

No.34/20/2010-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 7th April 2010.

TRAINING CIRCULAR

Subject: A Group Training Course in Domestic Wastewater Treatment Techniques to be held in Japan from 23rd August 2010 to 11th December 2010 (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 the above programme. The total duration of the programme is from August 2010 to March 2011, out of this, the Core Phase, from 23rd August 2010 to 11th December 2010 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).

2. The Programme is designed for senior technical staffs related to waterworks and sewerage in central/local governments. The programme aims to create basic practical strategies for the development of sewerage project in developing countries.

3. The applicant should be senior technical staffs related to waterworks and sewerage in central/local governments or the equivalent; have more than 5 years' experience in the relevant field; be a university graduate having majored in engineering (civil engineering, chemical engineering, public health engineering and so on) or the equivalent; be proficient in written and spoken English; be between 25 years and 45 years of age; not be serving in the military and be in good health both physically and mentally to undergo the training.


4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from 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 reaching 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's Circular dated 29th March 2010. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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.

Contd.....

7. The applications should reach this Department through the Administrative Ministry/ State Government not later than 15th June 2010. 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


(G.Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan N. Delhi.
2. The Secretary, Ministry of Urban Development, Nirman Bhavan N. Delhi.
3. All State Governments/ Union Territories.
[With the request to circulate it amongst the related organizations]
- ✓ 4. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S. No. 1(a)

Japan International Cooperation Agency
(Government of Japan)

No. 26/GT-CP/2010

29th March, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Domestic Wastewater Treatment Techniques will be held in Japan from 23rd August, 2010 to 11th December, 2010 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 **23rd June, 2010:-**

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

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


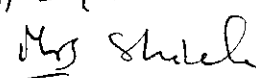
It is further informed that 8 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

Encl: As stated above.
Mr. Rakesh Mishra
Section Officer
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
North Block
New Delhi


31/03/2010




TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

DOMESTIC WASTEWATER TREATMENT TECHNIQUES

集團研修

「生活排水対策」

JFY 2010

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

NO. J1000934 / ID. 1080006

Phase in Japan: From Aug. 23, 2010 to Dec. 11, 2010

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Water quality has been recognized as one of the prominent issues, which is directly related to public health and preservation of natural resources. In developing countries, however, massive discharge of various kinds of untreated wastewater due to rapid population growth and expansion in economic activities has threatened ecosystems among the countries.

Mitigation of water pollution requires effective collaboration among government, private sectors, research institutes, and communities to utilize capacity of each stakeholder, since water quality will be secured not only through operation and maintenance of facilities, but also through enforcement of laws and regulations, finance, and awareness rising.

This training program intends to transfer techniques and know-how of those stakeholders, making use of experience of overcoming pollution in Japan. The program will take place in Kitakyushu City, one of the largest industrial cities in Japan, which once faced serious pollution during rapid economic growth during 60's. Through its continuous effort in partnership development and activation of each stakeholder, the city today is one of the most advanced cities in the field of environmental management in Japan.

For what?

This program aims to create basic practical strategies for the development of sewerage systems in developing countries.

For whom?

This program is offered to technical staffs dealing with waterworks and sewerage in central/local government.

How?

Participants shall have opportunities in Japan to learn techniques related to sewerage systems through lectures, practices and site visits. Participants will also formulate an action plan which aims to implement policies to develop sewerage systems in their countries, applying the knowledge and ideas acquired through the course.

II. Description

1. Title (J-No.)

Domestic Wastewater Treatment Techniques (J1000934)

2. Period of program

Whole program: August 2010 to March 2011

Core Phase in Japan: August 23, 2010 to December 11, 2010

Finalization Phase: December 2010 to March 2011

(in a participant's home country)

3. Target Regions or Countries

Chile, India, Indonesia, Mexico, Morocco, Syria, Thailand, Venezuela, and Zimbabwe

4. Overall Goal

Effective policy targeting waste water management is formulated by corresponding organizations in central / local government.

5. Objective

At the end of the program, the participants are expected to achieve the following;

- (1) Being able to explain measures taken by central / local government in Japan regarding waste water management
- (2) Being able to propose effective measures based on basic idea of waste water management systems and techniques
- (3) Being able to explain and apply how to measure pollution
- (4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation
- (5) Formulate action plan, and its implementation is reported through final report

6. Eligible / Target Organization

This program is offered to technical staffs dealing with waterworks and sewerage in central/local government.

7. Total Number of Participants

8 participants

8. Language to be used in this program

English

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 Aug. 23 2010 to Dec. 11 2010)

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

| Outputs | Subjects | Methodology |
|--|--|--|
| (1) Being able to explain measures taken by central / local government in Japan regarding waste water management | <ul style="list-style-type: none"> • Kitakyushu City's history of water supply, sewer systems and pollution management • Overview of drainage projects and legal frameworks of water quality control and pollution management • Community participation in river purification, and observation and monitoring of public water | Lecture Practice Exercise Observation |
| (2) Being able to propose effective measures based on basic idea of waste water management systems and techniques | <ul style="list-style-type: none"> • Designing / planning of related facilities • Waste water management, designing and maintenance of the system • A sewer system: designing and maintenance • Visit to the latest sewage management facilities • Excreta disposal planning, and overview of septic tank and its maintenance | Lecture Practice Exercise Observation |
| (3) Being able to explain and apply how to measure pollution | <ul style="list-style-type: none"> • Water quality control and analysis of hazardous chemicals • Water quality evaluation • Bacterial contamination monitoring | Lecture Practice Exercise Observation |
| (4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation | <ul style="list-style-type: none"> • System and impact of water pollution • Overview of waste water management systems • Overview of water service in Kitakyushu City • Visit to reservoir and water treatment facilities | Lecture Practice Observation |
| (5) Formulate action plan, and its implementation is reported through final report | <ul style="list-style-type: none"> • Presentation of job report • PCM • Issue analysis sheet • Presentation of action plan • Formulation of final report | Lecture Practice |

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

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 III.
- (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 technical staffs related to waterworks and sewerage in central/local governments, or the equivalent
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1)
- (3) Educational Background: be a graduate of university who have majored in engineering (civil engineering, chemical engineering, public health engineering and so on) or the equivalent
- (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 between Japanese experts and participants during this training course. The lack of English proficiency is regarded as a disqualifying condition for participation
- (5) Age: be above 25 and under 45 years of age
- (6) Must not be serving any form of military service
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan

There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases.

Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being. And applicants who suffer from chronic diseases such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc) shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall accept them as an exceptional case after receiving a letter of consent from themselves and their organizations.

Please ask national staffs in JICA office for the details.

3. Required Documents for Application

(1) **Application Form:** The Application Form is attached to this General Information.

(2) **Job Report and Issue Analysis Sheet (I.A.S.):** to be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Nomination Form. **Job report 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: **June 23, 2010**

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 July 23, 2010.**

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:** Mr. KODAMA Akihiko (Kodama.Akihiko@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 2009, it has accepted over 5,000 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:

| |
|---|
| <p>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)</p> |
|---|

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/>

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 and Issue Analysis Sheet (I.A.S.)

As written in the previous section, each nominee is required to submit his/her own Job Report and Issue Analysis Sheet following the instruction in Annex II. Accepted participant will have a presentation of his/her Job Report 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 will be requested for your presentation. 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.

**Domestic Wastewater Treatment Techniques
(JFY 2010)**

Job Report

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

Remarks 2: Please don't forget checking the analysis sheet

Remarks 3: 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.

Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

Remarks 5: 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)

Please describe a duty of each department (section) briefly.

If you have the department for manufacturing of machine parts, please describe details.

(3) Brief description of your assignments

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

(1) Current problems you are facing in your section (Please describe concrete details).

(2) Countermeasures for these problems

(3) Obstacles in the process of solving those problems

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.
- (4) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.

**Domestic Wastewater Treatment Techniques (JFY 2010)
Issue Analysis Sheet**

| Course Objective | Subject | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|--|---------------------------------------|--|---|-----------------------------------|------------------------------------|
| (1) Being able to explain measures taken by central / local government in Japan regarding waste water management | · Environmental administration policy | | | | |
| (2) Being able to propose effective measures based on basic idea of waste water management systems and techniques | · Plant designing and maintenance | | | | |
| (3) Being able to explain and apply how to measure pollution | · Water quality analysis and control | | | | |
| (4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation | · Wastewater treatment and management | | | | |

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

Domestic Wastewater Treatment Techniques (JFY 2010) Tentative Schedule

| Date | | Subject | |
|----------|---|--|--|
| Aug. | 23 (Mon) | Arrival in Japan | |
| | 24 (Tue) | Briefing | |
| | 25 (Wed) | Japanese lesson | |
| | 26 (Thu) | General orientation | |
| | 27 (Fri) | General orientation | |
| | 28 (Sat) | Holiday | |
| | 29 (Sun) | Holiday | |
| | 30 (Mon) | Japanese lesson | |
| | 31 (Tue) | Japanese lesson | |
| | Sep. | 1 (Wed) | Exchange Program/Japanese lesson |
| | | 2 (Thu) | Preparation of Job report presentation |
| 3 (Fri) | | Job report presentation | |
| 4 (Sat) | | Holiday | |
| 5 (Sun) | | Holiday | |
| 6 (Mon) | | Explanation on Action Plan Formulation, A Bird's View from the Top of Mount Sarakura | |
| 7 (Tue) | | Individual Meeting for Action Plan | |
| 8 (Wed) | | Outline of water quality protection and waste water treatment | |
| 9 (Thu) | | History of Pollution Control in Kitakyushu City | |
| 10 (Fri) | | System of water quality protection and water | |
| 11 (Sat) | | Holiday | |
| 12 (Sun) | | Holiday | |
| 13 (Mon) | | Water monitoring analysis and visit biotope | |
| 14 (Tue) | | Outline of Environmental Science Institution and analysis of waste water | |
| 15 (Wed) | | PCM Skill Practice Management Tool for Development Assistance | |
| 16 (Thu) | | PCM Skill Practice Management Tool for Development Assistance | |
| 17 (Fri) | | PCM Skill Practice Management Tool for Development Assistance | |
| 18 (Sat) | | Holiday | |
| 19 (Sun) | | Holiday | |
| 20 (Mon) | | Japanese Holiday | |
| 21 (Tue) | | Visit to Land fills site | |
| 22 (Wed) | | Wastewater treatment in Developing countries | |
| 23 (Thu) | | Wastewater treatment in developing countries | |
| 24 (Fri) | | Visit to Sement plant and Hume pipe plant | |
| 25 (Sat) | Holiday | | |
| 26 (Sun) | Holiday | | |
| 27 (Mon) | Regulation of wastewater and visit to Dokai Bay | | |
| 28 (Tue) | Organization of Kitakyushu City | | |
| 29 (Wed) | Outline of sewerage system and technique | | |
| 30 (Thu) | Visit to Pumping Station and Sewerage Plant | | |
| Oct. | 1 (Fri) | Individual Meeting for Action Plan | |
| | 2 (Sat) | Holiday | |
| | 3 (Sun) | Holiday | |
| | 4 (Mon) | Study trip : KIC ~ wastewater treatment facility in lactic acid bacteria drink plant ~ stay in Kumamoto City | |
| | 5 (Tue) | Kumamoto city ~ Aso mountain ~ waste water treatment plant in drink company ~ Stay at Kumamoto city | |
| | 6 (Wed) | Wastewater treatment plant in Kumamoto City ~ Simabara City ~ Nagasaki City | |
| | 7 (Thu) | Wastewater treatment plant in Nagasaki City ~ Mitsubishi heavy industrial company ~ Nagasaki City | |
| | 8 (Fri) | Nagasaki wastewater treatment plant ~ Atomic bomb museum ~ Nagasaki City | |
| | 9 (Sat) | Nagasaki ~ KIC | |
| | 10 (Sun) | Holiday | |
| | 11 (Mon) | Japanese Holiday | |
| | 12 (Tue) | Sewerage technique and sludge treatment | |
| | 13 (Wed) | Design of Sewerage pipes | |
| | 14 (Thu) | Maintenance of Sewerage pipes | |
| | 15 (Fri) | Maintenance of Sewerage pipes | |
| | 16 (Sat) | Holiday | |
| | 17 (Sun) | Holiday | |

| Date | | Subject |
|----------|------------------------------------|--|
| Oct. | 18 (Mon) | Practice of sewerage designing |
| | 19 (Tue) | Water quality management |
| | 20 (Wed) | Practice of sewerage designing |
| | 21 (Thu) | Advanced treatment technique |
| | 22 (Fri) | Wastewater treatment by membrane filter |
| | 23 (Sat) | Holiday |
| | 24 (Sun) | Holiday |
| | 25 (Mon) | Water quality management |
| | 26 (Tue) | Water quality management |
| | 27 (Wed) | Policy of Sewerage |
| | 28 (Thu) | Maintenance of septic tank |
| 29 (Fri) | Observation of septic tank | |
| 30 (Sat) | Holiday | |
| 31 (Sun) | Holiday | |
| Nov. | 1 (Mon) | Preparation of Action plan |
| | 2 (Tue) | Study trip KIC ~ Minamata city ~ Nichinan city |
| | 3 (Wed) | Observation of septic tank in Nichinan City ~ Oita City |
| | 4 (Thu) | Observation of treatment of discharged water ~ Beppu City |
| | 5 (Fri) | Wastewater treatment plant in Kunisaki City |
| | 6 (Sat) | Holiday |
| | 7 (Sun) | Holiday |
| | 8 (Mon) | Night soil treatment |
| | 9 (Tue) | Visit to sanitary ware plant |
| | 10 (Wed) | Advanced wastewater treatment plant |
| | 11 (Thu) | Visit to wastewater treatment plant by membrane filter |
| | 12 (Fri) | Visit to wastewater treatment plant in Fukuoka City |
| | 13 (Sat) | Holiday |
| | 14 (Sun) | Holiday |
| | 15 (Mon) | Observation of water supply plant |
| | 16 (Tue) | Water leak prevention |
| | 17 (Wed) | Individual Meeting for Action Plan |
| | 18 (Thu) | Study trip : KIC ~ wastewater treatment facility in Tokyo Ariake ~ stay in Tokyo |
| | 19 (Fri) | National Environmental Institute |
| | 20 (Sat) | Tokyo metropolitan office |
| | 21 (Sun) | Holiday |
| | 22 (Mon) | Practice of construction of integrated treatment |
| | 23 (Tue) | Preparation of Action plan |
| | 24 (Wed) | Visit to membrane product company |
| | 25 (Thu) | Lake Biwa museum |
| | 26 (Fri) | Shimadzu Company |
| | 27 (Sat) | Holiday |
| | 28 (Sun) | Holiday |
| 29 (Mon) | Individual Meeting for Action Plan | |
| 30 (Tue) | Incineration Plant | |
| Dec. | 1 (Wed) | Visit to Car Plant |
| | 2 (Thu) | Solid waste landfill site in Fukuoka City |
| | 3 (Fri) | Preparation of Action plan |
| | 4 (Sat) | Holiday |
| | 5 (Sun) | Holiday |
| | 6 (Mon) | Preparation of Action plan |
| | 7 (Tue) | Industrial waste treatment, ECO town |
| | 8 (Wed) | Environmental museum |
| | 9 (Thu) | Preparation of Action plan |
| | 10 (Fri) | Evaluation meeting, Action plan, Closing |
| | 11 (Sat) | Departure for home countries |

Notice : The course schedule above is subject to change

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 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 including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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

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)

| |
|--|
| |
|--|

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

| | | | | | | | | | |
|---|---|--|---|--|--|--|--|--|--|
| J | 0 | | - | | | | | | |
|---|---|--|---|--|--|--|--|--|--|

3. Country Name:

| |
|--|
| |
|--|

4. Name of Applying Organization:

| |
|--|
| |
|--|

5. Name of the Nominee(s):

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| | | | |
|--|--|------------|----------------|
| Date: | | Signature: | |
| Name: | | | |
| Designation / Position | | | Official Stamp |
| Department / Division | | | |
| Office Address and Contact Information | | | |
| Address: | | Telephone: | |
| | | Fax: | |
| | | E-mail: | |

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

| | | | |
|------------------------|--|------------|----------------|
| Date: | | Signature: | |
| Name: | | | |
| Designation / Position | | | Official Stamp |
| Department / Division | | | |

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



For a better tomorrow for all.
Japan International Cooperation Agency

Version 080326

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)

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

| | | | | | | | | | |
|---|---|--|---|--|--|--|--|--|--|
| J | 0 | | - | | | | | | |
|---|---|--|---|--|--|--|--|--|--|

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

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality
(as shown in the passport)

5) Date of Birth (please write out the month in English as in "April")

3) Sex

() Male

() Female

Date

Month

Year

Age

4) Religion

6) Present Position and Current Duties

| | | | | | | | |
|--|------|-------|------|--|------|-------|------|
| Organization | | | | | | | |
| Department / Division | | | | | | | |
| Present Position | | | | | | | |
| Date of employment by the present organization | Date | Month | Year | Date of assignment to the present position | Date | Month | Year |
| | | | | | | | |

7) Type of Organization

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

8) Outline of duties: Describe your current duties



9) Contact Information

| | | |
|-----------------------------|----------------------|----------------------|
| Office | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Home | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Contact person in emergency | Name: | |
| | Relationship to you: | |
| | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |

10) Others (if necessary)

| |
|--|
| |
|--|

4. Career Record

1) Job Record (After graduation)

| Organization | City/ Country | Period | | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

2) Educational Record (Higher Education)(required)

| Institution | City/ Country | Period | | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

| Institution | City/ Country | Period | | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

5. Language Proficiency (required)

| | | | | |
|--|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 1) Language to be used in the program (as in GI) | | | | |
| Listening | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Speaking | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Reading | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Writing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Certificate (Examples: TOEFL, TOEIC) | | | | |
| 2) Mother Tongue | | | | |
| 3) Other languages () | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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

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

*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

| | |
|-------|-------------|
| Date: | Signature: |
| | Print Name: |

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____) |
|-----------------------------|--|

(b) Are you pregnant?

| | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (_____ months) |
|-----------------------------|---|

(c) Are you allergic to any medication or food?

| | | | | |
|-----------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >>> | <input type="checkbox"/> Medication | <input type="checkbox"/> Food | <input type="checkbox"/> Other: _____ |
|-----------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------------------|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

| |
|---|
| <input type="checkbox"/> _____) |
| <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: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present Condition (_____) |

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

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present Condition (_____) |

(c) High blood pressure

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg |

(d) Diabetes (sugar in the urine)

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present Condition (_____) |
| | | Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes |

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

| | | | |
|---|--|--|---|
| <input type="checkbox"/> Stomach and Intestinal Disorder | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Asthma | <input type="checkbox"/> Thyroid Problem | |
| <input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____) | | | |
| <input type="checkbox"/> Other >>> Specify (_____) | | | |

(e') Has this disease been cured?

| | |
|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No (Specify name of illness) _____ |
| Present Condition: (_____) | |

3. Other: Any restrictions on food and behavior due to health or religious reasons?

| |
|--|
| |
|--|

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

| | |
|-------|-------------|
| Date: | Signature: |
| | Print Name: |