

TRAINING CIRCULAR

Subject : A Group Training Course in Effective Use of Industrial Water and Re-use of Waste Water to be held in Japan from 15th November 2009 to 18th December 2009 (Core Phase).

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 Effective Use of Industrial Water and Re-use of Waste Water. The total duration of the course is from July 2009 to June 2010, out of this the Core Phase from 15th November 2009 to 18th December 2009 will be held in Japan and the rest of the period will be held at the candidate's home country in the form of Preliminary Phase and the Finalization Phase. 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 Policy planning administration related with industrial water supply. The program aims to find possible solutions to policy challenges relating to effective use of industrial water and re-use of waste water.

3. The candidate should be engaged in industrial water and waste water management in governmental or other public organizations; have at least five years of experience in the above organization; should have mastered basic water treatment technologies in the university; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

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 may fall ill after reaching Japan.(costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 23rd July 2009. 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 20th September 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. The Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
2. The Secretary, Ministry of Environment and Forests, Paryavaran Bhavan, New Delhi.
3. The Secretary, Department of Industrial Development, Udyog Bhavan, New Delhi.
4. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

- ✓ 5. 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



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Effective use of industrial water and re-use of waste water

集團研修「工業用水使用合理化及び廃水再生利用」

JFY 2009

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

NO. J09-00960 / ID. 0980074

From Jul. 2009 to Jun. 2010

Phases in Japan: From November 15, 2009 to December 18, 2009

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

With industrialization, developing countries are now facing problems such as industrial water shortage due to the rapid industrial development and land sinking caused by overuse of ground water for industries. A rapid increase in industrial water demand has led on to drinking water shortage, which is becoming a social problem in some countries. To tackle the problems, finding new water resources is not enough. Promoting effective water use including water re-use is strongly required.

This program aims to introduce policies/measures/technologies related to effective water use and re-use of waste water in Japan to administrative officers in charge of policy planning for industrial water so that they can implement policy based on the concept of effective water use after returning home. Thus, the program will contribute to promoting a sound use of water and improving the quality of life in society with industrial development in each participating country

For what?

This program continues three consecutive years from 2009 to 2011. In this period, the participating organizations are expected to formulate policy and action plan to implement the effective use of industrial water and re-use of waste water activities in the respective countries.

In the first and second year (2009 and 2010), the participants who are in charge of industrial water and waste water management can learn the basic technique and policy, then they draw up the reports on how to utilize the knowledge gained in this training program.

In the final year (2011), executive officials in charge of decision making for industrial water and waste water management formulate the feasible policy and action plan.

For whom?

The first and second year: the technical / administrative officials who are in charge of industrial water and waste water management.

The third year: Executive officials in charge of decision making for industrial water and waste water management policy.

(Note: in 2009 and 2010, the target group will be the technical / administrative staff (management and technique) and administrative staff (principally management) respectively.)

How?

Participants shall have opportunities to have lectures, observations, practices, discussions, report makings and presentation in order to fulfill the Program Objective described in II. 7.

II. Description

1. Title: Effective use of industrial water and re-use of waste water

2. Period of program

| | |
|---|----------------------------------|
| Duration of whole program: | July 2009 to June 2010 |
| Preliminary Phase: (in a participant's home country) | July 2009 to November 2009 |
| Core Phase in Japan: | November 15 to December 18, 2009 |
| Finalization Phase: (in a participant's home country) | December 2009 to June 2010 |

3. Target Regions or Countries

Chile, Gambia, India, Jordan, Namibia, Peru

4. Eligible / Target Organization

Policy planning administration related with industrial water supply

5. Total Number of Participants

8 participants

6. Language to be used in this program: English

7. Program Objective:

Possible solutions to policy challenges relating to effective use of industrial water and re-use of waste water will be studied and a policy /plan for the solutions will be formulated.

8. Overall Goal

In developing countries lack of industrial water, effective use of water resources suitable for their respective countries will be promoted through their capacity development to establish systems for proper use of industrial water and re-use of waste water.

9. Expected Module Output and Contents:

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

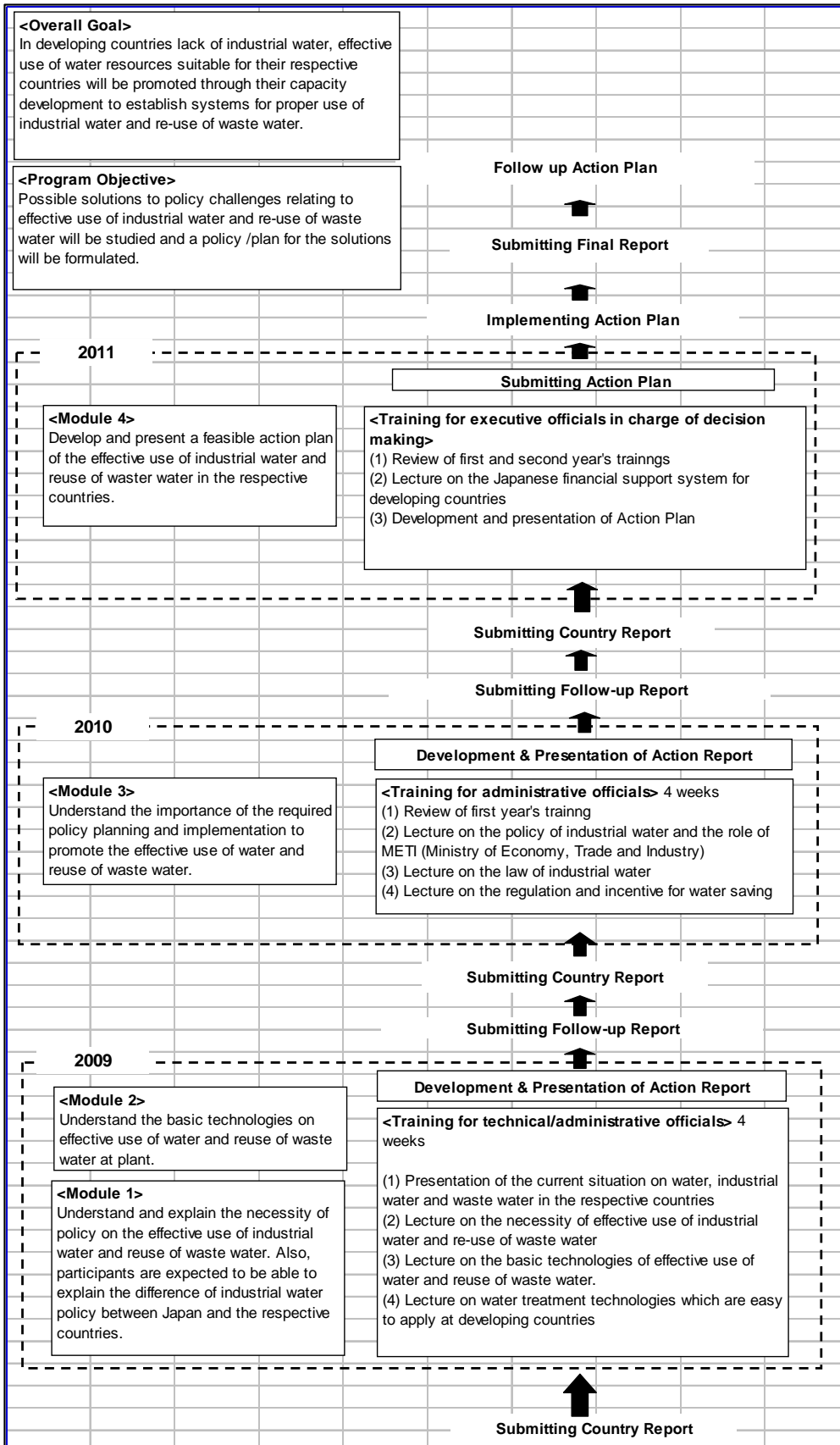
| (1) Preliminary Phase in a participant's home country (July 2009 to November 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i> | |
|---|--|
| Expected Module Output | Activities |
| Consultation with Supervisor and Colleagues | The final output of this program is to formulate the feasible policy and action plan of effective use of industrial water and reuse of waste water. In this connection, the course leader requests the participant to consult with his/her supervisor about the feasibility of implementing the action plan after returning from Japan—that is, what organizational resources (administrative system, financial resource, human resource, time schedule, etc.) are and are not available. |
| COUNTRY REPORT | The course leader will ask you to present your Country Report during the first week of the program (see Structure of the Program and ANNEX below). You will only be allowed 20 minutes for your presentation , and so please try to focus on the highlights and/or main issues you wish to address as follows. (1) Introduction (2) The water resources and usage in your country (3) Overview of policies, laws and regulations on the industrial water and waste water management (4) Industrial Structure (5) Challenges and Expectation |

| (2) Core Phase in Japan (November 15, 2009 to December 18, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i> | | |
|--|--|--|
| Expected Module Output | Subjects/Agendas | Methodology |
| 1. Understand and explain the necessity of policy on the effective use of industrial water and reuse of waste water. Also, participants are expected to be able to explain the difference of industrial water policy between Japan and the respective countries. | (1) Presentation of the current situation on water, industrial water and waste water in the respective countries (2) Lecture on the necessity of effective use of industrial water and re-use of waste water (3) Comparison and analysis between trainee's countries and Japan (4) Observation and discussion on effective use of industrial water and reuse of waste water at plants | Presentation Lecture Observation |

| | | |
|---|---|--|
| 2. Understand the basic technologies on effective use of water and reuse of waste water at plant. | (1) Lecture on the basic technologies of effective use of water and reuse of waste water. (2) Lecture on water treatment technologies which are easy to apply at developing countries | Lecture Observation |
| 3. Understand the importance of the required policy planning and implementation to promote the effective use of water and reuse of waste water. | (1) Lecture on the policy of industrial water and the role of METI (Ministry of Economy, Trade and Industry) (2) Lecture on the law of industrial water (3) Lecture on the regulation and incentive for water saving (4) Lecture on the Japanese financial support system for developing countries | Lecture and Exercise |
| 4. Develop and present a feasible action Report of the effective use of industrial water and reuse of waste water in the respective countries. | (1) Development and presentation of Action Report (2) Discussion on Action Report | Workshop Consultation Presentation |

| | | |
|---|---|-------------|
| (3) Finalization Phase in a participant's home country (December 19, 2009 to June 18, 2010) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Training and Dialogue Program.</i> | | |
| Expected Module Output | Subjects/Agendas | Methodology |
| Presentation to Supervisor Submission of Follow-up Report | The course leader will also ask you to make a presentation to your colleagues AFTER returning to your home country and disseminate the knowledge and output obtained from the program. In addition, participants are required to submit Follow-up Report six (6) months later. | |

<Structure of the program>



<Tentative Schedule 2009>

| No. | Date | Week | AM/ PM | | Contents |
|-----|--------|------|-----------|--------------|---|
| | Nov.15 | Sun | | | Arrival at Japan |
| | Nov.16 | Mon | AM | Orientation | Briefing |
| | | | PM | Orientation | Program orientation |
| | Nov.17 | Tue | AM | Orientation | General orientation |
| | | | PM | Orientation | General orientation |
| 1 | Nov.18 | Wed | AM | Presentation | Country report presentation |
| | | | PM | Presentation | Country report presentation |
| 2 | Nov.19 | Thu | AM | Lecture | Introduction of Water Re-use Promotion Center |
| | | | PM | Lecture | Water Resource and use in Japan |
| 3 | Nov.20 | Fri | AM | Lecture | Policy and administration of water in Japan/Role of METI*1 |
| | | | PM | Lecture | Technology of water saving |
| | Nov.21 | Sat | | | Holiday |
| | Nov.22 | Sun | | | Holiday |
| | Nov.23 | Mon | | | Holiday (Labor Thanksgiving Day) |
| 4 | Nov.24 | Tue | AM | Lecture | Policy of Industrial water |
| | | | PM | Sight v. | Industrial water supply works (Katsunan Industrial water supply office) |
| 5 | Nov.25 | Wed | AM | Lecture | Re-use of Industrial wastewater and Sewage |
| | | | PM | Sight v. | Re-use of Sewage treated water (Ochiai sewage works) |
| 6 | Nov.26 | Thu | AM | Lecture | Quality standard of discharge water in Japan |
| | | | PM | Lecture | Pollution Control Management System in Japan |
| 7 | Nov.27 | Fri | AM | Lecture | Wastewater treatment (Biological treatment) |
| | | | PM | Lecture | Environment watching center in Yokohama city |
| | Nov.28 | Sat | | | Holiday |
| | Nov.29 | Sun | | | Holiday |
| 8 | Nov.30 | Mon | AM | Discussion | Difference between participant's country and Japan |
| | | | PM | Lecture | Wastewater treatment (coagulation, sedimentation, floatation) |
| 9 | Dec.01 | Tue | AM | Lecture | Wastewater treatment (Sludge treatment) |
| | | | PM | Sight v. | Wastewater treatment at Paper factory (Oji Board paper factory) |
| 10 | Dec.02 | Wed | AM | Lecture | Wastewater treatment (Anaerobic Treatment) |
| | | | PM | Lecture | Wastewater treatment (Membrane Treatment) |
| 11 | Dec.03 | Thu | AM | Lecture | Re-use of Building wastewater |
| | | | PM | Sight v. | Re-use of Building wastewater (Mitsukoshi shopping building) |
| 12 | Dec.04 | Fri | Full | Sight v. | Water re-use at fish processing industrial estate (Choshi) |
| | Dec.05 | Sat | | | Holiday |
| | Dec.06 | Sun | | | Holiday (move to Osaka city) |
| 13 | Dec.07 | Mon | AM | Sight v. | Guide for leather factory by Local Government |
| | | | PM | Sight v. | Pre treatment plant for wastewater of Leather factories |
| 14 | Dec.08 | Tue | AM | Sight v. | Wastewater treatment and water saving in Dyeing factory |
| | | | PM | Sight v. | Wastewater treatment by Membrane Bio Reactor (Kubota co.) |
| 15 | Dec.09 | Wed | AM | Sight v. | Removal of Organics by Rotary Disc biological treatment |
| | | | PM | Sight v. | (Move to Tokyo) |
| 16 | Dec.10 | Thu | AM | Lecture | Training of PCM*2 |
| | | | PM | Lecture | Training of PCM/Making Action Plan |
| 17 | Dec.11 | Fri | AM | Lecture | Supporting system of developping country in Japan |
| | | | PM | Lecture | Supporting system for water saving and water re-use in Japan |
| | Dec.12 | Sat | | | Holiday |
| | Dec.13 | Sun | | | Holiday |
| 18 | Dec.14 | Mon | AM | Lecture | Wastewater treatment (Sand filter, Fe removal, Mn removal) |
| | | | PM | Sight v. | Water saving at Metal Plating Industrial estate (Chuo Metal I. E.) |
| | Dec.15 | Tue | Full | Self Study | Preparation of Presentation for Action Plan |
| | Dec.16 | Wed | AM | Presentation | Presentation of Action Plan |
| | | | PM | Presentation | Presentation of Action Plan |
| | Dec.17 | Thu | AM | | Evaluation |
| | | | PM | | Closing Celemony |
| | Dec.18 | Fri | | | Leave Japan |
| | | | | | *1 Ministry of Economy, Trade and Industry |
| | | | | | *2 Project Cycle Management |

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 Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be engaged in industrial water and waste water management in governmental or other public organizations.
<The first and second year (2009,2010)>
The technical / administrative officials who are in charge of policy planning or practical technique implementation for effective use of industrial water and re-use of waste water activities. (Note: in 2009 and 2010, the target group will be the technical / administrative staff (management and technique) and administrative staff (principally management) respectively.)
<The third year (2011)>
Executive officials in charge of decision making for industrial water and waste water management policy in target organization
- 2) Experience in the relevant field:
Have at least five (5) years of experience in the aforementioned organization and position.
- 3) Educational Background:
Individuals who have already mastered basic water treatment technologies in the university
- 4) Language:
Have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more. (This program includes active participation in discussions, action plan

development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

5) Health:

Must be in good health, both physically and mentally, to participate in the Program in Japan

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

※New strain of influenza : Please ensure that those who apply for the program exert greater control over their healthcare since the flu has been identified in Japan. The Japanese government has given a warning to Japanese water supply offices or plants regarding their business continuity and supply system in order to maintain a social function (a stable supply of water). Therefore the applicants are required;

- to have no symptom of the flu
- to have no threat of infection
- to call for the infection control measures implementation

6) Must not be serving any form of military service

3. Required Documents for Application :

(1) Application Form: The Application Form is available at the respective country's JICA office or Embassy of Japan.

(2) Country Report: to be submitted with the application form.

Note: Country Report will be reviewed for the screening of applicants and serves as the training materials for those who are informed of acceptance for participation in this training course. An application without complete Country Report will not be considered as duly qualified.

(3) Nominee's English Score Sheet: to be submitted with the application form.

Note: If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents

Closing date for application to the JICA Center in JAPAN: **September 30, 2009.**

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

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective

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

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than October 15, 2009**.

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-4.

IV. Administrative Arrangements

1. Organizer:

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

(2) **Contact:** Mr. Hiroaki ADACHI, Industrial Development & Finance Division

2. Implementing Partner:

(1) **Name:** WATER RE-USE PROMOTION CENTER

(2) **URL:** <http://www.wrpc.jp/index-e.htm>

(3) **Remarks:**

Besides being indispensable for human life, water is a fundamental substance for our social and economic activities. Security of water resources has, however, become a serious problem worldwide. To cope with shortages of water, the Water Re-Use Promotion Center, or WRPC, has made every effort to develop and spread new technologies in the fields of re-use of industrial/municipal water and desalination of sea water.

The results of their developments have been put to practical use effectively both in Japan and abroad. WRPC intends to work towards further development, and to transfer its advanced technologies to countries suffering from shortages of water and to contribute to the protection of the global water environment.

The objectives of WRPC are to develop and spread water technologies such as re-use of waste water and desalination of sea water, to solve the problem of water shortages and contribute to environmental protection. As a result, WRPC will be able to contribute to the economic development and social welfare.

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 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 TIC at its URL,

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.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 “KENSHU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

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

V. Other Information

1. Due to the limited availability of the personal computers in JICA, participants are advised to **bring your own personal computer** if possible, in order to prepare presentation and develop a destination-marketing plan.
2. If you have a check on medical history of your application form, please write on detail about your condition and submit a certificate which your own doctor writes clearly you have no any obstacles to participate in.

VI. ANNEX:

Effective use of industrial water and re-use of waste water (JFY 2009)

Country Report

The Country Report should be typewritten in English on A4 size paper, double-spaced, around 10 pages. This paper should be submitted together with the APPLICATION FORM.

I. Cover Page (1 page)

For administrative purposes, please include the following information on the Cover Page:

2009 JICA Training and Dialogue Program
“Effective use of industrial water & re-use of waste water”

Country REPORT

your name and title

name and address of your organization

(including telephone & facsimile number, e-mail address)

your country

II. Introduction (1-2 page)

(1) Introduction of the organization where the participants belongs

- 1) Missions of the organization
- 2) Outline of the organization and division / department
- 3) Description of your job
- 4) Issues and constrains

(2) Attach the organization chart

III. The water resources and usage in your country (2 page)

(1) The volume of usage in agricultural water, drinking water and industrial water

(2) The major development issue / constrains that you have encountered on the water resources and usage

IV. Overview of policies, laws and regulations on the industrial water and waste water management (2 page)

(1) Overview of legal systems (ex.: Overview of different regulations and relationship between them)

(2) Administrative organizations on the industrial water and waste water management

- (3) Overview of laws and regulations on the industrial water and waste water management and the implementation systems
- (4) Lessons learnt from the past or ongoing initiatives/projects if you have

V. Industrial Structure(1 page)

- (1) Overview of the industrial structure

| Kind of industries | Number of factories | Annual sales amounts (million dollars/Year) | Annual water usage (Ton/Year) |
|--------------------|---------------------|---|-------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- (2) Current situation of the waster water treatment and re-use

VI. Challenges and Expectation(2 page)

- (1) Specific challenges which you or your office face for the effective use of industrial water and re-use of waste water management and measures to be taken including current conditions of infrastructures necessary for the smooth operations
- (2) Your specific expectation to this program, in the context of the challenges mentioned in (1)
- (3) Other specific challenges and expectation, if any

NOTE: Participants in this workshop are requested to discuss on their inception report in discussion sessions during the course program.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

JICA 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

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)

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

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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| |
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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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| |
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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.

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

2. Medical History

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

| | | |
|----------|--------|---|
| Past: | () 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) (_____) |
| () Yes | 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: |