

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 challenges 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 challenges.
- (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 the previous section.
- (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 the previous section.

2. Nominee Qualifications

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

Essential Qualifications

- (1) Current Duties: be senior technical staffs who deal with sewerage system and wastewater treatment.
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1) and be willing to work for your organization in the future (at least 5 years).
- (3) Educational Background: be a graduate of university or equivalent level.
- (4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (copy of the proof is preferable).
- (5) Age: be under 50 years of age
- (6) Must not be serving any form of military service.
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

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

Recommended Qualifications

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

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the respective country's 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 agreement of his/her training participation.

Please ask National Staffs in JICA office for the details.

(2) **Job Report and Issue Analysis Sheet (IAS):** to be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Application Form. Job Report and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted. The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. Participants accepted to the Course are requested to bring her/his IAS in electronic file when coming to Japan.

4. Procedure for Application and Selection:

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

Closing date for application to the JICA Center in JAPAN: **June 28, 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 documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center 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 country's JICA office (or Embassy of Japan) to the respective Government **not later than July 19, 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 accordance with 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.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in the previous sections.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Kyushu, Training Program Division
- (2) E-mail: kicctp@jica.go.jp

2. Implementing Partner:

- (1) Name: Fukuoka City Government
- (2) URL: <http://www.city.fukuoka.lg.jp/english/index.html>

3. Travel to Japan:

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

- (1) During the Briefing and Orientation Program
JICA Kyushu International Center (JICA Kyushu)
Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi,
Fukuoka, 805-8505 Japan
TEL: 81-93-671-6311 FAX: 81-93-671-0979
(81: country code for Japan, 93: area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at its URL, <http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

- (2) During the Technical Training Period by Fukuoka City Government
Participants will stay in a room of the apartment-type hotel in Fukuoka City. There isn't a restaurant at the hotel but the room is equipped with a mini-kitchen. You need to buy foods at the supermarket near-by or cook by yourself. There are also some restaurants around the hotel.

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 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.

V. Other Information

1. Reports and Presentation:

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

As written in the previous page, each nominee is required to submit his/her own Job Report and IAS following the instruction in the previous sections. Participants will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan Report

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have approximately 10 minutes for presentation.

(3) Laptop PC

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

2. International Exchange Program with local communities:

JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

3. Remarks:

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

**Operation and Maintenance of Sewerage System and
Waste Water Treatment Techniques (A)**

**(JFY 2013)
Job Report**

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

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

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and challenges of the participants each other.

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

1. Situation of Sewerage Treatment Systems

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

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

- (1) Main tasks of the organization
(Please include annual turnover or product amount, name of products and number of employees.)
- (2) Organization chart:
Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)
- (3) Brief description of your assignments.

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

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

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

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

Annex I

5. Which of the following specialized technologies have you learned? Please check to signify "YES" or "NO".

	YES	NO
(1) Civil engineering	()	()
(2) Mechanical engineering.....	()	()
(3) Electrical engineering.....	()	()
(4) Chemical engineering.....	()	()
(5) Environmental engineering.....	()	()
(6) Hygiene engineering.....	()	()
(7) Computer science.....	()	()
(8) Others ().....	()	()

Note: Under "(8) Others" please specify subjects not covered by any items (1) to (7) if any.

5. Which of the following represent your practical work experiences? Please fill in the years of your occupational experience.

	Years of Experience
(1) Planning and designing of wastewater treatment facilities.....	()
(2) Operation and maintenance of wastewater treatment facilities.....	()
(3) Operation and maintenance of industrial wastewater treatment facilities.....	()
(4) Water pollution control administration.....	()
(5) Chemical analysis.....	()
(6) Human excreta treatment.....	()
(7) Jokaso (septic tank) management.....	()
(8) River/water way management in urban area.....	()
(9) Water supply.....	()
(10) Information processing (computer programming).....	()
(11) Others ().....	()

Note: Under "(11) Others" please describe any practical experience that might be related to wastewater treatment techniques but are not covered by items (1) to (10).

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues or problems that the nominee's organization is facing and the subjects to be covered in the training program in Japan.
- (2) IAS will help the nominee to clarify his/her issues or problems to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival in Japan through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is facing, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please refer to Item 2 "Purpose of Application" of Part A in the Application Form, and describe the issues or problems that your department is facing in column "A" and "B" in each "Expected Module Output" of the IAS. You will formulate practical solutions to these issues/problems through the training program in Japan. If you write cross-cutting issues related to two or more "Expected Module Outputs, you can enter them between the Outputs.
- (2) Please leave column C and D blank. These columns are filled out during the training program in Japan.
- (3) If your organization has many issues/problems to be solved, you can submit two or more sheets.

3. Remarks

- (1) IAS without approval of a nominee's superior is not accepted.
- (2) IAS is a key material for the screening of the nominees. The Japan side puts emphasize on its contents and then proceeds with the screening.
- (3) Accepted participants will make a presentation on the IAS and the Job Report at the beginning of the training program in Japan.
- (4) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.