

No.34/44/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 15<sup>th</sup> July 2010.

**TRAINING CIRCULAR**

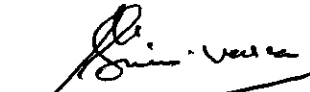
Subject: A Group Training Course in Waste Management Technique and Environmental Education to be held in Japan from 23<sup>rd</sup> January 2011 to 29<sup>th</sup> April 2011.

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 the above programme to be held in Japan from 23<sup>rd</sup> January 2011 to 29<sup>th</sup> April 2011. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program is designed for officers and engineers engaged in waste management or environmental education in governmental organization and aims for the participants to gain capacity in formulation of an Action Plan for proper waste management.
3. The Candidate should be officers or engineers engaged in waste management or environmental education in governmental organizations having more than 3 years experience in the above field; be a university graduate or the equivalent; be proficient at written and spoken English; be under 45 years of age; be in good health, both physically and mentally to undergo the training and not be serving in the military.
4. The fellowship award covers a Round-trip air ticket between an international airport designated by the JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 12<sup>th</sup> July 2010. The Ministry/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.
6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms) duly authenticated by the Department concerned alongwith the country report.

.....Contd.

7. The applications should reach this Department through the Administrative Ministry/State Governments not later than 25<sup>th</sup> October 2010. Nominations received after the prescribed date will not be considered.



(G. Srinivasan)

Under Secretary to the Govt. of India

1. The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
2. The Secretary, Ministry of Environment and Forest, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
3. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
4. ✓ Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



S.No. 1(R)

Japan International Cooperation Agency  
(Government of Japan)

No. 56/GT-CP/2010

12<sup>th</sup> July, 2010

Dear Mr. Rakesh Mishra,

A Group Training Course in Waste Management Technique and Environmental Education (B) will be held in Japan from 23<sup>rd</sup> January, 2010 to 29<sup>th</sup> April, 2010 under the Technical Cooperation Programme of the Government of Japan.

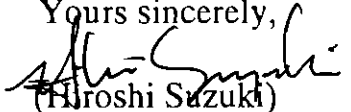
We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **5<sup>th</sup> November, 2010**:-

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

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

It is further informed that 9 slots have been offered globally for the above mentioned course. Therefore, it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,  
  
(Hiroshi Suzuki)  
Senior Representative

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

DUD No. 598/5720/10  
C- 426/EO(B)/2010  
14/7/2010



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Waste Management Technique and Environmental Education(B)**

**集団研修**

**「廃棄物管理技術と環境教育(B)」**

**JFY 2010**

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

**NO. J1000936 / ID. 1080120**

**From Jan. 23 2011 to Apr. 29 2011**

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

# ***I. Concept***

## **Background**

Due to rapid population growth and expansion of residential area in urban areas, developing economies are facing issues in waste management: collection and transportation services are not able to cover all of the residential areas, and capacity of landfill sites are not enough to deal with increased / diversified wastes. Appropriate waste collection and transportation systems and landfill techniques are vital factors of waste management, and awareness of communities is indispensable for the systems and techniques to function. Therefore, to deal with waste management issues, improvement of systems / techniques and awareness raising should be done simultaneously.

Kitakyushu City, one of the largest industrial cities in Japan, has developed unique systems and techniques for waste management through its effort to dovetail economic development and pollution control. After introducing a new charge system for waste collection in 2006, the city has successfully reduced total amount of waste by 25% in a year. The result was fairly supported by the fact that the city has been promoted environmental education through programs and facilities to students, and conducted PR activities with communities upon introduction of the system.

Utilizing the experience of Kitakyushu City, this training program intends to provide participants practical waste management techniques, along with know-how of raising environmental consciousness of communities.

## **For what?**

This program is designed for officers and engineers engaged in waste management in governmental organizations to formulate basic policy for proper waste management.

## **For whom?**

This program is offered to officers or engineers engaged in waste management or environmental education in governmental organizations.

## **How?**

Participants will learn techniques and know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested present an Action Plan, utilizing contents of the program.

## ***II. Description***

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

Waste Management Technique and Environmental Education (B) (J1000936)

**2. Period of program**

**Phase in Japan:** Jan. 23, 2011 to Apr. 29, 2011

**3. Target Regions or Countries**

Afghanistan, Bangladesh, Bosnia-Herzegovina, Bhutan, India, Macedonia, Morocco, Montenegro, and Syria

**4. Total Number of Participants**

9 participants

**5. Eligible / Target Organization**

This program is designed for officers and engineers engaged in waste management or environmental education in governmental organization.

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

English

**7. Program Objective**

Officers and engineers engaged in waste management in governmental organizations will gain capacity to formulate an Action Plan for proper waste management.

**8. Overall Goal**

The officers and engineers will be able to implement proper waste management based on the formulated Action Plan.

## 9. Expected Module Output and Contents

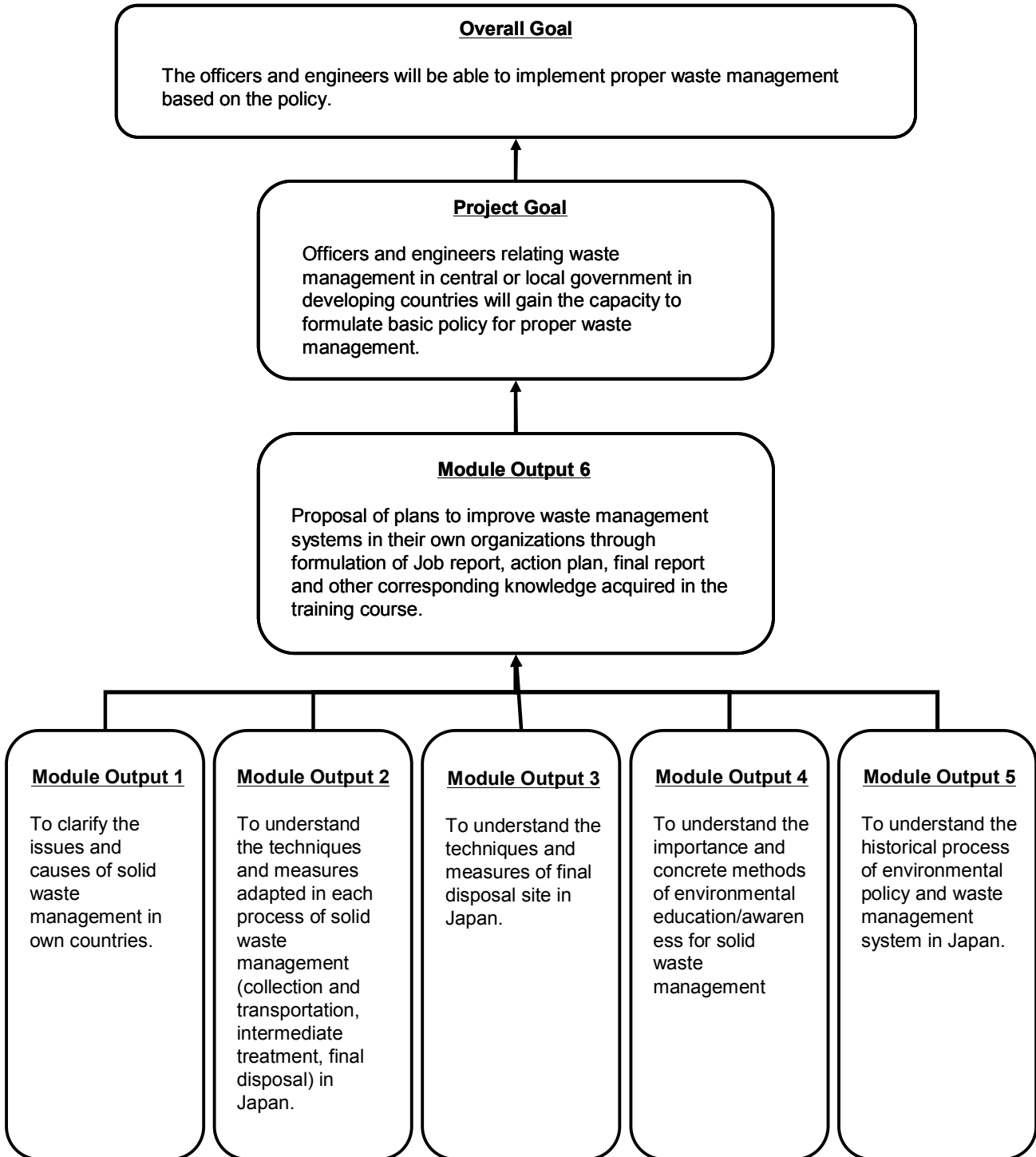
This program consists of the following components. Details on each component are given below:

<b>(1) Core Phase in Japan</b> (Jan. 23 2011 to Apr. 29 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects	Methodology
1) To clarify the issues and causes of solid waste management in own countries.	1. Issue analysis-workshop 2. Interim discussion	Lecture Observation
2) To understand the techniques and measures adapted in each process of solid waste management (collection and transportation, intermediate treatment, final disposal) in Japan.	1. Method of efficient collection and transportation for waste 2. Technology and theory of composting and intermediate treatment for waste	Lecture Practice Observation
3) To understand the techniques and measures of final disposal site in Japan.	1. Regulation and structure of final disposal site 2. Theory and programmatic introduction of Fukuoka Method	Lecture Observation
4) To understand the importance and concrete methods of environmental education/awareness for solid waste management	1. Environmental education administration in Kitakyushu 2. NGO activity in local area	Lecture Practice Observation
5) To understand the historical process of environmental policy and waste management system in Japan.	1. Countermeasure for environment in Kitakyushu city 2. Solid waste management administration 3. Legal system and concept of Sound-material Cycle Society in Japan	Lecture Practice Observation
6) To propose basic policy towards proper waste management in own countries.	1. Project Cycle Management 2. Action plan presentation	Practice

### <Schedule of the program>

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

<Conceptual framework of the program>





### **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 challenges 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 challenges.
- (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 dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in the previous section.

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

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

##### **Essential Qualifications**

- (1) Current Duties: be officers or engineers engaged in waste management or environmental education in governmental organizations.
- (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 or equivalent level.
- (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 under 45 years of age
- (6) Must not be serving any form of military service.
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

\* Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include (1) letter of the participant's consent to bear economic and physical risks (2) letter of consent from the participant's supervisor (3) letter of consent from your Embassy in Japan, (4) medical certificate. Please ask National Staffs in JICA office for the details.

### **Recommended Qualifications**

1. Expectations for the Participants: preferably be in relation with past or on-going JICA projects focusing on waste management.
2. Others: Participants are expected to be familiar with PC operation, as there will be many chances for report writing and presentations.

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

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report, Questionnaire and Issue Analysis Sheet (IAS):** to be submitted with the application form. Fill in Annex-I, II and III of this General Information, and submit it along with the Nomination Form. **Job Report, Questionnaire and I.A.S. 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 IAS is to logically organize relationships between issues participants are facing and contents covered in the training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. **Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan.**

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

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

Closing date for application to the JICA Center in JAPAN: **Nov. 5, 2010**

**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 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 Dec. 10, 2010.**

**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, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in the previous section.

## ***IV. Administrative Arrangements***

**1. Organizer**

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

**2. Implementing Partner**

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
- (2) **URL:** <http://www.kita.or.jp/>
- (3) **Remark:** KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2008 has accepted a total of 5,366 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 2008 it offered a total of 36 courses.

**3. Travel to Japan**

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

#### **4. Accommodation in Japan**

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

JICA Kyushu International Center (JICA Kyushu)  
Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi,  
Fukuoka, 805-8505 Japan  
TEL: 81-93-671-6311    FAX: 81-93-671-0979  
(81: country code for Japan, 93: area code)

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

#### **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 the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

#### **6. Pre-departure Orientation**

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

## ***V. Other Information***

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

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

### **2. Reports Presentation**

#### **(1) Job Report and IAS**

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

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

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

### **3. 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-I

### **Waste Management Technique and Environmental Education (B) (JFY 2010)**

#### **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 challenges 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.)

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

2. Existing challenges in your section (up to 1 page)
  - (1) Challenges and issues you are facing
  - (2) Countermeasures for these challenges
  - (3) Obstacles in the process of solving those challenges
  
3. 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 overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?
  - (3) Other matters you are expecting for this course

**Waste Management Technique and Environmental Education (B)  
(JFY 2010)**

**Questionnaire**

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

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is "Yes", please fill in "Years" parentheses with your years of experience on the respective items.

	Yes	No	Years
(1) Environmental science and engineering	(     )	(     )	(     )
(2) Sanitary engineering	(     )	(     )	(     )
(3) Environmental education	(     )	(     )	(     )
(4) Household refuse treatment practice	(     )	(     )	(     )
(5) Solid waste management administration	(     )	(     )	(     )

2. Explain the situation in the jurisdiction of your organization.

(1) Household Refuse Management

- Volume of household refuse
- Kinds of household refuse and their percentage
- Collection method
- Fee of household refuse

(2) Landfill Site

- Capacity (volume and area)
- Distance from collecting spot to landfill site
- Method for measurement (or estimation) of volume of waste
- Volume of waste per day
- Rate of tipping fee
- Management (local government or private company)



(3) Industrial Waste

- Kinds/volume of industrial waste
- Waste generator can be identified?

(4) Population in the area which your organization is in charge of

(5) The annual budget (U.S. dollar) for solid waste management

(6) Solid waste management

a. Breakdown by weight of the annual solid waste materials and percentage

	Weight (tons)	Percentage
- food	( t)	( %)
- paper	( t)	( %)
- plastic	( t)	( %)
- metals	( t)	( %)
- others	( t)	( %)

b. Breakdown of annual municipal solid waste budget and their percentage

	Budget (USD)	Percentage
- collection	( t)	( %)
- construction of treatment/disposal facilities	( t)	( %)
- disposal operation and management	( t)	( %)
- others	( t)	( %)

(7) Compost plant

- Method and capacity

(8) Medical/Toxic waste treatment

- Kind/volume of medical/toxic waste treatment
- Treatment method

(9) Environmental education

- Method and target persons

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

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

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

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

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

### **3. Remarks**

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

**Sample**

Expected Module Output	Subject	A: Challenges in your country or organization	B: Backgrounds that cause the challenges	C: Measures taken in Japan	D: Proposal to your country
To understand the historical process of environmental policy and waste management system in Japan.	1. There is no specific measure regarding solid waste management, due to lack of political support from the parliament. 2. The plan on environment conservation does not focus on sound material society.	1-1. Lack of knowledge of environmental issues. 1-2. Community awareness regarding environmental matters is low.			
To understand the techniques and measures adapted in each process of solid waste management (collection and transportation, intermediate treatment, final disposal) in Japan.					
To understand the techniques and measures of final disposal site in Japan.					

Fill in the blanks under A and B according to course objectives.

(1) Describe in a brief sentence or two but not by just keywords.  
(2) When there is more than one challenge or cause, describe them all.

(3) 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.

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

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

Signature r \_\_\_\_\_

**Waste Management Technique and Environmental Education (B) (JFY 2010)**  
**Issue Analysis Sheet**

Subjects	Items	A: Challenges in your country or organization	B: Backgrounds that cause the challenges	C: Measures taken in Japan	D: Proposal to your country
1. To master Making compost	1. Making compost using household refuse 2. Making compost using dung of livestock				
2. To master disposal technique of wastes	1. Collection , transportation and disposal 2. Disposal of dangerous waste				
3. To master reclamation disposal technology	1. Regulation and construction of landfill site 2. Theory of methane fermentation				
4. To understand citizens life and community activities in household refuse	1. Environmental education for citizens 2. Community activities and exchange program				
5. To undertand outline of environment	1. Waste disposal law 2. Recycle law 3. Environment Law				

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

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

Signature \_\_\_\_\_

## Tentative Schedule

Date	Training Subjects	
	AM (9:00 - 12:00)	PM (13:00 - 16:00)
23-Jan Sun	Arrival in Japan	
24-Jan Mon	Briefing	Briefing
25-Jan Tue	Japanese language training	Issue analysis workshop
26-Jan Wed	Exchange Program	Issue analysis workshop
27-Jan Thu	General Orientation	Issue analysis workshop
28-Jan Fri	General Orientation	Issue analysis workshop
29-Jan Sat	Holiday	
30-Jan Sun	Japanese language training	Issue analysis workshop
31-Jan Mon	Japanese language training	Issue analysis workshop
1-Feb Tue	Japanese language training	Issue analysis workshop
2-Feb Wed	Introduction of KITA, Course orientation	Presentation of job reports
3-Feb Thu	Waste disposal overview	Environmental measures in Kitakyushu
4-Feb Fri	Composting practice	
5-Feb Sat	Holiday	
6-Feb Sun	Holiday	
7-Feb Mon	Composting technology for household waste 1	
8-Feb Tue	Composting technology for household waste 2	
9-Feb Wed	Composting technology for household waste 3	
10-Feb Thu	Waste disposal local government (collection plan)	Waste composition analysis
11-Feb Fri	Holiday	
12-Feb Sat	Holiday	
13-Feb Sun	Holiday	
14-Feb Mon	A flow of general waste disposal	
15-Feb Tue	Project Cycle Management	
16-Feb Wed	Project Cycle Management	
17-Feb Thu	Time and motion 1	
18-Feb Fri	Time and motion 2	
19-Feb Sat	Holiday	
20-Feb Sun	Holiday	
21-Feb Mon	Kitakyushu Eco-Town Project	Zero emission
22-Feb Tue	Eco-Town (demonstration project)	Eco Town (cars, fluorescent tubes)
23-Feb Wed	Study tour (Kitakyushu -> Oita -> Kokonoe town -> Minamata -> Kitakyushu)	
24-Feb Thu		
25-Feb Fri		
26-Feb Sat	Holiday	
27-Feb Sun	Holiday	
28-Feb Mon	Promotion of a recycling society (1)	
1-Mar Tue	Biogas production from waste	
2-Mar Wed	Interim discussion (recycling society)	Composting activities in communities
3-Mar Thu	Composting activities in communities	
4-Mar Fri	Composting of livestock waste	Interim discussion (Composting)
5-Mar Sat	Holiday	
6-Mar Sun	Holiday	
7-Mar Mon	Action Plan guidance	
8-Mar Tue	Industrial waste local government	In-hospital medical waste treatment
9-Mar Wed	Oil waste disposal	Reuse of industrial waste
10-Mar Thu	Hazardous waste disposal	Medical waste treatment
11-Mar Fri	PCB treatment	Interim discussion (Hazardous waste disposal)
12-Mar Sat	Holiday	
13-Mar Sun	Holiday	

## Tentative Schedule

Date	Training Subjects	
	AM (9:00 - 12:00)	PM (13:00 - 16:00)
14-Mar Mon	Septic tank	
15-Mar Tue	Study tour (Kitakyushu -> Hiroshima -> Kobe -> Osaka -> Kitakyushu)	
16-Mar Wed		
17-Mar Thu		
18-Mar Fri		
19-Mar Sat	Holiday	
20-Mar Sun	Holiday	
21-Mar Mon	Holiday	
22-Mar Tue	System and maintenance of a final disposal site	
23-Mar Wed	System and maintenance of a final disposal site	
24-Mar Thu	Observation of a final disposal site	
25-Mar Fri	Island waste disposal case (1)	
26-Mar Sat	Holiday	
27-Mar Sun	Holiday	
28-Mar Mon	Methane fermentation in a disposal site	Leachate properties and treatment in disposal sites
29-Mar Tue	Regulations and system of a final disposal site	Final disposal sites for industrial waste
30-Mar Wed	Subjects and treatment in a disposal site	Interim discussion (final disposal sites)
31-Mar Thu	Environmental museum and supporter activities	
1-Apr Fri	Holiday	
2-Apr Sat	Holiday	
3-Apr Sun	Environmental Education policies	Visiting elementary schools
4-Apr Mon	Natural environment education	
5-Apr Tue	JICA environmental education leaders fostering case	
6-Apr Wed	Waste reduction activities in the region	Visiting junior high schools or high schools)
7-Apr Thu	Activities and roles of the regional community	Interim discussion (Environment education)
8-Apr Fri	NGO activities Association for loving Murasaki River	
9-Apr Sat	Holiday	
10-Apr Sun	Holiday	
11-Apr Mon	City of Kitakyushu Environmental impact assessment	Action Plan guidance
12-Apr Tue	Environment conservation (water pollution prevention)	Environment conservation (Environmental Museum of Water, biotope, etc.)
13-Apr Wed	Environment conservation (water quality management)	Environment conservation (Ongagawa)
14-Apr Thu	Global warming issue	Sewage facilities tour
15-Apr Fri	Global warming countermeasures in City of Kitakyushu	
16-Apr Sat	Holiday	
17-Apr Sun	Holiday	
18-Apr Mon	Study tour (Tokyo)	
19-Apr Tue		
20-Apr Wed		
21-Apr Thu		
22-Apr Fri		
23-Apr Sat	Holiday	
24-Apr Sun	Holiday	
25-Apr Mon	Action Plan guidance	
26-Apr Tue	Efficient conveyance of household waste and its compressing facilities	Preparation for AP presentation
27-Apr Wed	Training summary	Preparation for AP presentation
28-Apr Thu	Evaluation meeting	Action Plan presentation / Closing ceremony
29-Apr Fri	Departure from Japan	

## ***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: +81-93-663-0979**



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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: [http://www.jica.go.jp/\\*\\*\\*\\*\\*](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)

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

**1) Name of Organization:**

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

### 2. Purpose of Application

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

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



For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

**Family Name**

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**First Name**

--

**Middle Name**

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**2) Nationality**  
(as shown in the passport)

**5) Date of Birth** (please write out the month in English as in "April")

**3) Sex**

( ) Male

( ) Female

**Date**

**Month**

**Year**

**Age**

**4) Religion**

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

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**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record**

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

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

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

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





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

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

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

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

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

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

If accepted for the program, I agree:

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

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

<input type="checkbox"/> _____ )
<i>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.</i>

### 2. Medical History

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

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

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
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: