

TRAINING CIRCULAR

Subject : A Group Training Course in Industrial Wastewater Treatment Techniques to be held in Japan from 20/07/2009 to 27/11/2009 (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 Industrial Wastewater Treatment Techniques. The total duration of the programme is from May 2009 to March 2010, out of this, the Core Phase, from 20/7/2009 to 27/11/2009, 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).

2. The Course is designed for departments related to wastewater treatment in the central/local Government or manufacturing enterprise. The programme aims to formulate adequate plans of industrial wastewater treatment in the participant's countries.

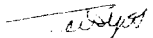
3. The candidate should be an engineer in charge of wastewater treatment in government/municipal offices or manufacturing industries having more than 5 years of occupational experience in the field of wastewater treatment; be a university graduate majoring in chemical, mechanical, electrical or civil engineering or the equivalent; be forty five years of age or younger; be proficient in both written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 19th March 2009. 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.

7. The applications should reach this Department through proper channel **not later than 18th May 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


(Trishaljit Sethi)
Director

: 2 :

1. Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. Ministry of Urban Development, Nirman Bhavan, New 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



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

INDUSTRIAL WASTEWATER TREATMENT TECHNIQUE

集團研修「産業廢水處理技術」

JFY 2009

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

NO. J09- 00924 / ID. 0980815

From May 2009 to March 2010

Phases in Japan: From July 20, 2009 to November 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

Developing countries, which are becoming increasingly industrialized, now face the deterioration of their living and natural environments due to water pollution caused by industrial and domestic wastewater. It is critical that these countries work to prevent such environmental pollution from occurring and promote effective water quality improvement measures.

This is the background against which this program has been set up: to provide engineers involved in the management of industrial wastewater in various industries with the opportunity to learn measures and technologies related to water pollution prevention and environmental improvement through looking at concrete example in Japan that are based on experiences accumulated in the Kitakyushu region, one of Japan's leading industrial areas.

For what?

This program aims to formulate adequate plans of industrial wastewater treatment in participant's countries.

For whom?

This program is offered to engineers in charge of wastewater treatment in government / municipal offices or manufacturing industries with more than 5 years of occupational experience.

How?

Participants shall have opportunities in Japan to identify approaches to water pollution control and wastewater treatment through lectures, practice and field study. Participants will also formulate an action plan describing what the participants will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.): Industrial Wastewater Treatment Technique (J09-00924)

2. Period of program

Duration of whole program:	May 2009 to March 2010
Preliminary Phase: (in a participant's home country)	May 2009 to May 2009
Core Phase in Japan:	July 20, 2009 to November 27, 2009
Finalization Phase: (in a participant's home country)	December 2009 to March 2010

3. Target Regions or Countries

China, India, Jamaica, Argentina, Iran and Ethiopia

4. Eligible / Target Organization

This program is designed for departments related to wastewater treatment in the central/local government or manufacturing enterprise.

5. Total Number of Participants

7 participants

6. Language to be used in this program: English

7. Program Objective:

The aim is to help administrators and engineers engaged in the management of industrial wastewater develop a better understanding of the roles of research institutes and corporations, and the significance of cooperation between the two, based on experiences accumulated in the Kitakyushu region; develop human resources who can plan and carry out effective administrative measures; and contribute to the healthy development of developing countries.

8. Overall Goal

Appropriate methods of industrial wastewater treatment are adopted in participants' home country.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (May 2009) <i>Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.</i>	
Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet(IAS) ¹

¹ Please see Annex-2

(2) Core Phase in Japan

(July 20, 2009 to November 27, 2009)

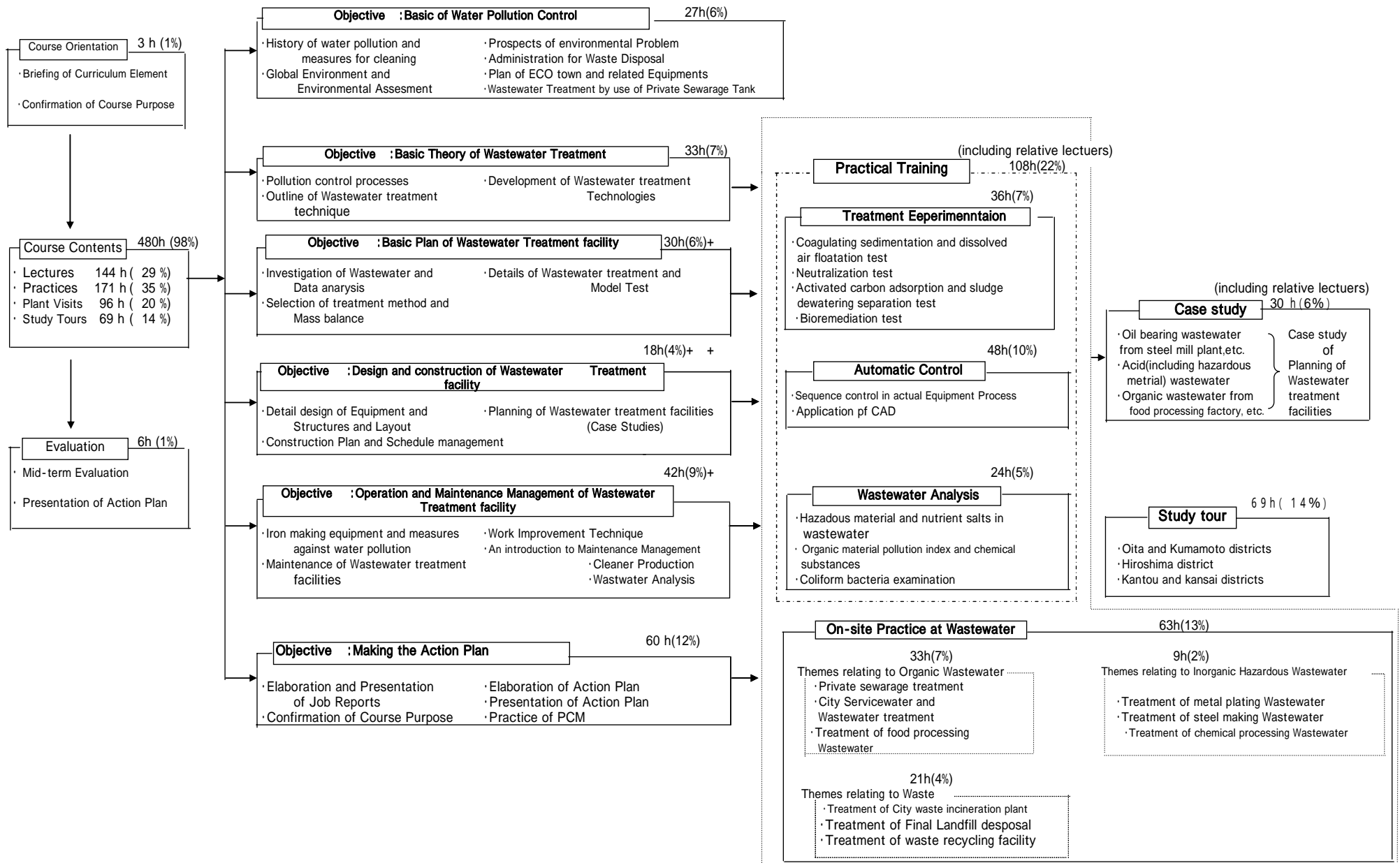
Participants dispatched by the organizations to attend the Program implemented in Japan.

Objectives	Subjects	Methodology
I. Basic of Water Pollution Control With regard to basic policies and measures of the government for water pollution control, challenges in your home countries are identified.	1) History of water pollution and measures for cleaning 2) Global environment and environmental assessment 3) Prospects of environmental problem 4) Administration for waste disposal 5) Wastewater treatment by use of private sewerage tank	Lecture and Field Study
. Basic Theory of Wastewater Treatment With regard to the basic theory of wastewater treatment and functions of the treatment equipment, challenges faced in your workplaces are reviewed.	1) Pollution control processes 2) Outline of wastewater treatment technique 3) Development of wastewater treatment technique	Lecture
. Basic Plan of Wastewater Treatment Basic technologies of planned treatment facilities, such as treatment and testing methods of various kinds of wastewaters, and the method for selecting treatment methods are reviewed.	1) Investigation of wastewater and data analysis 2) Selection of treatment method and mass balance 3) Details of wastewater treatment and model test	Lecture, Practice and Field Study
. Design and Construction of Wastewater Treatment Facilities Design proposals for the treatment equipment that have matched the basic conditions for wastewater treatment facilities in the practical exercise are prepared	1) Detail design of equipment and structures and layout 2) Construction plan and schedule management 3) Planning of wastewater treatment facilities (case studies) 4) Automatic control (sequence control) practice 5) Application of CAD practice	Lecture, Practice and Field Study
V. Operation and Maintenance of Wastewater Treatment Facilities Challenges in the aspect of field Management technologies related to operation and maintenance for the promotion of safe operation of wastewater treatment facilities are reviewed.	1) Wastewater analysis practice 2) Iron making equipment and measures against water Pollution 3) Work improvement technique 4) Maintenance of wastewater treatment facilities 5) An introduction to maintenance management 6) Cleaner production	Lecture, Practice and Field Study

<p>. Formulation of Action Plans</p> <p>By applying the technologies and knowledge acquired by the participants, countermeasures (action plans) for the challenges facing your organizations are made. After returning to their home countries, the participants will share the action plans they made with other concerned people in their organizations, so that each organization can consider the implementation of the plans.</p>	<ol style="list-style-type: none"> 1) Elaboration and presentation of the job report 2) Elaboration of the action plan 3) PCM(Project Cycle Management) 4) Presentation of the action plan 	<p>Lecture and Practice</p>
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<p>(3)Finalization Phase in a participant's home country <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
Modules	Activities
<p>Examination of the action plan</p>	<p>Application and implementation of the action plan is discussed in the participant's organization and its result will be submitted by March, 2010 based on the follow-up questionnaire to be provided during the phase in Japan.</p>

CURRICULUM STRUCTURE of the Core Phase in Japan



Tentative Schedule in Japan

(Subject to change)

Date	Subject	Date	Subject	Date	Subject	Date	Subject
7/20 Mon	Arriving Japan	8/24 Mon	Wastewater analysis (COD, TOC)	9/28 Mon	Sequence Control (Relay Sequence)	11/2 Mon	Field Study
21 Tue	Briefing	25 Tue	Wastewater analysis (TN,TP) Wastewater analysis : Toxic substance (T-N,C)	29 Tue	Sequence Control (Relay Sequence)	3 Tue	Day-off(Japanese National Holiday)
22 Wed	Medical Check/Program Orientaion	26 Wed	Wastewater analysis :Chemical Substance Biological indicators in Water	30 Wed	Sequence Control (Relay Sequence)	4 Wed	Study of Action plan Field Study(Sewage Treatment Plant)
23 Thu	General Orientaion about Japan	27 Thu	Wastewater analysis :Chemical Substance Wastewater analysis :Chemical Substance	10/1 Thu	Outline of Wastewater treatment in septic tank Field Study	5 Thu	Field Study
24 Fri	General Orientaion about Japan	28 Fri	Kitakyushu Environment Museum Field Study (Dokai Bay)	2 Fri	Interview (Mid-term Evaluation) Field Study	6 Fri	Field Study
25 Sat	Day-off	29 Sat	Day-off	3 Sat	Day-off	7 Sat	Day-off
26 Sun	Day-off	30 Sun	Day-off	4 Sun	Day-off	8 Sun	Day-off
27 Mon	Preparation for Job Report Presentaion	31 Mon	Outline of Wastewater treatment technology	5 Mon	Iron & Steel-making Process pollution measurement in NSC	9 Mon	Study of Action plan
28 Tue	Japanese Language Program	9/1 Tue	Outline of Wastewater treatment technology	6 Tue	Environmental Control system in NSC	10 Tue	Field Study
29 Wed	Cultural Exchange Program Japanese Language Program	2 Wed	Wastewater Survey & Data Analysis	7 Wed	Water Pollution Preventive measures in NSC	11 Wed	Field Study
30 Thu	Japanese Language Program	3 Thu	Field Study : Wastewater Treatment facilities	8 Thu	Study of Action plan Field Study	12 Thu	Field Study : Water Purification Plant
31 Fri	Explanation on curriculum Presentation of Job Report	4 Fri	Study of Action plan Field Study:The Butchery of Kitakyushu City	9 Fri	Field Study :	13 Fri	Study trip: Tokyo & Kansai Area
8/1 Sat	Day-off	5 Sat	Day-off	10 Sat	Day-off	14 Sat	Study trip: Tokyo & Kansai Area
2 Sun	Day-off	6 Sun	Day-off	11 Sun	Day-off	15 Sun	Study trip: Tokyo & Kansai Area
3 Mon	Regulation by Wastewater Pollution Control Law History of Water Pollution&Environmental Education	7 Mon	Wastewater treatment Examination Model tests	12 Mon	Day-off(Japanese National Holiday)	16 Mon	Study trip: Tokyo & Kansai Area
4 Tue	Practice of Project Cycle Management	8 Tue	Wastewater treatment Examination Model tests	13 Tue	Detailed design for Wastewater treatment facilities	17 Tue	Study trip: Tokyo & Kansai Area
5 Wed	Practice of Project Cycle Management	9 Wed	Wastewater treatment Examination Model tests	14 Wed	Detailed design for Wastewater treatment facilities	18 Wed	Study trip: Tokyo & Kansai Area
6 Thu	Practice of Project Cycle Management	10 Thu	Wastewater treatment Examination Model tests	15 Thu	Field Study(Fukuoka Method Landfill)	19 Thu	Study trip: Tokyo & Kansai Area
7 Fri	Practice of Project Cycle Management	11 Fri	Wastewater treatment Examination Model tests	16 Fri	Wastewater treatment facilities Field Study (Construction Site)	20 Fri	Study trip: Tokyo & Kansai Area
8 Sat	Day-off	12 Sat	Day-off	17 Sat	Day-off	21 Sat	Day-off
9 Sun	Day-off	13 Sun	Day-off	18 Sun	Day-off	22 Sun	Day-off
10 Mon	Work Improvement Technique	14 Mon	Model tests	19 Mon	Case Studies : Planning of Wastewater treatment facilities	23 Mon	Day-off
11 Tue	Pollution Control Processes	15 Tue	Basic designs for Wastewater treatment facilities (Principle and Application)	20 Tue	Case Studies : Planning of Wastewater treatment facilities	24 Tue	Field Study
12 Wed	Pollution Control Processes Instruction on Action plan	16 Wed	Basic designs for Wastewater treatment facilities (Principle and Application)	21 Wed	Case Studies : Planning of Wastewater treatment facilities	25 Wed	Preparation for the Presentation of Action Plan
13 Thu	Outline of Wastewater treatment technology	17 Thu	Basic designs for Wastewater treatment facilities (Principle and Application)	22 Thu	Case Studies : Planning of Wastewater treatment facilities	26 Thu	Evaluation Meeting Action Plan Presentation, Closing Ceremony
14 Fri	Outline of Wastewater treatment technology	18 Fri	Study trip : Hiroshima	23 Fri	Case Studies : Planning of Wastewater treatment facilities	27 Fri	Leaving Japan
15 Sat	Day-off	19 Sat	Study trip : Hiroshima	24 Sat	Day-off		
16 Sun	Day-off	20 Sun	Day-off	25 Sun	Day-off		
17 Mon	An introduction to Maintenance Management & Total Productive Maintenance	21 Mon	Day-off(Japanese National Holiday)	26 Mon	Designing by CAD		
18 Tue	Field Study : Recycling facilities (include PCB)	22 Tue	Day-off(Japanese National Holiday)	27 Tue	Designing by CAD		
19 Wed	Study trip : OITA	23 Wed	Day-off(Japanese National Holiday)	28 Wed	Designing by CAD		
20 (Thu)	Study trip : Aso (Geothermal Power Plant)	24 Thu	Outline of industrial Waste management Kitakyus Field Study (Waste Reclamation Site)	29 Thu	Designing by CAD		
21 (Fri)	Study trip :Minamata	25 Fri	Outline of Cleaner Production	30 Fri	Designing by CAD		
22 (Sat)	Day-off	26 Sat	Day-off	31 Sat	Day-off		
23 (Sun)	Day-off	27 Sun	Day-off	11/1 Sun	Day-off		

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 -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 -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties:** be engineers in charge of wastewater treatment in government / municipal offices or manufacturing industries
- 2) Experience in the relevant field:** have more than more than 5 years of occupational experience in the field of wastewater treatment
- 3) Educational Background:** be a university graduate, majoring in chemical, mechanical, electrical or civil engineering, or the equivalent
- 4) Language:** be competent in spoken and written English which is equal to TOEFL 500 or above, or the Cambridge First Certificate (This workshop includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health:** must be in good health, both physically and mentally, to participate in the Program in Japan

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 letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical

certificate. Please ask National Staffs in JICA office for the details.

6) Others: must not be serving any form of military service.

(2) Recommendable Qualifications

1) Age: forty-five (45) years or younger

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) Job Report: to be submitted with the application form. Job Report is used for screening of participants. It is a report to understand an outline of an organization that a nominee belongs to as well as his/her work experience in relevant fields. The report should be completed in accordance with descriptions of Annex-1.

(3) Issue Analysis Sheet (IAS): to be submitted with the application form. IAS is used for screening of participants.

The purpose of IAS is to logically organize relationships between problems which a nominee's organization facing with and contents of fields to be taken in the training program in Japan. The sheet should be completed in accordance with descriptions of Annex-2. The nominees should submit his/her IAS with approval of his/her superior. The IAS without approval of a nominee's superior is not accepted.

(4) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **May 22, 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 June 22, 2009.**

5. Conditions for Attendance:

- (1)** to observe the schedule of the program,
- (2)** not to change the program subjects or extend the period of stay in Japan,
- (3)** not to bring any members of their family,
- (4)** to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, 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 -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kyushu

(2) **Contact:** Ms.Yumi KIMURA (kictp2-05@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **Course Leader:** Mr. Toshikazu ARAKAWA

(3) **URL:** http://www.kita.or.jp/english/e_index.html

(4) **Remark:** KITA has carried out JICA training program since 1980, and over the period from 1980 to 2007 has accepted a total of 3,815 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 2008 it offers a total of 32 courses.

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Kyushu International Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,

Fukuoka Prefecture 805-8505, Japan

TEL: 81-93-671-6311 FAX: 81-93-663-1350

(where "81" is the country code for Japan, and "93" is the local area code)

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

5. Expenses:

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled

“KENSHU-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 Program

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

2. Reports and Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

As written in the previous page, each nominee is required to submit his/her own Job Report following the instruction in page 8. Participants will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan report

Participants are required to formulate an action plan at the end of the training program to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 minutes for presentation. The report would be sent to the respective country’s JICA office.

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.

VI. ANNEX:

Annex-1

Industrial Wastewater Treatment Technique (JFY 2009)

Job Report

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

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

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

Remarks3: Please itemize your answer and make them specific.

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

(1) Main tasks of the organization

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

(2) Organization chart:

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

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.

Issue Analysis Report (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues or problems which a nominee's organization facing with and the subjects to be covered in the training program in Japan.
- (2) IAS will help 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 on improvement plans for issues by filling out the sheet in phases from prior to a nominee's arrival in Japan and through the end of training.
- (4) Also, it is used for the course leader and lectures to understand the issues that each participant is facing to, and provide him/her technical advice, useful reference 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 which your department facing in the column "A" and "B" in each "Expected Module Output" of IAS. You will formulate practical solutions to those issues/problems through the training program in Japan.
- (2) Please leave the 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 screening of nominees. Japan side puts emphasize on its content and proceeds screening.
- (3) Accepted participants will make a presentation on the IAS and the job report at the beginning of the training program in Japan
- (3) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.

[Example] Issue Analysis Sheet (IAS)

< Country Name > _____ Participant's Name _____ Organization and Present Post _____

Expected Module Output	Category	A : Issues/Problems You Are Facing at work	B : Suspected Causes (of the Issue/Problems)	C : Measures Taken in Japan	D : Proposal to Your Department/Organization
I. To master air pollution control administration and pollution control technique, and propose a solution for the issue.	Environmental Administration Environmental Education	1. Laws and regulations are in place but compliance is not achieved. 2. Low environmental awareness among citizens and enterprises.	1-1 Lack of monitoring systems 1-2 Lack of penal code 1-3 Poor inspection and checking techniques 2-1 Lack of environmental education system 2-2 Companies' priority on profits	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> To be filled out through training program in Japan. </div>	
II. To master water pollution control administration and pollution control technique, and propose a solution for the issue.	Outline of WW Treatment Techniques (Including new techniques)	1. 2. 3.	1-1 1-2 2-1		
III. To master waste disposal administration and recycling technique, and propose a solution for the issue.		1. 2.			
. To understand measurement of environmental pollutants and their affect on the human body and the nature, and propose a solution for the issue.		1. 2.	1-1 1-2 2-1		
_____	others				

For these columns, please explain with simple sentences rather than by making notes.

Please use these columns, if you have any problems/issues other than prescribed categories

Name of Superior Officer _____ Designation/Position of superior officer _____

Signature _____

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 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

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)

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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.

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

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.

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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: