

**F.No. 34/30/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 24<sup>th</sup> April, 2008.

**Subject:** A group training course in Industrial Wastewater Treatment Techniques to be held in Japan and India from July, 2008 to March, 2009 (Core Phase in Japan: From 14<sup>th</sup> July, 2008 to 22<sup>nd</sup> November, 2008 and Final Phase in India: From November, 2008 to March, 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 Industrial Wastewater Treatment Techniques to be held in Japan from July, 2008 to November, 2008. However, the finalisation phase of the training will be held in India from November, 2008. The details of the course and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. This Group Training Course is particularly meant for engineers in charge of wastewater treatment in government/municipal offices or manufacturing industries having more than 5 years of occupational experience in the field of wastewater treatment. The applicant should be a university graduate, He/she should be under forty five(45) years of age, be in good health, both physically and mentally and not be serving in the military. The candidate should be competent in spoken and written English.

3. The objective of this training course in Industrial Wastewater Treatment Techniques is to enhance the capability of engineers in charge of pollution control, especially in the field of industrial wastewater.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan, Travel insurance from arrival to departure in Japan, Allowances for (accommodation, living expenses and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. The nomination details should be submitted in the JICA's prescribed proforma(A2A3) duly authenticated by the Department concerned. The application forms should be routed through the concerned Ministries/Departments/State Governments and it should also be certified by the Competent Authority that the institution is a Government institution.

6. The applications should reach this Department before **12<sup>th</sup> May, 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training course is available on this Department's website ([www.persmin.nic.in](http://www.persmin.nic.in)).

  
(Trishajit Sethi)  
Director

1. Ministry of Water Resources, Shram Shakti Bhavan, New Delhi.
2. Ministry of New and Renewable Energy, Block No. 14, CGO Complex, New Delhi.
3. Ministry of Urban Development, Nirman Bhavan, New Delhi.
4. Department of Heavy Industry, Udyog Bhavan, New Delhi.
5. All the State Governments/Union Territories.
6. Director(Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed proformas on the Department's website.



For a better tomorrow for all

Japan International Cooperation Agency

(Government of Japan)

No. 29/GT-CP/2008

16<sup>th</sup> April, 2008

Dear Ms. Arun Prabha,

A Group Training Course in Industrial Wastewater Treatment Techniques will be held in Japan from 14<sup>th</sup> July, 2008 to 22<sup>nd</sup> November, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith six 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 15<sup>th</sup> May, 2008:-

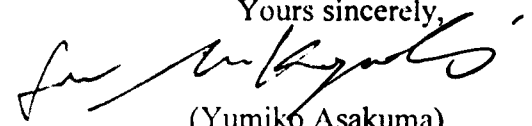
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The desired Job Report
- (3) The desired Issue Analysis Sheet

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

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

With regards,

Yours sincerely,

  
(Yumiko Asakuma)  
Deputy Resident Representative

Encl: As stated above.

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

Copy to:-

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



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**INDUSTRIAL WASTEWATER TREATMENT TECHNIQUE**

集団研修「産業廃水处理技術」

**JFY 2008**

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

NO. J08-00911

From July 2008 to March 2009

Phases in Japan: From July 14, 2008 to November 22, 2008

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

# ***I. Concept***

## **Background**

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

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

## **For what?**

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

## **For whom?**

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

## **How?**

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

# ***II. Description***

## **1. Title (J-No.): Industrial Wastewater Treatment Technique (J08-00911)**

## **2. Period of program**

<b>Duration of whole program:</b>	July 2008 to March 2009
<b>Core Phase in Japan:</b>	July 14 to November 22, 2008
<b>Finalization Phase:</b>	November 2008 to March 2009
(in a participant's home country)	

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

8 participants from Argentina, Barbados, China, Guatemala, Iran, India, Jamaica, and Trinidad and Tobago

### **4. Overall Goal:**

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

### **5. Objective:**

The objective of the program is to enhance the capability of engineers in charge of pollution control, especially in the field of industrial wastewater.

I To achieve this program objective, participants are expected to achieve the followings in Japan;

- (1) To understand the importance of wastewater treatment and the water pollution related existing regulations included disposal treatment
- (2) To understand the water pollution control process, and the general concept of wastewater treatment technologies
- (3) To acquire the method of selecting wastewater treatment by analysis, and the basic design of wastewater treatment facilities
- (4) To understand the techniques concerning the detail design and manufacturing control of the facilities for precipitation filtration, neutralization, removal of oil contents, etc.
- (5) To acquire the method of analyzing wastewater through practice, and to understand the methods of operation and maintenance of wastewater treatment facilities

II In participants' home country, it is also expected that the action plan written during the Core Phase in Japan is approved by the organization concerned.

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

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

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

8 participants from Argentina, Barbados, China, Guatemala, India, Iran, Jamaica, and Trinidad and Tobago in total are expected to participate in this training program. The number of participants from each country will be 1 to 2.

### **8 . Language to be used in this project:** English

### **9. Contents:**

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

<b>(1) Preliminary Phase in a participant's home country</b>
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(April 2008 to May 2008)
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<i>Applying organizations are required to submit the Job Report and the Issue Analysis Sheet</i>
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together with the application form for selection in Japan.

Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet(IAS) <sup>1</sup>

## (2) Core Phase in Japan

(July 14, 2008 to November 22, 2008)

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

Objectives	Subjects	Methodology
<p><b>. Understanding</b> the importance of water treatment and the water-pollution related existing regulations included the disposal treatment</p>	<p><b>Basic of Water Pollution Control</b></p> <ol style="list-style-type: none"> <li>1) History of water pollution and measures for cleaning</li> <li>2) Global environment and environmental assessment</li> <li>3) Prospects of environmental problem</li> <li>4) Administration for waste disposal</li> <li>5) Wastewater treatment by use of private sewerage tank</li> </ol>	Lecture and Field Study
<p><b>. Understanding</b> the water pollution control processes, and acquiring the general concept of wastewater treatment technologies</p>	<p><b>Basic Theory of Wastewater Treatment</b></p> <ol style="list-style-type: none"> <li>1) Pollution control processes</li> <li>2) Outline of wastewater treatment technique</li> <li>3) Development of wastewater treatment technique</li> </ol>	Lecture
<p><b>.Acquiring</b> the selection method of wastewater treatment by analysis, and understanding the basic design of wastewater treatment facilities</p>	<p><b>Basic Plan of Wastewater Treatment</b></p> <ol style="list-style-type: none"> <li>1) Investigation of wastewater and data analysis</li> <li>2) Selection of treatment method and mass balance</li> <li>3) Details of wastewater treatment and model test</li> </ol>	Lecture, Practice and Field Study
<p><b>. Understanding</b> the techniques concerning the detail design and manufacturing control of the facilities for precipitation filtration, neutralization,</p>	<p><b>Design and Construction of Wastewater Treatment Facilities</b></p> <ol style="list-style-type: none"> <li>1) Detail design of equipment and structures and layout</li> <li>2) Construction plan and schedule management</li> <li>3) Planning of wastewater treatment facilities (case studies)</li> </ol>	Lecture, Practice and Field Study

<sup>1</sup> Please find a sample attached

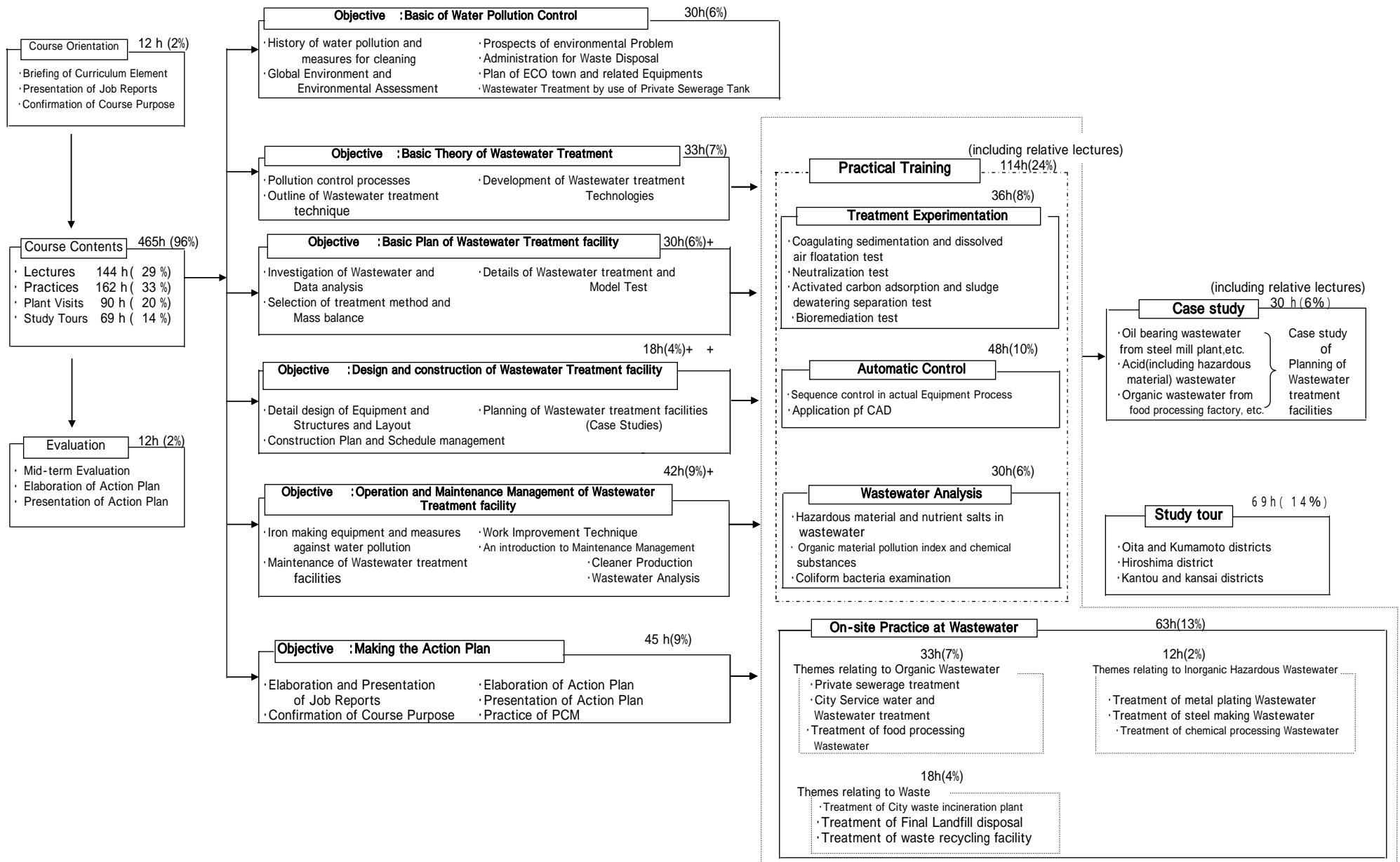
removal of oil contents, etc	<ul style="list-style-type: none"> <li>4) Automatic control (sequence control) practice</li> <li>5) Application of CAD practice</li> </ul>	
<p><b>. Acquiring</b> the wastewater analysis method through practice, and understanding the operation and maintenance method of wastewater treatment facilities</p>	<p><b>Operation and Maintenance of Wastewater Treatment Facilities</b></p> <ul style="list-style-type: none"> <li>1) Wastewater analysis practice</li> <li>2) Iron making equipment and measures against water Pollution (include water supply and discharge)</li> <li>3) Work improvement technique</li> <li>4) Maintenance of wastewater treatment facilities</li> <li>5) An introduction to maintenance management</li> <li>6) Cleaner production</li> </ul>	Lecture, Practice and Field Study
<p><b>. Making of Action Plan</b></p>	<ul style="list-style-type: none"> <li>1) Elaboration and presentation of the job report</li> <li>2) Elaboration of the action plan</li> <li>3) PCM(Project Cycle Management)</li> <li>4) Presentation of the action plan</li> </ul>	Lecture and Practice

**(4)Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Modules	Activities
Examination of the action plan	Application and implementation of the action plan is discussed in the participant's organization and its result will be submitted by March, 2009 based on the follow-up questionnaire to be provided during the phase in Japan.

# Structure of the Core Phase in Japan





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

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

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before submitting applications to Japan by carrying out the activities of the Preliminary Phase described in section -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section -9.

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

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

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

- 1) Current Duties:** be engineers in charge of wastewater treatment in government / municipal offices or manufacturing industries
- 2) Experience in the relevant field:** have more than more than 5 years of occupational experience in the field of wastewater treatment
- 3) Educational Background:** be a university graduate, majoring in chemical, mechanical, electrical or civil engineering, or the equivalent
- 4) Language:** be competent in spoken and written English which is equal to TOEFL 500 or above, or the Cambridge First Certificate (This workshop includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health:** must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Others:** must not be serving any form of military service.

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

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

### 3. Required Documents for Application

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

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

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

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

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

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: May 15, 2008

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

(3) **Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than June 16, 2008.**

**5. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations are expected to carry out the actions described in section -9 and section -3.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA KYUSHU

(2) **Contact:** Ms. Yumi KIMURA

Senior Program Officer of Training Program Division

e-mail: kictp2-05@jica.go.jp

### 2. Implementing Partner:

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

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

(3) **URL:** [http://www.kita.or.jp/english/e\\_index.html](http://www.kita.or.jp/english/e_index.html)

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

Fukuoka Prefecture 805-8505, Japan

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

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

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

### 5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials

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

### **2. Reports and Presentation**

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

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

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

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

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

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

### **4. Remarks**

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

## **VI. ANNEX:**

Annex-1

### **Industrial Wastewater Treatment Technique (JFY 2008)**

#### ***Job Report***

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

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

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

**Remarks3:** Please itemize your answer and make them specific.

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

(1) Main tasks of the organization

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

(2) Organization chart:

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

Please describe a duty of each department (section) briefly. If you have the department for manufacturing of machine parts, please describe details.

(3) Brief description of your assignments.

**2. Expectations for the training course (up to 1 page)**

(1) Most interesting subjects or topics in the training course

(2) How do you expect to apply skills and knowledge for your problem solving according to listed items in curriculum (in section II, page 2) after you return to your home country?

(3) Other matters you are expecting for this course

**3. Your working experience**

Have you ever learned the following subjects in your work? We would like to know your work experience. Please check either “Yes” or “No”.

If your answer is “Yes”, please fill in “Years” column the length of your application on the respective items.

	Yes	No	Years
1. Environmental control of wastewater quality.....	( )	( )	( )
2. Planning and designing of wastewater treatment facilities.....	( )	( )	( )
3. Operation and maintenance of wastewater treatment facilities .	( )	( )	( )
4. Operation and maintenance of waste treatment facilities .....	( )	( )	( )
5. Analysis of wastewater.....	( )	( )	( )
6. Information processing (computer programming).....	( )	( )	( )
7. Environmental engineering.....	( )	( )	( )
8. Chemical engineering .....	( )	( )	( )
9. Hygiene engineering.....	( )	( )	( )
10. Electrical engineering .....	( )	( )	( )
11. Mechanical engineering.....	( )	( )	( )
12. Civil engineering .....	( )	( )	( )
13. Other ( ) .....			( )

\* Under “13. Other”, please specify subjects not covered by any of the items “1” to “12”.

1. Applicants are required to fill in the required blanks on the attached IAS and submit it with a Nomination Form and Job Report by due process.
2. This IAS will be necessary for Job Report Presentation at the beginning of the training course and Action Plan Presentation at the end of the course. It will be used at Issue Analysis Workshop (IAW), a class of the course too.
3. Please get prior approval from your supervisor for what you write on the IAS.
4. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan

< Country Name > \_\_\_\_\_ Participant's Name \_\_\_\_\_ Organization/Department to which the Participant belongs \_\_\_\_\_

Course Objectives	Relevant Subjects	A : Problems you are facing at work or in the community	B : Suspected Causes (of the Problems)	C : Measures Taken in Japan	D : Proposal to Your Own Country
<b>I Basics of Water Pollution Control</b> ( to understand the importance of water pollution prevention and environmental administration)	<ul style="list-style-type: none"> <li>●Environmental Administration</li> <li>●Environmental Education</li> </ul>	1. Laws and regulations are in place but compliance is not achieved.  2. Low environmental awareness among citizens and enterprises.	1-1 Lack of monitoring systems 1-2 Lack of penal code 1-3 Poor inspection and checking techniques  2-1 Lack of environmental education system 2-2 Companies' priority on profits		
<b>II Basic Theory of Wastewater Treatment</b> (to understand the water pollution control processes and acquiring the general concept of wastewater treatment technologies )	<ul style="list-style-type: none"> <li>●Outline of WW Treatment Techniques ( Including new techniques )</li> <li>●Pollution Control Processes</li> </ul>	1. Multiple facility or operational difficulties, however, we are unable to respond properly to fix them. 2. ....	1-1 Lack of technical training systems 1-2 Lack of manuals for facility operation and maintenance		
<b>III ~ IV Basic Plan* Design and Execution of Treatment Facilities</b> ( to acquire techniques in basic planning and design of treatment facilities )	<ul style="list-style-type: none"> <li>● Wastewater Treatment Tests and Selection of the Optimum Treatment Methods</li> <li>●Detailed Designs of Treatment Facilities</li> </ul>	For objective and subject, please write about both; A (problems) and, B (causes).		* You don't have to fill in these blanks. You will fill in these blanks during the training program and make an Action Plan Presentation on the final day.	
<b>V Operation/Maintenance of Treatment Facilities</b> ( to understand the operation and maintenance of treatment facilities )	<ul style="list-style-type: none"> <li>● Operation, Maintenance and Survey of Treatment Facilities</li> <li>●Maintenance and Control Techniques</li> </ul>	* For these columns, please explain with simple sentences rather than by making notes.  * Please write multiple answers if there is more than one answer.			

Name of Superior Officer \_\_\_\_\_ Designation/Position of superior officer \_\_\_\_\_

Signature \_\_\_\_\_



## Issue Analysis Sheet for Training course on Industrial Wastewater Treatment Technique

< Country Name > \_\_\_\_\_ Participant's Name \_\_\_\_\_ Organization/Department to which the Participant belongs \_\_\_\_\_

Course Objectives	Relevant Subjects	A : Problems you are facing at work or in the community	B : Suspected Causes (of the Problems)	C : Measures Taken in Japan	D : Proposal to Your Own Country
<b>I Basics of Water Pollution Control</b> ( to understand the importance of water pollution prevention and environmental administration)	<ul style="list-style-type: none"> <li>●Environmental Administration</li> <li>●Environmental Education</li> </ul>				
<b>II Basic Theory of Wastewater Treatment</b> ( to understand the water pollution control processes and acquiring the general concept of wastewater treatment technologies )	<ul style="list-style-type: none"> <li>● Outline of WW Treatment Techniques ( Including new techniques )</li> <li>●Pollution Control Processes</li> </ul>				
<b>III ~ IV Basic Plan Design and Execution of Treatment Facilities</b> ( to acquire techniques in basic planning and design of treatment facilities )	<ul style="list-style-type: none"> <li>● Wastewater Treatment Tests and Selection of the Optimum Treatment Methods</li> <li>●Detailed Designs of Treatment Facilities</li> </ul>				
<b>V Operation/ Maintenance of Treatment Facilities</b> ( to understand the operation and maintenance of treatment facilities )	<ul style="list-style-type: none"> <li>● Operation, Maintenance and Survey of Treatment Facilities</li> <li>● Maintenance and Control Techniques</li> </ul>				

Name of Superior Officer \_\_\_\_\_ Designation/Position of superior officer \_\_\_\_\_

Signature \_\_\_\_\_

## *For Your Reference*

### **JICA and Capacity Development**

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs 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

# **VI. ANNEX:**

Annex-1

## **Industrial Wastewater Treatment Technique (JFY 2008)**

### ***Job Report***

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

**Remarks3:** Please itemize your answer and make them specific.

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

##### **(1) Main tasks of the organization**

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

##### **(2) Organization chart:**

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

Please describe a duty of each department (section) briefly. If you have the department for manufacturing of machine parts, please describe details.

##### **(3) Brief description of your assignments.**

**2. Expectations for the training course (up to 1 page)**

(1) Most interesting subjects or topics in the training course

(2) How do you expect to apply skills and knowledge for your problem solving according to listed items in curriculum (in section II, page 2) after you return to your home country?

(3) Other matters you are expecting for this course

**3. Your working experience**

Have you ever learned the following subjects in your work? We would like to know your work experience. Please check either "Yes" or "No".

If your answer is "Yes", please fill in "Years" column the length of your application on the respective items.

	Yes	No	Years
1. Environmental control of wastewater quality.....	( )	( )	( )
2. Planning and designing of wastewater treatment facilities.....	( )	( )	( )
3. Operation and maintenance of wastewater treatment facilities .	( )	( )	( )
4. Operation and maintenance of waste treatment facilities .....	( )	( )	( )
5. Analysis of wastewater.....	( )	( )	( )
6. Information processing (computer programming).....	( )	( )	( )
7. Environmental engineering.....	( )	( )	( )
8. Chemical engineering .....	( )	( )	( )
9. Hygiene engineering.....	( )	( )	( )
10. Electrical engineering .....	( )	( )	( )
11. Mechanical engineering.....	( )	( )	( )
12. Civil engineering .....	( )	( )	( )
13. Other ( ) .....			( )

\* Under "13. Other", please specify subjects not covered by any of the items "1" to "12".

1. Applicants are required to fill in the required blanks on the attached IAS and submit it with a Nomination Form and Job Report by due process.
2. This IAS will be necessary for Job Report Presentation at the beginning of the training course and Action Plan Presentation at the end of the course. It will be used at Issue Analysis Workshop (IAW), a class of the course too.
3. Please get prior approval from your supervisor for what you write on the IAS.
4. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan

<Country Name> \_\_\_\_\_ <Participant's Name> \_\_\_\_\_ <Organization/Department to which the Participant belongs> \_\_\_\_\_

Course Objectives	Relevant Subjects	A: Problems you are facing at work or in the community	B: Suspected Causes (of the Problems)	C: Measures Taken in Japan	D: Proposal to Your Own Country
<b>I Basics of Water Pollution Control</b> (to understand the importance of water pollution prevention and environmental administration)	<ul style="list-style-type: none"> <li>● Environmental Administration</li> <li>● Environmental Education</li> </ul>	<ol style="list-style-type: none"> <li>1. Laws and regulations are in place but compliance is not achieved.</li> <li>2. Low environmental awareness among citizens and enterprises.</li> </ol>	<ol style="list-style-type: none"> <li>1-1 Lack of monitoring systems</li> <li>1-2 Lack of penal code</li> <li>1-3 Poor inspection and checking techniques</li> <li>2-1 Lack of environmental education system</li> <li>2-2 Companies' priority on profits</li> </ol>		
<b>II Basic Theory of Wastewater Treatment</b> (to understand the water pollution control processes and acquiring the general concept of wastewater treatment technologies)	<ul style="list-style-type: none"> <li>● Outline of WW Treatment Techniques (Including new techniques)</li> <li>● Pollution Control Processes</li> </ul>	<ol style="list-style-type: none"> <li>1. Multiple facility or operational difficulties, however, we are unable to respond properly to fix them.</li> <li>2. . . . .</li> </ol>	<ol style="list-style-type: none"> <li>1-1 Lack of technical training systems</li> <li>1-2 Lack of manuals for facility operation and maintenance</li> </ol>		
<b>III~IV Basic Plan* Design and Execution of Treatment Facilities</b> (to acquire techniques in basic planning and design of treatment facilities)	<ul style="list-style-type: none"> <li>● Wastewater Treatment Tests and Selection of the Optimum Treatment Methods</li> <li>● Detailed Designs of Treatment Facilities</li> </ul>				
<b>V Operation/Maintenance of Treatment Facilities</b> (to understand the operation and maintenance of treatment facilities)	<ul style="list-style-type: none"> <li>● Operation, Maintenance and Survey of Treatment Facilities</li> <li>● Maintenance and Control Techniques</li> </ul>				

For objective and subject, please write about both: A (problems) and, B (causes).

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

\* Please write multiple answers if there is more than one answer.

\* You don't have to fill in these blanks.  
You will fill in these blanks during the training program and make an Action Plan Presentation on the final day.

Name of Superior Officer \_\_\_\_\_ Designation/Position of superior officer \_\_\_\_\_

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

# Issue Analysis Sheet for Training course on Industrial Wastewater Treatment Technique

< Country Name > \_\_\_\_\_ < Participant's Name > \_\_\_\_\_ < Organization/Department to which the Participant belongs > \_\_\_\_\_

Course Objectives	Relevant Subjects	A : Problems you are facing at work or in the community	B : Suspected Causes (of the Problems)	C : Measures Taken in Japan	D : Proposal to Your Own Country
<b>I Basics of Water Pollution Control</b> ( to understand the importance of water pollution prevention and environmental administration)	<ul style="list-style-type: none"> <li>• Environmental Administration</li> <li>• Environmental Education</li> </ul>				
<b>II Basic Theory of Wastewater Treatment</b> (to understand the water pollution control processes and acquiring the general concept of wastewater treatment technologies)	<ul style="list-style-type: none"> <li>• Outline of WW Treatment Techniques (Including new techniques)</li> <li>• Pollution Control Processes</li> </ul>				
<b>III~IV Basic Plan Design and Execution of Treatment Facilities</b> (to acquire techniques in basic planning and design of treatment facilities)	<ul style="list-style-type: none"> <li>• Wastewater Treatment Tests and Selection of the Optimum Treatment Methods</li> <li>• Detailed Designs of Treatment Facilities</li> </ul>				
<b>V Operation/ Maintenance of Treatment Facilities</b> ( to understand the operation and maintenance of treatment facilities)	<ul style="list-style-type: none"> <li>• Operation, Maintenance and Survey of Treatment Facilities</li> <li>• Maintenance and Control Techniques</li> </ul>				

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

Signature \_\_\_\_\_

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



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

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

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

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

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

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

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

--

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

J	0		-					
---	---	--	---	--	--	--	--	--

**3. Country Name:**

--

**4. Name of Applying Organization:**

--

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

1)	3)
2)	4)

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

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

-----

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

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

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

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

**Family Name**

**First Name**

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

**9) Contact Information**

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

**10) Others (if necessary)**

--

**4. Career Record**

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

Organization	City/ 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

<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.

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

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

--

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
--------	---

(b) Are you pregnant?

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

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

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

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

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

*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.*

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

--

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

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

Date:	Signature:
	Print Name: