

No.12040/15/2013-FTC (Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(Training Division)

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 18th March, 2013

TRAINING CIRCULAR

Subject: A Group Training Course on Disaster Mitigation and Restoration for Public Works (River, Road and Port) from May 2013 to February, 2014 (Core Phase to be held in Japan from 13th May, 2013 to 20th July, 2013).

The Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for the above cited programme from 13th May, 2013 to 20th July, 2013 to be held in Japan.

2 The programme aims to acquire knowledge on application techniques for more practical, efficient and effective disaster mitigation, preparedness and restoration and make dissemination plan for the organization in charge of relevant fields. This program is designed for governmental organizations in charge of disaster prevention and recovery for public works (road, river and port).

3 This programme is offered for civil engineers in Central or State Government with having at least 5 (Five) years experience in infrastructure management (except for building/housing) or infrastructure information management including administration of disaster mitigation; should be university graduates or having equivalent educational qualifications in the area of civil engineering; should be between the age of thirty (30) and forty five {45} years; not be serving in military; having competent command of spoken and written English which is equal to TOFEL; be in good health, both physically and mentally, to participate in the program in Japan.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while forwarding the nomination:

Whether attended any foreign training programme in the past? If so, the duration/detail thereof;

Whether clear from vigilance angle?

Age;

Whether working in North East State/J&K;

A brief in 50-100 words justifying the nomination.

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 are not included). The participants are not allowed to take any family member during the training course.

...2/-

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 Job Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **22nd March, 2013**. 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 Home Affairs, North Block, New Delhi-1.
2. The Secretary, Ministry of Urban Development, Nirman Bhavan, C - Wing, Dr. Maulana Azad Road, New Delhi-110011
3. The Secretary, Ministry of Water Resources, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
4. The Secretary, Ministry of Shipping, Transport Bhawan, New Delhi-1.
5. The Secretary, Ministry of Road Transport and Highways, Transport Bhawan, New Delhi-1.
6. All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
7. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.



No.16/GT-CP/2013

February 25, 2013

Mr. N.K. Wadhwa
Under Secretary (Training)
Department of Personnel and Training
Training Division
Block No. 4
Old JNU Campus
New Mehrauli Road
New Delhi

Subject: Group Training Course on Disaster Mitigation and Restoration for Public Works (River, Road and Port).

Dear Mr. N. K. Wadhwa,

We would like to inform you that the captioned Group Training Course will be held in Japan from May 13, 2013 to July 20, 2013 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **March 28, 2013**:-

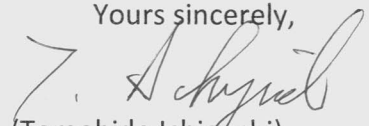
- (1) The Application Form together with the medical history questionnaire
- (2) The desired Job Report Presentation & Information Matrix

Further details are available in the General Information Booklet. It may be noted that completed Job Report and Information Matrix are essential for screening of applications.

It is further informed that 17 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Tomohide Ichiguchi)
Senior Representative

Encl: As stated above.

1/13
Sol. Azad
Smt. Anuradha

9



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

DISASTER MITIGATION AND RESTORATION FOR PUBLIC WORKS (RIVER, ROAD AND PORT)

集団研修「インフラ施設(河川・道路・港湾)の自然災害に対する
抑止・軽減対策及び復旧対策」

JFY 2013

NO.J13-00800 / ID. 1380221

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

From May 2013 to February 2014

(Phase in Japan: From May 13, 2013 to July 20, 2013)

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

There are many countries in the world that are constantly stricken by great disasters, such as earthquakes, floods, and landslides. The "Disaster Mitigation and Restoration for Public Works (River, Road and Port)" course is designed for CIVIL ENGINEERS to allow them to establish disaster management system for infrastructure in a disaster-prone and / or stricken area. The overall goal of this course is that disaster mitigation and restoration for public works (river, road and port) will be improved in participating organization.

For what?

This program aims to acquire knowledge on applicable techniques for more practical, efficient and effective disaster mitigation, preparedness and restoration, and make dissemination plan for his/her organization in charge of relevant fields.

For whom?

This course is offered to CIVIL ENGINEERS who are involved in infrastructure management (except for building and housing), especially taking charge of a river, road or port (from the viewpoint of investigation, planning, implementation or maintenance).

How?

Participants shall have opportunities in Japan to obtain new information and expand their knowledge of disaster prevention systems, restoration system and special engineering method implemented in Japan. Participants will also formulate the dissemination plan to diffuse the knowledge and ideas which they gain during stay in Japan. After going back your institution, you (also your institution) are required to implement that dissemination plan and report the result by the end of February 2014.

5

II. Description

1. **Title: Disaster Mitigation and Restoration for Public Works (River, Road and Port) (J13-00800)**
2. **Period of program:**
 - Duration of whole program:** May 2013 to February 2014
 - Preliminary Phase:** May 2013 (in participant's home country)

 - Core Phase in Japan:** May13, 2013 to July 20, 2013
 - Finalization Phase:** July 21, 2013 to February 28, 2014
(in participant's home country)
3. **Target Regions or Countries:**

Philippines, Timor-Leste, India , Fiji, Papua New Guinea, Samoa, El Salvador, Chile, Afghanistan, Tajikistan, Saint Lucia , Venezuela, Nigeria
4. **Eligible / Target Organization, and Participants:**
 - (1) **Target Organizations:**

This program is designed for governmental organizations in charge of disaster prevention and recovery for public works (road, river and port). The overall goal of this course is that disaster mitigation, preparedness and restoration for public works above mentioned will be improved in participating organization.

The kinds of disasters dealt with in the modules are limited to natural phenomena, such as flood, earthquake and tsunami, and landslide which damage infrastructures in a short period of time. Please note that neither drought nor conflict is dealt with in this course.
 - (2) **Target Participants:**

Target participants of this course are Civil Engineers who are involved in infrastructure management (except for building and housing), especially taking charge of a river, road or port (from the viewpoint of investigation, planning, implementation or maintenance). As for some essential qualifications for nominees, please see section III-2 (p.7-8).
5. **Total Number of Participants: 17**
6. **Language to be used in this program:**

English or Japanese with English interpretation
7. **Program Objective:**

Participants acquire knowledge on applicable techniques for more practical, efficient and effective disaster mitigation, preparedness and restoration, and make dissemination plan for his/her organization in charge of relevant fields.
8. **Overall Goal:**

Disaster mitigation, preparedness and restoration for public works above mentioned will be improved in participating organization.

5

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May 2013) <i>Participating organizations are required to make preparation for the course in the respective country.</i>		
Expected Module Output	Activities	
Job report is formulated	Formulation and submission of Job Report (As for the details, please see the "ANNEX 1" section on p.13-14.)	
(2) Core Phase in Japan (May 13, 2013 to July 20, 2013) <i>Participants will attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
<A> Disasters and their characters To analyze the nature of disaster in home country and to understand the similarities and differences with Japan.	(1) Natural disasters in Japan (2) Natural disasters and its analysis in each country	Lecture and Observation
 Disaster prevention systems and restoration system To understand consider the application, introduction and improvement of disaster prevention systems and restoration systems	(1) Warning system / Hazard mapping (2) Disaster mitigation and restoration system (3) Disaster prevention policy (4) Observation techniques	Lecture and Observation



<p><C> Disaster Mitigation and Restoration</p> <p>To understand new confidence and capabilities for the application of special engineering methods for practical disaster prevention, mitigation and restoration</p>	<p>(1) River improvement (River & Dam)</p> <p>(2) "Sabo" (Erosion and Sediment Control) works</p> <p>(3) Road works (Road and Bridge)</p> <p>(4) Sea coast and Port</p> <p>(5) Quake-resistance</p>	<p>Lecture and Observation</p>
<p><D> Balance of utility and disaster</p> <p>To understand the relation and the balance between utility and disaster or between lifecycle cost and disaster in infrastructure development projects</p>	<p>(1) Regional disaster mitigation plan</p> <p>(2) Restoration plan for disaster prevention</p> <p>(3) Asset management</p>	<p>Lecture and Observation</p>
<p><E> Dissemination Plan</p> <p>Plan to disseminate applicable techniques to the other engineers will be developed.</p>	<p>(1) Issue analysis workshop for planning</p> <p>(2) Formulation of dissemination plan</p> <p>(3) Presentation of dissemination plan</p>	<p>Workshop Consultation Presentation</p>

7

(3) Finalization Phase in a participant's home country
(July 21, 2013 to February 28, 2014)
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program. Please submit your final progress report by the end of February 2014.

Expected Module Output	Activities
To implement the dissemination plan	Application and implementation of the dissemination plan back in the participant's country

(4) Required Tasks:

Participants are required to participate in all modules actively and contribute to achieve the goals of this training.

In addition, they are also demanded to complete following three tasks during each phase of the course.

1) Job Report including Information Matrix: Introduction and raising the issues of your country. Submit with your application form. Participants have to make presentation about this report after coming to Japan. As for the details, please see the "ANNEX 1" section on p.13-14.

2) Dissemination Plan: Participants are required to prepare and present their "dissemination" plan to summarize the results of whole training and disseminate them.

3) Progress Report: Report about the degree of attainment of the dissemination plan. Submit by the end of February 2014.

(5) 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 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 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) Educational Background:

Applicants should be university graduates or have equivalent educational qualifications in the area of civil engineering.

2) Current Duties & Experience in the relevant field:

Applicants should be civil engineers of central or local government with having at least 5 years experience in infrastructure management (except for building / housing) or infrastructure information management including administration of disaster mitigation.

3) English Language Qualification:

Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This training program includes active participation in discussions, action plan (interim report) development, thus requires VERY high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

4) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan.

5) **Military Service:** Must not be serving any form of military service.

9

(2) Recommended Qualifications:

- 1) Age: Applicants are recommended between 30 to 45 years old.

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, 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) Job Report Presentation & Information Matrix:

Both of them should be submitted with the Application Form. As for the detail of these documents, please see below and page 13-14.

4. Information Matrix & Job Report Presentation – Both of them should be submitted with the Application Form

Before coming to Japan, each applicant should prepare two materials; (i) information matrix to sum up current situations of natural disasters in his/her country, and (ii) presentation to introduce participants' own experience about their job. As for the detail of these tasks, please see the ANNEX 1. These documents are used not only for screening applicants but also as training materials.

After arriving in Japan, as mentioned above, participants will be required to make presentation on their job. The presentation should cover the following four topics...

- (a) The missions of participants' organization and their own duty
- (b) Natural disasters typically occur in participant's country, and that have occurred in recent years
- (c) Own experience(s) of natural disasters in participant's work
- (d) Issues of participant's organization and his/her own objectives to participate in this training



It would be desirable to make this presentation with Microsoft Power Point. Participants who will be bringing their presentation materials as electronic data would be advised to bring them in the form of DVD, CD or USB mass storage devices whenever possible. The Job Reports will serve as reference material for participant presentations and discussions during the course.

5. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN:

March 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 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 April 15, 2013.**

6. 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