

**TRAINING CIRCULAR**

**Subject : A Group Training Course in Sewage Works Engineering and Stormwater Drainage Technology to be held in India and Japan from June 2008 to June 2009, the period of training from 16<sup>th</sup> September, 2008 to 13<sup>th</sup> December, 2008 will be held in Japan.**

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 Sewage Works Engineering and Stormwater Drainage Technology to be held, both, in India and Japan from June 2008 to June 2009, the period of training from 16<sup>th</sup> September, 2008 to 13<sup>th</sup> December, 2008 will be held in Japan. 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 course is designed for imparting knowledge on planning, implementing and operating sewerage and/or storm water drainage system, which would help in reduction of damage from flooding and improvement of water environment.

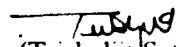
3. The candidate should be a senior technical officer engaged in sewage works and/or storm water drainage in central or local governments, or government related organizations; have more than three years of experience in sewage works and/or storm water drainage technology; be a university graduate or have equivalent technical qualification in the relevant field, be under forty years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in the military.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 19<sup>th</sup> June 2008. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

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

7. The applications should reach this Department through proper channel **not later than 14<sup>th</sup> July 2008**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

1. The Secretary, Ministry of Water Resources, Shram Shakti Bhavan, Rafi Marg, New Delhi\_ [With the request to circulate it amongst the related organizations under them]
2. All State Governments/ Union Territories.
3. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website



For a better tomorrow for all  
Japan International Cooperation Agency  
(Government of Japan)

No. 53/GT-CP/2008

19<sup>th</sup> June, 2008

Dear Mr R.K. Kharb,

A Group Training Course in Sewage Works Engineering and Stormwater Drainage Technology will be held in Japan from 16<sup>th</sup> September, 2008 to 13<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 18<sup>th</sup> July 2008:-

- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The Desired Country Report

Further details are available in the General Information Booklet. It may be noted that the Application Form and Desired Country Report are essential for screening of applications.

It is further informed that 14 slots are available globally for the said 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,

  
Osamu Asakuma  
Deputy Resident Representative

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

Copy to:-

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

24/6 MS-5



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

SEWAGE WORKS ENGINEERING AND  
STORMWATER DRAINAGE TECHNOLOGY

集団研修「下水道技術・都市排水コース」

**JFY 2008**

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

NO. J08-00804

From June 2008 to June 2009

Phases in Japan : From 16 September, 2008 to 13 December, 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**

Water quality and flood control have become important global issue to be solved, as economic development and population increase have caused serious water pollution. And also rapid urbanization with reduction of rain water permeable area by city development has induced frequent flooding.

It is recognized that water is a fundamental issue for sustainable development. Providing safe water, access to sanitation and flood control is globally required.

Stormwater and industrial/domestic wastewater should be controlled properly to enhance sustainable development, water quality conservation, flood prevention and comfortable living environment.

Comprehensive sewerage systems and stormwater drainage systems are broadly required. The integrated effective measures and rational planning, implementation and management of the project are also needed.

## **For what?**

This course aims at achieving consensus for challenges on sewerage works engineering and storm water drainage among the related persons and clarified the points on implementing projects and business for the solution.

## **For whom?**

Central or local governments, autonomies or public organizations related to wastewater purification, sewage works, and stormwater drainage.

## II. Description

1. Title (J-No.): SEWAGE WORKS ENGINEERING AND STORMWATER DRAINAGE TECHNOLOGY ( J08-00804)

### 2. Period of program

<b>Duration of whole program:</b>	June 2008 to June 2009
<b>Preliminary Phase:</b> (in a participant's home country)	June 2008 to September 2008
<b>Core Phase in Japan:</b>	16 September 2008 to 13 December 2008
<b>Follow-up Phase:</b> (in a participant's home country)	December 2008 to June 2009

### 3. Target Regions or Countries:

Brazil, Cambodia, Republic of Dominica, India, Iraq, Kenya, Malaysia, Macedonia, Myanmar, Republic of Palau, Pakistan, Philippine, Sri Lanka, Syria

### 4. Overall Goal:

Planning, implementing and operating sewerage and/or storm water drainage system will be progressed for reduction of damage from flooding and improvement of water environment.

### 5. Objective:

This course aims at achieving consensus for challenges on sewage works engineering and stormwater drainage in their organizations and clarified the issues on implementing projects and business for the solution.

### 6. Eligible / Target Organization :

Administrative organizations concerning with sewage works engineering and stormwater drainage technology

### 7. Total Number of Participants : 14

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

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

<b>(1) Preliminary Phase in a participant's home country</b> (June 2008 to September 2008) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Country Report	Formulation and submission of Country Report with A2 A3 form by 18 July 2008 (See ANNEX 1) Preparation of presentation on Country Report by arrival in Japan

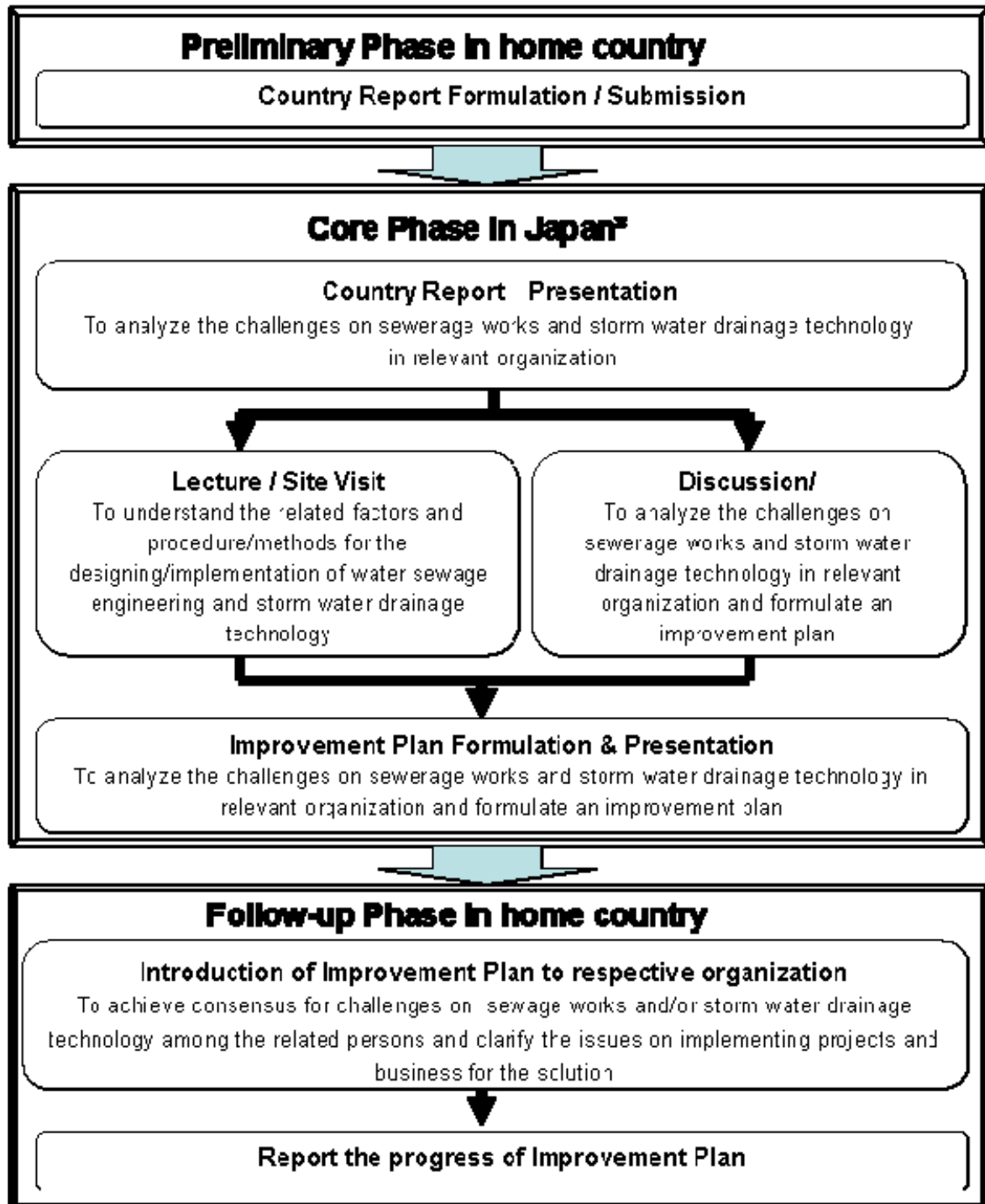
<b>(2) Core Phase in Japan*</b> (16 September 2008 to 13 December 2008) <i>Participant dispatched by the organizations attend the Program in Japan.</i>		
Expected Outputs	Program	Method
To understand the related factors and procedure / methods for the designing / implementation of sewage engineering and storm water drainage technology	Basic knowledge	Lecture
	Planning and Designing	Lecture, Practice
	Operation and Maintenance	Lecture, Site observation
	Urban Storm water Drainage System	Lecture, Site observation
	Environmental Protection Measures	Lecture
	Sewage System Management	Lecture, Site observation
To formulate the practical improvement plan for the sewage engineering and storm water drainage in their territory	Country Report Presentation	Presentation
	Improvement Plan* Formulation	Discussion
	Improvement Plan Presentation	Presentation

\*Detail of the contents during the core phase is shown in ANNEX 2.

\*\*Participants are expected to make improvement plan, based on the knowledge / skill which the participants have obtained through this training course. The plans are focused on the contribution of the participant to promote better sewage works or storm water drainage system in their organization.

<b>(3) Follow-up Phase in a participant's home country</b> (December 2008 – June 2009) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Output	Activities
To achieve consensus for challenges on sewage engineering and/or storm water drainage in their organizations and clarify the issues on implementing projects and business for the solution	Introduce the knowledge with submission / presentation of the Improvement Plan in the respective country and clarify the issues on implementing projects and business for the solution
To Report the progress of improvement plan	Report on the progress of improvement plan by the end of June 2009.

<Structure of the program>



\* The Detail Contents of the core phase is explained in ANNEX 2.



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

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

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

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

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

##### **Essential Qualifications**

- (1) Present position:  
be senior technical officers engaging in sewage works and/or storm water Drainage in central or local governments, or government related organizations.
- (2) Occupational Background:  
have more three (3) years of experience in sewage works and/or storm water drainage technology
- (3) Academic Background:  
be university graduates or persons who have equivalent technical qualifications in the field of sewage works and/or storm water drainage.
- (4) Age:  
be under forty (40) years of age
- (5) Language:  
have sufficient command for discussing and making presentation in **English**,  
(Please attach an official certificate for English ability such as TOEIC or TOEFL, if any)
- (6) Health:  
be in good health, both physically and mentally, to participate in the Program in Japan. As the schedule in this course includes many field works (trips) which are too hard for the pregnant body.
- (7) Formality:  
NOT be serving in any form of military services  
be nominated by the government in accordance with the procedures mentioned below

## **Recommendable Qualification**

(1) ODA:

be engaged in any ODA project regarding sewerage or storm water drainage

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

(1) **Application Form:** to be attached to this General Information.

(2) **Country Report:** to be submitted with the application form. (See ANNEX 1)

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

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

Closing date for application to the JICA Tokyo: 18 July, 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 Tokyo, which organizes this project. Selection shall be made by the JICA Tokyo 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 15 August, 2008.**

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

(1) to observe the schedule of the program,

(2) not to change the program subjects or extend the period of stay in Japan,

(3) not to bring any members of their family,

(4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

(5) to refrain from engaging in political activities, or any form of employment for profit or gain,

(6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and

(7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-1.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Tokyo International Center (JICA Tokyo)

(2) **Contact:** Ms. AKAIISHI Fumiko ([Akaishi.Fumiko@jica.go.jp](mailto:Akaishi.Fumiko@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Sewerage Business Management Centre(SBMC)

(2) **Contact:** Sewage Works Management Division

(3) **URL:** <http://www.sbmc.or.jp/english/>

(4) **Remark:** Sewerage Business Management Centre (SBMC) is a foundation supporting on sewage works in Japan.

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Narita airport in 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 Tokyo International Center (JICA Tokyo)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants.

Please refer to facility guide of JICA Tokyo at its URL,

<http://www.jica.go.jp/english/contact/pdf/tic.pdf>

### 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.

**Country Report**  
**SEWAGE WORKS ENGINEERING AND**  
**STORMWATER DRAINAGE TECHNOLOGY (JFY 2008)**

Applicants are requested to prepare the Country Report providing information on the following subjects and items. The Report should be typewritten in double space in English on A4 size paper, and submitted with the Application Form by 18 July 2008.

1. Name of Applicant and your Country
2. Name of Your Organization
3. Address of Your Organization
4. Roles and Responsibilities of Your Organization
5. Applicant's Job and Responsibility in the Organization
6. Organization Chart  
Attach an organizational chart of your organization, and circle the section in which you are working.
7. Overview of the Country in terms of Water Environment and Sewerage Systems
  - (1) General Information.
    - a) Brief description of geography (1 page)
    - b) Total population of the country
    - c) Estimated population with sewers
    - d) Estimated population with supply water
    - e) Total population and estimated population with sewers of the five (5) largest cities.

Name of City	Total Population	Estimated Population with Sewers

- (2) Provide the following information on the status of the water pollution of rivers, lakes and bays, including the names of sources, rivers, lakes and bays.
  - a) Sources of pollution
  - b) Situation of rivers (BOD, SS, etc.)
  - c) Situation of lakes (BOD, SS, etc.)
  - d) Situation of bays (BOD, SS, etc.)
- (3) Please provide the following information on the climate in your city/town/village.
  - a) Average annual rainfall (            ) mm/year

- b) Average frequency of rainfall ( ) times/year
- c) Maximum hourly rainfall ( ) mm/hour (in year of )
- d) Maximum 10-minute rainfall ( ) mm/10 min. (in year of )

## 8. Present Status of Sewage Works

### (1) Present status of sewerage and sanitation

#### (2) Water Quality Preservation Principle and/or Strategy in the country

( Master Plan, Laws and Regulation, Related organization, Role and Responsibility of Federal Government, State Government, Municipality, and Other Related Organizations etc.)

### (3) Present status of sewerage systems

#### a) Total number of Sewage Treatment Plant (STP) in your country

b) Adopted Wastewater Treatment Process (Lagoon, Aerated Lagoon, Oxidation ditch, Trickling Filter, Activated sludge process, etc.) and the number of STP in each process.

#### c) Please describe five (5) largest (or typical) treatment plants in your country.

##### 1) Name and location of the plants

Please attach the maps.

##### 2) Size

i) Daily Wastewater Flow (m<sup>3</sup>/d)

ii) Domestic Wastewater Flow (m<sup>3</sup>/d)

iii) Pollution Equivalent

iv) Industrial Wastewater Flow (m<sup>3</sup>/d) and Its Main Industry

##### 3) Sewage Collection System

i) Combined system

ii) Separate system

(including the case where open channels are used for stormwater runoff drainage)

iii) Others

##### 4) Wastewater Treatment Process

Please attach the flow diagram for sewage treatment.

##### 5) Sludge Treatment Process including final disposal

##### 6) Influent and Effluent Water Quality (BOD, COD, SS, T-N, T-P, etc.)

##### 7) Regulation of Effluent Water Quality (pH, BOD, S-BOD, COD, SS, T-N, T-P, Fecal coliform, Heavy Metal, etc.)

##### 8) Where is the effluent discharged to (after treatment)?

##### 9) Is treated effluent reclaimed and reused?

i) Please answer Yes or No.

ii) If "yes," describe the details as well as purposes.

(4) Financial System Regarding Sewage Works (Construction Cost, Maintenance Cost, User Charge, Subsidy from Central or State Government, General-account Budget in the City, etc.)

(5) Present Status of Industrial Wastewater, Type of Industry, Regulation, Industrial Wastewater Treatment

9. Stormwater Drainage Condition in the Capital, or the City in which you are working

(1) Frequent flooding region/area and frequency of inundation (Please attach the maps)

(1) Drainage area where stormwater runoff is collected and discharged to stormwater sewers and channels.

(2) Total length of sewers  
less than 600 mm dia. ( ) km  
600-1,500 mm dia. ( ) km  
larger than 1,500 mm dia. ( ) km

(3) Number of pumping station

(4) Financial System Regarding Stormwater Drainage (Construction Cost, Maintenance Cost, Subsidy from Central or State Government, General-account Budget in the City, etc.)

(5) Main countermeasures for flood prevention in your country

10. **Tentative Theme of Improvement Plan** (within 3 pages)

Please describe following items regarding your tentative theme of improvement plan

a) Title

b) Current Situation and Background

(Necessity and justification, reasons why you chose the topic as priority, etc.)

c) Objectives and goal

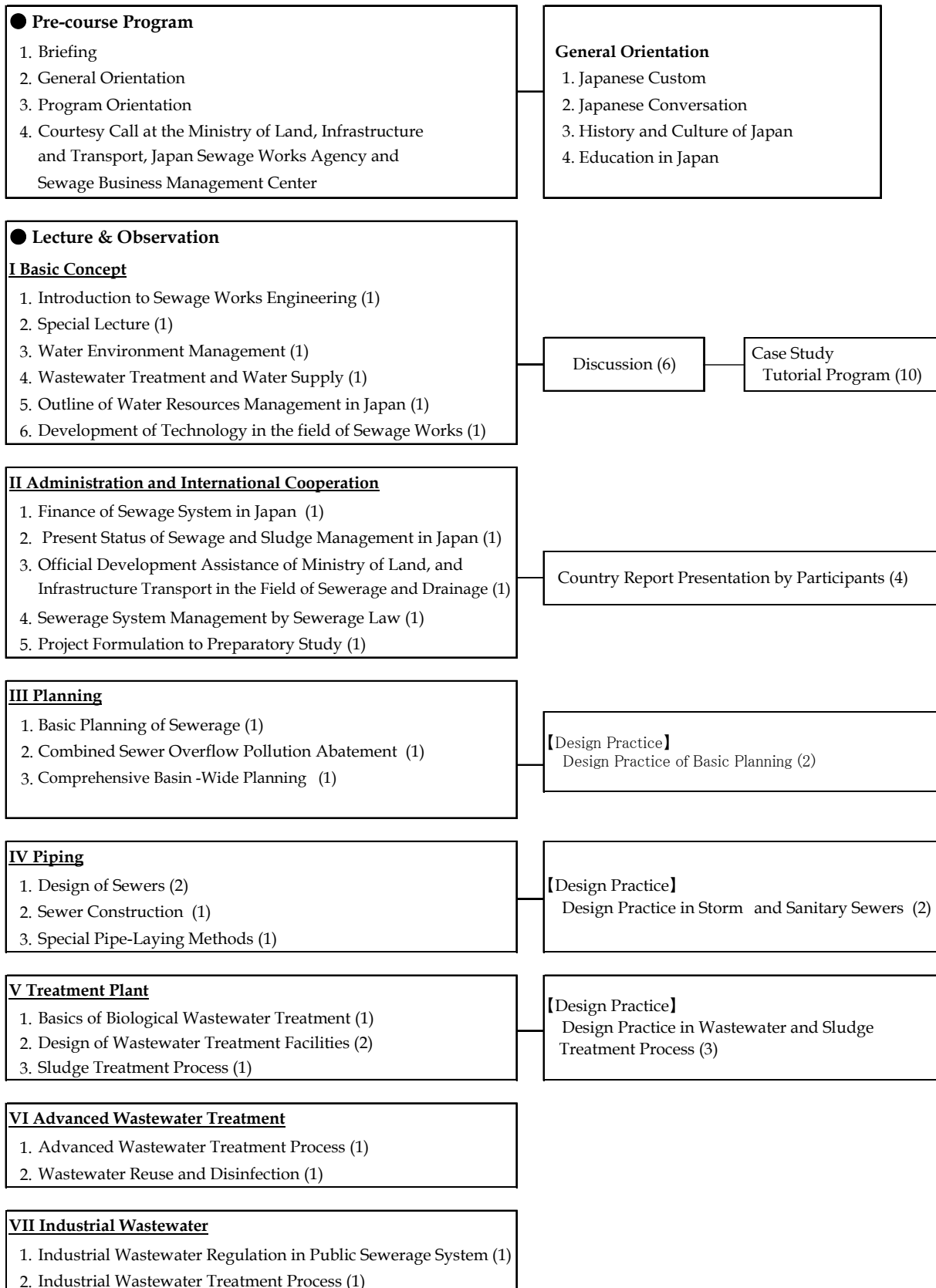
(Describe the before and after (expected situation) by implementation of improvement plan).

d) What you expect in this course

# Contents of the program in Japan

ANNEX 2

The curriculum of the course is as follows



**VIII Urban Stormwater Drainage System**

1. Prediction of Stormwater Runoff and Inundation (1)
2. Comprehensive Flood Control in Urban Areas (1)
3. Urban River Management (1)
4. Stormwater Drainage Plan (1)
5. Sewer Network and Stormwater Runoff Simulation Models (2)
6. Design of Pumping Stations (Basic Design) (1)
7. Design of Pumping Stations (Facilities) (1)
8. Strategic Approach for Urban Drainage and Flood Measures Control under Rapid Urbanization (1)

**IX Maintenance**

1. Operation and Maintenance of Sewer Facilities (1)
2. Operation and Maintenance of Sewage Treatment Plants (1)
3. Operation and Maintenance of Oxidation Ditch, and Lagoon Processes Compared with Conventional Activated Sludge Process (1)

**【Observation/Practice】**

1. Maintenance of Sewers (1)
2. Maintenance of Pumping Stations (1)
3. Operation and Maintenance of Sewage Treatment Plants (1)
4. Water Quality Analysis (4)

**X Protection of Water Environment**

1. Water Quality Management in Japan (1)
2. Integrated Water Resources Management (1)

**XI Others**

1. Lagoon and Aquaculture (1)
2. Design of Lagoon (1)
3. Roles of Sewage Treatment in the field of Public Health (1)
4. Night Soil Treatment and Disposal (1)
5. On Site Treatment (1)
6. Public Announcement (1)

<b>【Study Tour I: Hokkaido】</b>	<b>【Field Trip I: Kinki Region】</b>
<ol style="list-style-type: none"> <li>1. Coca-Cola Sapporo Factory</li> <li>2. Atsubetsu Compost Factory</li> <li>3. Kuriyama-Town Wastewater Treatment Plant</li> </ol>	<ol style="list-style-type: none"> <li>1. Tsukigase Village Treatment Center</li> <li>2. Konan-Chubu Wastewater Treatment Plant</li> <li>3. Shinga Pref. Science Museum of Water Environment</li> </ol>
<b>【Study Tour II: Kyusyu】</b>	<b>【Field Trip II: Tsukuba】</b>
<ol style="list-style-type: none"> <li>1. Munakata Treatment Center</li> <li>2. Fukuoka Treatment Plant</li> <li>3. Hinode-Suidou Kiki Co.,Ltd</li> <li>4. Park Wastewater Treatment Plant</li> </ol>	Ministry of Land, Infrastructure and Transport/Policy Research Institute for Land, Infrastructure and Transport
<b>【Personel Program】</b>	
Field Trip Arranged by Participants' Interesting Topics	

● **Closing Program**

1. Evaluation of the Training
2. Closing Ceremony

**Note:**

( ) shows the number of sessions.  
One (1) session is 2.5 hours.



## 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 enquires and further information, please contact the JICA office,  
or the Embassy of Japan. Address any other correspondence to:

Tokyo International Center,  
Japan International Cooperation Agency  
(JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051      FAX: 81-3-3485-7904

## 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)

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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.



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

**Family Name**

**First Name**

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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



**9) Contact Information**

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

**10) Others (if necessary)**

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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)
	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: