

No.34/27/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 23<sup>rd</sup> May 2011.

**TRAINING CIRCULAR**

Subject: A Group Training Course in **Domestic Wastewater Treatment Techniques** to be held in Japan from 28<sup>th</sup> August to 10<sup>th</sup> December 2011.

The Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from August 2011 to March 2012, out of this, the Core Phase, from 28<sup>th</sup> August 2011 to 10<sup>th</sup> December 2011 will be held in Japan. The Finalization Phase from December 2011 to March 2012 will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The programme aims to create basic practical strategies for the development of sewerage systems in developing countries.

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

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular No. 30/GT-CP/2011 dated 16<sup>th</sup> May 2011. The Ministry/ State Government may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report.

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7. The applications should reach this Department through the Administrative Ministry/ State Government not later than 4<sup>th</sup> July 2011. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in



(G.Srinivasan)

Under Secretary to the Govt. of India

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

No. 30/GT-CP/2011

16<sup>th</sup> May, 2011

Dear Mr. Rakesh Mishra,

A Group Training Course in Domestic Wastewater Treatment Techniques will be held in Japan from 28<sup>th</sup> August, 2011 to 10<sup>th</sup> December, 2011 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 8<sup>th</sup> July, 2011:-

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

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

It is further informed that 10 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

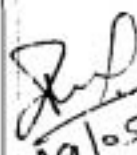
With regards,

Yours sincerely,

  
(Hiroshi Suzuki)  
Senior Representative

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

NOTED  
C-142/EOG/2011  
20/5/2011

  
19/05/2011  
Mrs. Shikha



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

DOMESTIC WASTEWATER TREATMENT TECHNIQUES

集團研修

「生活排水対策」

*JFY 2011*

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

NO. J1100684 / ID. 1180006

Phase in Japan: From Aug. 28, 2011 to Dec. 10, 2011

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

# **I. Concept**

## **Background**

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

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

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

## **For what?**

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

## **For whom?**

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

## **How?**

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

## **II. Description**

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

Domestic Wastewater Treatment Techniques (J1100684)

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

**Whole program:** August 2011 to March 2012  
**Core Phase in Japan:** August 28, 2011 to December 10, 2011  
**Finalization Phase:** December 2011 to March 2012  
(in a participant's home country)

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

Chile, India, Indonesia, Mexico, Morocco, Papua New Guinea, Saudi Arabia, Syria, Thailand, Venezuela, and Zimbabwe

### **4. Overall Goal**

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

### **5. Objective**

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

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

### **6. Eligible / Target Organization**

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

### **7. Total Number of Participants**

10 participants

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

English

## 9. Expected Module Output and Contents

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

<p><b>(1) Core Phase in Japan</b>          (From Aug. 28, 2011 to Dec. 10, 2011)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>
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Outputs	Subjects	Methodology
(1) Being able to explain measures taken by central / local government in Japan regarding waste water management	<ul style="list-style-type: none"> <li>• Kitakyushu City's history of water supply, sewer systems and pollution management</li> <li>• Overview of drainage projects and legal frameworks of water quality control and pollution management</li> <li>• Community participation in river purification, and observation and monitoring of public water</li> </ul>	Lecture Practice Exercise Observation
(2) Being able to propose effective measures based on basic idea of waste water management systems and techniques	<ul style="list-style-type: none"> <li>• Designing / planning of related facilities</li> <li>• Waste water management, designing and maintenance of the system</li> <li>• A sewer system: designing and maintenance</li> <li>• Visit to conventional activated sludge process facilities</li> <li>• Excreta disposal planning, and overview of Jhocaso (Japanese septic tank) and its maintenance</li> </ul>	Lecture Practice Exercise Observation
(3) Being able to explain and apply how to measure pollution	<ul style="list-style-type: none"> <li>• Water quality control and analysis of hazardous chemicals</li> <li>• Water quality evaluation</li> <li>• Bacterial contamination monitoring</li> </ul>	Lecture Practice Exercise Observation
(4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation	<ul style="list-style-type: none"> <li>• System and impact of water pollution</li> <li>• Overview of waste water management systems</li> <li>• Overview of water service in Kitakyushu City</li> <li>• Visit to reservoir and water treatment facilities</li> </ul>	Lecture Practice Observation
(5) Formulate action plan, and its implementation is reported through final report	<ul style="list-style-type: none"> <li>• Presentation of job report</li> <li>• PCM</li> <li>• Issue analysis sheet</li> <li>• Presentation of action plan</li> <li>• Formulation of final report</li> </ul>	Lecture Practice

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

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

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

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

### **2. Nominee Qualifications**

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

#### **Essential Qualifications**

- (1) Current Duties: be technical staffs related to waterworks and sewerage in central/local governments, or the equivalent
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1)
- (3) Educational Background: be a graduate of university who have majored in engineering (civil engineering, chemical engineering, public health engineering and so on) or the equivalent
- (4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more There will be many opportunities of discussion between Japanese experts and participants during this training course. The lack of English proficiency is regarded as a disqualifying condition for participation
- (5) Age: be above 25 and under 45 years of age
- (6) Must not be serving any form of military service  
Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field work (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.

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

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report and Issue Analysis Sheet (I.A.S.):** to be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Nomination Form. Job report and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job report and IAS



in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background. **An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.**

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

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

Closing date for application to the JICA Center in JAPAN: **July 8, 2011**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

##### **(2) Selection**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

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

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 28, 2011.**

#### **5. Conditions for Attendance**

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

## IV. Administrative Arrangements

### 1. Organizer

- (1) **Name:** JICA Kyushu
- (2) **Contact:** Mr. KODAMA Akihiko (Kodama.Akihiko@jica.go.jp)

### 2. Implementing Partner

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
- (2) **Address:** 1-1-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-0062, Japan
- (3) **TEL:** 81-93-662-7171   **FAX:** 81-93-662-7177
- (4) **Remark:** KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2010, it has accepted around 6,000 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2010, it offered a total of 34 courses.

### 3. Travel to Japan

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

### 4. Accommodation in Japan

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

<p>JICA Kyushu International Center (JICA Kyushu) Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, 805-8505 Japan TEL: 81-93-671-6311   FAX: 81-93-671-0979 (81: country code for Japan, 93: area code)</p>
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If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, <http://www.jica.go.jp/english/contact/domestic/>

### 5. Expenses

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
  - (2) Expenses for study tours (basically in the form of train tickets).
  - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
  - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

### 6. Pre-departure Orientation

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

## **V. Other Information**

### **1. Japanese Language Course**

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

### **2. Reports Presentation**

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

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

#### **(2) Action Plan**

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

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

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

### **4. Remarks**

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

**Domestic Wastewater Treatment Techniques  
(JFY 2011)**

***Job Report***

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

**Remarks 3:** Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

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

**Remarks 5:** Please itemize your answer and make them specific.

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

(1) Main tasks of the organization

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

(2) Organization chart

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

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

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

(3) Brief description of your assignments

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

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

(2) Countermeasures for these problems

(3) Obstacles in the process of solving those problems



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

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

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

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

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

### **3. Remarks**

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

Annex II

**Domestic Wastewater Treatment Techniques (JFY 2011)  
Issue Analysis Sheet**

<b>Course Objective</b>	<b>Subject</b>	<b>A: Problems in your country or organization</b>	<b>B: Backgrounds that cause the problems</b>	<b>C: Measures taken in Japan</b>	<b>D: Proposal to your country</b>
(1) Being able to explain measures taken by central / local government in Japan regarding waste water management	<ul style="list-style-type: none"> <li>▪ Environmental administration policy</li> </ul>				
(2) Being able to propose effective measures based on basic idea of waste water management systems and techniques	<ul style="list-style-type: none"> <li>▪ Plant designing and maintenance</li> </ul>				
(3) Being able to explain and apply how to measure pollution	<ul style="list-style-type: none"> <li>▪ Water quality analysis and control</li> </ul>				
(4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation	<ul style="list-style-type: none"> <li>▪ Wastewater treatment and management</li> </ul>				

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

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

**Signature** \_\_\_\_\_

## Annex III

## Domestic Wastewater Treatment Techniques (JFY 2011) Tentative Schedule

	Date		Subject
Aug.	28	Sun	Arrival in Japan
	29	Mon	Briefing
	30	Tue	Japanese lesson
	31	Wed	Exchange Program
Sep.	1	Thu	Job Report Guidance / Instruction
	2	Fri	Course Guidance / Job Report presentation
	3	Sat	Holiday
	4	Sun	Holiday
	5	Mon	Action Plan Guidance
	6	Tue	Action Plan Guidance
	7	Wed	Outline of water quality protection and waste water treatment
	8	Thu	History of Pollution Control in Kitakyushu City
	9	Fri	System of water quality protection and water
	10	Sat	Holiday
	11	Sun	Holiday
	12	Mon	Water monitoring analysis and visit biotope
	13	Tue	Outline of Environmental Science Institution and analysis of waste water
	14	Wed	PCM Skill Practice Management Tool for Development Assistance
	15	Thu	PCM Skill Practice Management Tool for Development Assistance
	16	Fri	PCM Skill Practice Management Tool for Development Assistance
	17	Sat	Holiday
	18	Sun	Holiday
	19	Mon	Holiday
	20	Tue	Outline of local administration in Kitakyushu City
	21	Wed	Outline of sewerage system and technique
	22	Thu	Water leak prevention
23	Fri	Holiday	
24	Sat	Holiday	
25	Sun	Holiday	
26	Mon	Sewage disposal techniques	
27	Tue	Visit to sanitary ware plant	
28	Wed	Visit to sewage disposal plant	
29	Thu	Outline of Sewer works	
30	Fri	Visit to Pumping Station and Sewerage Plant	
Oct.	1	Sat	Holiday
	2	Sun	Holiday
	3	Mon	Study trip : KIC ~ wastewater treatment facility in lactic acid bacteria drink plant~stay in Kumamoto City
	4	Tue	Kumamoto city~Aso mountain~waste water treatment plant in drink company~Stay at Kumamoto city
	5	Wed	Wastewater treatment plant in Kumamoto City ~ Simabara City ~ Nagasaki City
	6	Thu	Wastewater treatment plant in Nagasaki City ~ Mitsubishi heavy industrial company ~ Nagasaki City
	7	Fri	Nagasaki wastewater treatment plant ~ Atomic bomb museum ~ Nagasaki City
	8	Sat	Nagasaki ~ KIC
	9	Sun	Holiday
	10	Mon	Wastewater treatment techniques
	11	Tue	Design of Sewerage pipes
	12	Wed	Maintenance of Sewerage pipes
	13	Thu	Maintenance of Sewerage pipes
	14	Fri	Water quality management
	15	Sat	Holiday
	16	Sun	Holiday
	17	Mon	Water quality management
	18	Tue	Observation of treatment of discharged water
	19	Wed	Outline of sludge treatment
	20	Thu	Observation of construction site
	21	Fri	Practice of sewerage designing
	22	Sat	Holiday

	Date		Subject	
Oct.	23	Sun	Holiday	
	24	Mon	Sewerage Administration	
	25	Tue	Advanced treatment technique	
	26	Wed	Advanced treatment technique	
	27	Thu	Observation of treatment of discharged water ~ Oita Prefecture	
	28	Fri	Observation of treatment of discharged water ~ Oita Prefecture	
	29	Sat	Holiday	
	30	Sun	Holiday	
	31	Mon	Introduction to Japanese septic tank	
	Nov.	1	Tue	Study trip KIC ~ Minamata city ~ Nichinan city
		2	Wed	Observation of septic tank in Nichinan City~Oita City
3		Thu	Holiday	
4		Fri	Maintenance of Japanese septic tank	
5		Sat	Holiday	
6		Sun	Holiday	
7		Mon	Observation of septic tank	
8		Tue	Visit to Sement plant and Hume pipe plant	
9		Wed	Visit to landfill site	
10		Thu	Wastewater treatment plant in MuankataCity	
11		Fri	Visit to wastewater treatment facility	
12		Sat	Holiday	
13		Sun	Holiday	
14		Mon	Visit to wastewater treatment plant by membrane filter	
15		Tue	Visit to wastewater treatment plant in Oki City	
16		Wed	Discussion on sewer works in Japan	
17		Thu	Study trip : KIC ~ wastewater treatment facility in Tokvo Ariake~ stay in Tokvo	
18		Fri	National Environmental Insitute	
19		Sat	Tokyo metropolitan office	
20		Sun	Holiday	
21	Mon	Practice of construction of integrated tratment		
22	Tue	Practice of construction of integrated tratment		
23	Wed	Tokvo ~ Kusatsu		
24	Thu	Lake Biwa museum		
25	Fri	Shimadz Company		
26	Sat	Holiday		
27	Sun	Holiday		
28	Mon	Preparation of Action plan		
29	Tue	Wastewater treatment in Developing countries		
30	Wed	Waste management in Kitakyushu City		
Dec.	1	Thu	Visit to factories	
	2	Fri	Visit to energy plant	
	3	Sat	Holiday	
	4	Sun	Holiday	
	5	Mon	Visit to Eco Town	
	6	Tue	Preparation of Action plan	
	7	Wed	Visit to Environmental Museum	
	8	Thu	Preparation of Action plan	
	9	Fri	Action plan presentation / closing ceremony	
	10	Sat	Departure from Japan	

Notice : The course schedule above is subject to change



## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***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: +81-93-671-0979

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

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

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

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

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

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

Official application and Parts A and B including Medical History and Examination must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of the course/seminar/workshop/project accurately



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form 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.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

#### Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

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

## OFFICIAL APPLICATION

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

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

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

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

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**4. Name of Applying Organization:**

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**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

**Confirmation by the organization in charge (if necessary)**

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

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



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

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

### **1. Profile of Organization**

**1) Name of Organization:**

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

### **2. Purpose of Application**

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

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



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**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)

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

J	0	-							
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Attach the nominee's photograph (taken within the last three months) here.  
Size: 4x6  
(Attach to the documents to be submitted.)

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

**1) Name of Nominee (as in the passport)**

**Family Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)		<b>6) 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**

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**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	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<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 and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



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provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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?

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

(e') Has this disease been cured?

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: