		
Final disposal	<ul style="list-style-type: none"> ▪ Type and control of landfill site 15 6 ▪ Cement factory (using incineration residue) etc. 2 		
Recycling	<ul style="list-style-type: none"> ▪ Recycling facilities (paper, glass bottles, clothes, tires etc.) 11 		
③	Others		

▪ Course orientation / program and general orientation	2	
▪ Country report presentation session	5	
▪ Exchange of views	8	
▪ Workshop for Action Plan making / Presentation	30	
▪ Evaluation meeting / Ending ceremony	2	
Transfer	10	
Total hours	127	51

(L) Lecture (D) Discussion and Exercise (O) Observation

3. Finalization phase (activities in home country):

Participants are expected to present the action plan (interim report) for the study in the participating organization. The participating organization should submit final report containing the result of study to JICA local office in respective country by March 31, 2014.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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 program 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 program 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 Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: be an administrative officer/ technical officer of a model local government or related organization engaged in solid waste management. Officers of the national government, in charge of supporting local governments, are also qualified.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste treatment or have equivalent level of knowledge.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language: have a competent command of spoken and written English. (This training program includes active participation in discussions, and work shop for action plan (interim report), which requires high competence of English ability.) Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications:

- 1) Age: be between the ages of twenty-six (26) and fifty (50) years

3. Required Documents for Application:

(1) **Application Form:** The Application Form is available at the respective country's JICA office or 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, and
- 3. doctor's letter with agreement of her training participation.

Please ask National Staffs in JICA office for the details.

(2) **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), please attach it (or a copy) to the Application Form.

(3) **Inception Report:** to be submitted with the Application Form. Fill in Attachment of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection:

(1) **Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: June 14, 2013

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) **Selection:**

After receiving the document(s) through due administrative procedures in the respective Government, the respective country's JICA office (or Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center, according to qualifications in consultation with the organizations concerned in Japan, based on submitted documents. *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 country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 12, 2013**

5. Conditions for Attendance:

- (1) to follow 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 the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving the notice of acceptance for their nominees, are expected to carry out the actions in the Section II-9 in this General Information.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Kansai
- (2) **Contact:** Ms. Makiko NAEMURA (Naemura.Makiko@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Hyogo Environmental Advancement Association
- (2) **URL:** <http://www.eco-hyogo.jp/>

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 Kansai Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan TEL: 81-78-261-0383 FAX: 81-78-261-0465 (where "81" is the country code for Japan, and "78" is the local area code)
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If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <http://www.jica.go.jp/english/contact/domestic/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),
and
- (4) Expenses for program implementation, including materials.

For more details, please see pages 8-16 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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the Program, and other matters.