

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

**TRAINING CIRCULAR**

Subject : A Group Training Course in Energy Efficiency and Conservation to be held in Japan from 11/05/2009 to 27/06/2009 (Core Phase).

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 Energy Efficiency and Conservation. The total duration of the programme is from April 2009 to August 2009, out of this, the Core Phase, from 11/5/2009 to 27/6/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. 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 Governmental or related organizations in charge of energy conservation promotion. It is designed to provide participants with information concerning the administrative and technical aspects of energy efficiency and conservation promotion, so that they will be able to make use of the practical knowledge obtained in the energy saving efforts in their respective countries.

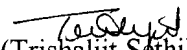
3. The candidate should be currently working for governmental or related organizations in charge of an energy conservation promotion; be a university graduate or equivalent with more than 3 years of practical experience in the relevant field; be under 45 years of age; be proficient in both written and 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~~ 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 18<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 20<sup>th</sup> March, 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 Power, Shram Shakti Bhavan, New Delhi.
2. Ministry of New and Renewable Energy Sources, Block No.14, C.G.O. Complex, Lodhi Road, New Delhi
3. Ministry of Urban Development & Poverty Alleviation, Nirman Bhavan, New Delhi
4. Ministry of Housing and Urban Poverty Alleviation, Nirman Bhavan, New Delhi.
5. All State Governments/ Union Territories.

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

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

No. 12/GT-CP/2009

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

Dear Mr. R.K. Kharb,

A Group Training Course in Energy Efficiency and Conservation will be held in Japan from 11<sup>th</sup> May, 2009 to 27<sup>th</sup> June, 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 **26<sup>th</sup> March, 2009**.


- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The filled in Questionnaire.

Further details are available in the General Information Booklet. It may be noted that the completed Questionnaire is essential for screening of applications.

It is further informed that 20 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,



(Sumiko 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

### Energy Efficiency and Conservation

集団研修「省エネルギー」

*JFY 2009*

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J09-00643 / ID. 0980315

From April 2009 to August 2009

Core Phases in Japan: From May 11, 2009 to June 27, 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**

Energy conservation means “not to use wasteful energy to achieve a certain objective” and “to increase energy utilization efficiency by a technical improvement”, in other words, it should contribute to the vitalization of economy through not only by just a reduction of energy use but improvement of energy efficiency in the whole economy as well as introduction of products with high energy efficiency in the market. Today, energy conservation is the common issue which all the countries in the world should promote in order to increase income by global environmental protection, securing stable supply of the energy and reduction of energy use. Japan depends energy resources on import from abroad, however, in the wake of two oil crises in 1970s, each sector of the society started to work together for the promotion of the energy efficiency improvement. As a result, Japanese energy conservation level has reached the highest in the world now. Energy conservation has a great comparative advantage both technically and systematically when it is considered for development assistance. “Addressing Global Issues” is included in Medium-Term Policy on Japan’s ODA and “global warming countermeasures” such as suppression and reduction of greenhouse effect gas and adaptation to a harmful effect caused by climate change is named as priority field. This program “Energy efficiency and conservation” is in accordance with the policy of Japan.

## **For what?**

This program is designed to provide participants with information concerning the administrative and technical aspects of energy efficiency and conservation promotion in Japan, so that they will be able to make use of the practical knowledge obtained in the energy saving efforts in their respective countries.

## **For whom?**

This program is offered to currently working for governmental or related organizations in charge of energy conservation promotion.

## ***II. Description***

### **1. Title (J-No.): Energy Efficiency and Conservation (J0900643)**

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

<b>Duration of whole program:</b>	April2009 to August2009
<b>Preliminary Phase:</b> (in a participant's home country)	April 2009 to May2009
<b>Core Phase in Japan:</b>	May 11 to June 27, 2009
<b>Finalization Phase:</b> (in a participant's home country)	June 2009 to August 2009

### **3. Target Regions or Countries**

Brazil, Guatemala, India, Indonesia, Iraq, Kazakhstan, Kenya, Mexico, Philippines, Serbia, Sri Lanka, Ukraine, South Africa, Uruguay, Thailand, Bosnia-Herzegovina, Costa-Rica, Chile, Jordan, Egypt

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

Governmental or related organizations in charge of energy conservation promotion

### **5. Total Number of Participants**

21 participants

### **6. Language to be used in this program**

English

### **7. Program Objective**

A policy proposal for better Energy Efficiency and Conservation (EE&C) promotion in the field of policymaking and institution building in participating countries will be formulated by the EE&C organization which each participant belongs to, through participation to the program in Japan and ex-post activities by the participants after returning home country.

### **8. Overall Goal**

The draft policy proposal which were drawn up by respective participants will be referred to upon making the EE&C policy during EE&C promotion activities in respective countries.

## 9. Expected Module Output and Contents

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

<b>(1)Preliminary Phase in a participant's home country</b> (April 2009 to May 2009) Participating organizations make required preparation for the Program in the respective country. The output of this program is a Policy Proposal (refer to ANNEX 3), and the theme of the Policy Proposal should be previously discussed with a supervisor to make it feasible plan.	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country Report

<b>(2)Core Phase in Japan</b> (May 11, 2009 to June 27, 2009) Participants dispatched by the organizations attend the Program implemented in Japan.	
(1) clarify points which will contribute to promote EE&C policymaking and institution building in each country by studying the outline of energy situation, and energy conservation policy and technologies in Japan	
Expected Module Output	Contents
Understanding Energy Conservation Policy & Regulations	Energy Situation in Japan
	Energy Conservation Policy
	Energy Conservation Measures
Understanding of Energy Conservation promotion Activities and Technologies which will contribute to promote EE&C policymaking and institution building	Energy Conservation Low
	Dissemination and education of energy conservation
	Energy Conservation Technologies
	(2) formulate a personal and concrete Policy Proposal which triggers to contribute for EE&C promotion in the field of policy making and institution building in each country.
Expected Module Output	Contents
Clarify issues in the participant's country	Making the Country Report and Presentation
To formulate a Policy Proposal which is conducive to promotion of policymaking and institution building regarding energy efficiency and conservation in participating countries	Explanation of ECCJ Factory
	Making the Policy Proposal

<b>(3)Finalization Phase in a participant's home country</b> (June 27, 2009 to August 26, 2009) Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.	
(1) draw up a Final Report which includes the result of sharing and discussion, within the EE&C organization which each participant belong to, about the contents of the Policy Proposal formulated in the program in Japan.	
Expected Module Output	Contents
To draw up a Final Report by sharing and discussing the Policy Proposal in participant's organization after return home	To share the Policy Proposal in the participant's organization and draw up a Final Report

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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

### **2. Nominee Qualifications**

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

#### **(1) Essential Qualifications**

- a. be currently working for governmental or related organizations in charge of an energy conservation promotion,
- b. be university/college graduates or equivalents with more than three (3) years of practical experience in said field,
- c. be under forty-five (45) years of age,
- d. have a sufficient command of spoken and written English,
- e. be in good health, both physically and mentally, to undergo the training, and
- f. not be serving in the military.

#### **(2) Recommendable Qualifications**

- a. not be engineering officers or engineers, but officers in charge of policymaking are preferable.
- b. officers engaging in energy conservation are desirable as the core of this program is energy conservation, not new energy such as solar power and wind power though new energy is partially included.

*\* In case the applicant comes from a non-governmental institution, it must be confirmed that the duties of the candidate are equivalent to those of the applicants from governmental institutions mentioned above through the submission of the statement attached in ANNEX II.*

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

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.



- (2) **Questionnaire (ANNEX1):** Questionnaire should be sent together with Application Form, it will be used as a reference for contents of this program and screening of applicants.
- (3) **Country Report and Data Sheet (ANNEX2):** In order for the participants to be aware of their energy issues in their home countries and moreover facilitate formulating policy proposal, those who are nominated required to prepare the Country Report and submit to [jicatic-jice@jica.go.jp](mailto:jicatic-jice@jica.go.jp) and [saito.masafumi@jice.org](mailto:saito.masafumi@jice.org) by **April 30, 2009**.  
Active participation in the discussion during the presentation session is expected.

#### 4. Procedure for Application and Selection

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

Closing date for application to the JICA Center in JAPAN: **March 26, 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 project. 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 April 10, 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,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA,  
※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ① letter of the participant's consent to bear economic and physical risks ② letter of permission from the participant's supervisor ③ letter of consent from your Embassy in Japan, ④ medical certificate. Please ask National Staffs in JICA office for the details.

and

- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Tokyo International Center (JICA TOKYO)  
(2) **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)  
(3) **URL :** <http://www.jica.go.jp/english/contact/domestic.html>  
(4) **Contact :** Mr. MATSUDA Hiroyuki (Matsuda.Hiroyuki@jica.go.jp)

### 2. Implementing Partner

- (1) **Name: The Energy Conservation Center, Japan (ECCJ)**  
(2) **Address:** 3-19-9, Hatchobori, Chuo-ku, Tokyo 104-0032, Japan  
TEL: 81-3- 5543-3034  
(4) **URL:** <http://www.eccj.or.jp>

### 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 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/pdf/tic.pdf>

### 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***

The Participants are kindly requested to bring own laptop computer for making reports during the course, if they have. (If the participants do not have it, it will be arranged by JICA after arrival to Japan)

## ***VI. ANNEX:***

- 1. Questionnaire**
- 2. Country Report**
- 3. Flow of the Program**
- 4. Module (Contents of Core Phase in Japan)**

## ANNEX 1

### Questionnaire

Applicants are required to fill in this form, and submit by e-mail [jicatic-jice@jica.go.jp](mailto:jicatic-jice@jica.go.jp) and [saito.masafumi@jice.org](mailto:saito.masafumi@jice.org) (attention: Mr. Saito Masafumi, Training Officer, JICE) **with the Application Form.**

\* Please provide the latest data in the last 2 years (2007 or 2008), and/or the latest fluctuation trend in the relevant section. Basically, data are required to be of a calendar year or a fiscal year.

#### **(1) National Profile**

- a. Population: \_\_\_\_\_
- b. Land area : \_\_\_\_\_ km<sup>2</sup>
- c. GDP: \_\_\_\_\_ US\$
- d. Fiscal Year (ex. Japanese fiscal year: from April 1 to March 31 of the next year)  
\_\_\_\_\_
- e. Energy/GDP: \_\_\_\_\_ toe\*/million US\$ (\*toe: Ton of Oil Equivalent)

#### **(2) Status of Energy Conservation Promotion**

a. **Description of the basic energy policy related to environmental protection and energy conservation promotion in your country :**

b. **The energy conservation related laws or decrees:**

If you have energy conservation promotion law, related laws or decrees, please describe them briefly.

- Enacted date
- Purpose of enactment
- Organization and summary of laws
- Source

c. **Master Plan and Project**

Please describe your countries master plan project including international cooperation about energy conservation

- Designated data
- Name of the Master Plan
- Organization in charge
- Summary of the Master Plan (e.g. Annual schedule, target in each stage, etc.)
- Source

d. **Organization for Energy Conservation Promotion (if possible)**

Please draw an organizational chart, specifying energy (efficiency and conservation promotion) related section in the Ministry, association and/or center.

## **ANNEX 2**

<p style="text-align: center;"><b>Energy Efficiency and Conservation (JFY 2009) Country Report</b></p>
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All the nominated participants are required to submit the Country Report along with the Country Report Data Sheet of the following pages. Please provide the information on the subjects below and submit by e-mail to [iicatic-jice@jica.go.jp](mailto:iicatic-jice@jica.go.jp) and [saito.masafumi@jice.org](mailto:saito.masafumi@jice.org) (attention: Mr. Saito Masafumi, Training Officer, JICE) by **April 30, 2009**.

The report should be typewritten in English, in double space on A4 size paper.

**1. Name of Training Course: Energy Efficiency and Conservation**

**2. Name of Applicant:**

**3. Name of Country:**

**4. Name of Organization:**

**5. Organization Chart and Duties of Applicant:**

Please attach an organization chart indicating your position, starting from the section of the lowest level of your organization and circle the section you belong to. Also, please indicate your duties in the section.

**6. Country Report Data Sheet:**

Please include the following subjects according to the Country Report Data Sheet form in A4 size paper.

(1) Energy Situation Data and its Trend

Please describe your country's reserve of energy resources, trend in energy supply and demand, trading of energy, energy intensity, energy consumption in industries, energy end use price, subsidies and preferential taxation systems for energy price.

(2) Your comment or opinion for energy conservation (free description).

**\*Presentation of the Country Report**

(1) The participants will be requested to make a presentation of the Questionnaire and Country Report (National Profile / Status of Energy Conservation Promotion / Energy Situation Data and its Trend / Your comment or opinion for energy conservation) during the training course. The purpose of the presentation is to find clues through discussion to solve issues your organization and/or your country faces. Due to the time restriction (30 minutes for each participant including questions and answers), the participants are strongly encouraged to make the main points (and their countermeasures if any) clear enough both in the Country Report and Presentation.

(2) For the presentation, audiovisual aids such as MS Power Point (version 2000 or XP), a video player, slide and OHP are available. For those who would like to use the computer software such as MS Power Point or others, it is highly recommended to prepare the presentation data in floppy disks, CD-ROMs, flash memories, etc.

# Country Report Data Sheet

## (1) Energy Situation Data (2007 or 2008) and its Trend

### a. Trend in Energy Supply and Demand

#### (a) Final energy consumption

Fiscal year		2007 or 2008	Trend(up, flat, down, etc)
Energy consumption			
Fiscal energy consumption (total) (Unit: Billion kcal)			
	Transportation		
Component ratio (%)	Industry		
	Residence/commerce		
	Others		

(Source: \_\_\_\_\_)

\* If your country has its own way of classification, please fill in it according to your classification.

#### (b) Primary Energy Supply

Fiscal year		2007 or 2008	Trend(up, flat, down, etc)
Types of energy			
Primary Energy Supply (total) (Unit: Billion kcal)			
Shares by fuel (%)	Petroleum		
	Coal		
	Natural gas		
	Nuclear power		
	Hydro power		
	Geothermal power		
	New energy resources, etc.		

(Source: \_\_\_\_\_)

### b. Trading

#### Imported, Exported, and Domestic Energy

Fiscal year		2007 or 2008			Trend(up, flat, down, etc)
Types of energy		Import	Export	Domestic	
Primary energy supply (total) (Unit: Billion kcal)					
Shares by fuel (%)	Petroleum				
	Coal				
	Natural gas				
	Nuclear power				
	Hydro power				

	Geothermal power				
	New energy resources, etc.				

(Source: \_\_\_\_\_)

### c. Energy Consumption in Industries

(Unit: toe)

Fiscal year Types of Industry	2007 or 2008	Trend(up, flat, down, etc)
Food, Beverage, Tobacco		
Textile, Clothes, Leather		
Wood, Wooden Goods		
Pulp, Paper, Printing		
Chemical, Petroleum, Coal,		
Ceramics, Glass, Cement		
Iron/Steel, Non Steel Metal		
Machine, Metal Goods		
Others		

(Source: \_\_\_\_\_)

\* If your country has its own way of classification, please fill in it according to your classification.

### d. Energy End Use Price

Fiscal year Types of energy	2007 or 2008	Trend(up, flat, down, etc)
Gasoline (US cent/L)		
Heavy fuel oil for industry (US cent/L)		
Electricity for industry (US cent/kWh)		
Electricity for household (US cent/kWh)		
Natural gas for industry (\$/10 <sup>7</sup> kcal)		
Steam coal (\$/ton)		

(Source: \_\_\_\_\_)

### e. Subsidies and Preferential Taxation Systems for Energy Price

If your country has any subsidies and preferential taxation systems for energy price, please explain.

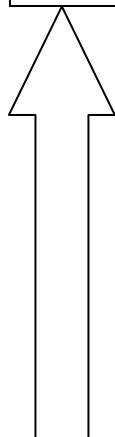
#### (2) Your comment or opinion

- a. If you have any special (or unique) energy conservation promotion activities in your country, please describe them:
- b. What kind of training course for energy conservation is taking place or being planned in your country?
- c. What do you expect to know from this training course on "Energy Efficiency and Conservation"? (e.g. Japanese energy policy, law, activities, or general knowledge)

## ANNEX 3

### **Flow of the Program (Policy Proposal and Final Report)** **“Energy Efficiency and Conservation” JFY 2009**

#### **Submission of Final Report (due date: August 27, 2009)**

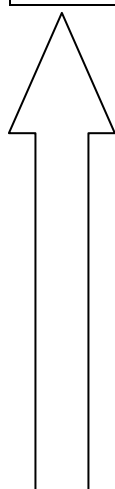


The participants are required to share the contents of the Policy Proposal within the organizations which each participant belongs to and formulate a Final Report within two months after returning each country. The participants are expected to contribute to development of EE&C promotion in each country through formulation of the Final Report. Please e-mail the Report to JICA Tokyo **by, August 27, 2009**, using Microsoft Word.

The Final Report should include items below;

- result of discussion with your superior or colleague in your organization,
- contents of the comments on your Policy Proposal from your superior or colleague,
- if any, points revised on your Policy Proposal after returning your country,
- any other points to be added to your Policy Proposal.

#### **Presentation of Policy Proposal (at the final stage of the program in Japan)**

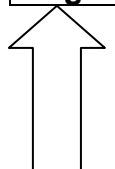


The Policy Proposal is the output of the program in Japan. Participants are required to prepare the proposal to solve the core problems concerning EE&C activities in the field of policy making and institution building in your country, referring the contents of the program in Japan. Each participant will present each Policy Proposal at the final stage of the program in Japan, using Microsoft Power Point.

The Policy Proposal should include items below;

- the title of the policy proposal,
- the core problem on EE&C promotion in each country that you clarified through the program in Japan and your analysis on it,
- the contents of your proposal for solving the core problem and your future commitment on it,
- what you learned through the program and what you can apply to EE&C development in each country after returning.

#### **Program in Japan**



Through lectures, site visits, practices, presentations and discussions, the participants will gain key ideas or suggestions to formulate the policy proposal, contribute to solve problems/issues on EE&C promotion in the field of policy making and institution building in each country.

#### **Presentation of Country Report (right after arrival in Japan)**

In this presentation, the participants will present your Country Report already submitted to JICA as of the day of the arrival in Japan. This is the starting point of the program in Japan for each participant.



## ANNEX 4 Module

【Outcome】 A policy proposal for better Energy Efficiency and Conservation (EE&C) promotion in the field of policymaking and institution building in participating countries will be formulated by the EE&C organization which each participant belongs to, through participation to the program in Japan and ex-post activities by the participants after returning home country.

Outputs	Theme	Contents	Methods	Title	Units
1. Clarify points which will contribute to promote EE&C policymaking and institution building in each country by studying the outline of energy situation, and energy conservation policy and technologies in Japan.	Understanding Energy Conservation Policy & Regulations	Energy Situation in Japan	Lecture	Energy Situation in Japan	2
		Energy Conservation Policy Energy Conservation Measures	Lecture	Energy Conservation Policy in Japan	1
			Lecture	New Energy Policy	1
			Lecture	Measures against Global Warming	1
			Lecture	Energy Conservation for the Industrial Sector	1
			Lecture	Energy Conservation for the Commercial and Residential Sector	1
			Lecture	Energy Conservation for the Transportation Sector	1
		Energy Conservation Low	Lecture	Energy Manager System	1
	Lecture		Top runner system and standards	1	
	Understanding of Energy Conservation promotion Activities and Technologies which will contribute to promote EE&C policymaking and institution building	Dissemination and education of energy conservation	Lecture	Japan's International Cooperation for the Energy Conservation	2
			Lecture	Dissemination and promotion activities of energy conservation	1
			Lecture	Diagnosis of energy conservation at factories	1
			Lecture	ESCO Project	1
Lecture & Observation			Energy Efficient Product Retailer	1	

Outputs	Theme	Contents	Methods	Title	Units
		Energy Conservation Technologies	Lecture	Energy Conservation of Building	1
			Lecture	Energy Conservation of Electrical Equipment	1
			Lecture	Combustion Technologies for Energy Conservation	1
			Lecture	Energy Conservation of Steam Using Facilities	1
			Lecture & Observation	Basic structure of Electric and Combustion Facilities (Fan, Compressor, and combustion, etc.)	1
			Lecture & Observation	Excellent Case of Energy Management (Ironworks, Building)	11
2. Formulate a Policy Proposal which contribute to EE&C promotion in the field of policy making and institution building in each country.	Clarify issues in the participant's country	Country Report Presentation	Preliminary Program	Making the Country Report	-
			Presentation & Discussion	Country Report Presentation	4
	To formulate a Policy Proposal which is conducive to promotion of policymaking and institution building regarding energy efficiency and conservation in participating countries	Explanation of ECCJ Factory	Lecture & Practice	Instruction for making the ECCJ Factory	7
			Presentation & Discussion	Group Work for ECCJ Factory	4
			Presentation	Preparation of the ECCJ Factory Presentation	1
		Making the Policy Proposal	Lecture	Instruction for making up Policy Proposal	3
			Presentation & Discussion	Preparation for Policy Proposal Pre-Presentation	4
Presentation	Policy Proposal Presentation	4			
3. Draw up a Final Report which includes the result of sharing and discussion, within the EE&C organization which each participant belong to, about the contents of the Policy Proposal formulated in the program in Japan.	To draw up a Final Report by sharing and discussing the Policy Proposal in participant's organization after return home	To share the Policy Proposal in the participant's organization and draw up a Final Report	Final Phase program	Sharing and reporting of the Policy Proposal in participant's organization Revising the Policy Proposal Request to JICA and ECCJ Supervisor's comment (Change in working attitude of the participant before and after the training in Japan, influence of absence of the participant during the training period)	-
				Total Units	59

## ***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 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 (as shown in the passport)</b>		<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) ( _____ )
( ) Yes	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: