

TRAINING CIRCULAR

Subject : A Group Training Course in Solid Waste Management for Southwest-Discussion for Realizing the Improvement Measure to be held in Japan from 13th October 2008 to 5th December 2008.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Solid Waste Management for Southwest-Discussion for Realizing the Improvement Measure to be held in Japan from 13th October 2008 to 5th December 2008. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in)

2. The course is designed for Government Officers who are engaged in solid waste management and environmental education for citizens at local or central Government to enable them to set basic policy strategies for solid waste management, public awareness and construction of landfill.
3. The candidate should have more than two years of experience in the relevant field; be a university graduate or equivalent level; 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 JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who 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 23rd 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 14th August 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


(Trishaljit Sethi)
Director

- 1 All State Governments/ Union Territories [With the request to circulate it amongst the related organizations]
- ✓ 2 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)

S No. 1(x) 34/07/08

No. 54/GT-CP/2008

23rd June, 2008

Dear Mr R.K. Kharb.

A Group Training Course in Solid Waste Management for Southwest – Discussion for Realizing the Improvement Measure will be held in Japan from 13th October, 2008 to 5th 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 22nd August 2008:-

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

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

It is further informed that 8 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,

(Yumiko 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.

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Copy to:-

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

27/07/08
25/07/2008



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Solid Waste Management for Southwest Asia -Discussion for Realizing the Improvement Measures-

地域別研修

「南西アジア地域廃棄物管理 - 具体的改善策の策定に向けて -」

JFY 2008

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

NO. J0804117

From Oct. 13 2008 to Dec. 5 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

There is concern over the worsening of the living environment, caused by inadequate collection and processing of household garbage due to the effects of rapidly increasing urbanization and population growth among the countries of south-west Asia, like India and Bangladesh. In these countries, public awareness in waste products is still not high, and there are many unsolved issues such as the lack of systemized laws and regulations, human resources, and technology, and most urgent of all is the creation of human resources who work in waste management.

This course is held for government officials and technicians in the field of waste management or environmental education for citizens in south-west Asia in order to learn composting of organic waste, sanitary landfills, processing techniques for dangerous waste products, effective and economic waste collection, reform of residents' concepts, and processing administration for waste products, and to acquire the necessary knowledge and techniques required for policy-making for promotion policies and the proposal of action plans.

For what?

This program aims to become able to set basic policy strategies for solid waste management administration, public awareness and construction of landfill.

For whom?

This program is offered to government officers who are engaged in solid waste management or environmental education for citizens at local or central government.

How?

Government officers who are engaged in solid waste management environmental education or environmental education for citizens at local or central government become able to set basic policy strategies for solid waste management administration, public awareness, construction of landfill. In addition, participants are expected that national policies that reflect the policies created through this proposal will be implemented.

II. Description

1. Title (J-No.):

**Solid Waste Management for Southwest Asia
-Discussion for Realizing the Improvement Measures- (J0804117)**

2. Period of program

From Oct. 13 2008 to Dec. 5 2008

3. Target Countries:

Participants from Bangladesh, India, Nepal, Pakistan and Sri Lanaka.

4. Eligible / Target Organization:

This program is designed for Government officers who are engaged in solid waste management and environmental education for citizens at local or central government.

5. Total Number of Participants:

8 participants from Bangladesh, India, Nepal, Pakistan and Sri Lanaka in total are expected to participate in this program. Participants from Bangladesh, Pakistan and Sri Lanaka will be 2.

6. Language to be used in this program: English

7. Program Objective:

Government officers who are engaged in solid waste management and environmental education for citizens at local or central government become able to set basic policy strategies for solid waste management, public awareness and construction of landfill.

8 . Overall Goal:

National policies that reflect the policies created through this course will be implemented.

9. Expected Module Output and Contents:

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

(1) Core Phase in Japan

(From Oct. 13 2008 to Dec. 5 2008)

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

| Expected Module Output | Subjects | Methodology |
|---|--|------------------------|
| 1) Participants are able to understand solid waste management in Japan and local government and the issue in own country. | 1) Laws related to waste treatment 2) Waste management in local government 3) Conservation activity for environment in Japan | Lecture Observation |
| 2) Participants are able to understand waste treatment technique through acquiring effective methods of collection and treatment. | 1) Separation of general waste, Collection and transportation, Effective system of treatment 2) Treatment of toxic waste (Medical waste and industrial waste) 3) Recycle technique for paper and plastic | Lecture Observation |
| 3) Participants are able to understand the activity of environmental education with community participation in local government. | 1) Method and practice of environmental education with citizens 2) Exchange program with NPO 3) Creation and Role of center for environmental enlightenment | Lecture Observation |
| 4) Participants acquire proper methodology of the Final Landfill Site. | 1) Regulation and framework of landfill site. 2) Secure of sanitary landfill site | Lecture Observation |
| 5) Participants acquire composting techniques for organic waste | 1) Theory and analysis of composting techniques for organic waste 2) Practice of composting | Lecture Observation |
| 6) Participants are able to formulate action plan for waste management. | 1) Discussion between participants 2) Proposal from course leader 3) Job report and Action plan presentation | Practice |

<Schedule of the program>

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

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

Essential Qualifications

- 1) Current Duties: be government officers who are presently engaged in solid waste management or environmental education for citizens at local or central government.
- 2) Experience in the relevant field: have more than 2 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 40 years of age
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan (As the training includes much field works (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training course)
- 7) Must not be serving any form of military service.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report, Questionnaire and Issue Analysis Sheet (I.A.S.):** to be submitted with the application form. Fill in Annex , and of this General Information, and submit it along with the Nomination Form. **Job report, Questionnaire and IAS are necessary documents for screening of an applicant.** Each participant will be required to present his/her Job report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring

them. When you use Power Point, it is preferable to use letters more than 24-point and not to use pictures on the background. **An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.** The purpose of an Issue Analysis Sheet is to logically organize relationships between problems facing an organization that an applicant belongs to and contents of fields to be taken in a training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for problems by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. **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: **August 22, 2008**

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

(2) Selection:

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than September 13, 2008.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain, and

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

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Kyushu
(2) **Contact:** kictp2-05@jica.go.jp

2. Implementing Partner:

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
(2) **Address:** 1-1-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka 805-0062, Japan
(3) **TEL :** 81-93-662-7171 **FAX :** 81-93-662-7177
(4) **Remark:** KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2006 has accepted a total of 3,547 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2007 it offers a total of 31 courses.

3. Travel to Japan:

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

4. Accommodation in Japan:

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

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

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

5. Expenses:

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials
For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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

Annex-I

**Solid Waste Management for Southwest Asia
(JFY 2008)
*Job Report***

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

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

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

Remarks3: Please itemise your answer and make them specific.

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

(1) Main tasks of the organization

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

(2) Organization chart:

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

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

(3) Brief description of your assignments:

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

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

(2) Countermeasures for these problems:

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

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

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

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

(3) Other matters you are expecting for this course, if any:

(Basically this training programme is fixed and cannot be changed upon your request.)

**Solid Waste Management for Southwest Asia
(JFY 2008)**

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" column how many years of experience you have on the respective items.

| | Yes | No | Years |
|---|-----|-----|-------|
| (1) Environmental science and engineering | () | () | () |
| (2) Chemical engineering | () | () | () |
| (3) Chemical analysis | () | () | () |
| (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) | (%) |
| -the others | (t) | (%) |

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

| | Budget(U.S. dollar) | |
|--|---------------------|------|
| | Percentage | |
| -collection | () | (%) |
| -construction of treatment/disposal facilities.. (| () | (%) |
| -disposal operation and management | () | (%) |
| -the others | () | (%) |

(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

Annex-

Solid Waste Management for Southeast Asia (JFY 2008)
Annex- : Issue Analysis Sheet

| Expected Module Output | Subject | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|--|--|---|--|----------------------------|-----------------------------|
| To understand solid waste management in Japan and local government and the issue in own country. | 1) Laws related to waste treatment 2) Waste management in local government 3) Conservation activity for environment in Japan | | | | |
| To understand waste treatment technique through acquiring effective methods of collection and treatment. | 1) Separation of general waste, Collection and transportation, Effective system of treatment 2) Treatment of toxic waste (Medical waste and industrial waste) 3) Recycle technique for paper and plastic | | | | |
| To understand the activity of environmental education with community participation in local government. | 1) Method and practice of environmental education with citizens 2) Exchange program with NPO 3) Creation and Role of center for environmental enlightenment | | | | |
| To acquire proper methodology of the Final Landfill Site. | 1) Regulation and framework of landfill site. 2) Secure of sanitary landfill site | | | | |
| To acquire composting techniques for organic waste | 1) Theory and analysis of composting techniques for organic waste 2) Practice of composting | | | | |

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

Sample

| Expected Module Output | Subject | A: Problems in your country or organization | B: Backgrounds that cause the problems | C: Measures taken in Japan | D: Proposal to your country |
|--|--|--|--|---|-----------------------------|
| To understand solid waste management in Japan and local government and the issue in own country. | 1) Laws related to waste treatment 2) Waste management in local government 3) Conservation activity for environment 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. ... | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day. </div> | |
| To understand waste treatment technique through acquiring effective methods of collection and treatment. | 1) Separation of general waste, Collection and transportation, Effective system of treatment 2) Treatment of toxic waste (Medical waste and industrial waste) 3) Recycle technique for paper and plastic | • • • | • • | | |
| • • • | | | | | |

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

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

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

Annex-

| | Date | AM(9:30 ~ 12:30) | PM(13:30 ~ 16:30) |
|--------|---|--|--|
| | | Subject | |
| Oct. | 13 Mon | Arrival at Japan | |
| | 14 Tue | Briefing | |
| | 15 Wed | Japanese Lesson | Japanese Lesson |
| | 16 Thu | Japanese Lesson | Japanese Lesson |
| | 17 Fri | Japanese Lesson | Japanese Lesson |
| | 18 Sat | | |
| | 19 Sun | | |
| | 20 Mon | Course Orientation | Guidance and Rehearsal for Job Report Presentatio |
| | 21 Tue | KITA Presentation | |
| | 22 Wed | Transition of Waste Management in Kitakyushu City | Job Report Presentation |
| | 23 Thu | Administration of Collection and Transport of Household Waste in Kitakyushu | Observation:Plastic Recycling Factory |
| | 24 Fri | Environmental Policy and International Cooperation in Kitakyusyu City | Observation:Automobile Recycling |
| | 25 Sat | Holiday | |
| | 26 Sun | Holiday | |
| | 27 Mon | Practice: Collection and Transportation of Household Waste | Observation: Segregation and Incineration of Solid Wastes |
| | 28 Tue | Lecture and Observation on Making Compost from Household Garbage | Lecture and Observation on Making Compost from Household Garbage |
| | 29 Wed | Observation: Environmental Education Facilities | Demonstrations and Discussion on Raising Public Awareness activities by NPOs |
| | 30 Thu | Practice of Methane fermentation | Practice of Methane fermentation |
| | 31 Fri | Observation: Recycling Techniques of Waste Pap | Activities in Communities and Environmental Education |
| Nov. | 1 Sat | Survey on Washed-up Driftage Along a Beach | |
| | 2 Sun | Holiday | |
| | 3 Mon | Holiday | |
| | 4 Tue | Control and Surveillance of Industrial Solid Waste | Observation: Industrial Hazardous Waste Treatment Technologis |
| | 5 Wed | Actual Examples of Composting Techniques of Household Organic Waste | Actual Examples of Composting Techniques of Household Organic Waste |
| | 6 Thu | Actual Examples of Composting Techniques of Household Organic Waste | Actual Examples of Composting Techniques of Household Organic Waste |
| | 7 Fri | Analysis of general waste component | Analysis of general waste component |
| | 8 Sat | Holiday | |
| | 9 Sun | Activity of children association | |
| | 10 Mon | Off | Waste management in office building |
| | 11 Tue | Roundtable with Residents'Association | Solving Harmful Gas Problems in Landfill Sites |
| | 12 Wed | Construction and Maintenance of a Landfill Site | Construction and Maintenance of a Landfill Site |
| | 13 Thu | Construction and Maintenance of a Landfill Site | Construction and Maintenance of a Landfill Site |
| | 14 Fri | Maintenance management of penetrating water | Maintenance management of penetrating water |
| | 15 Sat | Holiday | |
| | 16 Sun | Holiday | |
| | 17 Mon | Management of Infectious Medical Waste | Treatment of Infectious Medical Waste |
| | 18 Tue | Observation: Compressor Facility for Efficient Transportation of Household Waste | Refining of metal waste |
| | 19 Wed | Analysis practice of hazardous waste | Analysis practice of hazardous waste |
| | 20 Thu | Methane Fermentation in Landfill Sites | Characeristics and Treatment of leachate from Landfill Sites |
| 21 Fri | Discussion about Action plan | Practice of industrial waste treatment | |
| 22 Sat | Japanese Economy and Developing Countries | | |
| 23 Sun | Holiday | | |
| 24 Mon | Holiday | | |
| 25 Tue | Study trip | Study trip | |
| 26 Wed | Study trip | Study trip | |
| 27 Thu | Time and Motion Study | Time and Motion Study | |
| 28 Fri | Study trip | Study trip | |
| 29 Sat | Holiday | | |
| 30 Sun | Holiday | | |
| Dec. | 1 Mon | Roundtable with Residents'Association | Construction and Maintenance of a Sea Area Landf |
| | 2 Tue | Gappei Jyokasou | Sewage System in Kitakyushu City |
| | 3 Wed | Follow up of Action Plan | |
| | 4 Thu | Rehearsal for Action Plan Presentation | Presentation of Action Plan,Closing Ceremony |
| | 5 Fri | Return Home | |



**Japan International Cooperation Agency (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 [* : country code for Japan]
Fax : 81^(*) -93^(**) -671-0979 [** : area code for Kitakyushu]

URL http://www.jica.go.jp/branch/kic_e/kic_top_e.html

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

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

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

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

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee

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

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:

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

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

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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

| | | | | | | | | |
|---|---|--|---|--|--|--|--|--|
| J | 0 | | - | | | | | |
|---|---|--|---|--|--|--|--|--|

3. Country Name:

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

4. Name of Applying Organization:

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

5. Name of the Nominee(s):

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

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 |

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

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

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

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

6. Expectation on the applied training and dialogue program

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

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

(b) Are you pregnant?

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

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

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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



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

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

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

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

| | |
|-------|-------------|
| Date: | Signature: |
| | Print Name: |