

No.12040/50/2012-FTC (Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 21-6-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Water Environmental Monitoring in Japan to be held from September 2 to October 20, 2012.

The Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held in Japan from 2nd September to 20th October, 2012

2. The programme is designed for leading technical officers and laboratory staffs in the field of water quality monitoring to enhance their technical capabilities and to help them develop action plans for improving their operations.
3. The candidate should be technical officers or laboratory staffs in the field of water quality monitoring in central/local government or public institutions (This program includes a two week environmental laboratory practices); be university graduates (science or engineering) or have the equivalent academic background and have enough knowledge on water environment; be under the age of 35 years; not be serving in military; be proficient in written and spoken English; be in good health to undergo the above training.
4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:
 - a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
 - b) Whether clear from vigilance angle?
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.

...2/-

5. The course covers the cost of a round- trip air ticket between an international airport designated by JICA; 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 is not included).

6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.

7. The nomination details should be submitted (in duplicate) in the JICA's prescribed proformas duly authenticated by the Department concerned along with the medical history questionnaire and the country report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 10th July, 2012. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in), which is available in "What is New" under the Department of Personnel and Training.


(N.K. Wadhwa)

Under Secretary to the Government of India

Tele.No.011-26165682

E-mail-ID naresh.wadhwa@nic.in

Copy to:

1. The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
2. The Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi
3. The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, New Delhi.
4. All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
5. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.

TRAINING AND DIALOGUE PROGRAMS



GENERAL INFORMATION ON

WATER ENVIRONMENTAL MONITORING

集団研修「水環境モニタリング」

JFY 2012

<Type: Trainers Training Program / 類型：人材育成普及型>

NO. J12-00806 / ID. 1280962

From September 2, 2012 to October 20, 2012

This information pertains to one of the Training and Dialogue Programs 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.

I. Concept

Background

Water pollution is an issue directly connected to people's healthy life, natural environment conservation and maintenance of ecosystems.

However, with development of urbanization and industrialization in developing countries, environmental deterioration like water pollution is getting more serious.

To take some measures against these issues, correct understanding of water quality by water quality monitoring is essential. For adequately responding to the situation, securing and fostering of technical experts in charge of water quality monitoring is becoming a pressing issue. Above all, to urgently enhance water quality monitoring, it is a prime task to have a plan for leadership development targeting technical experts, who can implement water quality monitoring works comprehensively and systematically.

This training, providing opportunities to have exercises, site visits, etc. to learn the Japanese experiences and techniques on water pollution prevention based on water quality data, has a great meaning for countries suffering from water pollution.

For what?

This program is designed for leading technical officers and laboratory staffs in the field of water quality monitoring to enhance their technical capabilities and to help them develop action plans for improving their operations.

For whom?

The curriculum is designed for technical officers and laboratory staffs working at the frontlines of water quality monitoring (designing plan and laboratory works) in central/local government and public institutions.

II. Description

1. Title (J-No.): Water Environmental Monitoring (J12-00806)

2. Period of program:

Duration of whole program: August 2012 to January 2013

Preliminary Phase: August 2012 to September 2012

Core Phase in Japan: September 2, 2012 to October 20, 2012

Finalization Phase: October 2012 to January 2013

(in a participant's home country)

3. Target Countries:

China, Egypt, India, Indonesia, Lebanon, Malawi, Mexico, Panama, Philippines, Serbia, Zimbabwe

4. Eligible / Target Organization

This course is designed for central / local government and public institutions responsible for water quality monitoring. The curriculum is designed to enhance officers and laboratory staff in charge of technical aspects of water quality monitoring, including a two week environmental laboratory practice.

5. Overall Goal

The ability of water quality monitoring for the water pollution control will be advanced/improved in respective countries.

6. Objective

This program is designed for leading technical officers and laboratory staffs in the field of water quality monitoring to enhance their technical capabilities and to help them develop action plans for improving their operations.

7. Total Number of Participants: 11

8. Language to be used in this project: English

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below.

Preliminary Phase in a participant's home country (August 2012 to September 2012) <i>Participants make required preparation for the Program in the respective countries.</i>	
Expected Module Output	Activities
To analyze skill / knowledge of the participant	Filling out and submission of Questionnaire. (See ANNEX I)
To analyze the current situation of relevant organizations	Formulation and submission of Country Report (See ANNEX II)

Core Phase in Japan (September 2, 2012 to October 20, 2012) See ANNEX IV (the schedule in 2010 as reference) <i>Participants attend the Program implemented in Japan.</i>		
Expected Module Output	Program	Method
1) To be able to explain relations between various economic and social activities and water pollutions, mechanism of water pollutions and their effects on ecosystems	History of Water Pollution Problem in Japan	Lecture
	Mechanism of Water Pollution	Lecture
	Water Pollution and Its Effect	Lecture/ Visit
2) To be able to explain the water quality management system based on water quality monitoring.	Work of Central Government for Water Quality Preservation in Japan	Lecture / Site Visit
	Work of Local Government for Water Quality Management in Japan	Lecture/ Site Visit
	Case Study of Water Pollution Management	Lecture
	Implementation Method and Case Study of Water Quality Management in JICA cooperation	Lecture
	Monitoring Method of Water Quality (effluent, ground water, environmental water, tap water)	Lecture/ Site Visit
	Method of Public Relationship	Lecture/ Site Visit
3) To gain essential and most relevant skills and methods to water quality monitoring and data processing and to make practice report	Method of Sampling	Lecture
	Measurement of Flow Rate and Velocity	Practice
	Analysis of Toxic Organic Compound / Agrichemicals (GC and HPLC)	Laboratory work
	Analysis of Organic Compound(COD/TOC)	Laboratory work
	Measurement of Microorganism	Laboratory work
	Analysis of Benthic Environment	Laboratory work
	Analysis of Metal (AAS)	Laboratory work

	Method of Monitoring Data Processing	Laboratory work
4) To analyze the challenges on water quality monitoring done in respective countries and to formulate an action plan	Country Report Presentation ※ ¹ (See Annex II)	Presentation
	Action Plan Elaboration and Presentation※ ² (See Annex III)	Individual/ Groupwork & Presentation

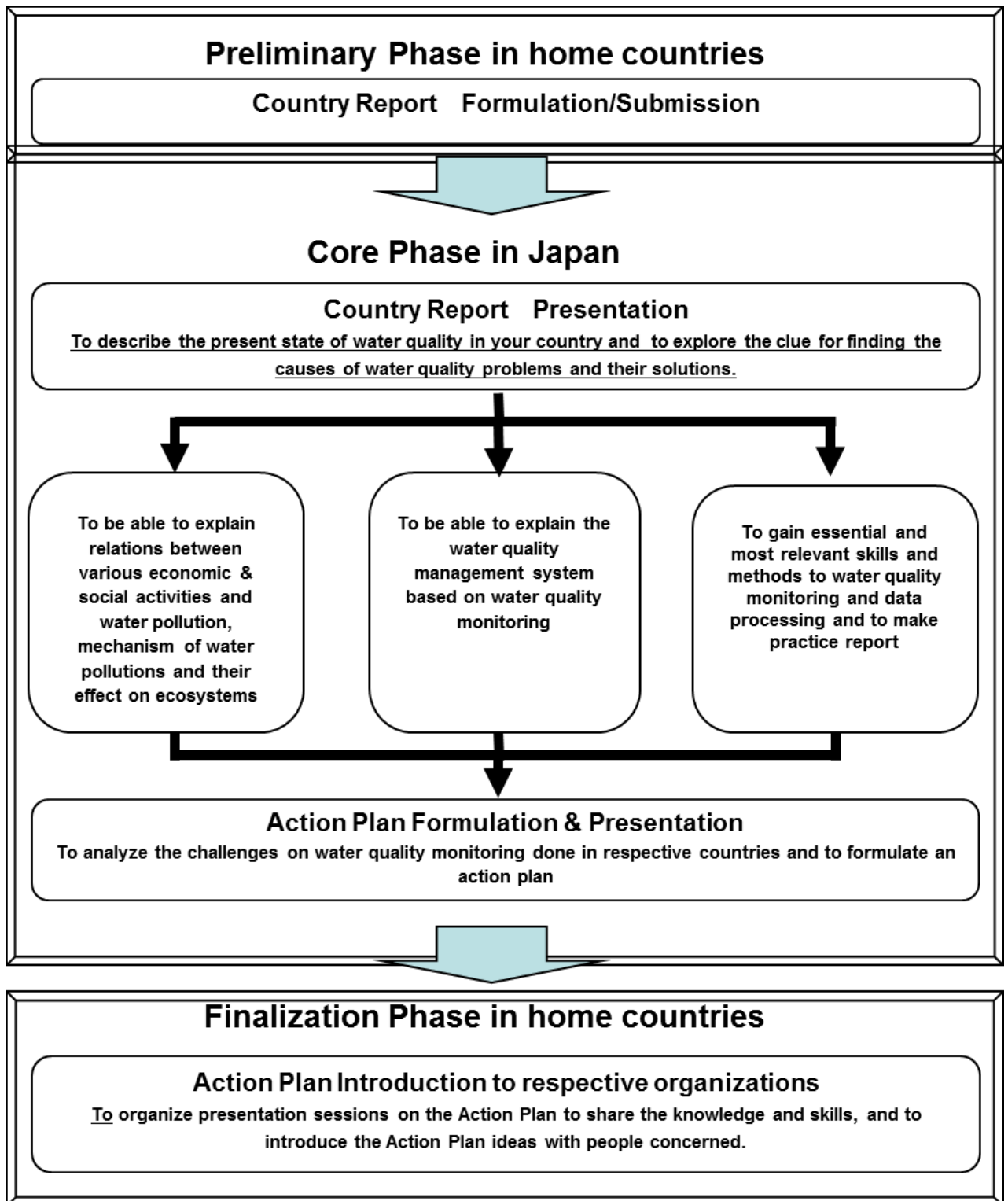
※1 Participants in this course will make presentation of their Country Reports **at the beginning of the training course**. For this purpose, participants are highly recommended to bring visual materials for their presentation, i.e. Power Points etc. About 20 minutes including Q&A session are allocated to each participant. For further information of the country report, please see Annex II. The country report will be the basis of Action Plan elaboration.

※2 The course participants are expected to work on personal computers intensively for various assignments during the course including elaboration of action plans. Desk top computers are available in the training center. But it may be suggested for the participants to bring their own personal computers if possible for their convenience.

Finalization Phase in a participant's home country (October 2012 to January 2013) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>		
Expected Module Output	Program	Method
5) To organize presentation sessions on the Action Plan to share the knowledge and skills, and to introduce the Action Plan ideas with people concerned.	All contents, including lectures, discussions and exercises, would contribute to the diffusion of their knowledge after this training course.	Discussion, Presentation, Report※ ³

※3 All participants are required to submit the report (questionnaire) on the result of the discussion and implementation (in participants' organizations or countries) based on the Action Plan **within three (3) months after the end of the phase** in Japan. (Detail will be explained after the arrival in Japan)

〈Structure of the program〉



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.

2. Nominee Qualifications

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

- (1) be technical officers or laboratory staffs in the field of water quality monitoring in central/local government or public institutions (This program includes a two week environmental laboratory practice,
- (2) be university graduates (science or engineering) or have the equivalent academic background, and have enough knowledge on water environment,
- (3) not be less than twenty five(25) and not be more than thirty five (35) years of age in principle,
- (4) have a sufficient command of English in performing discussions and presentations,
- (5) be nominated by their government in accordance with the procedures mentioned in III-4.,
- (6) not be serving in any form of military services, and
- (7) must be in good health, both physically and mentally, to participate in the Program in Japan. This course includes many field works (trips).

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 her training participation.

Please ask National Staffs in JICA office for the details.

- (2) Questionnaire (Annex I)
- (3) Country Report (Annex II)

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for application to the JICA Tokyo International Center in JAPAN: **July 20, 2012**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan 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 above-mentioned JICA Center in Japan. Selection shall be made by the JICA Center in consultation with the organizations concerned 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 the result of the selection shall be made by the respective countries' JICA offices or Embassies of Japan to the respective governments by **no later than August 3, 2012.**

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 the preliminary phase prior to the core phase in Japan. The beneficiary organizations are expected to support implementation of the action plans by the course participants and to utilize the knowledge/skills which participants have gained in Japan.

IV. Administrative Arrangements

1. Organizer:

Name: Economic Infrastructure Development and Environment Division,
JICA TOKYO,

Contact: Ms. Sanae YOSHIDA ticttee@jica.go.jp

2. Implementing Partner:

3. National Environmental Research & Training Institute, Ministry of the Environment (NETI)

URL: <http://www.neti.env.go.jp/english/index.html>

(1) Japan Environmental Sanitation Center (JESC)

URL: <http://www.jesc.or.jp/en/index.html>

(2) Japan Society on Water Environment

URL: <http://www.jswe.or.jp/index-e.html>

4. 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.)

5. 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>

6. 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.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.

7. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the program, and other matters.

< Method Flame AAS>

Do you have experience of the method?

- have long and enough experience
- have some experience
- have no experience but know the outline of the method
- no experience and no knowledge on the method

Subject in which you are interested

[]

< Method GC >

Do you have experience of the method?

- have long and enough experience
- have some experience
- have no experience but know the outline of the method
- no experience and no knowledge on the method

Subject in which you are interested (If you face any problems relating to pesticides, please brief them. For example, a water body has polluted with some sorts of pesticides)

[]

< Method HPLC>

Do you have experience of the method?

- have long and enough experience have some experience
- have no experience but know the outline of the method
- experience and no knowledge on the method

Subject in which you are interested

[]

< Method Immunoassay (ELISA:Enzyme-Linked ImmunoSorbent Assay)>

Do you have experience of the method?

- have long and enough experience
- have some experience
- have no experience but know the outline of the method
(or know the measuring principle of immunoassay)
- no experience and no knowledge on the method

Subject in which you are interested

[]

< Measurement of total coliform or fecal coliform bacteria>

Do you have experience of the measurement?

- have long and enough experience have some experience
- have no experience but know the outline of the method
- experience and no knowledge on the method

Subject in which you are interested

[]

COUNTRY REPORT

ANNEX II

The role of country report is not just to describe the present state of water quality in your county. It is also to help the clue for finding the causes of water quality problems and their solutions. So please mention the problems, their causes, and what YOU can do to solve them in detail.

This document will be used as a screening material. Therefore please describe as precise as possible unless related data is unavailable.

Name:

Country:

1. General Information on the Country

Specify briefly the geographical status, population, economic conditions, weather and so on.

- (1) Geographic location
- (2) Population
- (3) Economy (Main Industries, GDP, etc.)
- (4) Climate (Annual Rainfall, Seasons, etc.)

2. Organizational Framework

Describe your position and tasks in your organization.

- (1) Name of Applicant's Organization
- (2) Type of the organization (Please choose one option among the followings.)
 - Part of Government Department
 - Government Corporations

- Independent Authority
- Others (Please describe.)

(3) Role/Activities of the organization

(4) Capital formation (Financial Resource) of the organization, if applicable

- National Government %
- Local Government %
- Investor (Private) %
- Others(Please describe:) %

(5) Annual budget of the organization

- Personnel: (USD)
- Machinery: (USD)
- Chemical: (USD)
- Others (describe:): (USD)
- Others (describe:): (USD)
- Others (describe:): (USD)

(6) The number of staff members in the organization

- Clerical Staff:
- Analytical Staff:
- Administrative Staff:
- Other labors:
- Total:

(7) Service area of the applicant's organization, if applicable

(8) Total population of the service area, if applicable

(9) Total population which the organization dealing with, if applicable

(10) Organization chart (Please attach the chart of your organization)

(11) Water Quality monitoring system

- a) The number of analytical staff
- b) List of analytical equipment
- c) The number of parameters and samples in average analyzed monthly
- d) Information about on-the-spot inspection of the facilities
- e) Data Processing System
(How to gather the monitoring data, how to interpret them and how to utilize them)
- f) Obstacles to execute the water quality monitoring
- g) Method for expansion of the water monitoring activities
- h) Tables of analytical parameters and its analytical methods used
- i) Sampling point map

(12) Your position and tasks in the organization

3. Situation and problems of water pollution

Specify the condition and the causes of water pollution in your country/region. Please refer to the following items and explain by using tables and figures to facilitate the comparison among the participant's countries.

(1) Law/Regulations relating to water pollution control

(Name of law/regulation, Year of its legislation, Purpose/ of the law)

(2) Table of Environmental Quality Standard (EQS) and their values for groundwater

(Parameter item, Range/Maximum permitted values, Year of Establishment)

(3) Table of Environmental EQS and their values for surface water

(Parameter item, Range/Maximum permitted values, Year of Establishment)

(4) Table of Environmental EQS and their values for effluents
(Parameter item, Range/Maximum permitted values, Year of Establishment)

(5) Table of Environmental EQS and their values for portable water
(Parameter item, Range/Maximum permitted values, Year of Establishment)

(6) Compliance rate to EQS (present and historical trend)

(7) Historical trend of water pollution

(8) Spatial distribution of pollutants

(9) Coverage of sewage (%)

(10) Source of drinking water

4. Specific area of interest

(1) Points of your interests in water quality monitoring

(2) Analytical techniques which you wish to learn in the laboratory exercises during the training course

(3) Information which you want and relevant to your field

(4) Theme you would like to describe in your Action Plan (see the Annex III)

Note:

*For effective training, please bring the data you mentioned in the country report.

*All participants are requested to make a presentation on your country report. Please prepare for your presentation materials such as making a power point file before coming to Japan.

Action Plan

What is an Action Plan?

By the end of the training course, all participants are required to formulate an Action Plan. The purpose of its formulation is to plan how to solve a challenge and to focus on one specific goal. The plan should focus on something you may carry out upon return to your country and be referred to the knowledge/skill which you gain during this course. Therefore, it should be both concrete and practical. Try to make the plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

Why each participant is required to formulate an Action Plan?

The exercise is to encourage you to apply the gained knowledge from the course to your own actual situation upon return to your country. The preparing process itself will help you turn your ideas into feasible actions to improve the current situation of your organization.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Background (challenges to be solved, national policy, etc.)
- c. Objectives (Goals)
- d. Outcomes
- e. Direct and Indirect beneficiaries
- f. Related knowledge/skill acquired during the training in Japan
- g. Action Component
- h. Implementation schedule
- i. Responsible agencies and their roles
- j. Monitoring and evaluation
- k. Budget and other necessary resources (amount of budget and how to raise fund)

Note:

You are expected to typewrite on the A4 sized paper and also prepare a presentation material. You will have more detailed guidance after arrival in Japan.

Course Schedule 2011 (As Reference)

Note: Detailed schedule in 2012 will be announced after arrival.

Date		Hours			TYPE	Subject	Lecturer / Place of Observation
SEP 4	Sun					<i>Arrival</i>	
5	Mon	9:00	–	12:00		Briefing	
		14:00	–	17:00		Program Orientation	JICA, JESC
6	Tue	9:30	–	16:10		General Orientation (Japanese Society and People/ Japanese Economy/ "Human Security")	
7	Wed	10:00	–	12:30	PR	Country Report Presentation (1)	Dr. Fujita, Ibaraki University Dr. Watanabe, NETI Dr. Fujimori, NETI Mr. Yamada, JICA Senior Adviser
		14:00	–	17:00	PR	Country Report Presentation (2)	Mr. Furusawa, JESC Course Staff
8	Thu	9:30	–	12:30	LC	Water Quality Control Administration of Japan	Mr. Endo, Ministry of the Environment (MOE)
		13:30	–	16:30	LC	Environmental Administration of Local Government	Dr. Kato, Mie University
9	Fri	10:00	–	17:00	PR	Action Plan Workshop	Mr. Yamada, JICA Senior Adviser
10	Sat					<i>Free</i>	
11	Sun					<i>Free</i>	
12	Mon	9:30	–	12:30	LC	Processing Technology/Monitoring Method of Water Quality (1) <Ground Water>	Dr. Fujiwara, Kochi University
		14:00	–	17:00	LC	Capacities Improvement on Water Environmental Monitoring - Experience as JICA Projects	Mr. Yoshida, JICA Senior Adviser
13	Tue	9:30	–	12:30	LC	History of Water Pollution Problems and its Countermeasures in Japan	Dr. Okada, Hiroshima University
		14:00	–	17:00	LC	Water Pollution Prevention and Environmental Education	Ms. Kazama, Tokyo Metropolitan Government
		17:00				Return Flight Meeting	Kokusai Service Agency (KSA)
14	Wed	9:30	–	12:30	LC	Water Quality Degrading /Polluting Load Effluent Volume and Pollution Loading Volume & Quality of Environmental Water	Dr. Tsuzuki, Shimane University
		14:00	–	16:00	OB	Treatment of Industrial Effluent	Chuo Electroplating Industry Assoc.

15	Thu	9:30	—	12:30	LC	Environmental Contamination Risk Assessment	Dr. Makino, National Institute of Advanced Industrial Science and Technology(AIST)
		14:00	—	15:30	OB	Sewage Treatment Plant	Ochiai Water Reclamation Center
16	Fri	9:30	—	12:30	LC	Current Situation and Mechanism of Water Pollution <Pollution Mechanism and Effects on Ecosystem of Hazardous Chemical Substance>	Dr. Watanabe, NETI
		14:00	—	17:00	LC	Current Situation and Mechanism of Water Pollution <Pathogenic Microbes>	Dr. Katayama, Tokyo University
17	Sat					Free	
18	Sun					Free	
19	Mon					Free (National Holiday)	
20	Tue	9:30	—	12:30	LC	Current Situation and Mechanism of Water Pollution <Organic Pollution & Nutrient Salt>	Dr. Saito, Nihon University
		14:00	—	17:00	LC	Current Situation and Mechanism of Water Pollution <Heavy Metals>	Dr. Itoh, Iwate University
21	Wed	9:30	—	12:30	LC	Processing Technology/Monitoring Method of Water Quality <Effluent>	Dr. Fujita, Ibaraki University
		14:00	—	17:00	LC	Current Situation and Mechanism of Water Pollution <Bio-indicator:Microcystis and Benthos>	Dr. Murakami, Chiba Institute of Technology
22	Thu	10:00	—	11:30	OB	BioEco Engineering Research Lab of National Institute of Environmental Studies (NIES)	Researcher of NIES
		14:00	—	15:30	OB	Solid Waste Disposal Plant /Final Disposal (Landfill) Site	Eco Frontier KASAMA
23	Fri					Free (National Holiday)	
24	Sat					Free	
25	Sun					Free	
26	Mon	10:00	—	12:00		Program Review and Preview	Mr. Miyagawa, JESC
		13:30	—	17:00	PR	Action Plan -Work Draft Check-	Dr. Watanabe, NETI Dr. Fujimori, NETI Dr. Katayama, Tokyo University
27	Tue	9:30	—	17:00		<Group A>Practice 1 : Measurement of Hazardous Metals (AAS)<Group B>Practice 2 : Screening Method for Hazardous Chemical Substance (ELISA Method)	Practice 1 : Dr. Honda/ Dr. Fujimori Practice 2 : Dr. Shinomiya
28	Wed	9:30	—	17:00	PR		
29	Thu	9:30	—	17:00			
30	Fri	9:30	—	17:00			

						<Group B> Practice 1 : Measurement of Hazardous Metals (AAS)		
Oct.1	Sat					Free		
2	Sun					Free		
3	Mon	9:30	—	17:00	PR	<Group A> Practice 3 : Measurement of Toxic Organic Compounds (GC/HPLC)	Practice 3: Dr. Iwakiri Practice 4: Dr. Watanabe	
4	Tue	9:30	—	17:00		<Group B> Practice 4 : Measurement of Organic Contaminants (COD, TOC)		
5	Wed	9:30	—	17:00	PR	<Group A> Practice 4 : Measurement of Organic Contaminants (COD, TOC)		
6	Thu	9:30	—	17:00		<Group B> Practice 3 : Measurement of Toxic Organic Compounds (GC/HPLC)		
7	Fri	9:30	—	12:30	LC	Ecological Sanitation	Dr. Morita, Japan Environmental Sanitation Center(JESC)	
		14:30	—	16:00	OB	Night Soil Sludge Treatment Plant	Omiya Nambu Purification Center	
8	Sat					Free		
9	Sun					Free		
10	Mon	a.m.					(Transfer) TIC→Osaka	
		13:30	—	18:00			Kyoto Afternoon Tour	
11	Tue	9:30	—	11:30	OB	Sewage Treatment Plant	Kisshoin Water Environment Conservation Center	
		13:30	—	15:30	OB	Water Purification Plant	Osaka City Water Examination Laboratory/Kunishima Water Purification Plant	
12	Wed	9:00	—	11:00	OB	Operation and Management of Water Quality Monitoring	Lake Biwa Environmental Research Institute (Lake Water Monitoring)	
		14:00	—	15:30	OB	Public Awareness on Water Quality Monitoring	Lake Biwa Museum	
13	Thu	a.m.					(Transfer) Osaka→Minamata	
		15:00	—	17:00	LC	Study on Minamata Disease	National Institute for Minamata Disease	
14	Fri	9:00	—	11:00	OB	Study on Minamata Disease	Minamata Disease Municipal Museum	
		11:00	—	12:00	OB	Study on Minamata Disease	Minamata Disease Archives	
		p.m.					(Transfer) Minamata→TIC	
15	Sat					Free		
16	Sun					Free		

17	Mon	9:30	—	17:00	PR	Status Report Preparation Method - Data Processing Method with EXCEL	Dr. Ando, Tokyo Metropolitan Research Institute
18	Tue	9:30	—	12:30	LC	Sampling, Labeling and Storing Method	Mr. Yokose /Mr. Nakamura /Mr. Okuda /Mr. Sekiguchi, SAITAMA-KEN ENVIRONMENTAL ANALYSIS & RESEARCH ASSOCIATION
		14:00	—	17:00	PR	Methods of Measuring Current Velocity and Flow Rate of Rivers/Waterway (Field Study)	
19	Wed	9:30	—	12:30	LC	Processing Technology/Monitoring Method of Water Quality(3) <Tap Water>	Dr. Takizawa, Tokyo University
		14:00	—	17:00	PR	Action Plan Preparation	
20	Thu	10:00	—	17:00	PR	Action Plan Preparation for Presentation	Mr. Yamada , JICA Senior Adviser
21	Fri	9:30	—	16:00	PR	Action Plan -Presentation-	Dr. Murakami, Chiba Institute of Technology Dr. Katayama, Tokyo University Dr. Fujimori, NETI Mr. Yamada, JICA Senior Adviser Course Staff
		16:15	—	17:15	—	Evaluation Meeting	JICA
		17:15	—	17:45	—	Closing Ceremony	JICA
22	Sat					<i>Departure</i>	

TIC: Tokyo International Center, JICA

JESC: Japan International Sanitation Center

NETI: National Environmental Research & Training Institute

MOE: Ministry of the Environment

NIES: National Institute for Environmental Studies

LC: Lecture, OB: Observation, PR: Practice

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:

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

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 "x" 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.

**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 Citizens' Cooperation 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.

(_____)

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.

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: