

Annex II

Operation and Maintenance of Sewerage System and Waste Water Treatment Technique (A) (JFY 2013)

Issue Analysis Sheet

Course Objective	Subject	A:Problems in your country or organization	B:Backgrounds that cause the problems	C:Measures taken in Japan	D:Proposal to your country
1) Being able to explain basic knowledge of sewerage systems and its wastewater (sewage) treatment					
2) Being able to explain necessary knowledge for planning and designing of sewerage systems (sewer network, wastewater (sewage) treatment plants)					
3) Being able to explain necessary knowledge for maintaining sewerage systems (sewer network, wastewater (sewage) treatment plants)					
4) Being able to explain necessary knowledge for industrial wastewater treatment and pretreatment facilities for discharge to sewerage systems					

Name of Superior Officer: _____

Designation/Position of superior officer: _____

Signature: _____

Annex III

Tentative Schedule

Date		Subject
Aug.	18	(Sun) Arrival
	19	(Mon) JICA Briefing, Program Orientation
	20	(Tue) General Orientation, Basic Japanese Class I
	21	(Wed) Cultural Exchange, Basic Japanese Class II
	22	(Thu) Move to Fukuoka City, Course Orientation, Courtesy Call to the Mayor of the City, Preparation of Job Report & IAS Presentation
	23	(Fri) Introduction of Administration System in Fukuoka City, Sewage Administration in Japan & Fukuoka City
	24	(Sat) Holiday
	25	(Sun) Observation of Public Relations Activities ("Sewage Fair" at Canal City Hakata)
	26	(Mon) Preparation of Job Report & IAS Presentation, Job Report & IAS Presentation
	27	(Tue) Planning of Flood Control and Rainwater Drainage, Site Visit to Sewage Facilities, Reservoir, etc.
	28	(Wed) Maintenance and Management of Sewage System I (Waste Water Processing), Site Visit (Wastewater Treatment Center, Pumping Station)
	29	(Thu) Maintenance and Management of Sewage System II (Water Quality), Site Visit (Water Quality Examination Lab.)
	30	(Fri) Automobile Factory (Process of Industrial Wastewater) and Kitakyushu City Water Plaza (Water Processing Facility)
31	(Sat) Observation of Water Environment in Fukuoka City (Hakata Bay, Bay Side Place), Treatment of Industrial Wastewater (Marine World)	
Sep.	1	(Sun) Holiday
	2	(Mon) Selecting Sewage Processing System
	3	(Tue) Planning of Sewage System I (Wastewater Processing Facilities), Site Visit
	4	(Wed) Planning of Sewage System II (Construction Techniques of Pipes), Site Visit (Construction Site)
	5	(Thu) Planning of Sewage System III (Pipe Facilities, Register Book System), Site Visit (Pipe Cleaning)
	6	(Fri) Water Processing System by the local government (Oxidation Ditch, Trickling Filter)
	7	(Sat) Observation of Conservation Activities of Water Environment in Yanagawa
	8	(Sun) Holiday
	9	(Mon) Utilization of Sewage Resource, Advanced Processing, Site Visits (Treatment Facilities)
	10	(Tue) Overview of Sludge Composting in Fukuoka City, Site Visit (Sludge Composting Factory)
	11	(Wed) Preparation of Action Plan I, Water Recycling Center
	12	(Thu) Treatment for Waste Water by Food Industry (Site Visits)
	13	(Fri) Sewage Administration, Site Visit (Sewage System for a Small-scale Fishery Village)
	14	(Sat) Holiday
	15	(Sun) Holiday
	16	(Mon) Holiday (Japanese Holiday)
	17	(Tue) Preparation of Action Plan II, Rivers in Fukuoka City
	18	(Wed) Waterworks Administration in Fukuoka City, Site Visit to Water Supply Control Facility & Desalination Project Site
	19	(Thu) (Study Trip) Go to Osaka, Membrane Bioreactor Facilities in Sakai City
	20	(Fri) Science Museum of Sewage, Water Treatment Facilities (Advanced Treatment)
	21	(Sat) Lake Biwa Museum, Go Back to Fukuoka
	22	(Sun) Holiday
	23	(Mon) Holiday
	24	(Tue) Environmental Policy of Fukuoka City, Site Visits (Final Disposal Site, Waste Water Treatment Facility)
	25	(Wed) Preparation of Action Plan III
	26	(Thu) Disaster Risk Management and Sewage System, Overseas Activities by Business Sector
	27	(Fri) Presentation of Action Plan, Closing Ceremony
	28	(Sat) Leave Japan

The schedule is subject to minor changes.

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 course, 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:

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TEL: +81-93-671-6311 FAX: +81-93-671-0979

**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.

Remarks3: 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).

Annex II

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.

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