

TRAINING CIRCULAR

Subject : A Group Training Course in Domestic Wastewater Treatment Techniques to be held in Japan from 24th August 2009 to 12th December 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 Domestic Wastewater Treatment Techniques to be held in Japan from 24th August 2009 to 12th December 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).

2. The Programme is designed for senior technical staffs related to waterworks and sewerage in central/local governments. The programme aims to create basic practical strategies for the development of sewerage project in developing countries.
3. The applicant should be senior technical staffs related to waterworks and sewerage in central/local governments or the equivalent; have experience in the relevant field with more than 3 years' experience in the 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 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 6th April 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 16th 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


(Trishaljit Sethi)
Director

: 2 :

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



34/28/09

S No. 1(R)

-1-

Japan International Cooperation Agency
(Government of Japan)

No. 30/GT-CP/2009

6th April, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Domestic Wastewater Treatment Techniques will be held in Japan from 24th August, 2008 to 12th December, 2008 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 24th June, 2009:-

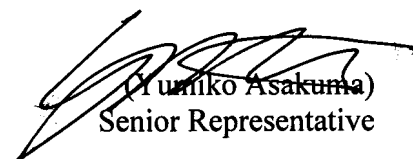
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The desired Issue Analysis Sheet

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

With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

Encl: As stated above.

Mr. 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.

8/4/09
Ms. S



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

DOMESTIC WASTEWATER TREATMENT TECHNIQUES

集团研修

「生活排水対策」

JFY 2009

<Type: Leaders Training / 類型: 中核人材育成>

NO. J0900715 / ID. 0980006

From Aug. 24 2009 to Dec. 12 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 developing countries, inadequate treatment of domestic wastewater and industrial wastewater cause pollution of river and underground water. Public health is also suffering from the wastewater.

In Kitakyushu area, one of the most polluted areas of Japan, these problems have been solved through the collaboration of government, private industry and university. In addition, the water processing techniques and policies were created by tackling the issues. The experience of Kitakyushu city has possibility to contribute to the solution of the problems of developing countries through the transfer of these techniques.

For what?

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

For whom?

This program is offered to senior technical staffs who deal with waterworks and sewerage in central/local governments.

How?

Senior technical staffs who deal with waterworks and sewerage in central/local governments will be able to set basic practical strategies for the development of sewerage project in developing countries. The strategies created through this training course will be expected to expand in nation wide.

II. Description

1. Title (J-No.):

Domestic Waste Water Treatment Techniques (J0900715)

2. Period of program

From Aug. 24 2009 to Dec. 12 2009

3. Target Regions or Countries:

Indonesia, Timor-Leste, India, Micronesia, Haiti, Colombia, Iraq, Angola, Mauritius, Philippines and Former Yugoslav Republic of Macedonia

4. Overall Goal:

The strategies created through this training course will be expected to expand in nation wide.

5. Objective:

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

- (1) To understand waste water treatment management in central/local government in Japan, and understand the problems in own country
- (2) To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage, and be able to evaluate technologies that can be applied in your own country
- (3) To learn methods for measuring the degree of environmental pollution and methods for controlling pollution, and be able to explain them
- (4) To understand wastewater treatment technology to protect water recycling in water resource and river
- (5) To propose sewerage management plans focused on waste water treatment management to improve the current situation in own country

6. Eligible / Target Organization:

This program is designed for senior technical staffs related to waterworks and sewerage in central/local governments

7. Total Number of Participants:

10 participants from Indonesia, Timor-Leste, India, Micronesia, Haiti, Colombia, Iraq, Angola, Mauritius, Philippines and Former Yugoslav Republic of Macedonia

8. Language to be used in this program: English

9. Expected Module Output and Contents:

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

(1) Core Phase in Japan

(From Aug. 24 2009 to Dec. 12 2009)

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

| Outputs | Subjects | Methodology |
|--|---|--|
| (1) To understand waste water treatment management in central/local government in Japan, and understand the problems in own country | <ul style="list-style-type: none"> • <i>History of water supply, sewage system and water pollution control in Kitakyushu</i> • <i>Guidance to public companies on water pollution control law and wastewater treatment</i> • <i>Night-soil disposal in Kitakyushu</i> | Lecture Practice Exercise Observation |
| (2) To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage, and be able to evaluate technologies that can be applied in your own country | <ul style="list-style-type: none"> • <i>Outline of sewage system & planning</i> • <i>Design of sewerage treatment system, execution management & maintenance</i> • <i>Outline of Night-soil treatments in Japan & Kitakyushu</i> • <i>Outline of Jokaso, actual practice of maintenance</i> | Lecture Practice Exercise Observation |
| (3) To learn methods for measuring the degree of environmental pollution and methods for controlling pollution, and be able to explain them | <ul style="list-style-type: none"> • <i>Characteristics of hazardous chemical substances</i> • <i>Monitoring bacterial pollution</i> | Lecture Practice Exercise Observation |
| (4) To understand wastewater treatment technology to protect water recycling in water resource and river | <ul style="list-style-type: none"> • <i>The mechanisms and influences of water pollution</i> • <i>Outline of water supply system in Kitakyushu</i> • <i>Outline of river purification and participation in cleaning activity</i> | Lecture Practice Observation |

| | | |
|--|--|---------------------|
| (5) To propose sewerage management plans focused on waste water treatment management to improve the current situation in own country | <ul style="list-style-type: none"> • <i>Job report presentation</i> • <i>Action Plan presentation</i> • <i>Final report</i> | Lecture Practice |
|--|--|---------------------|

<Schedule of the program>

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

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-2 below.
- (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 senior technical staffs related to waterworks and sewerage in central/local governments, or the equivalent
- 2) Experience in the relevant field: have more than 3 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) 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.
- 7) Must not be serving any form of military service.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report, Questionnaire 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, Questionnaire and IAS are necessary documents for screening of an applicant.** Each participant will be required to present his/her Job report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background. **An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.**

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **June 24, 2009**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this 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 24, 2009.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain, 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:** kictp2-05@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 2006 has accepted a total of 3,547 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2007 it offers a total of 31 courses.

3. Travel to Japan:

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

4. Accommodation in Japan:

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

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)

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.html>.

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets).
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "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 page, each nominee is required to submit his/her own Job Report, Questionnaire and Issue Analysis Sheet following the instruction in *page 14*. Accepted participant will have a presentation of his/her Job Report, Questionnaire 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 may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan

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.

Annex-I

**Domestic Wastewater Treatment Techniques
(JFY 2009)**

Job Report

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

Remarks 1: The Report should be typewritten in English (12-point font, 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:

5 Which of the following represent your practical work experiences? Please fill in the years of your occupational experience.

- | | Years of
experience |
|--|------------------------|
| (1) Planning and designing of wastewater treatment facilities..... | () |
| (2) Operation and maintenance of wastewater treatment facilities..... | () |
| (3) Operation and maintenance of industrial wastewater treatment facilities..... | () |
| (4) Water pollution control administration..... | () |
| (5) Chemical analysis..... | () |
| (6) Human excreta treatment..... | () |
| (7) Jokaso (septic tank) management..... | () |
| (8) River/water way management in urban area..... | () |
| (9) Water supply..... | () |
| (10) Information processing (computer programming)..... | () |
| (11) Others ()..... | () |

Note: Under “(11) Others” please describe any practical experience that might be related to wastewater treatment techniques but are covered by items (1) to (10).

Job Report (Analysis Sheet)

Please check the most appropriate alternative about your organization

(Participant from Central government about country situation, from local government about your regional situation)

| 1 General Fact About Your Country / Region (Participant from Local Government) | | | | |
|---|---|---|---|--|
| A Annual Rainfall | More than 2,500 mm | 2,500mm - 1,500mm | 1,500mm - 500mm | Less Than 500mm |
| B Population | Population Concentrated in Urbun Area (More Than 50%), Pupulation Increasing Rate is more than 2% | Population Concentrated in Urbun Area (More Than 30%), Pupulation Increasing Rate is less than 2% | Population Concentrated in Urbun Area (More Than 20%), Pupulation Increasing Rate is less than 0.5% | Population in Urbun Area and Entire Population are not changed in recent year |
| C GDP per capita | Less Than 500 US\$ | 500 US\$ - 1,500 US\$ | 1,500US\$ - 3,000US\$ | More Than 3,000 US\$ |
| D Industrial Structure | Mainly Primary Industry (Agriculture, Fiheries, Forestry) | Primary Industry + Light Manufacturing | Primary Industry + Heavy and Chemical Industry + Servise Indstry | Mainly Servise Industry |
| E Infrastructure | Road : not paved Electricity : only Urbun Area Waterworks : not constructed Sewarage : not constructed | Road : Main route is paved but condition is bad Electricity : Most Area but blackout is frequently Waterworks : only Urbun Area Sewarage : not constructed | Road : Main route is paved but condition is bad Electricity : Entire Area but blackout is frequently Waterworks : only Urbun Area Sewarage : only Urbun Area | Road : Most route is paved and condition is good Electricity : Entire Area Waterworks : Entire Area Sewarage : Urbun and Rulal Area |
| 2 Social Factor about Your Country / Region (Participant from Local Government) | | | | |
| A Decision Making for policy | Traditional Decision Making System > Administrative dicsion making System | Traditional Decision Making System = Administrative dicsion making System | Traditional Decision Making System < Administrative dicsion making System | Only Administrative dicsion making System (No Traditional Decision Making System) |
| B / Environmental Education / Enlightenment | There is no Environmental Education | Environmental Education is inofficially conducted. Small environment campaign is conducted. | Enviromental Education is coducted in some school. Regular Campaign is conducted. | Enviromental Education is coducted in most school. Nation-wide Campaign is conducted. |
| C NGO Involvement | There is no NGO | NGO act in restrictive fields | NGO engage in some fields and cooperate with Government / Residents | There is active NGO and their opinion is reflected to government's policy |
| D Cooperation with citizens | Environmental consciousness of citizens is low | Environmental consciousness of citizens is not low and citizens cooperate partially | Environmental consciousness of citizens is high and citizens cooperate actively | Government and citizens act together and citizens opinion is reflected to policy making |

| 3 Establishment Factor about Your Country / Region (Participant from Local Government) | | | | |
|--|---|---|---|---|
| A Low / Regulation against water pollution | There is no water pollution law | Water Pollution Law is enacted, but there is no enforcement regulations | Water Pollution Law and enforcement regulations are enacted, but not perfectly applied | Water Pollution Law and enforcement regulations are enacted and perfectly enforced |
| B Environment Impact Assessment (EIA) | There is no EIA and related regulations | There is EIA and related regulations, but not enforced | EIA and related regulations are enforced, but not effectually | EIA and related regulations are enforced effectually |
| C Environmental standards | There is no Environmental standards/regulations | There is a part of Environmental standards/regulations | There is basic Environmental standards/ regulations, but not effectually enforced | There is comprehensive Environmental standards/ regulations, and effectually enforced |
| 4 Organization Factor about Your Country / Region (Participant from Local Government) | | | | |
| A Problem consciousness in government | Your consciousness is low | Your consciousness is high, but consciousness of decision maker is low and he/she don't support | Consciousness of decision maker is high, and he/she supports usually | Consciousness of your government is high, and other departments support your department |
| B Organization Structure in your government | There is no organization for water pollution | There is organization for water pollution in some department, but their coordination is not good | There is organization for water pollution in some department, and their coordination is good | There is individual organization/ department for water pollution. |
| D Manpower/ Personnel Training | There is no fulltime officer for waste water treatment | There are not some skilled fulltime officer for waste water treatment, and manpower is not enough | There are some skilled fulltime officer for waste water treatment, but manpower is not enough | There are enough skilled fulltime officer for waste water treatment |
| E Operation Manual for waste water treatment facilities | There is no operation manual | There is operation manual but not used | Operation manual is used | Operation manual used and sometimes revised |
| 5 Financial Factor about Your Country / Region (Participant from Local Government) | | | | |
| A Securing Revenues | There is no budget allocation for waste water treatment | There is budget allocation for your department but not specified for waste water treatment | There is budget allocation for waste water treatment | There is enough budget allocation for waste water treatment and collecting usage fee for sewerage |
| B Cost for waste water treatment | Less than 1 US\$ / person /year | 1-5 US\$ / person /year | 5-20 US\$ / person /year | More than 20 US\$ / person /year |

| 6 Technical Factor about Your Country / Region (Participant from Local Government) | | | | | |
|--|--|---------------------------------|---|--|--|
| A | Main source of water | Groundwater | Lake | River | Others |
| B | Drinking water is supplied by | Tap water | Water well | Small water supply system | Waterworks |
| C | Coverage of water supply system | Less than 20% | Less than 20% | 50% - 80% | More than 80% |
| D | Water quality of main source of water | BOD : More than 40 | BOD : 10 to 40 | BOD : 5 to 10 | BOD : Less than 5 |
| E | Water purification technique | Not treated | Sandfiltration | Basic Technique (ex. Chlorine disinfection) | Advanced Technique (ex. Ozone/ Ultraviolet) |
| F | Water quality of waste water | BOD : More than 200 | BOD : 60 to 150 | BOD : 30 to 60 | BOD : Less than 30 |
| G | Main waste water treatment facility | No treatment | Oxydation pond | Septic tank | Sewarage system |
| H | Total coverage of septic tank and sewerage works | Less than 20% | Less than 20% | 50% - 80% | More than 80% |
| I | Domestic waste water quality standard | There is no standard | Standard is enacted, but not enforced | Standard is enacted and enforced, but compliance rate is less than 50% | Standard is enacted and enforced, and compliance rate is more than 50% |
| J | Industrial waste water quality standard | There is no standard | Standard is enacted, but not enforced | Standard is enacted and enforced, but compliance rate is less than 50% | Standard is enacted and enforced, and compliance rate is more than 50% |
| K | Heavy metal pollution in main source of water | Polluted by heavy metal | There is concerned for heavy metal pollution | There is not concerned for heavy metal pollution | There is confirmed of no heavy metal pollution |
| L | Plague caused by water environment | There is any plague | There is concerned for any plague | There is not concerned for any plague | There is confirmed of no plague |
| M | Water quality monitoring system | There is no system | System is enacted, but not enforced | System is enacted and enforced partly | System is enacted and enforced mostly |
| N | Water quality monitoring system | There is no monitoring system | Monitoring is regulated but not enforced or a part of enforced (BOD etc.) | Monitoring is enforced but monitoring data not analyzed | Monitoring data is analyzed and utilized for policy/ action plan |
| O | Equipment for water quality monitoring | There is no necessary equipment | There is a part of necessary equipment | There is most of necessary equipment | There is all of necessary equipment |

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

<Sample>

**Domestic Wastewater Treatment Techniques (JFY 2009)
Issue Analysis Sheet**

| Course Objective | item | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|---|---|---|---|----------------------------|-----------------------------|
| 1. To understand waste water treatment management in central/local government in Japan, and understand the problems in own country | 1.Environmental administration policy | 1. 2. | | | |
| 2. To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage, and be able to evaluate technologies that can be applied in your own country | 1.Sewerage treatment 2.Waste treatment | 1. 2. 3. 4. | | | |
| 3. To learn methods for measuring the degree of environmental pollution and methods for controlling pollution, and be able to explain them | 1.The measuring method of domestic waste water pollution control 2.Pollution treatment | 2. There are many illegal connections in storm drainage, so the surface water bodies and irrigated lands are highly polluted. | 2. Every household connect their wastewater directly to the sewer or open drainage without any primary treatment. | | |

Fill in the blanks under A and B according to the five categories.

• You don't have to fill in C and D blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.

• Describe in a brief sentence or two but not by just keywords.
 • When there is more than one problem or cause, describe them all.

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

<Name>

<Country>

<Organization and present post>

**Domestic Wastewater Treatment Techniques (JFY 2009)
Issue Analysis Sheet**

| Course Objective | Subject | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|---|--|---|--|----------------------------|-----------------------------|
| 1. To understand waste water treatment management in central/local government in Japan, and understand the problems in own country | 1.Environmental administration policy | | | | |
| 2. To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage, and be able to evaluate technologies that can be applied in your own country | 1.Sewerage treatment 2.Waste treatment | | | | |
| 3. To learn methods for measuring the degree of environmental pollution and methods for controlling pollution, and be able to explain them | 1.The measuring method of domestic waste water pollution control 2.Pollution treatment | | | | |
| 4. To understand wastewater treatment technology to protect water recycling in water resource and river | 1.Pollution mechanism of domestic waste water 2.Hydrologic circulation and river purification | | | | |

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

Annex-III Schedule

| | Date | Subject |
|----------|---|---|
| Aug. | 24 (Mon) | Arrival in Japan |
| | 25 (Tue) | Briefing |
| | 26 (Wed) | Japanese lesson |
| | 27 (Thu) | General orientation |
| | 28 (Fri) | General orientation |
| | 29 (Sat) | Holiday |
| | 30 (Sun) | Holiday |
| | 31 (Mon) | Japanese lesson |
| Sep. | 1 (Tue) | Japanese lesson |
| | 2 (Wed) | Exchange Program/Japanese lesson |
| | 3 (Thu) | Preparation of Job report presentation |
| | 4 (Fri) | Job report presentation |
| | 5 (Sat) | Holiday |
| | 6 (Sun) | Holiday |
| | 7 (Mon) | Explanation on Action Plan Formulation, A Bird'sView from the Top of Mount Sarakura |
| | 8 (Tue) | Individual Meeting for Action Plan |
| | 9 (Wed) | History of Pollution Control in Kitakyushu City |
| | 10 (Thu) | Outline of water quality protection and wastewater treatment facility |
| | 11 (Fri) | System of water quality protection and water |
| | 12 (Sat) | Holiday |
| | 13 (Sun) | Holiday |
| | 14 (Mon) | PCM Skill Practice Management Tool for Development Assistance |
| | 15 (Tue) | PCM Skill Practice Management Tool for Development Assistance |
| | 16 (Wed) | PCM Skill Practice Management Tool for Development Assistance |
| | 17 (Thu) | Outline of Environmental science institution and Monitoring for bacteria contamination |
| | 18 (Fri) | Analysis of hazard chemical substance and evaluation of BOD |
| | 19 (Sat) | Holiday |
| | 20 (Sun) | Holiday |
| | 21 (Mon) | Japanese Holiday |
| | 22 (Tue) | Japanese Holiday |
| | 23 (Wed) | Japanese Holiday |
| | 24 (Thu) | Wastewater treatment in developing countries |
| | 25 (Fri) | Observation of treatment plant |
| | 26 (Sat) | Holiday |
| | 27 (Sun) | Holiday |
| | 28 (Mon) | Organization of Kitakyushu city |
| | 29 (Tue) | Regulation of wastewater and observation of Gokai Bay |
| | 30 (Wed) | Outline of sewerage system and technique |
| | Oct. | 1 (Thu) |
| 2 (Fri) | | Practice of sewerage planning |
| 3 (Sat) | | Holiday |
| 4 (Sun) | | Holiday |
| 5 (Mon) | | Study trip: KIC~waste water treatment plant in viberage company ~Stay at Kumamoto city |
| 6 (Tue) | | Kumamoto city~Aso mountain~waste water treatment plant in drink company~Stay at Kumamoto city |
| 7 (Wed) | | Wastewater treatment plant in Kumamoto city~Shibahara City~Nagasaki City |
| 8 (Thu) | | Wastewater treatment plant in Nagasaki City ~ Mitsubishi heavy industrial company ~ Nagasaki City |
| 9 (Fri) | | Nagasaki wastewater treatment plant ~ Atomic bomb museum ~ Nagasaki City |
| 10 (Sat) | | Nagasaki ~ KIC |
| 11 (Sun) | | Holiday |
| 12 (Mon) | | Japanese Holiday |
| 13 (Tue) | | Sewerage technique and sludge treatment |
| 14 (Wed) | | Design of Sewerage pipes |
| 15 (Thu) | Maintenance of Sewerage pipes | |
| 16 (Fri) | Maintenance of Sewerage pipes | |
| 17 (Sat) | Holiday | |
| 18 (Sun) | Holiday | |
| 19 (Mon) | Recycle of wastewater and sludge | |
| 20 (Tue) | Practice of sewerage designing | |
| 21 (Wed) | Observation of sewerage treatment plant | |
| 22 (Thu) | Water quality management | |
| 23 (Fri) | Water quality management | |
| 24 (Sat) | Holiday | |
| 25 (Sun) | Holiday | |
| 26 (Mon) | Water quality management | |
| 27 (Tue) | Policy of sewerage | |
| 28 (Wed) | Outline of septic tank | |
| 29 (Thu) | Maintenance of septic tank | |
| 30 (Fri) | Observation of septic tank | |
| 31 (Sat) | Holiday | |

| | Date | Subject |
|----------|----------|---|
| Nov. | 1 (Sun) | Holiday |
| | 2 (Mon) | Preparation of Action plan |
| | 3 (Tue) | Study trip KIC ~ Minamata city ~ Nichinan city |
| | 4 (Wed) | Observation of septic tank in Nichinan city ~ Oita city |
| | 5 (Thu) | Observation of treatment of discharged water ~ beppu city |
| | 6 (Fri) | Beppu ~ paper company ~ KIC |
| | 7 (Sat) | Holiday |
| | 8 (Sun) | Holiday |
| | 9 (Mon) | Advanced treatment technique |
| | 10 (Tue) | Advanced treatment technique |
| | 11 (Wed) | Waste water treatment by membrane filter |
| | 12 (Thu) | Preparation of Action plan |
| | 13 (Fri) | Study trip KIC~Tokyo Ariake recycle center |
| | 14 (Sat) | Holiday |
| | 15 (Sun) | Holiday |
| | 16 (Mon) | Practice of construction of integrated treatment plant |
| | 17 (Tue) | Facility of discharge treatment and biotope |
| | 18 (Wed) | Membrane filter technology |
| | 19 (Thu) | Lake Biwa museum |
| | 20 (Fri) | Shimazu cooperation in Kyoto |
| | 21 (Sat) | Kusatsu ~ KIC |
| | 22 (Sun) | Holiday |
| | 23 (Mon) | Japanese Holiday |
| | 24 (Tue) | Preparation of Action plan |
| | 25 (Wed) | raw sewage plan |
| | 26 (Thu) | Observation of raw sewage treatment plant |
| | 27 (Fri) | Sludge Compost |
| | 28 (Sat) | Holiday |
| | 29 (Sun) | Holiday |
| | 30 (Mon) | Automatic discharged system |
| | Dec. | 1 (Tue) |
| 2 (Wed) | | Practice of Water supply technique |
| 3 (Thu) | | Solid waste management, incineration |
| 4 (Fri) | | Preparation of Action plan |
| 5 (Sat) | | Holiday |
| 6 (Sun) | | Holiday |
| 7 (Mon) | | Preparation of Action plan |
| 8 (Tue) | | Industrial waste treatment, ECO town |
| 9 (Wed) | | Environmental museum |
| 10 (Thu) | | Preparation of Action plan |
| 11 (Fri) | | Evaluation meeting, Action plan, Closing ceremony |
| 12 (Sat) | | Holiday |

Notice : The course schedule above is subject to change

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Kyushu International Center (JICA KYUSHU)
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan
TEL: +81-93-671-6311 FAX: +81-93-663-1350

<Name>

<Country>

<Organization and present post>

Domestic Wastewater Treatment Techniques (JFY 2009)

Issue Analysis Sheet

| Course Objective | Subject | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|---|--|---|--|----------------------------|-----------------------------|
| 1. To understand waste water treatment management in central/local government in Japan, and understand the problems in own country | 1.Environmental administration policy | | | | |
| 2. To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage, and be able to evaluate technologies that can be applied in your own country | 1.Sewerage treatment 2.Waste treatment | | | | |
| 3. To learn methods for measuring the degree of environmental pollution and methods for controlling pollution, and be able to explain them | 1.The measuring method of domestic waste water pollution 2.Pollution control treatment | | | | |
| 4. To understand wastewater treatment technology to protect water recycling in water resource and river | 1.Pollution mechanism of domestic waste water 2.Hydrologic circulation and river purification | | | | |

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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

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

6) Present Position and Current Duties

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

7) Type of Organization

| | | |
|---------------------------|------------------------------|-----------------------|
| () 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/ Country | Period | | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

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) (_____) |
| () Yes | 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: |