

No.34/11/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

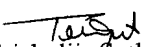
North Block, New Delhi-1  
Dated the 20<sup>th</sup> February 2009

**TRAINING CIRCULAR**

**Subject : A Group Training Course in Waste Management Technique and Environmental Education(A) to be held in Japan from 22/06/2009 to 11/09/2009.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Waste Management Technique and Environmental Education(A) to be held in Japan from 22/06/2009 to 11/09/2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Course is meant for officers and engineers relating to waste management or environmental education in central or local government. It is designed to enable the officers and engineers to implement proper waste management based on the policy.
3. The candidate should be officers or engineers relating to waste management or environmental education in central or local government; have more than 3 years experience in the relevant field; be a university graduate or equivalent; be under 45 years of age; be proficient in both written and spoken English; be in good health, both physically and mentally to undergo the training; not be serving in any form of military service.
4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after arriving in Japan (costs related 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.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 13<sup>th</sup> February 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.
7. The applications should reach this Department through proper channel not later than 17<sup>th</sup> April, 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
2. Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi
3. Ministry of Housing and Urban Poverty Alleviation, Nirman Bhavan, New Delhi.
4. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations under them]

- ✓ 5. Director (Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.

No. 11/GT-CP/2009

13<sup>th</sup> February, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Waste Management Technique and Environmental Education (A) will be held in Japan from 22<sup>nd</sup> June, 2009 to 11<sup>th</sup> September, 2009 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 **24<sup>th</sup> April, 2009**:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The desired Issue Analysis Sheet
- (4) The filled in Questionnaire

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

It is further informed that 7 slots have been allocated for India for the above mentioned course. Therefore, it would be much appreciated if you could take further necessary action and submit the nominations of suitable candidates to this office by the designated date.

With regards,

Yours sincerely,

  
(Yutaka Asakuma)  
Senior Representative

Encl: As stated above.

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel and Training  
Ministry of Personnel, Public Grievances and Pensions  
North Block  
New Delhi

Copy to:-

Ms. Arun Prabha, Under Secretary (PMU and Trg.), Department of Economic Affairs, Ministry of Finance, North Block, New Delhi.



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### Waste Management Technique and Environmental Education(A)

集團研修

「廃棄物管理技術と環境教育(A)」

**JFY 2009**

<Type: Leaders Training / 類型: 中核人材育成>

NO. J0900654 / ID. 0980100

From June. 22 2009 to Sep. 11 2009

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**

In premodern times, there was no excess in crowding of population, garbage was processed by natural cycles, and reused in the form of manure and animal feed. Even today, in certain farming areas, this system still functions, but in most areas, the progress of urbanization and industrialization has led to the increase in the amount of garbage, the disposal of harmful waste, and we are facing a serious environmental and sanitary problem.

In developing countries in particular, solid waste management systems are not fully developed. Garbage is not selected by type or amount, and due to inadequate enforcement of policy, illegal dumping in empty lots, canals, or on roads is common. Inappropriate management of landfills leads to the discharge of harmful substances and environmental pollution. In the results, they cause the damage of health. Additionally, waste management projects are the responsibility of local governments, but they are not able to secure sufficient budget, manpower, or techniques, and so policy implementation is not enough with difficulty and ineffective processing systems and low levels of environmental awareness among the residents are just some of the results.

In order to deal with these issues, there is need for enhancing staffs and techniques required to appropriately manage waste in developing countries

## **For what?**

This program is designed for the officers and engineers relating to waste management in central or local government in developing countries to formulate basic policy for proper waste management.

## **For whom?**

This program is offered to officers and engineers relating to waste management or environmental education in central or local government.

## **How?**

Officers and engineers relating waste management in central or local government in developing countries will gain the capacity to formulate basic policy for proper waste management. In the future, the officers and engineers will be able to implement proper waste management based on the policy.

## ***II. Description***

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

Waste Management Technique and Environmental Education (J0900654)

**2. Period of program**

From June 22 2009 to Sep. 11 2009

**3. Target Countries:**

Participants from Philippines, Cambodia, Viet Nam, India, China, Bangladesh and Afghanistan

**4. Eligible / Target Organization:**

This program is offered to officers and engineers relating to waste management or environmental education in central or local government.

**5. Total Number of Participants:**

7 participants

**6. Language to be used in this program:** English

**7. Program Objective:**

Officers and engineers relating waste management in central or local government in developing countries will gain the capacity to formulate basic policy for proper waste management.

**8. Overall Goal:**

The officers and engineers will be able to implement proper waste management based on the policy

## 9. Expected Module Output and Contents:

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

### (1) Core Phase in Japan

(From June 22 2009 to Sep. 11 2009)

*Participants dispatched by the organizations attend the Program implemented in Japan.*

Expected Module Output	Subjects	Methodology
1) To clarify the issues and causes of solid waste management in own countries.	<ul style="list-style-type: none"> <li>· Issue analysis-workshop</li> <li>· Interim discussion</li> </ul>	Lecture Observation
2) To understand the historical process of environmental policy and waste management system in Japan.	<ul style="list-style-type: none"> <li>· Countermeasure for environment in Kitakyushu city</li> <li>· Solid waste management administration</li> <li>· Legal system and concept of Sound-material Cycle Society in Japan</li> </ul>	Lecture Practice Observation
3) To understand the techniques and measures adapted in each process of solid waste management (collection and transportation, intermediate treatment, final disposal) in Japan.	<ul style="list-style-type: none"> <li>· Flow of general waste</li> <li>· Compost from organic Garbage</li> <li>· Incineration and hazardous waste treatment</li> <li>· Recycling technologies and industries</li> </ul>	Lecture Practice Observation
4) To understand the techniques and measures of final disposal site in Japan.	<ul style="list-style-type: none"> <li>· Regulation and structure of final disposal site</li> <li>· Theory and programmatic introduction of Fukuoka Method</li> </ul>	Lecture Observation
5) To understand the importance and concrete methods of environmental education/awareness for solid waste management	<ul style="list-style-type: none"> <li>· Environmental education administration in Kitakyushu</li> <li>· NGO activity in local area</li> </ul>	Lecture Practice Observation
6) To propose basic policy towards proper waste management in own countries.	<ul style="list-style-type: none"> <li>· Project Cycle Management</li> <li>· Action Plan</li> </ul>	Practice

### <Schedule of the program>

Please refer to the attached schedule (Annex ). The schedule is subject to minor change.

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

#### **1. Expectations for the Participating Organizations:**

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section -2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

#### **2. Nominee Qualifications:**

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

##### **Essential Qualifications**

- 1) Current Duties: be officers or engineers relating to waste management or environmental education in central or local government.
- 2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above 1).
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more. There will be many opportunities of discussion about a lot of work and problems such as issue analysis between Japanese experts and participants in English during this training course. The lack of English proficiency is regarded as a disqualifying condition for participation.
- 5) Age: be under 45 years of age
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field work (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.
- 7) Must not be serving any form of military service.

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

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report, Questionnaire and Issue Analysis Sheet (I.A.S.):** to be submitted with the application form. Fill in Annex , and of this General



Information, and submit it along with the Nomination Form. **Job report, Questionnaire and IAS are necessary documents for screening of an applicant.** Each participant will be required to present his/her Job report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background. **An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.**

#### **4. Procedure for Application and Selection :**

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

Closing date for application to the JICA Center in JAPAN: **April 24, 2009**

**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 Japanese Embassy) 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 in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 22, 2009.**

#### **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, and
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Kyushu
- (2) **Contact:** kictp2-05@jica.go.jp

### 2. Implementing Partner:

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
- (2) **Address:** 1-1-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-0062, Japan
- (3) **TEL :** 81-93-662-7171    **FAX :** 81-93-662-7177
- (4) **Remark:** KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2006 has accepted a total of 3,547 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2007 it offers a total of 31 courses.

### 3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. \*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

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

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, <http://www.jica.go.jp/english/contact/domestic.html>.

### 5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

**(4) Expenses for program implementation, including materials**

For more details, please see p. 9-16 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.

**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 workshop, and other matters.

## ***V. Other Information***

**1. Japanese Language Course**

Intensive Japanese language course will be conducted prior to the technical training program

**2. Reports Presentation**

**(1) Job Report, Questionnaire and Issue Analysis Sheet (I.A.S.)**

As written in the previous page, each nominee is required to submit his/her own Job Report, Questionnaire and Issue Analysis Sheet following the instruction in page 14. Accepted participant will have a presentation of his/her Job Report, Questionnaire and Issue Analysis Sheet up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the course leader and lectures. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

**(2) Action Plan**

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

**3. International Exchange Program with local communities**

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

**4. Remarks**

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

Annex-I

**Waste Management Technique and Environmental Education (A)  
(JFY 2009)**

**Job Report**

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

Remarks3: Please itemize your answer and make them specific.

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

(1) Main tasks of the organization

(Please include annual turnover or product amount, name of products and number of employees.)

(2) Organization chart:

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Brief description of your assignments.

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

(1) Problems and issues you are facing

(2) Countermeasures for these problems

(3) Obstacles in the process of solving those problems

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

(1) Most interesting subjects or topics in the training course

(2) How do you expect to apply skills and knowledge for your problem solving according to listed items in curriculum (in section II., page 2) after you return to your home country?

(3) Other matters you are expecting for this course

Annex-II

**Waste Management Technique and Environmental Education(A)  
(JFY 2009)**

**Questionnaire**

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

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is "Yes", please fill in "Years" column how many years of experience you have on the respective items.

	Yes	No	Years
(1) Environmental science and engineering	( )	( )	( )
(2) Chemical engineering	( )	( )	( )
(3) Chemical analysis	( )	( )	( )
(4) Household refuse treatment practice	( )	( )	( )
(5) Solid waste management administration	( )	( )	( )

2. Explain the situation in the jurisdiction of your organization.

(1) Household Refuse Management

- Volume of household refuse
- Kinds of household refuse and their percentage
- Collection method
- Fee of household refuse

(2) Landfill Site

- Capacity (volume and area)
- Distance from collecting spot to landfill site
- Method for measurement (or estimation) of volume of waste
- Volume of waste per day
- Rate of tipping fee
- Management (local government or private company)

(3) Industrial Waste

- Kinds/volume of industrial waste
- Waste generator can be identified?

(4) Population in the area which your organization is in charge of

(5) The annual budget (U.S. dollar) for solid waste management

(6) Solid waste management

a. Breakdown by weight of the annual solid waste materials and percentage

	Weight(tons)	Percentage
-food .....	( t)	( %)
-paper .....	( t)	( %)
-plastic .....	( t)	( %)
-metals .....	( t)	( %)
-the others .....	( t)	( %)

b. Breakdown of annual municipal solid waste budget and their percentage

	Budget(U.S. dollar)	
	Percentage	
-collection .....	( )	( %)
-construction of treatment/disposal facilities.. (	( )	( %)
-disposal operation and management ... .....	( )	( %)
-the others .....	( )	( %)

(7) Compost plant

- Method and capacity

(8) Medical/Toxic waste treatment

- Kind/volume of medical/toxic waste treatment
- Treatment method

(9) Environmental education

- Method and target persons

Annex-

## **Issue Analysis Sheet (IAS) Guidelines**

### **1. What is IAS?**

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

### **2. How to fill out IAS?**

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

### **3. Remarks**

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



<Name>

<Country>

<Organization and present post>

### Sample

Expected Module Output	A: Problems in your country or organization	B: Backgrounds that cause the problems	C: Measures taken in Japan	D: Proposal to your country
To understand the historical process of environmental policy and waste management system in Japan.	1. There is no specific measure regarding solid waste management, due to lack of political support from the parliament. 2. The plan on environment conservation does not focus on sound material society.	1-1. Lack of knowledge of environmental issues. 1-2. Community awareness regarding environmental matters is low.	<b>(1)</b> You don't have to fill in C and D blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.	
To understand the techniques and measures adapted in each process of solid waste management (collection and transportation, intermediate treatment, final disposal) in Japan.		Fill in the blanks under A and B according to three course objectives.		
To understand the techniques and measures of final disposal site in Japan.	<b>(2)</b> Describe in a brief sentence or two but not by just keywords. <b>(3)</b> When there is more than one problem or cause, describe			

Name of Superior Officer \_\_\_\_\_

Designation/Position of superior officer \_\_\_\_\_

Signature \_\_\_\_\_

Annex-

Date	AM(9:00-12:00)			PM(13:00-16:00)			Stay at
	Training Schedule	Person in charge	Kind of action	Training Schedule	Person in charge	Kind of action	
June	22 Mon.	Arrival at JICA Kyushu (KIC)					
	23 Tue.	Briefing	KIC	Guidance	Briefing	KIC	Guidance
	24 Wed.	Course orientation	KITA	Guidance	Course orientation	KITA	Guidance
	25 Thu.	Japanese language	KIC	Lecture	IA workshop	KITA	Guidance
	26 Fri.	Japanese language	KIC	Lecture	IA workshop	KITA	Guidance
	27 Sat.	Day off			Day off		
	28 Sun.	Day off			Day off		
	29 Mon.	Japanese language	KIC	Lecture	IA workshop	KITA	Guidance
	30 Tue.	Japanese language	KIC	Lecture	IA workshop	KITA	Guidance
	July	1 Wed.	Japanese language	KIC	Lecture	IA workshop	KITA
2 Thu.		KITA introduction	KITA	Guidance	Presentation of job report	KIC, KITA	Presentation
3 Fri.		PCM(Project cycle management)		Lec. & drill	PCM(Project cycle management)		Lec. & drill
4 Sat.		Day off			Day off		
5 Sun.		Day off			Day off		
6 Mon.		PCM(Project cycle management)		Lec. & drill	PCM(Project cycle management)		Lec. & drill
7 Tue.		Environmental & Waste management system & law	KITA	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
8 Wed.		Environmental & Waste management system & law	KITA	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
9 Thu.		Environmental & Waste management system & law	KITA	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
10 Fri.		Environmental & Waste management system & law	KITA	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
11 Sat.		Day off			Day off		
12 Sun.		Day off			Day off		
13 Mon.		Composting (organic waste) technology I (J pec.)	Concerned org.	Lec. & drill	Composting (organic waste) technology I (J pec.)	Concerned org.	Lec. & drill
14 Tue.		Composting (organic waste) technology I (J pec.)	Concerned org.	Lec. & drill	Composting (organic waste) technology I (J pec.)	Concerned org.	Lec. & drill
15 Wed.		RDF technology (refuse derived fuel)	Concerned org.	Observation	Power Station using RDF	Concerned org.	Observation
16 Thu.		Visit to Minamata (Minamata disease) city	Concerned org.	Observation	Visit to Minamata (Minamata disease) city	Concerned org.	Observation
17 Fri.		Visit to Geothermal plant	Concerned org.				
18 Sat.		Day off			Day off		
19 Sun.		Day off			Day off		
20 Mon.		Day off			Day off		
21 Tue.		Landfill technology (Fukuoka method)	Fukuoka Univ.	Lec. & drill	Landfill technology (Fukuoka method)	Fukuoka Univ.	Lec. & drill
22 Wed.		Landfill technology (Fukuoka method)	Fukuoka Univ.	Lec. & drill	Landfill technology (Fukuoka method)	Fukuoka Univ.	Lec. & drill
23 Thu.		Landfill site visit	Fukuoka city	Observation	Landfill site visit	Fukuoka city	Observation
24 Fri.		Interim review and discussion I	KITA	Discussion	Interim review and discussion I	KITA	Discussion
25 Sat.		Day off			Day off		
26 Sun.		Day off			Day off		
27 Mon.		Composting technology II(Hachigame plan)	Concerned org.	Lecture	Composting technology II(Hachigame plan)	Concerned org.	Lecture
28 Tue.		Composting technology II(Hachigame plan)	Concerned org.	Lecture	Composting technology II(Hachigame plan)	Concerned org.	Lecture
29 Wed.		Wastes management by municipality	Kitakyushu city	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
30 Thu.		Wastes management by municipality	Kitakyushu city	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
31 Fri.		Wastes management by municipality	Kitakyushu city	Lecture	Visit to wastes treatment and recycle system	Concerned org.	Observation
Aug.	1 Sat.	Day off		Day off			
	2 Sun.	Day off		Day off			
	3 Mon.				Hiroshima (Atomic bomb museum) visit		Observation
	4 Tue.	Visit to Teshima (Illegal dumping site)	Concerned org.	Observation	Visit to Teshima (Illegal dumping site)	Concerned org.	Observation
	5 Wed.	Compositing technology III	Concerned org.	Observation	Compositing technology III	Concerned org.	Observation
	6 Thu.	Visit to KOBE disaster center	Concerned org.	Observation	Visit to KOBE disaster center	Concerned org.	Observation
	7 Fri.	Visit Biwako musium (natural reserve)	Concerned org.	Observation			
	8 Sat.	Day off			Day off		
	9 Sun.	Day off			Day off		
	10 Mon.	Environmental education system	Concerned org.	Lec. & drill	Environmental education system	Concerned org.	Lec. & drill
	11 Tue.	Environmental education system	Concerned org.	Lec. & drill	Environmental education system	Concerned org.	Lec. & drill
	12 Wed.	Environmental education system	Concerned org.	Lec. & drill	Environmental education system	Concerned org.	Lec. & drill
	13 Thu.	Environmental education system	Concerned org.	Lec. & drill	Environmental education system	Concerned org.	Lec. & drill
	14 Fri.	Interim review and discussion II	KITA	Discussion	Interim review and discussion II	KITA	Discussion
	15 Sat.	Day off			Day off		
	16 Sun.	Day off			Day off		
	17 Mon.	Time and motions for wastes collection and conveyance	Concerned org.	Lec. & drill	Time and motions for wastes collection and conveyance	Concerned org.	Lec. & drill
	18 Tue.	Time and motions for wastes collection and conveyance	Concerned org.	Lec. & drill	Time and motions for wastes collection and conveyance	Concerned org.	Lec. & drill
	19 Wed.	CDM promotion	Concerned org.	Lecture	CDM promotion	Concerned org.	Lecture
	20 Thu.	International cooperation for EIA	JICA expert	Lecture	International cooperation for EIA	JICA expert	Lecture
	21 Fri.	Idea incubation toward action plan preparation	KITA	Guidance	Idea incubation toward action plan preparation	KITA	Guidance
	22 Sat.	Day off			Day off		
	23 Sun.	Day off			Day off		
	24 Mon.	Visit to wastes treatment and recycle system	Concerned org.	Observation	Visit to wastes treatment and recycle system	Concerned org.	Observation
	25 Tue.	Visit to wastes treatment and recycle system	Concerned org.	Observation	Visit to wastes treatment and recycle system	Concerned org.	Observation
	26 Wed.	Visit to wastes treatment and recycle system	Concerned org.	Observation	Visit to wastes treatment and recycle system	Concerned org.	Observation
	27 Thu.	Visit to wastes treatment and recycle system	Concerned org.	Observation	Visit to wastes treatment and recycle system	Concerned org.	Observation
	28 Fri.	Interim review and discussion III	KITA	Discussion	Interim review and discussion III	KITA	Discussion
	29 Sat.	Day off			Day off		
	30 Sun.	Day off			Day off		
	31 Mon.				Leacture from JICA	JICA	Discussion
Sep.	1 Tue.	Visit to Kawasaki eco-town	Kawasaki city	Observation	Visit to Kawasaki eco-town	Kawasaki city	Observation
	2 Wed.	3R(reduce reuse recycle) policy & env. Conservation	Ministry Env.	Lecture	3R(reduce reuse recycle) policy & economic development	Min. of trading & industry	Lecture
	3 Thu.	Visit to Tokyo landfill site	Tokyo metro city	Observation	Visit to Tokyo landfill site	Tokyo metro city	Observation
	4 Fri.	Visit to Eco-cement plant	Concerned org.	Observation	Visit to Eco-cement plant	Concerned org.	Observation
	5 Sat.	Tokyo tour (half day)			Day off		
	6 Sun.	Day off			Day off		
	7 Mon.	Visit to Tokyo metro city (municipality) env.dept.	Tokyo metro city	Lecture			
	8 Tue.	Preparation of action plan	KITA	Guidance	Preparation of action plan	KITA	Guidance
	9 Wed.	Preparation of action plan	KITA	Guidance	Preparation of action plan	KITA	Guidance
	10 Thu.	Course evaluation	KIC	Discussion	Action plan presentation & Closing ceremony	KIC, KITA	Presentation
	11 Fri.	Leave Japan					

\* KIC(Kyushu International Center);JICA Kyushu HIC(Hyogo International Center);JICA Hyogo(Kobe city) TIC(Tokyo International Center);JICA Tokyo

## ***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 Kyushu International Center (JICA KYUSHU)**  
**Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,**  
**Fukuoka Prefecture 805-8505, Japan**  
TEL: +81-93-671-6311 FAX: +81-93-663-1350

## 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 must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B 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**

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, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> \_\_\_\_\_, 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**

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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.

## 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)

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

J	0		-					
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**3. Country Name:**

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**4. Name of Applying Organization:**

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**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		-						
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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.)

**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**

( ) 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)**

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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.

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2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

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3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

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### \*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.
- (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.

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.)

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) 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 & dates.)

Past:	( ) No	( ) Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes >> Present Condition ( _____ )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	( ) No	( ) Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	( ) No	( ) Yes >> Present Condition ( _____ )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes >> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes
Present:	( ) No	( _____ ) Yes >> Present Condition ( _____ )
Are you taking any medicine or insulin?		( ) No ( ) Yes

(e) Past History: What illness(es) have you had previously?

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( _____ )			
( ) Other >>> Specify ( _____ )			

(e') Has this disease been cured?

( ) Yes	( ) 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: