

No.12040/24/2015-FTC/IR

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

[Training Division]

Block-4, Old JNU Campus

New Mehrauli Road, New Delhi-67

Dated: 12<sup>th</sup> May, 2015

**TRAINING CIRCULAR**

Subject: Group Training Course in “**Sewage Works Engineering and Storm Water Drainage Technology**” to be held in Japan from September 23 to December 05, 2015 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from September 23 to December 05, 2015 under Technical Cooperation Program of the Government of Japan.

2. The program aims at achieving consensus for challenges on sewerage works engineering and stormwater drainage among the related persons, clarifying the points on implementing projects and business for the solution.

3. The applying organizations are expected to select those senior technical officers who are engaged in sewage works and /or stormwater drainage technology with more than three years of experience in the relevant field. The applicant should be a graduate of university or equivalent; be under forty (40) years old; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; be proficient in MS Word, Excel and Power Point.

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

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; 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).

...2/-

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (in duplicate) in JICA's prescribed form to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The application should reach this Department through the Administrative Ministry/State Government not later than **July 07, 2015**. Nominations received after the prescribed date will not be considered. The details of the program may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



**(P. K. Pattnaik)**

Under Secretary to the Government of India

Tele: 011-26109049

To,

- a) The Secretary, Ministry of Water Resources, Resources, River Development and Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi,
- b) The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi,
- c) The Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi,
- d) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- e) Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001,
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



# GROUP AND REGION-FOCUSED TRAINING

**GENERAL INFORMATION ON  
SEWAGE WORKS ENGINEERING AND  
STORMWATER DRAINAGE TECHNOLOGY  
課題別研修「下水道技術・都市排水」  
*JFY 2015***

**NO. J1504175 / ID. 1584795**

**Course period in Japan: From 23<sup>rd</sup> September 2015 to 5<sup>th</sup> December 2015**

This information pertains to one of the Group and Region-Focused Training 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 quality management is urgently required, as the amount of water usage in the cities of economically developing countries, in parallel to its population, increases. Insufficient numbers of wastewater treatment facilities, as well as the lack of capacity for maintaining those facilities, have caused serious water pollution in those countries. In addition, rapid urbanization accelerating the reduction of stormwater permeable area due to the expansion of cities has induced frequent flooding. The importance of sewage works also as stormwater drainage system is widely recognized.

Therefore, water quality management is a fundamental issue for sustainable development, and providing safe water, access to public sanitation facilities and flood control is globally required. For this purpose, comprehensive sewerage systems and stormwater drainage systems are broadly required, as well as the integrated effective measures, rational planning, implementation and management of the project.

## **For what?**

This course aims at achieving consensus for challenges on sewerage works engineering and stormwater drainage among the related persons, clarifying the points on implementing projects and business for the solution.

## **For whom?**

This course is offered to the departments of central or local governments, municipalities or public institutions related to wastewater treatment, sewage works, and stormwater drainage.

## ***II. Description***

### **1. Title (J-No.):**

**SEWAGE WORKS ENGINEERING AND STORMWATER DRAINAGE TECHNOLOGY  
(J-1504175)**

### **2. Period of program**

**Duration of whole program:**

July 2015 to June 2016

**Preliminary Phase:**

July 2015 to September 2015

(in participants' home countries)

**Core Phase in Japan:**

23<sup>rd</sup> September 2015 to 5<sup>th</sup> December 2015

**Finalization Phase:**

December 2015 to June 2016

(in participants' home countries)

### **3. Target Countries:**

Indonesia, Philippines, Myanmar, India, Pakistan, Fiji, Brazil, Algeria, Morocco, Sudan, Kenya, South Africa, Zimbabwe, Turkey

### **4. Eligible / Target Organization:**

Central or local governments, municipalities or public institutions related to wastewater treatment, sewage works, and stormwater drainage.

### **5. Course capacity (Upper limit of Participants): 16**

### **6. Language to be used in this project: English**

### **7. Overall Goal:**

Capacity of engineers involved in planning, implementing and operating of sewerage and/or stormwater drainage system to be enhanced, and to contribute for the improvement of public sanitation and the reduction of damages from flooding.

### **8. Objective:**

To achieve consensus on issues related to sewerage technology and urban stormwater drainage among the countries participating in the training course, and clarify the essential points to solve these issues.

### **10. Expected Module Outputs and Contents**

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

**<Preliminary Phase in a participant's home country>**  
 (July 2015 to September 2015)  
*Participating organizations make required preparation for the Program in the respective countries.*

Expected Module Output	Activities
Country Report	i) Formulation and submission of the Country Report (including an executive summary) with the Application form by <b>17<sup>th</sup> July, 2015 (See ANNEX 1)</b> ii) Preparation of presentation on Country Report by the date of arrival in Japan

**<Core Phase in Japan<sup>※1</sup>>**  
 (23<sup>rd</sup> September 2015 to 5<sup>th</sup> December 2015)  
*Participant dispatched by the organizations attend the Program in Japan.*

Expected Module Output	Program	Method
(1) To understand the basic knowledge on sewage works and urban stormwater drainage, and be able to explain sewerage facility planning including the processes and methods for design, construction and management.	Basic knowledge	Lecture
	Planning and Designing	Lecture, Practice
	Operation and Maintenance	Lecture, Site observation
	Urban Stormwater Drainage System	Lecture, Site observation
(2) To be able to plan, design and analyze sewerage facilities through practical training.	Environmental Protection Measures	Lecture
	Sewage System Management	Lecture, Site observation
(3) To identify issues and challenges in participants' own countries and formulate an improvement plan through guidance and discussions, in which participants will also acquire presentation skill.	Country Report Presentation	Presentation
	Improvement Plan (Case Study) <sup>※2</sup> Formulation	Discussion
	Improvement Plan (Case Study) Presentation	Presentation

※1 Detail of the contents during the Core Phase is shown in ANNEX 2.

※2 Each participant is expected to make an Improvement Plan (Case Study) based on the knowledge/skill which each participant has obtained through this training course. The plan should be focused on the contribution of the participant to promote better sewage works or stormwater drainage system in each organization.

Schedule of **JFY2014**

**(ATTENTION! : This is schedule of JFY2014. Activities in Japan might be slightly changed in this year)**

Date		Lecture/ Visit etc.	Topic	Place
09/23 (Tue)			Arrival	TIC
09/24 (Wed)	09:30~ 12:00		Briefing	TIC
	13:00~ 14:00		Return flight meeting	
09/25 (Thu)	10:00~ 12:00	Lecture	Program Orientation	TIC
	14:00~ 17:00		Courtesy Call	MLIT, JS
09/26 (Fri)	09:30~ 11:30	Lecture	General Orientation	TIC
	12:45~ 17:00			
09/27 (Sat)			holiday	
09/28 (Sun)			holiday	
09/29 (Mon)	09:30~ 12:30	Lecture	Introduction to Sewage Works Engineering	TIC
	13:30~ 16:00	Lecture	Special lecture: Green and Water in Urban Planning	
09/30 (Tue)	09:30~ 12:00	Lecture	Special lecture: Sewage Works in Japan	TIC
	13:30~ 16:00	Observation	Life Safety Learning Center	Tokyo
10/01 (Wed)	09:30~ 12:30	Presentation	Country Report	TIC
	13:30~ 16:30			
10/02 (Thu)	09:30~ 12:00	Presentation	Country Report	TIC
	13:30~ 16:30			
10/03 (Fri)	09:30~ 12:00	Lecture	Water Supply in Japan	TIC
	14:00~ 16:00	Tutorial	Case Study by the Country	
10/04 (Sat)			holiday	

10/05 (Sun)			holiday	
10/06 (Mon)	09:30~ 12:00	Lecture	Finance of Sewerage Works	TIC
	13:30~ 16:00	Lecture	Sewerage System Management by the Sewerage Law	
10/07 (Tue)	09:30~ 12:00	Tutorial	Toilet and Disaster Business Continuity Plan	TIC
	13:30~1 6:30	Lecture	Night Soil Treatment and Disposal (Septage Management)	
10/08 (Wed)	09:30~ 12:00	Lecture	On-site Treatment of Domestic Wastewater	TIC
	13:30~ 16:00	Lecture	Basics of Biological Wastewater Treatment	
10/09 (Thu)	09:30~ 12:00	Lecture	Basic Planning for Sewage Works	TIC
	13:30~ 16:00	Practice		
10/10 (Fri)	09:30~ 12:00	Practice	Design Practice of Basic Planning	TIC
	13:30~ 16:00			
10/11 (Sat)			holiday	
10/12 (Sun)			holiday	
10/13 (Mon)			Move to Kansai Region	
10/14 (Tue)	09:30~ 12:00	Lecture	Design of Wastewater Treatment Facilities	TIC
	13:30~ 16:00			
10/15 (Wed)	09:30~ 12:00	Practice	Design Practice in Wastewater Treatment Process	TIC
	13:30~ 16:00			
10/16 (Thu)	09:30~ 12:00	Lecture	Sludge Treatment Process	TIC
	13:30~ 16:00	Practical	Design Practice in Sludge Treatment Process	
10/17 (Fri)	09:30~ 12:00	Tutorial	Case Study by the Country	TIC
	13:30~ 16:00	Lecture	Comprehensive Basin Wide Planning of Sewerage Systems	
10/18 (Sat)			holiday	



10/19 (Sun)			holiday	
10/20 (Mon)	Filed Trip		Move to Fukuoka	Fukuoka prefecture
		Observation	Water Plaza	
10/21 (Tue)		Observation	Murasakigawa Environmental Museum of Water	Fukuoka prefecture
			Shintake Pumping Station	
			Kitakyushu ECO Town	
10/22 (Wed)		Observation	Chubu Wastewater Treatment Plant	Fukuoka prefecture
			Fukuoka Seawater Desalting Facility	
10/23 (Thu)		Observation	Move to Saga	Nagasaki prefecture
			Hinode Company (Manhole Manufacturing Factory)	
	Move to Nagasaki			
	Nagasaki Peace Memorial Park			
10/24 (Fri)	Observation	Nagasaki Tobu Wastewater Treatment Plant	TIC	
		Move back to Tokyo		
10/25 (Sat)			holiday	
10/26 (Sun)			holiday	
10/27 (Mon)	09:30~ 12:00	Lecture	Industrial Wastewater Regulation in Public Sewerage System	TIC
	14:30~ 16:00	Lecture	Urban Storm Water Drainage Planning	
10/28 (Tue)	09:30~ 12:00	Observation	Industrial Wastewater Treatment Facility	Kanagawa prefecture
	13:30~ 16:00		Hiranuma Stormwater Pumping Station	
10/29 (Wed)	09:30~ 12:00	Lecture	Pipe-laying Methods	TIC
	13:30~ 16:00			
10/30 (Thu)	09:30~ 12:00	Lecture	Design of Sewers	TIC
	13:30~ 16:00			
10/31 (Fri)	09:30~ 12:00	Practice	Design Practice of Storm and Sanitary Sewers	TIC
	13:30~ 16:00			
11/01 (Sat)			holiday	
11/02 (Sun)			holiday	
11/03			holiday	

(Mon)				
11/04 (Tue)	09:30~ 12:00	Lecture	Workshop on Sewerage System Management	TIC
	13:30~ 16:00			
11/05 (Wed)	09:30~ 12:00	Lecture	Advanced Wastewater Treatment Process	TIC
	13:30~ 16:00		Biosolids Recycle	
11/06 (Thu)	09:30~ 12:00	Lecture	Research and Technology Development for Municipal Wastewater Treatment in Japan	TIC
	13:30~ 16:00	Practice	GCUS Seminar	
11/07 (Fri)	09:30~ 12:00	Lecture	Sewer Construction	TIC
	13:30~ 16:00		Pipe-laying Methods	
11/08 (Sat)			Move back to Tokyo	
11/09 (Sun)			holiday	
11/10 (Mon)	09:30~ 12:00	Lecture	Planning, Design, Operation and Maintenance of Pumping Station	TIC
	13:30~ 16:00		Preparatory Studies and Technical Cooperation Programs for the Project	
11/11 (Tue)	09:30~ 12:00	Lecture	Operation and Maintenance of Sewage Treatment Plant	TIC
	14:30~ 16:00	Observation	Shibaura Wastewater Reclamation Center	Tokyo
11/12 (Wed)	09:30~ 12:00	Lecture	Operation and Maintenance of Sewer Facilities	Tokyo Metr. Govern. Office
	13:30~ 16:00	Observation	Wada-Yayoi Sewer Main	Tokyo
11/13 (Thu)	10:00~ 12:00	Observation	G&U Technical Research Center	Saitama prefecture
	14:00~ 16:00		Sewer television inspection training	
11/14 (Fri)	09:30~ 12:00	Tutorial	Case Study by the Country	TIC
	13:30~ 16:00	Lecture	Wastewater Reuse and Disinfection	
11/15 (Sat)			holiday	
11/16 (Sun)			holiday	

11/17 (Mon)	09:30~ 12:00	Lecture	The Role of Sewage Treatment on Public Health	TIC
	13:30~ 16:00	Lecture	Outline of Water Resources Management in Japan	
11/18 (Tue)	09:30~ 12:00	Lecture	Lagoon and Aquaculture	TIC
	13:30~ 16:00	Lecture	Design of Sewage Treatment Facilities in Developing Countries	
11/19 (Wed)	Filed Trip		Move to Sendai city, Miyagi prefecture	Miyagi prefecture
		Observation	Ishinomaki-tobu Wastewater Treatment Plant (Oxygen aeration activated sludge)	
11/20 (Thu)		Observation	Jougi Wasterwater Treatment Plant	Miyagi prefecture
			Akiu-onsen Wastewater Treatment Plant	
11/21 (Fri)		Observation	Minami-gamou Wastewater Treatment Plant	TIC
		Move back to Tokyo		
11/22 (Sat)			holiday	
11/23 (Sun)			holiday	
11/24 (Mon)			holiday	
11/25 (Tue)	09:30~ 11:00	Lecture	Operation and Maintenance of Oxidation Ditch, and Lagoon Processes Compared with Conventional Activated Sludge Process	TIC
	11:45~ 12:45			
	14:00~ 16:30			
11/26 (Wed)	09:30~ 12:00	Practice	Water Quality Analysis	Saitama prefecture
	13:30~ 16:00			
11/27 (Thu)	09:30~ 12:00	Practice	Water Quality Analysis	Saitama prefecture
	13:30~ 16:00			
11/28 (Fri)	09:30~ 12:00	Tutorial	Case Study by the Country	TIC
	14:30~ 16:00	Observation	Shield Tunneling construction site	Tokyo
11/29 (Sat)			holiday	
11/30			holiday	

(Sun)				
12/01 (Mon)	09:30~ 12:00	Lecture	International Cooperation by the MLIT	TIC
	13:30~ 16:00	Practical	Practical Public Announcement	
12/02 (Tue)	09:30~ 12:00	Observation	Omiya Nambu Treatment Plant	
	13:30~ 16:00	Observation	Johkasou (Household wastewater treatment tank)	
12/03 (Wed)	09:30~ 12:00	Presentation	Case Study by the Country	TIC
	13:30~ 16:00			
12/04 (Thu)	09:30~ 12:00	Presentation	Case Study by the Country	TIC
	13:30~ 16:00			
12/05 (Fri)	10:00~ 11:00		Evaluation Meeting	TIC
	11:15~1 1:45		Closing Ceremony	TIC
12/06 (Sat)			Departure	

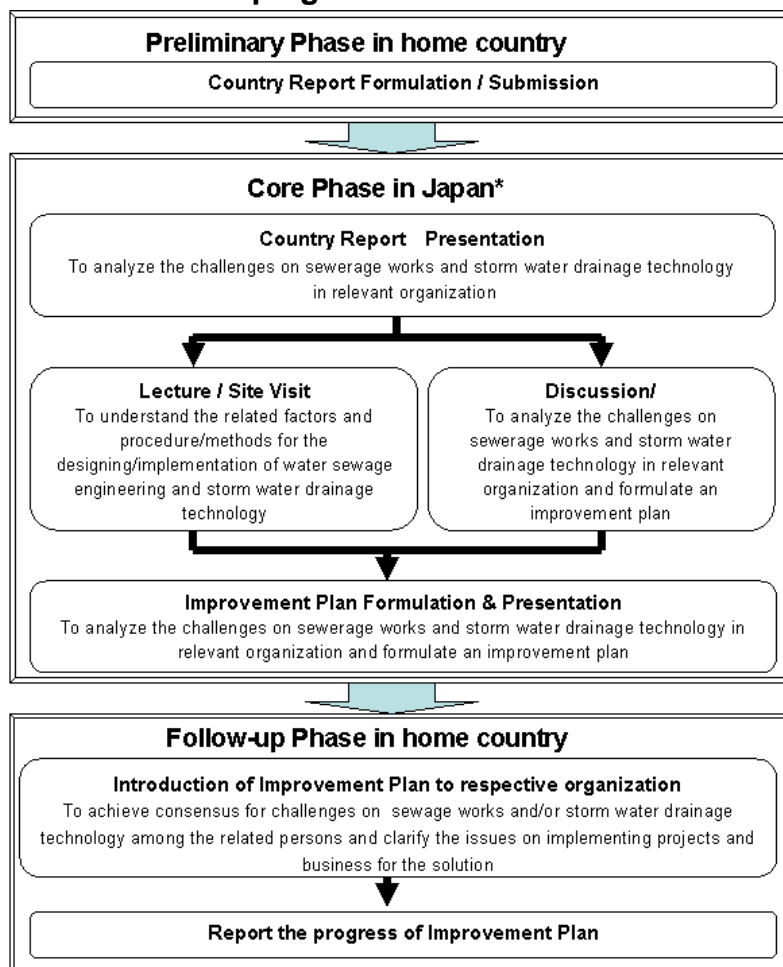
\*TIC: Tokyo International Center (JICA Tokyo)

\*MLIT: Ministry of Land, Infrastructure, Transport and Tourism

\*JS: Japan Sewage Works Agency

<b>&lt;Finalization Phase in a participant's home country&gt;</b> (December 2015 – June 2016) <i>Participants will present their Improvement Plan to their organizations, and revise the Plan with the feedback comment.</i> <i>This phase marks the end of the Program.</i>	
<b>Expected Module Output</b>	<b>Activities</b>
(4) To achieve consensus for challenges on sewage and/or stormwater drainage works among the related persons by presentation of the improvement plan. (5) To finalize the Improvement Plan and submit.	i) Each participant is required to make a presentation of his/her Improvement Plan in his/her organization and to clarify the issues on implementing the Plan and business for the solution. ii) Each participant is required to add any information based on his/her organization's comments/feedback, to revise the Plan and to submit it <b><u>by the end of June 2016.</u></b>

**<Structure of the program>**



### **III. Conditions and Procedures for Application**

#### **1. Expectations from 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:** Applicants should

1. be nominated by their government in accordance with the procedures mentioned in 4. "Procedure for Application and Selection" below.
2. To be senior technical officers engaged in sewage works and/or stormwater drainage in central or local governments, or government related organizations.
3. To have more than three (3) years of experience in sewage works and/or stormwater drainage technology.
4. To be university graduates or persons who have equivalent technical qualifications in the field of sewage works and/or stormwater drainage.
5. To be under forty (40) years of age, in principle.
6. **have sufficient command of English,**  
(During the course program, participants are requested to give presentation and actively participate in discussions. Communication skill in English is highly important.)
7. **be in good health, both physically and mentally, to undergo the course of training including many site visits.** This program includes many site visits outside Tokyo, which may be a heavy burden to a pregnant woman.
8. **be proficient in MS Word, Excel and Power Point.**
9. not be serving in the military.

##### **(2) Recommendable Qualification**

To be engaged in any ODA project regarding sewerage or storm water drainage.

### **3. Required Documents for Application**

#### **(1) Application Form**

The Application Form is available at the JICA office (or the Embassy of Japan).

Note: All the information should be **clearly stated including your current email address.**

#### **\*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 permission of her training participation.

Please ask JICA Staffs for the details.

#### **(2) Photocopy of passport**

to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

#### **(3) Country Report (Annex-1)**

to be submitted with application form.

Note: Country report will be assessed for the applicants' screening.

#### **(4) 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).

### **4. Procedures for Application and Selection**

#### **(1) Submission of the Application Documents**

Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in Japan **by 17<sup>th</sup> July 2015.**)

#### **(2) Selection**

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with best intention to utilize the opportunity of this program will be highly valued in the selection.

### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than 14<sup>th</sup> August 2015.**

### **5. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) 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.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.



## ***IV. Administrative Arrangements***

- 1. Organizer: JICA Tokyo International Center (JICA TOKYO)**  
**Economic Infrastructure Development and Environment Division**  
**Contact: (Ms) Aiko INOUE**  
**[ticttee@jica.go.jp](mailto:ticttee@jica.go.jp)**

\*Please include the course title and number (J1504175) in the e-mail title.

- 2. Implementing Partner: Sewerage Business Management Centre (SBMC)**

- 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**

Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

- 4. 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)
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If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,

**<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>**

- 5. Expenses**

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, 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 "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

## **6. Pre-departure Orientation**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the program, and other matters.

## **7. What to bring:**

- (1) Scientific calculator and ruler.
- (2) Suitable shoes and clothes for site-visiting.
- (3) Small travel bag for field trip.

## ***V. ANNEX:***

1. Country Report (ANNEX 1)
2. Contents of the Program in Japan (ANNEX 2)

## **Country Report SEWAGE WORKS ENGINEERING AND STORMWATER DRAINAGE TECHNOLOGY (JFY 2015)**

- 1. Name of the applicant and the country**
- 2. Name of the applicant's organization**
- 3. Address of the applicant's organization**
- 4. Roles and Responsibilities of the applicant's organization**
- 5. Applicant's Job and Responsibility in the organization**
- 6. Organization Chart**  
Attach an organizational chart of applicant's organization, and circle the section in which the applicant is working.
- 7. Overview of the Country in terms of Water Environment**
  - (1) General Information.
    - a) Brief description of geography (1 page)
    - b) Total population of the country
  - (2) Please provide the following information on the climate in your city/town/village.
    - a) Average annual rainfall (            ) mm/year
    - b) Average frequency of rainfall (            ) times/year
    - c) Maximum hourly rainfall (            ) mm/hour (in year of    )
    - d) Maximum 10-minute rainfall (            ) mm/10 min. (in year of    )
  - (3) Water Quality Preservation Principle and/or Strategy in your country  
(Master Plan, Laws and Regulation, Related organization, Role and Responsibility of Federal Government, State Government, Municipality, and Other Related Organizations etc.)
  - (4) Provide the following information on the status of the water pollution of rivers, lakes and bays, including the names of sources, rivers, lakes and bays.
    - a) Sources of pollution and its standard value
    - b) Monitoring system of water pollution of rivers and situation (BOD, SS, etc.)
    - c) Monitoring system of water pollution of lakes and situation (BOD, SS, etc.)
    - d) Monitoring system of water pollution of bays and situation (BOD, SS, etc.)
- 8. Overview of Sewerage and Drainage Works**

(1) The name of related national and local organizations is responsible for sewerage and drainage works in your country. Please also describe laws and regulations which state their responsibilities.

sewerage:

drainage:

(2) Is there Master plan of sewerage and drainage works in your country? If so, please describe it briefly.

(3) Drainage system for night soil, gray water and stormwater in your country.

(4) Please provide the following information.

a) Estimated population with supply water

b) Estimated population with sewers

c) Total population and estimated population with sewers of the five (5) largest cities.

Name of City	Total Population	Estimated Population with Sewers

(5) Financial system regarding sewerage works (Subsidy from Central or State government, General-account budget in the city, Construction cost, Maintenance cost, User charge, etc.)

(6) Public awareness for sewerage and drainage systems in your country.

(7) Present status of Industrial wastewater, type of industry, regulation, industrial wastewater treatment.

(8) Please describe issues and challenges of sewerage and drainage systems in your country.

**9. Stormwater Drainage Condition in the Capital, or the City in which you are working**

(1) Frequent flooding region/area and frequency of inundation (Please attach the maps)

(2) Drainage area where stormwater runoff is collected and discharged to stormwater

sewers and channels.

- (3) Total length of sewers  
less than 600 mm dia. (        ) km  
600-1,500 mm dia. (        ) km  
larger than 1,500 mm dia. (        ) km
- (4) Number of pumping station
- (5) Financial System Regarding Stormwater Drainage (Construction Cost, Maintenance Cost, Subsidy from Central or State Government, General-account Budget in the City, etc.)
- (6) Main countermeasures for flood prevention in your country

### **10. Present status of sewerage systems**

- (1) Total number of Sewage Treatment Plant (STP) in your country
- (2) Adopted Wastewater Treatment Process (Lagoon, Aerated Lagoon, Oxidation ditch, Trickling Filter, Activated sludge process, etc.) and the number of STP in each process.
- (3) Please describe five (5) largest (or typical) treatment plants in your country.
  - a) Name and location of the plants  
Please attach the maps.
  - b) Size
    - i) Daily Wastewater Flow (m<sup>3</sup>/d)
    - ii) Domestic Wastewater Flow (m<sup>3</sup>/d)
    - iii) Pollution Equivalents
    - iv) Industrial Wastewater Flow (m<sup>3</sup>/d) and Its Main Industry
  - c) Sewage Collection System
    - i) Combined system
    - ii) Separate system (including the case where open channels are used for stormwater runoff drainage)
    - iii) Others
  - d) Wastewater Treatment Process  
Please attach the flow diagram for sewage treatment.
  - e) Sludge Treatment Process including final disposal
  - f) Influent and Effluent Water Quality (BOD, COD, SS, T-N, T-P, etc.)
  - g) Regulation of Effluent Water Quality (pH, BOD, S-BOD, COD, SS, T-N, T-P, Fecal coliform, Heavy Metal, etc.)
  - h) Where is the effluent discharged to (after treatment)?

- i) Is treated effluent reclaimed and reused? Please answer Yes or No.
- ii) If "yes," describe the details as well as purposes.

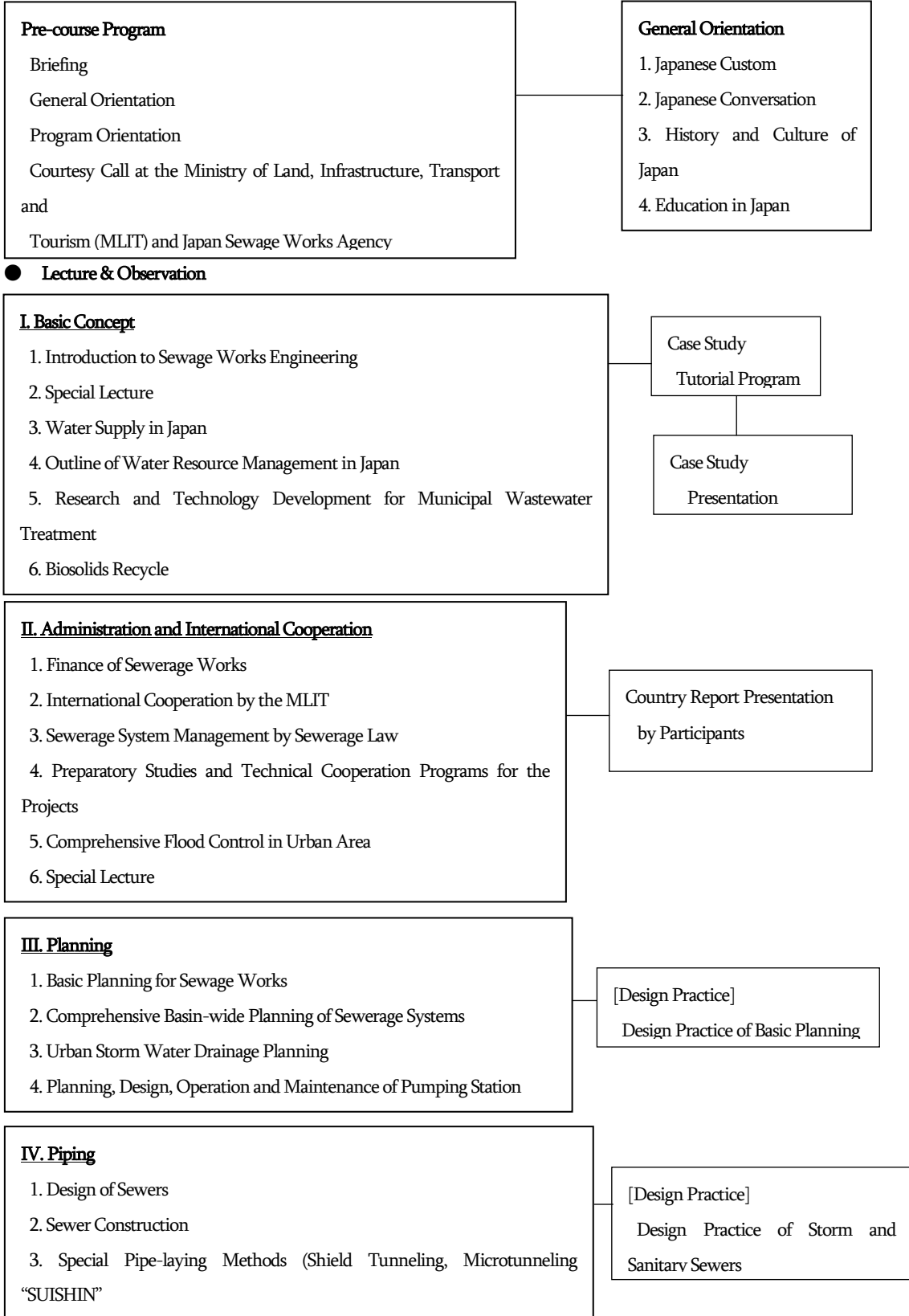
**11. Tentative Theme of Improvement Plan** (within 3 pages)

Please describe following items regarding your tentative theme of the Improvement Plan

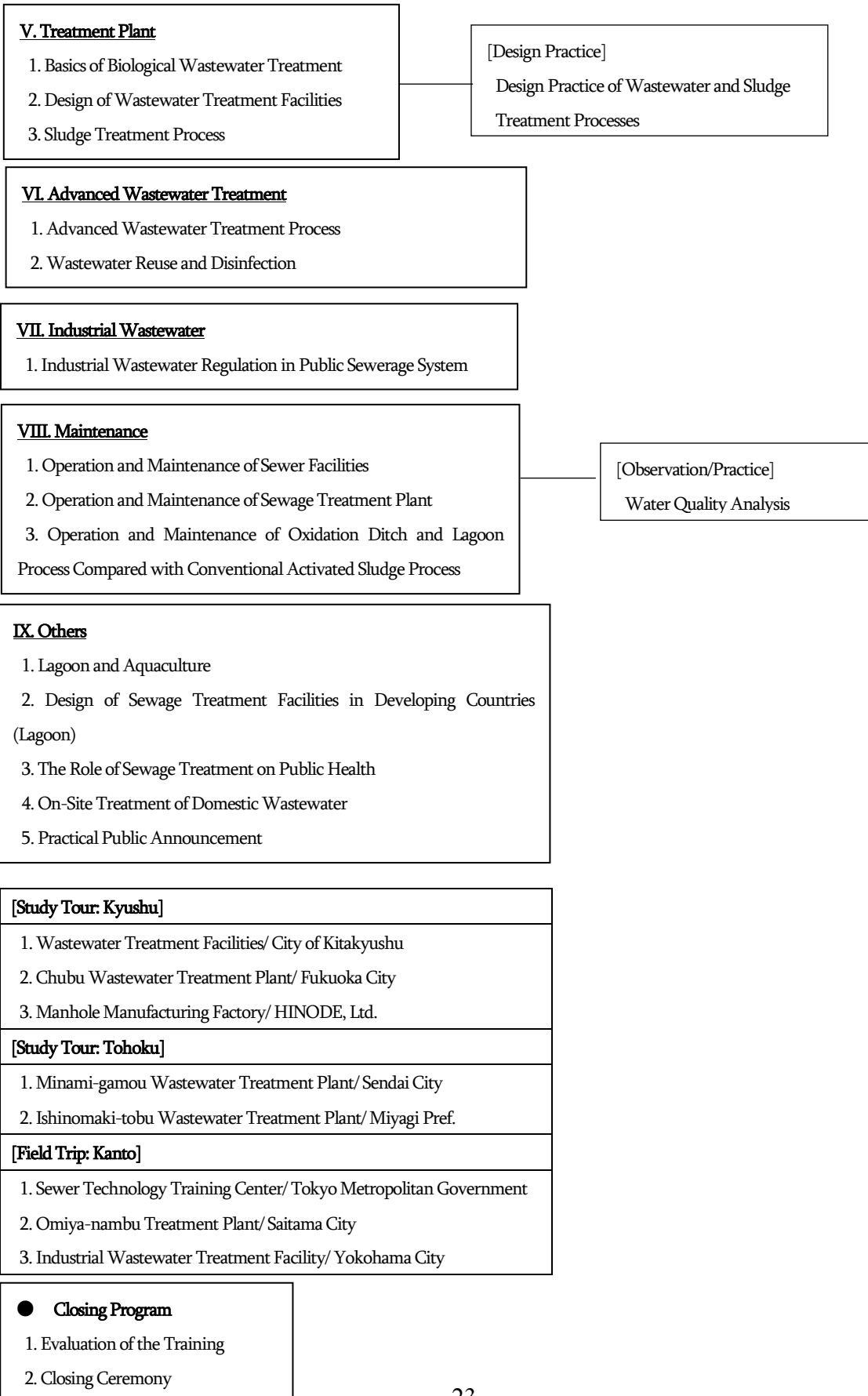
- a) Title
- b) Current Situation and Background  
(Necessity and justification, reasons why you chose the topic as priority, etc.)
- c) Objectives and goal  
(Describe the before and after (expected situation) by implementation of improvement plan).
- d) What you expect in this course

# Contents of the Program in Japan

The curriculum of the course is as follows







## *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 and 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 ~~%%~~ 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**

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#### **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**

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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		-					
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**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)**

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**2. Number:** (Please write down as shown in the General Information) **(required)**

J	0	-							
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**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**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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**

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ( )		

**8) Outline of duties: Describe your current duties**

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**Attach the nominee's photograph (taken within the last three months) here**  
Size: 4x6  
(Attach to the documents to be submitted.)



**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)**

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**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

<sup>1</sup> 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.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> 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 CitizensCooperation 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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(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:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>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.</i>

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; 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?**

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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: