

**F.No. 34/35/2008-EO(F)**  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)

New Delhi, the 1<sup>st</sup> May, 2008.

**Subject: A Group Training Course in Domestic Wastewater Treatment Techniques to be held in Japan from 25<sup>th</sup> August to 06<sup>th</sup> December, 2008.**

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 25<sup>th</sup> August to 06<sup>th</sup> December, 2008. The details of the programme 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 course is particularly designed for the senior technical administrator in domestic wastewater treatment, or the equivalent having more than 3 years experience in this field. The applicant should be a university graduates who have majored in engineering (civil engineering, chemical engineering, public health engineering and so on) or equivalent. He/she should be above 25 and under 45 years of age, be in good health, both physically and mentally and not be serving in the military. The candidate should have a competent command of spoken and written English.

3. This Course aims to become able to set basic policy strategies for the development of sewerage project policies.

4. The fellowship award covers a Round-trip air ticket between an international airport designated by JICA and Japan, Allowances for (accommodation, living expenses, outfits and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan and expenses for programme implementation including materials.

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 the Department not later than 18<sup>th</sup> June, 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)).

  
(Trishaljit Sethi)  
Director

1. Ministry of Urban Development, Nirman Bhavan, New Delhi.
2. Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
3. All the State Governments/Union Territories.
4. ✓ Director(Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.



For a better tomorrow for all.

Japan International Cooperation Agency  
(Government of Japan)

No. 34/GT-CP/2008

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

Dear Ms. Arun Prabha,

A Group Training Course in Domestic Wastewater Treatment Techniques will be held in Japan from 25<sup>th</sup> August, 2008 to 6<sup>th</sup> December, 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 **25<sup>th</sup> June, 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 12 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  
DOMESTIC WASTEWATER TREATMENT TECHNIQUES**

**生活排水対策**

***JFY 2008***

**<Type: Solution Creation / 中核人材育成>**

**NO. J08-00793**

**From August 25, 2008 to December 6, 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**

In developing nations, while the industrial water issue is bad enough, runoff from domestic waste water, the lagging development of processing technologies and equipment, and the lack of thorough maintenance have been pointed out as causes of river and groundwater pollution and the destruction of the surrounding environment. This is becoming a serious health issue.

In the Kitakyushu region, one of the most polluted areas of Japan, these problems have been solved through the collaboration of government, private industry, and academia, and the water processing techniques and water resource policies are among the best even among advanced nations. We feel it is possible to contribute to the solution of the problems of developing nations through the transfer of these techniques.

## **For what?**

This program aims to become able to set basic policy strategies for the development of sewerage project policies.

## **For whom?**

This program is offered to Government officials who deal with waterworks and sewerage in both the central and local governments.

## **How?**

Government officials who deal with waterworks and sewerage in both the central and local governments become able to set basic policy strategies for the development of sewerage project policies in their own country, particularly with regard to waste water. In addition, national policies that reflect the sewerage project policies created through this proposal, for waste water treatment in particular, will be implemented.

## ***II. Description***

### **1. Title (J-No.): Domestic Waste Water Treatment Techniques (J0800793)**

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

From August 25 to December 6, 2008

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

India, Nepal, Haiti, Brazil, Colombia, Iraq, Mauritius, Timor-Leste, Micronesia, Angola, Indonesia and Venezuela

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

National policies that reflect the sewerage project policies created through this proposal, for waste water treatment in particular, will be implemented.

### **5. Objective:**

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

- (1) To understand waste water treatment management in Japan and in regional governments, 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 others, 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 managing pollution, and be able to explain them
- (4) To comprehend the ideal form of effective waste water treatment technologies in terms of water resource and river pollution treatment policies from the point of view of water recycling and the water cycle
- (5) To propose sewerage management plans focused on waste water treatment management for improving the current situation in own country

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

This program is designed for sections related to waterworks and sewerage in both the central and local governments

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

10 participants from India, Nepal, Haiti, Brazil, Colombia, Iraq, Mauritius, Timor-Leste, Micronesia, Angola, Indonesia and Venezuela

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

## 9. Contents:

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

Outputs	Subjects	Methodology
(1)To understand waste water treatment management in Japan and in regional governments, and understand the problems in own country	<ul style="list-style-type: none"> <li>· History of water supply, sewage system and water pollution control in Kitakyushu</li> <li>· Guidance to public companies on water pollution control law and wastewater treatment</li> <li>· Night-soil disposal in Kitakyushu</li> </ul>	Lecture Practice Exercise Observation
(2)To acquire a basic understanding of the knowledge and technologies related to waste water treatment systems for sewerage and others, and be able to evaluate technologies that can be applied in your own country	<ul style="list-style-type: none"> <li>· Outline of sewage system &amp; planning</li> <li>· Design of sewerage treatment system, execution management &amp; maintenance</li> <li>· Outline of Night-soil treatments in Japan &amp; Kitakyushu</li> <li>· Outline of Jokaso, actual practice of maintenance</li> </ul>	Lecture Practice Exercise Observation
(3)To learn methods for measuring the degree of environmental pollution and methods for managing pollution, and be able to explain them	<ul style="list-style-type: none"> <li>· Characteristics of hazardous chemical substances</li> <li>· Monitoring bacterial pollution</li> </ul>	Lecture Practice Exercise Observation
(4)To comprehend the ideal form of effective waste water treatment technologies in terms of water resource and river pollution treatment policies from the point of view of water recycling and the water cycle	<ul style="list-style-type: none"> <li>· The mechanisms and influences of water pollution</li> <li>· Outline of water supply system in Kitakyushu</li> <li>· Outline of river purification and participation in cleaning activity</li> </ul>	Lecture Practice Observation
(5)To propose sewerage management plans focused on waste water treatment management for improving the current situation in own country	<ul style="list-style-type: none"> <li>· Job report presentation</li> <li>· Action Plan presentation</li> <li>· Final report</li> </ul>	Lecture Practice

### < The schedule of the program >

Please refer to ANNEX . (The schedule can be partly changed.)

## **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 -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 administrator in domestic wastewater treatment, 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 (copy of the proof is preferable).
- 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
- 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 and Issue Analysis Sheet (I.A.S.):** to be submitted with the application form. Fill in Annex and of this General Information, and submit it along with the Nomination Form. A job report and an 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. The purpose of an Issue Analysis Sheet is to logically organize relationships between problems facing an organization that an applicant belongs to and contents of fields to be taken in a training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for problems by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training.

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

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

Closing date for application to the JICA Center in JAPAN: **June 25, 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 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 25, 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, 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. Implementing Partner:

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

(2) **Contact:** TEL : 81-93-662-7171 FAX : 81-93-662-7177

(81: country code for Japan, 93: area code)

Address: Address: 1-1-1, Hirano, Yahata Higashi-ku,  
Kitakyushu-shi, Fukuoka 805-0062, Japan

(3) **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)
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If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, <http://www.jica.go.jp/english/contact/domestic.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.

## *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.

**Annex Course Schedule of "Domestic Waste Water Treatment" for FY 2008**

Date			Subject
Aug.	25	(Mon)	Arrival in Japan
	26	(Tue)	Briefing
	27	(Wed)	General Orientation
	28	(Thu)	Japanese Language Course
	29	(Fri)	Japanese Language Course
	30	(Sat)	Holiday
	31	(Sun)	Holiday
Sep.	1	(Mon)	Japanese Language Course, Construction of Job Report
	2	(Tue)	Japanese Language Course, Construction of Job Report
	3	(Wed)	Exchange Program, Construction of Job Report
	4	(Thu)	KITA Orientation, Course Orientation, JOB Report Presentation
	5	(Fri)	Explanation on Action Plan Formulation, A Bird'sView from the Top of Mount Sarakura
	6	(Sat)	Holiday
	7	(Sun)	Holiday
	8	(Mon)	Individual Meeting for Action Plan Formulation
	9	(Tue)	History of Pollution Control in Kitakyushu City
	10	(Wed)	Outline of Organization and Works on Construction,Water Works and Environment Bureau
	11	(Thu)	Law and Regulation to Prevent Water Pollution
	12	(Fri)	The Mechanism & Influence of Water Pollution
	13	(Sat)	Holiday
	14	(Sun)	Holiday
	15	(Mon)	Japanese National Holiday
	16	(Tue)	Global Environment Issue
	17	(Wed)	Monitoring for bacteria contamination
	18	(Thu)	Analysis for Hazard chemical substance
	19	(Fri)	Sewage treatment technique and outline of Sewage administration
	20	(Sat)	Holiday
	21	(Sun)	Holiday
	22	(Mon)	Observation of Sewerage Facilities & Pumping Stations
	23	(Tue)	Japanese National Holiday
	24	(Wed)	Exercise for Sewerage Planning
	25	(Thu)	Outline of Sewage Sludge Treatment
	26	(Fri)	Design of Sewage Treatment Plant (Machinery)
	27	(Sat)	Holiday
	28	(Sun)	Holiday
	29	(Mon)	Introduction of water quality conservation, outline of discharge treatment facility
	30	(Tue)	PCM Skill Practice Management Tool for Development Assistance
Oct.	1	(Wed)	PCM Skill Practice Management Tool for Development Assistance
	2	(Thu)	PCM Skill Practice Management Tool for Development Assistance
	3	(Fri)	Individual Meeting for Action Plan Formulation
	4	(Sat)	Holiday
	5	(Sun)	Holiday
	6	(Mon)	Individual Meeting for Action Plan Formulation
	7	(Tue)	Individual Meeting for Action Plan Formulation
	8	(Wed)	Museum for Minamata disease ~ Kumamoto
	9	(Thu)	Kumamoto ~ Yakult Company ~ Nagasaki
	10	(Fri)	Visit to sewage treatment plant in Nagasaki city ~ Museum of Atomic bomb
	11	(Sat)	Nagasaki ~ Dazaifutenmangu ~ Kitakyushu KIC
	12	(Sun)	Holiday
	13	(Mon)	Japanese National Holiday
	14	(Tue)	Design of Sewage Treatment Plant (Electricity)
	15	(Wed)	Design of Sewage Pipes, Sewerage Pipe Planning Practice
	16	(Thu)	Design of Sewage Pipes, Maintenance of Sewerage Pipes
	17	(Fri)	Design of Sewage Pipes, Outline of Execution Management
	18	(Sat)	Holiday
	19	(Sun)	Holiday
	20	(Mon)	Visit to treatment plant for raw material
	21	(Tue)	Outline of raw material and "Jhokaso"
	22	(Wed)	Introduction of facility for raw material. Visit to waste water treatment plant
	23	(Thu)	Planning for raw material treatment
	24	(Fri)	Visit to "Jhokaso"
	25	(Sat)	Holiday
	26	(Sun)	Holiday
	27	(Mon)	Management & Maintenance of "Johkaso (Septic-Tank)"
	28	(Tue)	Sewerage Treatment Water Quality Management
	29	(Wed)	Sewerage Treatment Water Quality Management
	30	(Thu)	Waste Water Control
	31	(Fri)	Reuse the Sludge and Waste Water

**Annex Course Schedule of "Domestic Waste Water Treatment" for FY 2008**

Date		Subject
Nov.	1	(Sat) Holiday
	2	(Sun) Holiday
	3	(Mon) Japanese National Holiday
	4	(Tue) Policy for sewage system in Kitakyushu city
	5	(Wed) Field trip
	6	(Thu) Beppu ~ Usuki ~ Nichinan
	7	(Fri) Asahi ~ KIC
	8	(Sat) Holiday
	9	(Sun) Holiday
	10	(Mon) Individual Meeting for Action Plan Formulation
	11	(Tue) Advanced treatment technique
	12	(Wed) Individual Meeting for Action Plan Formulation, Visit Sewage Treatment Plant in Munakata-city (Tertiary
	13	(Thu) Waste water treatment by membrane filter
	14	(Fri) Move from Kitakyushu to Tokyo
	15	(Sat) Holiday
	16	(Sun) Holiday
	17	(Mon) Practice for construction of integrated treatment plant
	18	(Tue) Low cost wastewater treatment facilities Visit National Institute of environment
	19	(Wed) Tokyo ~ Ohtu ~ Kusatu
	20	(Thu) Visit Shimazu Seisakusho & see Manufacturing Process of Environmental Measuring Instruments
	21	(Fri) Visit Lake Biwa Museum and its observation
	22	(Sat) Holiday
	23	(Sun) Holiday
	24	(Mon) Japanese National Holiday
	25	(Tue) Water supply technique
	26	(Wed) Practice of Water supply technique
	27	(Thu) Outline of Waste Disposal Administration, Visit to Solid Waste Disposal Plant and Related Facilities
	28	(Fri) Visit Composting Making Sewage Sludge Plant
	29	(Sat) Holiday
	30	(Sun) Holiday
Dec.	1	(Mon) Individual Meeting for Action Plan Formulation, Visit to Used Paper Recycle Plant
	2	(Tue) Individual Meeting for Action Plan Formulation, Visit to Kitakyushu ECO Town Center
	3	(Wed) Individual Meeting for Action Plan Formulation, Visit to Environmental Museum
	4	(Thu) Individual Meeting for Action Plan Formulation
	5	(Fri) Evaluation Meeting for All Participants, Action Plan Presentation & closing Ceremony
	6	(Sat) Leave from Japan

**Notice : The course schedule above is subject to change**

Annex-

**Domestic Wastewater Treatment Techniques  
(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, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).

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

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

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

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

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

(1) Main tasks of the organization

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

(2) Organization chart:

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

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

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

(3) Brief description of your assignments:

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

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

(2) Countermeasures for these problems:

(3) Obstacles in the process of solving those problems:

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

(1) Most interesting subjects or topics in this training course and reasons why do you pick up the subjects:

(2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any:  
(Basically this training programme is fixed and cannot be changed upon your request.)

**4. Which of the following specialized technologies have you learned? Please check to signify "YES" or "NO".**

	YES	NO
(1) Civil engineering .....	(     )	(     )
(2) Mechanical engineering.....	(     )	(     )
(3) Electrical engineering.....	(     )	(     )
(4) Chemical engineering.....	(     )	(     )
(5) Environmental engineering.....	(     )	(     )
(6) Hygiene engineering.....	(     )	(     )
(7) Computer science.....	(     )	(     )
(8) Others(                                    ).....	(     )	(     )

**Note:** Under"(8) Others" please specify subjects not covered by any items (1) to (7) if any.

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

- |  | Years of<br>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 Urban Area (More Than 50%), Population Increasing Rate is more than 2%	Population Concentrated in Urban Area (More Than 30%), Population Increasing Rate is less than 2%	Population Concentrated in Urban Area (More Than 20%), Population Increasing Rate is less than 0.5%	Population in Urban 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, Fisheries, Forestry)	Primary Industry + Light Manufacturing	Primary Industry + Heavy and Chemical Industry + Service Industry	Mainly Service Industry
E Infrastructure	Road : not paved Electricity : only Urban Area Waterworks : not constructed Sewerage : not constructed	Road : Main route is paved but condition is bad Electricity : Most Area but blackout is frequently Waterworks : only Urban Area Sewerage : not constructed	Road : Main route is paved but condition is bad Electricity : Entire Area but blackout is frequently Waterworks : only Urban Area Sewerage : only Urban Area	Road : Most route is paved and condition is good Electricity : Entire Area Waterworks : Entire Area Sewerage : Urban and Rural Area
2 Social Factor about Your Country / Region (Participant from Local Government)				
A Decision Making for policy	Traditional Decision Making System > Administrative decision making System	Traditional Decision Making System = Administrative decision making System	Traditional Decision Making System < Administrative decision making System	Only Administrative decision making System (No Traditional Decision Making System)
B Environmental Education / Enlightenment	There is no Environmental Education	Environmental Education is informally conducted. Small environment campaign is conducted.	Environmental Education is conducted in some school. Regular Campaign is conducted.	Environmental Education is conducted 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

Annex Request for Submission: Issue Analysis Sheet (IAS)

1. Applicants are required to fill in the required blanks on the attached IAS.
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.
3. Please get prior approval from your supervisor for what you write on the IAS.
4. Participants are requested to bring this IAS in electronic file when coming to Japan.

<Name> \_\_\_\_\_ <Country> \_\_\_\_\_ <Organization and present post> \_\_\_\_\_

**Domestic Wastewater Treatment Techniques (JFY 2008)  
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 Japan and in regional governments, 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 others, 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 managing pollution, and be able to explain them	1.The measuring method of domestic waste water pollution 2.Pollution control 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 2008)**

**Issue Analysis Sheet**

<b>Course Objective</b>	<b>Subject</b>	<b>A: Problems in your country or organization</b>	<b>B: Backgrounds that cause the problems</b>	<b>C: Measures taken in Japan</b>	<b>D: Proposal to your country</b>
1. To understand waste water treatment management in Japan and in regional governments, 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 others, 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 managing pollution, and be able to explain them	1.The measuring method of domestic waste water pollution 2.Pollution control treatment				
4. To comprehend the ideal form of effective waste water treatment technologies in terms of water resource and river pollution treatment policies from the point of view of water recycling and the water cycle	1.Pollution mechanism of domestic waste water 2.Hydrologic circulation and river purification				

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

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

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



**Japan International Cooperation Agency (JICA)  
Kyushu International Center (JICA KYUSHU)**

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805-8505 Japan

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Fax : +81<sup>(\*)</sup> -93<sup>(\*\*)</sup> -671-0979      [ \*\* : area code for Kitakyushu ]

URL    <http://www.jica.go.jp/english/contact/domestic.html>

E-mail : [kictp2-05@jica.go.jp](mailto:kictp2-05@jica.go.jp)

## 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		-					
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**3. Country Name:**

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**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.**



**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

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

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

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

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

**5. Language Proficiency (required)**

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

<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)

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
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*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) ( _____ )
( ) No	Present Condition: ( _____ )





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

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

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

Date:	Signature:
	Print Name: