

**TRAINING CIRCULAR**

Subject : A Group Training Course in Comprehensive Waste Management Technique to be held in Japan from 11<sup>th</sup> August 2009 to 8<sup>th</sup> November 2009.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Comprehensive Waste Management Technique to be held in Japan from 11<sup>th</sup> August 2009 to 8<sup>th</sup> November 2009. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Training programme is designed for Central or local governmental organizations and/or related public institutions responsible for solid waste management. It aims for the participants to gain knowledge and technique to formulate effective and appropriate plans for solid waste and recycling affairs.

3. The applicant should be an Engineer or technician who is in charge of solid waste affairs (or solid waste management) and belongs to central or local governments or related public institutions, having more than 3 years experience in the field of solid waste management; have a university degree or the equivalent; be between 25 years and 45 years of age; be proficient in written and spoken English; 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 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's Circular dated 19<sup>th</sup> 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 **5<sup>th</sup> June 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. Ministry of Urban Development, Nirman Bhavan, New Delhi.
2. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
3. 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 (R)

Japan International Cooperation Agency  
(Government of Japan)

No. 27/GT-CP/2009

19<sup>th</sup> March, 2009

Dear Mr. R.K. Kharb

A Group Training Course in Comprehensive Waste Management Technique will be held in Japan from 11<sup>th</sup> August, 2009 to 8<sup>th</sup> November, 2009, under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **12<sup>th</sup> June 2009**:-

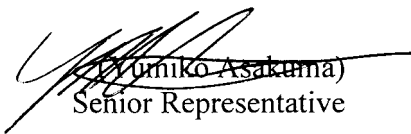
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Applicants' Job Description (including Organization Chart)

Further details are available in the General Information Booklet. It may be noted that the completed Applicants' Job Description (including Organization Chart) is essential for screening of applications.

It is further informed that 11 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

  
(Yukiko Asakuma)  
Senior Representative

Encl: As stated above.

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

Copy to:-

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

24/3/09  
C-375/EoF/09  
27/3/09

Ms S



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON  
“Comprehensive Waste Management Technique”**

**集團研修「廃棄物管理総合技術」**

***JFY 2009***

**<Type: Leaders' Training / 類型: 中核人材育成型>**

**NO. J09-00819 / ID. 0980226**

**From August 11<sup>th</sup> to November 8<sup>th</sup>, 2009**

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

# ***I. Concept***

## **Background**

In recent years, waste generation has been increased to bring about various waste problems with rapid progress in urbanization and concentration of population into large cities in developing countries. However, the administrative system to deal with such problems has not been fully equipped. As a consequence, it's creating problems such as deterioration of environment and health injuries. To improve this situation, it is necessary to establish and strengthen comprehensive waste management system to control whole waste management process (from generation stage to collection and transportation, intermediate treatment and up to final disposal) by involving not only governments, but also private sector, residents, NGOs, and etc.,.

In order to address this problem, this program will be carried out for the engineers and technicians of central or local governments or related public institutions in developing countries who are in charge of solid waste management for them to acquire integrated and comprehensive knowledge and technique about solid waste management.

## **For what?**

For the participants to acquire knowledge and technique for drawing up effective and appropriate solid waste measures suited to the situation in their respective countries.

## **For whom?**

This program is offered to the engineers and technicians who are in charge of solid waste affairs (or solid waste management) and belong to central or local governments or related public institutions.

## **How?**

This program is designed to help the engineers and technicians who are in charge of solid waste management to acquire necessary knowledge and technique for their improvement in solid waste management in their respective countries. The characteristic of this program is not only focusing on the technical aspects of solid waste affairs, but also the social aspects such as legal system and policy as well as resident consciousness. Thus, participants will be able to grasp waste management issues in a comprehensive manner through this program.

## ***II. Description***

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

“Comprehensive Waste Management Technique” (J09-00819)

**2. Period of program:** August 11<sup>th</sup> to November 8<sup>th</sup>, 2009

**3. Target Countries:**

Bangladesh, Bosnia and Herzegovina, Cook Islands, Fiji Islands, India, Maldives, Micronesia, Solomon Islands, The Dominican Republic, Uruguay, and Vanuatu

**4. Eligible / Target Organization**

This program is designed for central or local governmental organizations and/or related public institutions responsible for solid waste management

**5. Total Number of Participants**

9 participants

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

English

**7. Program Objective:**

Engineers and technicians who are in charge of solid waste management will be able to obtain knowledge and technique to formulate effective and appropriate plans for solid waste and recycling affairs.

**8. Overall Goal**

Participants will be able to make and carry out solid waste management measures suited to each country.

## 9. Program Contents (Modules & Units)

The training program is composed of the following five (5) modules.

Also, the details of curriculum are shown in the next page.

| Module No. | Expected Outcome   | Unit   |
|------------|--|--|
| 1          | To be able to explain the issues and causes of the solid waste management in their respective countries  | <ul style="list-style-type: none"><li>• Introduction</li></ul>   |
| 2          | To understand the present situation and background of environmental administration and waste management system in Japan, for examining how to apply in respective regions and/or countries   | <ul style="list-style-type: none"><li>• General Theory</li><li>• Waste related measures</li></ul>  |
| 3          | To understand the outline of technique and measures for each process of waste management in Japan (in terms of collection and transportation, intermediate treatment, and final disposal), for examining how to apply in respective regions and/or countries | <ul style="list-style-type: none"><li>• Waste Disposal Technique</li><li>• Collection and Transportation</li><li>• Waste Treatment Technique</li></ul> |
| 4          | To understand meanings and methods of environmental education and management, for examining how to apply in respective regions and/or countries  | <ul style="list-style-type: none"><li>• Environmental Education and Raising Public Awareness</li><li>• Environmental Management</li></ul>              |
| 5          | To be able to draw up their own action plan for the improvement of waste management in their respective regions and/or countries.  | <ul style="list-style-type: none"><li>• Conclusion</li></ul>   |

## Details of curriculum

| Unit                    | Subject  | Objective  | Style & Volume |   |   |    |
|-------------------------|--|--|----------------|---|---|----|
|                         |  |  | L              | P | O | D  |
| Introduction            | Issue Analysis Workshop                              | To clarify the issues about solid waste management in respective countries and analyze the possible causes for them  |                |   |   | 20 |
|                         | Country Report Presentation                          | To inform Japanese lecturers about the present situation and actual needs of respective countries to help them prepare the effective training programs. And to share the information with other fellow participants. |                |   |   | 6  |
| Overview                | Strategical Waste Management in developing countries | To understand waste management system for sustainable development, financial measures such as budget and tax system administration, and waste treatment planning method.   | 5              |   |   |    |
|                         | Capacity Development in solid waste management       | To understand cooperation between government and local community for sustainable waste management programs as well as the significance of consensus building.  | 5              |   |   |    |
|                         | Outline of Japanese Administration System            | To understand the outline of administrative system and legislative structure in Japan  | 5              |   |   |    |
|                         | Outline of Environmental Administration              | To understand the process of establishment of the Basic Environment Law, tracing the history of environmental pollution and focusing on countermeasures in Japan   | 5              |   |   |    |
|                         | Outline of Environmental Preservation Technique      | To understand the changes in environmental conditions including the outline of treatment techniques of exhaust gas and wastewater as well as environmental issues in Japan   | 5              |   |   |    |
| Waste Management Policy | General waste management administration              | To understand the outline of Waste Management Law (general waste contents) and the overall condition and policy regarding general waste management in Japan and Hiroshima Prefecture                                 | 5              |   |   |    |
|                         | Industrial waste management administration           | To understand the outline of Waste Management Law (industrial waste contents) and the overall condition and policy regarding industrial waste management in Japan and Hiroshima Prefecture                           | 5              |   |   |    |
|                         | Promotion of 3R/Resource Recycling Administration    | To understand 3R activities in Japan and Hiroshima prefecture based on laws such as Container and Packaging Recycling Law and Home Appliances Recycling Law  | 2.5            |   |   |    |



|                               |  |  |     |     |     |  |
|-------------------------------|--|--|-----|-----|-----|--|
| Waste Management Policy       | Planning Method for Waste Treatment in Developing Countries        | To understand efficient method of planning for waste treatment.  | 2.5 |     |     |  |
|                               | Method of forecasting waste generation in waste treatment planning | To understand a method of forecasting waste generation in waste treatment plan formulation.  |     | 2.5 |     |  |
| Landfill Disposal Technique   | Overview of Landfill Disposal Technique                            | To understand the basic idea about planning of landfill disposal site (process of selecting sites, measures of environmental protection, etc.) and designing of leachate treatment facilities. | 5   |     |     |  |
|                               | Outline of Sanitary Landfill Technique "Fukuoka Method"*           | To understand the current situation on waste disposal in developing countries, outline of sanitary landfill technique "Fukuoka Method" and measures to improve landfill site.                  | 8.5 |     |     |  |
|                               | Example of Sanitary Landfill "Fukuoka Method"*                     | To understand "Fukuoka Method" through site visits (final disposal site, sewage treatment facility, sports park and 'refresh'farm as a final land use adopting Fukuoka Method).                |     |     | 2.5 |  |
| Collection and Transportation | Time and Motion  | To understand the planning method of efficient waste collection and transportation   | 5   | 5   |     |  |
|                               | Collection and Transportation/Treatment of General Waste           | To understand efficient practice of collection and transportation through site observation. At the same time, to understand the role and structure of waste treatment facilities.              |     |     | 2.5 |  |
|                               | Waste Collection and Transportation in a sloped area               | To understand the collection and transportation techniques in unique conditions (sloped area)  | 1   |     | 3.5 |  |
|                               | Waste Collection Vehicle   | To understand the types and maintenance of waste collection vehicles   |     |     | 2.5 |  |
| Waste Treatment Technique     | Recycling Technique 1&2  | To understand the techniques in recycling waste or converting waste into resources (Food Tray recycling, Sludge reuse)   | 2   |     | 2   |  |
|                               | Dioxin Prevention Measures   | To understand the technique of treatment, analysis, and prevention of dioxin, one of the toxic chemical compounds.   | 2.5 |     |     |  |
|                               | PCB Treatment  | To understand the method and technique of PCB treatment.   | 2.5 |     |     |  |
|                               | Medical Waste Treatment 1&2  | To understand medical waste treatment (classification, preservation and disposal)  | 3   |     | 3   |  |
|                               | Waste Management in the Steel Industry                             | To understand the waste management in the steel industry such as technology for reuse of waste plastics  | 2   |     | 2.5 |  |

|                                   |  |  |     |     |     |  |
|-----------------------------------|--|--|-----|-----|-----|--|
| Waste Treatment Technique         | Hazardous Waste Treatment and Manifest System                              | To understand the treatment measures of industrial hazardous waste and manifest system.  | 5   |     |     |  |
|                                   | Treatment of Fluorescent Light Tubes*                                      | To understand the treatment technique of fluorescent light tubes   | 1   |     | 1   |  |
|                                   | Sewage Disposal Plant  | To understand the function and structure of sewage treatment plant as a disposal method of night soil.   |     |     | 2   |  |
|                                   | Night Soil Purifier "Johkaso"  | To understand the function, structure, and maintenance of night soil purifier "Johkaso", a countermeasure against domestic waste water from households.  | 2.5 |     |     |  |
|                                   | Waste and Biomass Energy   | To understand the concept and technique of biomass energy production from organic waste.   | 2.5 |     |     |  |
|                                   | Environment Measurement and Control  | To understand the methods of waste analysis such as waste dissolution test, filter operation, pH measurement, etc.   | 2   | 2.5 |     |  |
| Environmental Education/Awareness | Basic Policy for Environmental Education                                   | To understand the basic policies for environmental education by national government and Hiroshima Prefectural government, and examples of educational activities   | 2.5 |     |     |  |
|                                   | Practice in Environmental Education  | To understand the concrete methods to create environmental education programs  | 3.5 | 6.5 |     |  |
|                                   | Environmental Education in a school  | To understand environmental education programs at school.  |     |     | 3.5 |  |
|                                   | Activities in private sector   | To understand environmental education activity that is being carried out by private organizations through practical training   | 2.5 |     |     |  |
|                                   | Environmental Education Activity by a Japan Overseas Cooperation Volunteer | To understand example of environmental education activities in a developing country through a Japan Overseas Cooperation Volunteer's experience.   | 2.5 |     |     |  |
|                                   | Hub of environmental learning  | To understand the role of hub of environmental learning and public awareness raising activities for residents through participating in the tour of a center of environmental education                               |     |     | 0.5 |  |
|                                   | History of Minamata Disease  | Using Minamata Disease case, to understand the relationship between economic development and pollution issues, serious damage triggered by pollution, and the significance of environmental education in the society |     |     | 2   |  |
|                                   | "Minamata Method"- Waste segregation by local residents                    | To understand the actual example and significance of waste segregation by local residents.   |     |     | 1.5 |  |

|                          |   |  |  |     |   |      |
|--------------------------|---|--|--|-----|---|------|
|                          | Program of Minamata municipality                    | To understand actual example of a local government's program of promoting public awareness on waste reduction.   | 1.5  |     |   |      |
| Environmental Management | Environmental Impact Assessment (EIA)               | To understand the outline of EIA system (law, by-law, and measures) in Japan and technical methods.  | 2.5  |     |   |      |
|                          | EIA Methodology                                     | To understand the methodology of EIA such as the inspection range, target items and evaluation methods through the practice  | 1  | 2   | 1 |      |
|                          | Social Consideration and Economic Evaluation in EIA | To understand the social consideration (consideration for residents and society) and economic evaluation (the method and points to consider when analyzing from economic point of view) in EIA with concrete examples.   | 5  |     |   |      |
|                          | EIA in International Cooperation*                   | To understand examples of EIA in international cooperation projects and the methods of consensus building with local residents   | 2.5  | 2.5 |   |      |
|                          | Recycling Society and Town Development              | To understand how cities can develop in harmony with the environment.  | 2.5  |     |   |      |
| Review & Conclusion      | Feed back session                                   | To review and deepen your understanding about the training contents and Japanese measures by discussing with other fellow participants and critically analyzing those issues for better learning. And fill in Column D in the Issue Analysis Sheet after each session. |  |     |   | 12.5 |
|                          | Elective course                                     | To acquire deeper knowledge and technique based on specific needs of respective participants   | 10<br><i>*depending on participants' needs</i> |     |   |      |
|                          | Final Report Preparation & Writing Guidance         | To examine and elaborate a concrete action plan < a future strategy of effective solid waste management in respective countries > with the experts' advice based on the knowledge and skills acquired through the course   |  |     |   | 5    |
|                          | Final Report Presentation                           | To share and discuss participants' action plans with Japanese lecturers  |  |     |   | 10   |

### 10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to conduct workshops for disseminating the knowledge and techniques which the participant gains through the training in Japan. Please note that the support shall be extended selectively based on proposals from the participating organizations after the participant returns home.

### ***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 operations. Applying organizations are expected to use this program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates in order to address the said issues or problems, carefully referring to the qualifications described in section -2 below.

(3) Applying organizations are also expected to be prepared to make use of the knowledge acquired by the nominees for the said purpose.

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

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

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

###### **1) Current Duties:**

Engineer or technician who is in charge of solid waste affairs (or solid waste management) and belongs to central or local governments or related public institutions.

###### **2) Experience in the relevant field:**

Have more than 3 years' experience in the field of solid waste management

###### **3) Educational Background:**

Have a university degree or the equivalent

###### **4) Language;**

Have a competent command of spoken and written English

###### **5) Health:**

Be in good health, both physically and mentally, to participate in the Program

**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) Must not be serving any form of military service.**

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

Age has to be between twenty-five (25) and forty-five (45) years old

### 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) **Applicants' Job Description (including "Organization Chart"):**

Please use the given format attached herewith as Annex

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **by June 12<sup>th</sup>, 2009**

Note: Please confirm the closing date set separately by the respective countries' JICA office or the 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 governments, the respective countries' JICA office (or the 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 applying organization with intent 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 countries' JICA office (or the Embassy of Japan) to the respective governments by **not later than July 7<sup>th</sup>, 2009.**

### 5. Document(s) to be submitted by accepted participants-to-be:

Accepted participants-to-be are required to prepare 1) Country Report and 2) Request Form and submit those documents to JICA before coming to Japan. The detail instruction will be given to accepted participants-to-be at the time of issuance of "Notice of Acceptance".

### 6. Conditions for Participation:

Participants are required

(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 the post – training activities.

## IV. Administrative Arrangements

### 1. Organizer:

- **Name:** JICA Chugoku / Training Program Division  
"Chugoku" is the name of the region in western part of Japan's main island. It is consisted of 5 prefectures and JICA Chugoku is in charge of the 5 prefectures
- **Contact:** [cictp@jica.go.jp](mailto:cictp@jica.go.jp)

### 2. Implementing Partners:

#### (1) URL :

HPG <http://www.pref.hiroshima.lg.jp/category/1172195170025/index.html>

HIC <http://www.hiroshima-ic.or.jp/hice/index.html>

- (2) **Remark:** Hiroshima prefecture is located in Chugoku region situated at the west edge of main land of Japan facing the Seto Inland Sea. Its population is about 2.9 million and its area is about 8,500 km<sup>2</sup>. Hiroshima city is the seat of the prefectural government and is the largest city in Chugoku and Shikoku regions. Hiroshima Prefectural Government has been involved in JICA's training program for many years and especially in the filed of environmental management it has been conducting training programs on waste management and pollution control. The Hiroshima International Center (HIC) is an incorporated foundation organized via the cooperation of both the public and private sectors (such as Prefectural and Municipal governments, private companies, and other related organizations). HIC was established to increase international understanding and friendship, all with the higher goal of contributing to make Hiroshima be better able to further global peace and prosperity.

### 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 Japan to departure from 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 Chugoku International Center (JICA Chugoku)

Address:3-3-1,Kagamiyama, Higashi-hiroshima city, Hiroshima,739-0046

Japan

TEL: 81-82-421-6310 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

If there is no vacancy at JICA Chugoku, JICA will arrange alternative accommodations for the participants.

## **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:**

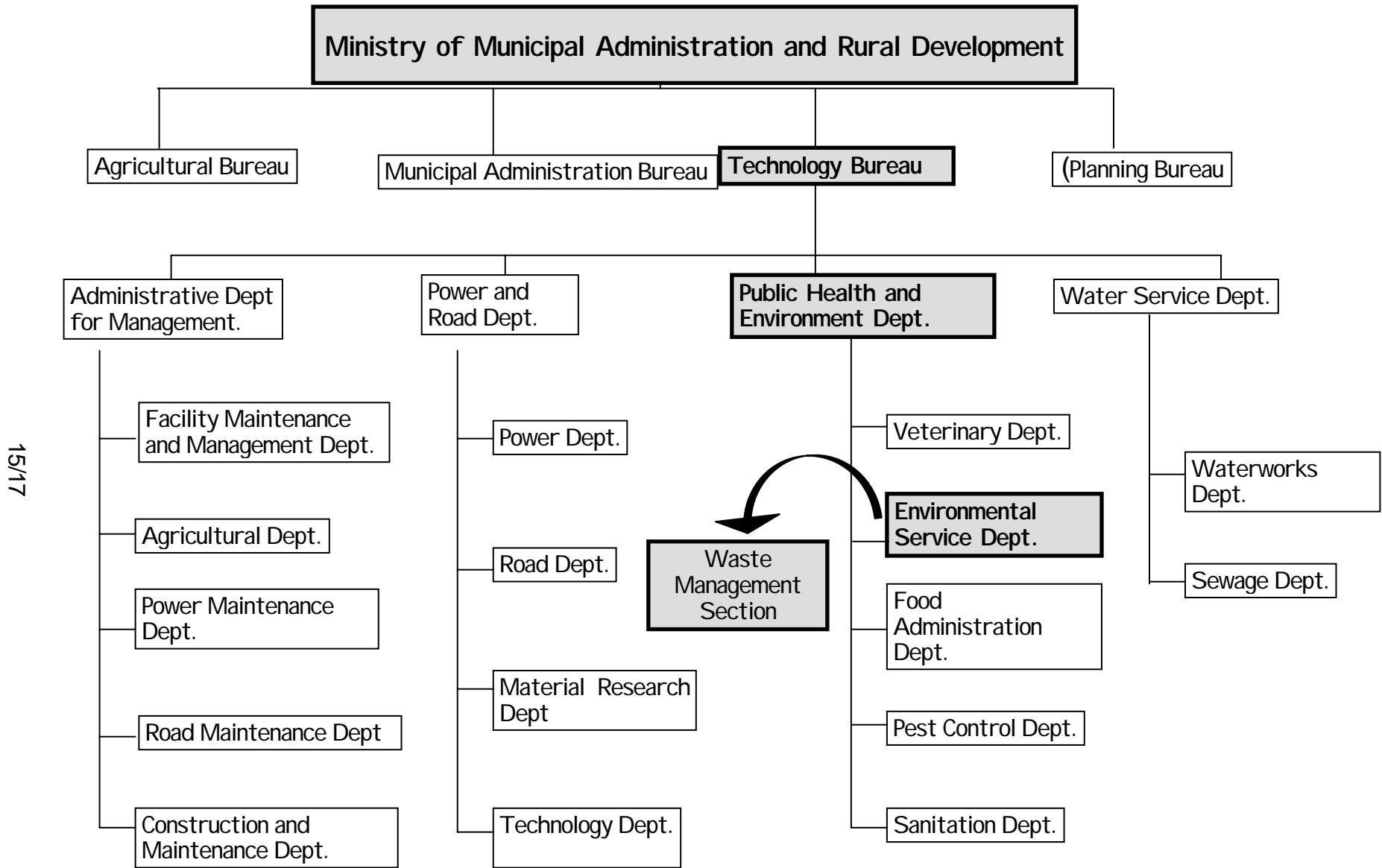
Pre-departure orientation will be held at the respective countries' JICA office (or the Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.



|  |   |           |                         |  |
|--|---|-----------|-------------------------|--|
| <b>1. Full name and Nationality</b>  | (Japan)<br><i>*Please capitalize your family name.</i>  |           |                         |  |
| <b>2. e-mail</b>   | ****@****.****  |           |                         |  |
| <b>3. Outline of your organization</b>   | <ul style="list-style-type: none"> <li>● Structure <i>*Please attach the organization chart as shown below.</i></li> <li>● Role and function of your organization</li> </ul>  |           |                         |  |
| <b>4. Your present job</b>   |   |           |                         |  |
| <b>(1) Position</b><br><ul style="list-style-type: none"> <li>● Specify Technical or Administrative work</li> <li>● Describe the organization, department and section you are belong to</li> </ul> | Chief Manager of Waste Management Section<br><ul style="list-style-type: none"> <li>● Technical Work</li> <li>● Ministry of Municipal Administration and Rural Development (625)<br/>                     --- Technology Bureau (150)<br/>                     --- Public Health and Environment Dept. (40)<br/>                     --- Environmental Service Dept. (20)<br/>                     --- Waste Management Section (7)<br/> <i>*Please write the number of staff in parentheses ( ).</i></li> </ul>  |           |                         |  |
| <b>(2) Role of your section</b><br><ul style="list-style-type: none"> <li>● List and describe briefly the responsibilities of your section</li> </ul>  | (Waste Management Section)<br><ul style="list-style-type: none"> <li>● Planning and drafting of laws related to waste treatment</li> <li>● Planning and drafting of measures related to waste treatment and its total arrangement</li> <li>● Guidance for municipal officials concerning proper treatment of waste</li> <li>● Measures taken against dioxin</li> <li>● Management of information related to waste</li> <li>● Field survey of waste treatment businesses</li> </ul>  |           |                         |  |
| <b>(3) Your own duty</b><br><ul style="list-style-type: none"> <li>● Describe your daily duties in detail</li> <li>● Describe your tackling issues in the duties</li> </ul>                        | <ul style="list-style-type: none"> <li>● Planning of the solid waste treatment program</li> <li>● Survey of the actual situation of solid waste treatment (sampling is conducted in two cities as to disposing, collecting, and treating waste there)</li> <li>● Training and instruction of municipal officials who are in charge of solid waste treatment (planning of training courses for municipal officials and public corporate staff, twice every year)</li> <li>● Planning of programs to promote environmental awareness (planning of events and businesses for this purpose; sometimes in collaboration with mass media and NGOs)</li> </ul> |           |                         |  |
| <b>5. Work Experience</b><br>(After graduating college or graduate school)   | <b>From</b>   | <b>To</b> | <b>Organization</b>     | <b>Section</b>   |
|  | 1990  | 1993      | Public Health Center    | Environmental Monitoring Section<br>--Environmental Dept       |
|  | 1994  | 1997      | Ministry of Education   | Environmental Education Projects Section<br>--Municipal Bureau |
|  | 1997  | Present   | Ministry of Environment | Waste Management Section                                       |

Organization Chart

Example



## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Chugoku International Center (JICA CHUGOKU)**

**Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan**

**TEL: 81-82-421-5800 FAX: 81-82-420-8082**

## Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

##### **Part A. Information on the Applying Organization**

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

##### **Part B. Information About the Nominee**

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

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

- (d) fill in the form in **English**,
- (e) use  or “x” to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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

**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.



**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**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

|                           |                              |                       |
|---------------------------|------------------------------|-----------------------|
| ( ) National Governmental | ( ) Local Governmental       | ( ) Public Enterprise |
| ( ) Private (profit)      | ( ) NGO/Private (Non-profit) | ( ) University        |
| ( ) Other ( )             |                              |                       |

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

**9) Contact Information**

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

**10) Others (if necessary)**

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

**4. Career Record**

**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>Month/Year |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |

**5. Language Proficiency (required)**

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

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

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

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

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

**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (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 ( _____ ) |
|--------|---|

(b) Are you pregnant?

|        |                          |
|--------|--------------------------|
| ( ) No | ( ) Yes ( _____ months ) |
|--------|--------------------------|

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

|        |                            |          |            |
|--------|----------------------------|----------|------------|
| ( ) No | ( ) Yes >>> ( ) Medication | ( ) Food | ( ) Other: |
|--------|----------------------------|----------|------------|

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

|           |
|-----------|
| ( _____ ) |
|-----------|

*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.*

### 2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

|         |                                  |
|---------|----------------------------------|
| ( ) Yes | ( ) No (Specify name of illness) |
|         | Present Condition: ( _____ )     |



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

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

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: |