

North Block, New Delhi-1
Dated the 17th February 2009

TRAINING CIRCULAR

Subject : A Group Training Course in Environment Management Technology in Chemical Industries, to be held in Japan from 1/06/2009 to 18/07/2009 (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 Environment Management Technology in Chemical Industries. The total duration of the programme is from May 2009 to October 2009, out of this, the Core Phase, from 1/6/2009 to 18/07/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. 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 National and Local Governmental Administrative office in the field of environmental management for chemical substances (Oil Refinery, LPG, Power Plant etc.) and other chemical industries and aims for the participants to learn measures to promote chemical industries while conserving environment in developing countries.

3. The candidate should be either (i) national or local governmental inspectors or planners for the industry, (ii) technical engineers in petrochemical (oil refinery, LPG, power plant etc.) and other chemical industries, (iii) executives or technical engineers in association of petrochemical or other chemical industries; have more than 5 years' of practical experience in the field of environmental conservation; be a graduate of university or equivalent academic background; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training; 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 may 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 10th February 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

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 23rd March 2009. 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. Ministry of Petroleum and Natural Gas, A-Wing, 2nd Floor, Shastri Bhavan, New Delhi.
2. Department of Chemicals & Petrochemicals, Shastri Bhavan, New Delhi.
3. Department of Biotechnology, CGO Complex, Block No.2, Lodhi Road, New Delhi.
4. Department of Scientific & Industrial Research, Technology Bhawan, New Mehrauli Road, New Delhi-16.
5. All State Governments/ Union Territories.

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

- ✓ 6. Director (Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.



37/2/09

S.No 1(R)

- 1 -

Japan International Cooperation Agency
(Government of Japan)

No. 8/GT-CP/2009

10th February, 2009

Dear Mr. R.K. Kharb,

A Group Training Course in Environment Management Technology in Chemical Industries will be held in Japan from 1st June, 2009 to 18th July, 2009 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **1st April, 2008**:-

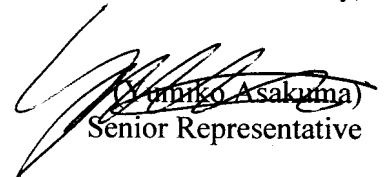
- (1) The Nomination Form A2A3 together with the medical history questionnaire
- (2) The filled in Questionnaire
- (3) The desired Summary of Job Report

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

It is further informed that 5 slots have been offered globally for the above mentioned course. Therefore, it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

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

Copy to:-

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



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**ENVIRONMENTAL MANAGEMENT TECHNOLOGY IN
CHEMICAL INDUSTRIES**

集團研修「化学産業における環境管理技術」

JFY 2009

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

NO. J09-00678/ ID 0980982

From May 2009 to October 2009

Phase in Japan: June 01 , 2009 to July 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

Well-balanced management of economic growth and environmental conservation has been recognized as the important issue for not only each nation but also the global environment.

Chemical industry has wide variety such as pharmaceuticals, agricultural chemicals, functional chemicals and paint. Prompt actions are necessary to propagate environmental management technology in the industry. It is expected for the Japanese government to contribute to sound growth of industries in developing countries by improving environmental management technology in chemical industries. The task would be achieved with two sectors, local governments and industries in Japan. The local governments in Japan have also environmental management technologies such as environmental monitoring and domestic solid wastes treatment. The chemical industries in Japan possess advanced environmental technologies such as safety management, reduction of effluent discharge, detoxification of hazardous chemicals, resources recycling, energy conservation, and others.

This training course contributes to promote chemical industries and preserve environment in developing countries by introducing the way of thinking and measures of sustainable development.

For what?

This program aims to learn the way of thinking and measures to promote chemical industries while conserving environment in developing countries.

For whom?

National and local governmental administrative officers or engineers with practical experience in the field of environmental management for chemical substances*

How?

Participants shall have lectures regarding environmental technology, related law and rules, measures done by governments or industries and the latest information of environmental control in chemical industries, as well as visit companies to deepen their knowledge, and then plan to apply what they have learned to their own countries. In the end of the training participants shall draw up an Action Plan, a comprehensive master plan or related action plan of the training topic, through which the participants can recognize their roles and targets. Within 3 months after coming back to home country, participants will also conduct a practical seminar or any promotion of raising awareness actions beyond ordinary report presentation at their organization.

II. Description

1. Title (J-No.): Environmental Management Technology in Chemical Industries (J0900678)

2. Period of program

| | |
|---|---------------------------|
| Duration of whole program: | May 2009 to October 2009 |
| Preliminary Phase: (in a participant's home country) | May 2009 |
| Core Phase in Japan: | June 1 to July 18, 2009 |
| Finalization Phase: (in a participant's home country) | July 2009 to October 2009 |

3. Target Regions or Countries

China, India, Tunisia, Thailand, Vietnam

4. Eligible / Target Organization

National and local governmental administrative office in the field of environmental management for chemical substances, Non-governmental organization of petrochemical (Oil refinery, LPG power plant, etc.) and other chemical industries

5. Total Number of Participants

6 participants

6. Language to be used in this program: English

7. Program Objective:

1. To understand the history of environmental improvement and chemical substance management system in Japan and general measures of local government.
2. To understand environmental management technique of related industrial sector and companies from production and waste treatment of chemical substance
3. To understand the latest trend of environmental management technology
4. To identify the issue of environmental management of chemical substance in own country and prepare the plan of improvement

8. Overall Goal

Environmental management technology in chemical industries in each country shall be improved.

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 (May 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i> | |
| Expected Module Output | Activities |
| Job report is formulated | Formulation and submission of Job Report |

(2) Core Phase in Japan

(June 1, 2009 to July 18, 2009)

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

| Subject | | |
|--|---|---|
| 1) Outline of environmental management measures in chemical industry | ✓ Presentation of Country and Job report | Presentation |
| | <ul style="list-style-type: none"> ✓ The history of Environment Improvement in Japan ✓ Laws on Emission and Disposal of Chemicals ✓ Case Study of ISO14001 at Chemical Plant ✓ Environmental Management Technology at Industrial Solid Waste Final Disposal Site ✓ Ambient Air Monitoring Station in Local Government ✓ Pollution Control Manager System ✓ EIA and case study | Lecture Lecture Lecture & Observation Observation Lecture Lecture |
| 2) Risk management system of chemical substance | <ul style="list-style-type: none"> ✓ Globally Harmonized System (GHS) ✓ Outline of Risk Management on Chemicals ✓ The Latest Technology on Chemical Substances Analysis ✓ Air Pollution Control Technology ✓ Water Pollution Control Technology ✓ Environmental Management at Chemical Plant ✓ Wastewater Treatment Technology ✓ Chemical Substances Management by Local Government | Lecture Lecture Observation Lecture Lecture Observation Observation Observation |
| | <ul style="list-style-type: none"> ✓ Environmental Management at Chemical Plant ✓ PCB Treatment Technology ✓ Zero Emission ✓ Soil Contamination and Risk Management ✓ LCA ✓ Cleaner Production ✓ Case Study of LCA applied to the Manufacturing Industry ✓ Recycling of Industrial Chemical Waste ✓ Responsible Care in Chemical Industry | Lecture and Observation Observation Lecture Lecture Lecture Observation Lecture and Observation |
| 4. Action plan making | Preparation and presentation of action plan for the management system of chemical substance | Preparation Presentation |

(3) Finalization Phase in a participant's home country*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

| Expected Module Output | Activities |
|--|---|
| To implement an interim report (action plan) | Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by October, 2009 based on the follow-up questionnaire to be provided during the Workshop. |

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 -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 -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Present position, assignment: To be either 1) national or local governmental inspectors or planners for the industry, 2) business executives or technical engineers in petrochemical (Oil refinery, LPG power plant, etc.) and other chemical industries, 3) executives or technical engineers in association of petrochemical or other chemical industries
(In case of the applicant from non-governmental organization, she or he must fill up required information shown ANNEX III and submit it.)
- 2) Occupational Background: To have more than five (5) years of practical experience in the field of environmental conservation
- 3) Educational Background: To be university graduates or have the equivalent academic background.
- 4) Language: To have a sufficient command of speaking and writing English (Experience has shown that some applicants find themselves unable to make progress in their training because of inadequate knowledge of English.
- 5) Health: must be in good health, both physically and mentally, to undergo the course of training. (Pregnancy is regarded as a disqualifying condition for participation in the course.)
Note: In the case that medical doctor finds the participant in Japan, unable to continue the training course, he or she may be sent back to home country. A medical cost of the participants charged in Japan is insured under the rule. The participant shall personally pay a medical cost charged to the participant, if the information of MEDICAL HISTORY FOR THE JICA TRAINING AWARD in the Application Form is declared incompletely or incorrectly
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

Expectation for the Applicants: To have ability of human communication skills for effective learning in amicable collaboration.

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) Questionnaire:** to be submitted with the application form. Fill in Attachment-3 of this General Information, and submit it along with the Nomination Form.
- (4) Summary of Job Report:** The applicants are requested to prepare a report on the present situation of their own program/project as well as major problems in their countries. This Summary of Job Report should be typewritten in accordance with the attached form ANNEX II, and submitted to JICA together with the Application Form. An application not accompanied by a completed Country and Job Report cannot be accepted. The Summary of Job Report is not only used for screening applicants, but also are very important base-line materials for improvement/review as outputs of this course.
- (5) For Non-governmental Official:** The required information shown ANNEX III should be submitted with the application, if the applicant is non-governmental official.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: April 1st, 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 May 1st, 2009.**

5. Document(s) to be submitted by accepted participants:

Country and Job Report -- to be submitted by May 20, 2009:

Before coming to Japan, only accepted participants are required to prepare Country and Job Report according to the Annex I. These reports should be sent to JICA or the Japan International Cooperation Center by May 20, 2009, preferably by e-mail to **cbictp1@jica.go.jp** .

6. 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 -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chubu (CBIC)

(2) **Contact:** Ms. Moeko IMAYOSHI (cbictp1@jica.go.jp)

2. Implementing Partner:

(1) **Name:** International Center for Environmental Technology Transfer (ICETT)

(2) **Contact:** Mr. Yoshifumi TANIGUCHI (taniguchi@icett.or.jp)

Remark: ICETT was established in 1990 with the active support of the national government (Ministry of International Trade and Industry), local government, Japanese leading industrial companies and academic institutions in Japan. The purpose of ICETT is to contribute global environmental conservation through a wide range of activities for transferring industrial pollution control technologies and administrative measures to developing countries.

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:

1. International Center for Environmental Technology Transfer (ICETT)
Address: 3684-1-1 Sakura-cho, Yokkaichi, Mie-ken 512-1211, Japan
Phone: +81-593-29-3500 Fax: +81-593-29-8115
2. Chubu International Center (JICA Chubu), JICA
Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, JAPAN

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.

V. Other Information

1. Development Education

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA applicants and local communities, including school and university students as a part of development education program. The JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentation on the society, economy and culture of their home country.

2. Clothes

Light, long-sleeve clothes are advised in an air-conditioned room and in a bus. Since it is midsummer, you will need summer clothes outside. However, most of the places are air-conditioned.

3. Facilities of ICETT are as follows.

- Guest room: Single room with desk, closet, TV, refrigerator, bathroom and toilet.
(You are advised to bring your own towels for bathing, shampoo, toothbrush sets and shaving sets etc. though some are available by bending machine. Hot and chilled water, ice cubes and soft beverage are available.)

- Shared facilities: Automatic laundries machine and clothes dryer, steam iron and overseas call telephone booth. Umbrellas and overcoats are prepared in case of need.
- Computer with Windows XP by English OS is available. Printer, photocopy machine and video recording sets are also equipped.
- Computer with Windows XP by English OS is available. Printer, photocopy machine and video recording sets are also equipped.
- For entertainment: Gymnasium and karaoke-sets, badminton rackets, tennis rackets, table tennis, billiard, playing cards, chess and bicycle are prepared.

Meals in ICETT are considered for Moslems. The accommodation charge in ICETT includes both breakfast and dinner. The charge is directly to ICETT by JICA. Lunches are also available through you order with payment by you, fare-payment basis for the next week. Thus lunches for the first week are reserved. This is due to expecting the participants to adjust the training schedule physically.

4. Guidelines for Country and Job Report Presentation (will be held right after arrival of Japan)

- Country and Job Report should be prepared by following the guideline stated on **ANNEX I** and **II**.
- Country and Job Report presentation is scheduled at the beginning of the training course, which will be attended by lecturers and people concerned with this course. Time allocation for each presentation will be about 20 minutes, including questions and answers. To make their presentations more understandable and attractive, the participants are advised to make effective use of visual references, such as photographs, OHP, PowerPoint, or documents.

VI. ANNEX:

ANNEX I

ATTENTION: The applicant should prepare a report to explain the present condition of the field of study in his/her respective country, and as well as to introduce his/her job description and own interest. This Report should be typewritten in accordance with the attached form (ANNEX I and II) and submitted **together with the Application Form. These papers are used for screening applicants; therefore, applications without a completed set of the papers will not be accepted.**

Country and Job Report

This report should be typewritten in English on A-4 size paper and single-space. Page number should be at the bottom as -1-, -2-, -3-, ---, and Please indicate the followings on the cover sheet. A total page of the report shall be 10 to 13. The figures in [] shown below are approximate number of pages.

1. Name of applicant
2. Name of organization
3. E-mail Address (if available)
4. Post and duty
5. Contents to be reported as follows:

1. Introduction [2]

Briefly describe the work of your organization, the service, which provides and your own job with organization charts and information on function of the organization.

2. Present Condition or Problems of Air, Water Pollution or Solid Waste Treatment in the Chemical Industries [2 to 3]

Describe the followings with available statistical data.

- (a) Outline of Conditions and Problems
- (b) Pollution Control Strategies and Policies by each Sector (Constraints/Difficulties to Solve the Problems)

3. Any Pollution or Disaster Histories Related to the Industry or Office [1]

4. Prevention System of Disaster, Possibly Causing Environmental Pollution in Chemical Industries [2 to 3]

Describe the disaster prevention and safety systems in chemical industries.

5. Successful Experience in Air and Water Pollution Control and Program in Your workplace [2]

Illustrate successful experience or improvement at your workplace.

- (a) Precondition, Implementation, Achievement, and Constraints
- (b) Main Features of Schemes
- (c) Financial and Human Resources of Scheme

6. Priority Area for Action [2]

State urgent or necessary action required at your workplace.

- (a) Goal / Purpose of the Implementation
- (b) Current Obstacles and Your Strategy
- (c) Future Prospect

7. Your most interesting Subjects in this Training Course and the Reasons behind [1]

Reference Materials and Data

The applicants are kindly requested to attach available relevant materials of the area specified below.

- (a) Environmental Quality Standard (Air, Water, and others)
- (b) Emission Standard (Air, Water, Noise, Vibration, and others)
- (c) Laws and Regulations related to the Environment (Air, Water, Noise, Vibration, and others)
- (d) Administrative Structure (Central and Local Government)(Organization chart shall be preferable.)
- (e) Your Organization Chart (Please use other paper and put a mark in the applicant position.)
- (f) Publication on Environment (White Paper on Environment, and others)

ANNEX II

The Group Training in Course on Environmental Management Technology in Chemical Industries,
Fiscal Year 2009

Summary of Job Report

| | |
|---|--------------------------------------|
| Name of Participant | + your E-mail address at your office |
| Country | |
| Name of Organization | |
| Type of Organization | |
| Establishment (Year) | |
| Simplified Organization Chart *: your position : No. of Employees | |
| Major Activities of Your Organization | |
| Present Post & Duties (Years of Experience) Detailed Description of Measures or Projects You have been Involved with | |
| The Most Serious Environmental Problem in Your Country | |
| Present Condition of Pollution Caused by the Chemical Industries and its Countermeasures | |
| Your Most Interesting Subject in this Training Course and the Reasons Behind that | |

ANNEX III

This is for an applicant from non-government organization.

1. Name of Country
2. Name of Applicant
3. Name of Organization
4. Concrete Description of the Activities of the Applicant's Organization
(Please describe as concretely as possible.)

If the organization takes the form of a stock company, please explain followings:

- (1) Names of Investors;
- (2) Respective Investors' Share of the Total Capital of the Organization, and
- (3) Company's Share of the Market.

5. Relationship between the Organization (or the Applicant) and the National Development Project
Name of Plan or Program of the Government.

Please explain the nature of the organization as concretely as possible. For example,

- (1) an advisory or consultative organization (advisor),
- (2) a model of the national project of the government, or
- (3) others.

6. Authorization

The document should be concluded with the statement below, and contain the signature, position, and name of the applicant, as well as the name of the organization of responsible for the international or technical cooperation between the government of Japan and the government of the applicant. The document should also indicate the date.

"I certify that I have examined this document and that I am satisfied the information presented is authentic. I hereby nominate Mr./Ms. ○○○ as a candidate for the course on ○○○ on behalf of he government of ○○○."

ANNEX IV

Reference Materials (Curriculum and Training Schedule of 2008)

| June | | | July | | |
|------|-----|---|------|-----|---|
| 2 | Mon | Arriving in Japan | 1 | Tue | F L: Soil Contamination and Risk Management <i>[Stay in Tokyo]</i> |
| 3 | Tue | Briefing at JICA Osaka | 2 | Wed | AM F: Review (preparing draft of action plan) |
| 4 | Wed | AM: <i>[Move to ICETT]</i> | | | PM F L&V: Chemical Substances Management by Local Government (Chiba Prefecture) <i>[Stay in Tokyo]</i> |
| | | PM: Orientation - Staying at ICET - / Computer Orientation | 3 | Thu | AM F D: Discussion (Action Plan Draft Presentation) |
| 5 | Thu | AM: Program Orientation / Course Guidance | | | PM F L&V: Environmentl Managment at Chemical Plant [Printing Ink Manufacture] (Toyo Ink) <i>[Stay in Tokyo]</i> |
| | | 11:00AM Opening Ceremony | 4 | Fri | AM F <i>[Move to Toyota City]</i> |
| | | PM: Visit to Tsubaki Elementary School | | | AM F V: Visit to Toyota Kaikan Exhibition Hall |
| 6 | Fri | AM: Country & Job Report Presentation | | | PM F L&V: PCB Treatment Technology (JESCO) <i>[Coming Back to ICETT]</i> |
| | | PM: Visit to Yokkaichi City and Petrochemical Complex | 5 | Sat | |
| 7 | Sat | | 6 | Sun | |
| 8 | Sun | | 7 | Mon | AM L: Energy Saving Activities in Chemical Industry |
| 9 | Mon | AM L: The history of Environment Improvement in Japan -The Case of Yokkaichi City- | | | AM L&V: Energy Saving at Oil Refinery (Cosmo Oil Co.,Ltd.) |
| | | PM L: Laws on Emmission and Disposal of Chemicals (Chemical Substances Control and PRTR by Local Gov.) | 8 | Tue | L&V: Responsible Care at Chemical Plant (JSR Corporation) |
| 10 | Tue | AM L: Laws on Emmission and Disposal of Chemicals (Air Pollution Control Law) | 9 | Wed | L&V: Wastewater Treatment Technology -MO-UASB System- [Functional Food Manufacturer] (TAIYO KAGAKU) |
| | | PM L: Laws on Emmission and Disposal of Chemicals (Water Pollution Control Law, Waste Management and Public Cleansing Law) | 10 | Thu | AM F <i>[Moving to Kurashiki]</i> |
| 11 | Wed | AM L: Case Study of ISO14001at Chemical Plant -Audit- | | | PM F L&V: Env'l Managment at Chemical Plant [Recycling of Industrial Waste] (Mizushima Eco-Works) <i>[Stay in Kurashiki]</i> |
| | | PM L&V: Env'l Management Technology at Industrial Solid Waste Final Disposal Site | 11 | Fri | F L&V: Env'l Management at Chemical Plant [Chemical Manufacturer] (Mitsubishi Chemicals) |
| 12 | Thu | AM L&V: Env'l Monitoring System in Local Government (Mie Prefecture) | | | F <i>[Moving to Osaka]</i> <i>[Stay in Osaka]</i> |
| | | PM V: Ambient Air Monitoring Station in Local Government (Mie Prefecture) | 12 | Sat | F Tour at Kyoto -Experinece of Traditional Japan- <i>[Coming Back to ICETT]</i> |
| 13 | Fri | AM L Pollution Control Manager System | 13 | Sun | |
| | | PM L: EIA and Case Study | 14 | Mon | L: Responsible Care in Chemical Industry (Summary) |
| 14 | Sat | <i>[Home Stay or Home Visit Program will be arranged]</i> | 15 | Tue | AM L&V: Recycling of Industrial Chemical Waste [Cement Manufacturer] (TAIHEIYO CEMENT CORORATION) |
| 15 | Sun | <i>[Home Stay Program will be arranged]</i> | | | PM Preparation for Presentation on Action Plan |
| 16 | Mon | L: Globally Harmonized System (GHS) | 16 | Wed | AM L&V: Case Study of LCA applied to the Manufacturing Industry [Chair Manufacturer] (Sankei Indusy Co.,Ltd) |
| 17 | Tue | L: Outline of Risk Management on Chemicals | | | PM Preparation for Presentation on Action Plan |
| 18 | Wed | L&V: The Latest Technology on Chemical Substances Analysis - Analytical Equipment- | 17 | Thu | Presentation on Action Plan |
| 19 | Thu | L: Air Pollution Control Technology | 18 | Fri | AM Evaluation Meeting |
| 20 | Fri | L: Water Pollution Control Technology | | | PM Closing Ceremony / Farewell Party <i>[Move to JICA Chubu]</i> |
| 21 | Sat | | 19 | Sat | Designate Departure Day |
| 22 | Sun | | | | |
| 23 | Mon | L&V: Solid Waste Treatment Technology | | | |
| 24 | Tue | L&V: Env'l Managment at Chemical Plant [Chemical Manufacturer] (Tohso Corporation) | | | |
| 25 | Wed | L: Cleaner Production / D: Discussion (Review) | | | |
| 26 | Thu | L: LCA | | | |
| 27 | Fri | L&V: The Latest Technology on Chemical Substances Analysis -Risk Assessment- | | | |
| 28 | Sat | AM F <i>[Move to Tokyo]</i> <i>[Stay in Tokyo]</i> | | | |

L Lecture V Plant Visit D Discussion F Field trip

This schedule is esubject to changes with advance notice.

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 Observation 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 Chubu International Center (JICA CHUBU)

Address: 4-60-7, Hiraikecho, Nakamura-ku, Nagoya, Aichi 453-0872, Japan

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)

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

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

3. Country Name:

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

4. Name of Applying Organization:

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|--|
| |
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5. Name of the Nominee(s):

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

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

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

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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

| Institution | City/ Country | Period | | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
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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 | |
| | | | | |
| | | | | |
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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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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) (_____) |
| () No | Present Condition: (_____) |



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

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

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

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