

No.34/6/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 10<sup>th</sup> February 2011.

**TRAINING CIRCULAR**

Subject: A Group Training Course in Mega-City Environmental Policy and Environmental Management System to be held in Japan from 23<sup>rd</sup> May 2011 to 16<sup>th</sup> July 2011.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme. The total duration of the course is from May 2011 to January 2012, out of this the core phase from 23<sup>rd</sup> May 2011 to 16<sup>th</sup> July 2011 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](http://persmin.nic.in)).

2. The Program aims for to improve the participant's capacity for development and implementation of environmental management plans taking into account specific local pollution problems and global environmental problems.

3. The Candidate should be technical, planning and management officers in the relevant field such as environmental management and urban living for a specific mega-city with a population of more than 1 million people, who are working at central and local governments or public institutions; have at least five years experience in the relevant field of the environmental management; be between twenty five and forty five years of age; be proficient in written and spoken English; be in good health, both physically and mentally to undergo the above training, and not be serving in any form of military service.

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

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA's Circular dated 3<sup>rd</sup> February 2011. The Ministries/State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

Contd.../-

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 the Administrative Ministry/State Government not later than 8<sup>th</sup> March 2011. Nominations received after the prescribed date will not be considered.



(Raakesh Mishra)  
Desk Officer

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



S. NO. 1(R)

-1-

Japan International Cooperation Agency  
(Government of Japan)

No 7/GT-CP/2011

3<sup>rd</sup> February, 2011

Dear Mr. Rakesh Mishra

A Group Training Course in Mega-City Environmental Policy and Environmental Management System will be held in Japan from 3<sup>rd</sup> May, 2011 to 16<sup>th</sup> July, 2011, 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 **15<sup>th</sup> March, 2011**:-

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

Further details are available in the General Information Booklet. It may be noted that the completed Country Report is essential for screening of applications.

It is further informed that 9 slots are available globally for the said course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,

(Hiroshi Suzuki)

Senior Representative

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

*Def*  
01/02/2011  
Mrs Shieba

DUDNO. 10655/2011  
10710301/2011  
7/2/2011



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Mega-City Environmental Policy and Environmental  
Management System**

**集団研修「大都市地域環境政策・環境マネジメントシステム」**

***JFY 2011***

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

**NO. J11-00624/ 1180992**

**From May, 2011 to January, 2012**

**Phase in Japan: From May 23 to July 16, 2011**

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

# ***I. Concept***

## **Background**

Along with economic development, rapid urbanization and industrialization have caused serious environmental problems in mega-cities\* of developing countries. Developed countries had the same experiences and made a great progress to mitigate these problems, and they are still working to achieve environmental sustainability. In order to avoid following the same track developed countries had experienced, further efforts are required for developing countries.

This training program is designed for national/ local government officials who deal with environmental problems in such mega-cities of the target countries. This program aims at strengthening the organizational capacity to develop and implement environmental management plans by collaborating relevant organizations in the country.

This training program highlights the experiences of Osaka City, the No. 2 mega-city in Japan, which has worked for more than 30 years in order to satisfy environmental standards/ criteria and is still working for better environment based on cooperation of citizens as well as scientific knowledge and latest technology.

\*Mega-city: The word mega-city is usually defined as a metropolitan area with a population of more than 10 million people. The definition of the word herein is, however, a city with a population of more than 1 million people.

## **For what?**

Through the training program, participants are expected to improve their capacity for development and implementation of environmental management plans taking into account specific local pollution problems and global environmental problems.

## **For whom?**

Technical, planning and management officers in the relevant field such as environmental management and urban living for a specific mega-city with a population of more than 1 million people.

(For selection of nominees, see II.6., “Eligible/ Target Organization” and III.2., “Nominee Qualifications”.)

## **How?**

In this program, participants will learn about history, legislation, countermeasure techniques of environmental management especially taking examples of Osaka city through lectures, observations and practices.

## ***II. Description***

**1. Title (J-No.) : Mega-City Environmental Policy and Environmental Management System (J11-00624)**

**2. Period of program**

**Duration of whole program:** May, 2011 to January, 2012

**Phase in Japan:** May 23 to July 16, 2011

**3. Target Regions or Countries:**

India, Indonesia, Kosovo and Mexico

**4. Overall Goal:**

Capacity of participating organization will be improved for implementation of environmental policies.

**5. Objective:**

**(1) Program objective**

Ability of participants will be improved for development and implementation of environmental management plans taking into account specific local pollution problems and global environmental problems.

**(2) Expected Module Output:**

(Preliminary Phase in participants' home countries)

0. Country Reports are prepared in participants' home countries.

(Core Phase in Japan)

1. Environmental problems are shared among participants by the presentation of Country Reports.

2. Priority issues of participating organization will be identified through lectures about history and case study of environmental problems in Japan/Osaka and also through discussion among participants.

3. Participants will learn the methodologies for development of environmental management plans at the both levels of specific pollution control measures and cross cutting environmental issues.

4. Participants will understand Environmental Management System.

5. Action Plans will be prepared.

(Finalization phase in participants' home countries)

6. Action Plans will be shared and examined in participating organization.

**6. Eligible / Target Organization :**

Central/ local government and public institutions in charge of development and implementation of environmental management plans for a specific mega-city in the country with a population of more than 1 million people.

**7. Total Number of Participants :**

9 participants

**8. Language :** English (including English translated from/ to Japanese through interpreters)

**9. Contents:**

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

**(1) Preliminary Phase in participant's home country (~May 22, 2011)**

Participants prepare for the program in the respective country.

<b>Output 0: Country Reports are prepared in participants' home countries.</b>	
Country Report preparation	<ul style="list-style-type: none"> <li>♣ Preparation of Country Report               <ul style="list-style-type: none"> <li>◆ Participants are requested to prepare a Country Report on their organization, activities, interests, and their country's environmental situation, etc., <u>according to the instructions in VI. ANNEX1.</u></li> <li>◆ Participants will be required to give a presentation based on the Country Report at the beginning of the program after arriving in Japan.</li> </ul> </li> </ul>



**(2) Core Phase in Japan (May 23 to July 16, 2011)**

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

Objective	Programme/Details	Purpose and Method of Guidance	Category		
			Lecture	Workshop/Discussion	Observation/Study trip
Orientation, Briefing and Miscellaneous	Briefing		○		
	General Orientation		○		
	Evaluation Meeting		○		
	Course Orientation		○		
	Activities of GEC		○		
<b>Output 1: Environmental problems are shared among participants by the presentation of Country Reports.</b>					
Sharing of the information and problems	Country Report Presentation	To share information on environmental conditions (including global environmental issues) in participant countries.	○		

**Output 2: Priority issues of participating organization will be identified through lectures about history and case study of environmental problems in Japan/Osaka and also through discussion among participants.**

1. History and Experience for Pollution in Osaka City and Japan (Air Pollution from stationary source, Automobile pollution, Water Environment, and Solid Waste)	History of Environmental Administration of Japan	Lectures and discussion about following themes; - Environmental problems, such as air pollution, water contamination and solid waste management in Japan and Osaka City - Social and economic factors, impact on citizens of environmental problems - Various efforts of government, companies and citizens.	○		
	Experience of Osaka City in Urban Environmental Management		○		
	Environmental Issues and Socio-Economic System in Developing Countries		○		
	Environmental Monitoring of Osaka City (including visit to a Monitoring Station)		○		○
	Outline of Japanese Environmental Law		○		
	Sewerage of Osaka City		○		
	Sewage Treatment Plant				○
	Incineration Plant				○
	Solid Waste Landfill Site				○
	Environmental Measures of Industries		○		○
2. Institutional Frameworks, Environmental Education, etc.	Sewage Science Museum	To learn about importance to raise people's environmental awareness and how to provide environmental education.	○		○
	Biodiesel Fuel System by Local Government				○
	Japanese Eco-town policy and visit to Osaka Eco-town site		○		○
	Nature Conservation Area		○		○

**Output 3: Participants will learn the methodologies for development of environmental management plans at the both levels of specific pollution control measures and cross cutting environmental issues.**

Planning for environmental management plan (specific pollution control measures and cross cutting environmental issues)	Environmental management plan of Osaka City (Environment Law and Ordinances)	To learn development of environmental management plans including various pollution control measures to address specific pollution problems ranging from transport air pollution to solid waste management issues as well as cross cutting environmental issues such as climate change.	○		
	Countermeasures for Environmental Pollution in Mid and Small-Sized enterprise		○		
	Motor Vehicle Pollution Control in Osaka City		○		
	Outline of Solid Waste Management in Osaka City		○		
	Recyclable Waste Sorting Center				○
	Issues on Waste Management in Developing Countries		○		
	Environmental Impact Assessment System of Osaka City		○		
	Environmental Impact Assessment System in ODA				○
	Environmental consideration of JICA		○		
	Trade and Environment Global, Regional and Local Perspective		○		
	Climate Change		○		
	General Outline of CDM/JI		○		
	Urban Housing Environment Management		○		



Lectures on Environmental Issues at the UNU	○		
---	---	--	--

<b>Output 4: Participants will understand Environmental Management System.</b>			
EMS in Japanese Enterprises	EMS (ISO14001) in Japanese Enterprises	To acquire knowledge of Environmental Management System (EMS) focusing on ISO 14001, the most prevalent international EMS, which requires continuous environmental improvements by factories/ offices applying PDCA (Plan, Do, Check, Action) cycle.	○ ○ ○

<b>Output 5: Action Plans will be prepared.</b>			
Identification of problems/ solutions	Guidance to preparation of Action Plan	To identify specific environmental problems participants are facing and to find concrete solutions for them, according to the instruction of VII. ANNEX 2 and guidance	○
	Action Plan Presentation		○



**(3) Finalization Phase in participant's home country (July, 2011 to January, 2012)**

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

<b>Output 6. Action Plan will be shared and examined in participating organization.</b>	
Presentation and improvement of Action Plan	<ul style="list-style-type: none"> <li>♣ Presentation of Action Plan in the participating organization</li> <li>♣ Improvement of Action Plan</li> </ul>
Submission of Follow-up Report to the JICA Office in the respective country	<ul style="list-style-type: none"> <li>♣ Submitting Follow-up Report including description of progress of Action Plan to respective JICA Regional Offices (Deadline: January 6, 2012)</li> <li>♣ Participants will have detailed guidance on Follow-up Report during the program in Japan.</li> </ul>



**[Program Objective]**  
**Ability of participants will be improved for development and implementation of environmental management plans taking into account specific local pollution problems and global environmental problems.**

### **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 program 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 program 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.

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

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

##### **(1) Essential Qualifications**

###### **Current Duties:**

Technical, planning and management officers in the relevant field such as environmental management and urban living for a specific mega-city with a population of more than 1 million people, who are working at central and local governments or public institutions.

- Two persons per year, totally six persons for this three year training program from each participating country.
- It is recommended for each participating country to nominate two officials in a central and local government or public institutions who work on environmental sub sectors of the one specific mega-city, so that those two officials will coordinate together to address the one specific city's problems across their organizations after they return to the country. The examples are indicated as follows among various possible cases:

**Example 1** (Two officials belonging to a same organization such as a city government, but working on different environmental sub sectors): One city government official working on waste management and another working on air pollution control in the same city.

**Example 2** (Two officials belonging to different organizations such as a

central or local government or public institutions but working on the same environmental sub sector for the same city): One ministry of environment official and one city government official working on air pollution control of the same city.

- (2) **Experience in the relevant field:** at least five (5) years' experience in the relevant field of environmental management.
- (3) **Age:** be between twenty-five (25) and forty-five (45) years of age
- (4) **Language:** have a sufficient command of spoken and written English (This training program includes active participation in discussions, Action Plan elaboration, requiring a good level of English skills in reading, writing, and oral presentation. Please attach official certificate for English skills 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 is regarded as a disqualifying condition for participation over a long period may pose risks to pregnant women and unborn children.).
- (6) Must not be serving any form of military service.

### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Country Report:** Please see VI. ANNEX1  
**Note: Applications not accompanied by Country Report shall not be duly considered.**

**Attention! : All documents should be in English and typewritten or printed in BLOCK LETTERS, NOT in *Running Hand*.**

### 4. Procedure for Application and Selection :

- (1) **Submitting the Application Documents:**  
Closing date for application to the JICA Osaka Center in JAPAN: **March 15, 2011**  
**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the closing date in Japan.**
- (2) **Selection:**  
After receiving the documents 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 Osaka in Japan, which organizes this program. Selection shall be made by JICA

Osaka in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with willingness 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 April 15, 2011.**

**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 in the whole program including a preliminary phase prior to the program in Japan.

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

**1. Organizer:**

**(1) Name:** JICA Osaka (Japan International Cooperation Agency, Osaka International Center: JICA/OSIC)

**(2) Contact:** Ms. Mihoko Kawamura

([Kawamura-Mihoko@jica.go.jp](mailto:Kawamura-Mihoko@jica.go.jp), [jicaosicp-kensyu1@jica.go.jp](mailto:jicaosicp-kensyu1@jica.go.jp))

**2. Implementing Partners:**

**2-1) Name:** Global Environment Centre Foundation (GEC)

**(1) Contact:** Mr. Shinichi Tanaka

**(2) URL:** <http://gec.jp/>

**(3) Remark:** GEC was established in 1992, with the purpose of supporting to UNEP DTIE IETC's activities and promoting partnership between developing countries and Japan for global environmental conservation.

**(4) Participants will be able to become a member of JICA-GEC Network and share and exchange information.**

**2-2) Name:** Environment Bureau, Osaka City

**(1) URL:** <http://www.city.osaka.lg.jp/contents/wdu020/kankyo/english/>

**(2) Remark:** Bureau in charge of conservation of environment and waste disposal (air pollution, automobile pollution, noise and vibration, toxic chemical, ground environment, water quality in river and ground water and waste treatment)

### **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) JICA Osaka International Center (JICA Osaka)**

Address : 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan

TEL : 81(\*)-72(\*\*)-641-6900      FAX : 81(\*)-72(\*\*)-641-6910

(where "81" is the country code for Japan, and "72" is the local area code)

If there is no vacancy at JICA Osaka, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Osaka at its URL, [http://www.jica.go.jp/english/contact/domestic/pdf/life\\_in\\_osic.pdf](http://www.jica.go.jp/english/contact/domestic/pdf/life_in_osic.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. 8-16 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. Participants who have successfully completed the program in Japan will be awarded a certificate by JICA.
2. Allowances, such as for accommodation, living, clothing, and shipping, will be paid on the third day of the designated program schedule in Japan. Those participants, who will arrive in Japan before that day, are kindly advised to bring the necessary funds to cover expenses as JICA only provides accommodation facilities.
3. Participants are strictly advised to visit the JICA Counter upon arrival at Kansai International Airport, the designated airport of arrival in Japan. The JICA Counter is located at the south-end corner of the arrival hall on the 1st floor. A JICA-designated travel agent will provide participants with instructions and tickets to get to their designated accommodations.
4. Participants are recommended to bring your own personal computers if possible for your convenience. Through the program, participants are required to work on computers intensively for various assignments including preparation of Action Plans. Desk top computers are also available in the training center.
5. Osaka International Center has common kitchen  
It is advisable to bring spices and other food staff along with you if you wish to cook.

## **VI. ANNEX 1**

### **Country Report**

Country Report is to describe the current situation and problems of environment in your country. Country Report will be used for selection of nominees as well as sharing environmental information of each country at the beginning of the training program in Japan.

#### **A. Preparation of Country Report**

Nominees are requested to prepare Country Report following the instruction below. This Country Report will be used for selection of nominees.

#### **Contents:**

##### **1. Introduction**

- (1) Name of nominee
- (2) Name of country
- (3) Name of nominee's organization
- (4) Organization chart (indicating relations of environmental administration organizations and your organization)

##### **2. Outline of environmental administration**

- (1) Environmental laws and ordinance etc. (focusing on the environmental sub sector of your work)
- (2) Environmental standards (ditto)
- (3) Environmental impact assessment systems

##### **3. Environmental problems which you want to solve in your organization**

##### **4. What you want to acquire in this program (please itemize briefly)**

#### **Format:**

- Typewritten (A4 size) in English (Microsoft Word®, etc.)
- Page number: about 5 pages

**Submission:** To be submitted together with Application Form

Note: Applications not accompanied by Country Report shall not be duly considered at selection.

## B. Presentation of Country Report

After selection, participants are requested to prepare for making a presentation of Country Report at the beginning of the training program in Japan.

### **Format:**

- Please modify the A4 size Country Report (see A above) to a presentation file (Microsoft PowerPoint®, etc.)
- 1 presentation per country. Please coordinate with the other participant of your country in order to streamline 2 Country Reports into 1 presentation.
- Slide number: about 10~15 slides

**Language:** English (English-Japanese interpretation)

### **Presentation time:**

- Presentation: 10~15 minutes (please be punctual!)
- Interpretation and QA: 25 minutes
- Total: 40 minutes per country

**Submission:** April 29, 2011

- Please e-mail the presentation data to Mihoko KAWAMURA (Ms.), JICA Osaka ([Kawamura-Mihoko@jica.go.jp](mailto:Kawamura-Mihoko@jica.go.jp))

**Presentation Date and Place:** To be informed at the beginning of the program in Japan

### **Others:**

- Please bring the presentation data in USB.
- Please bring environment-related white papers (annual reports), reports and pamphlets as well as materials such as slides, videotapes and photographs in order to visually understand the environmental situations in your country.



## **VII. ANNEX 2**

### **Action Plan**

#### **What is Action Plan?**

During the training program, all participants are required to prepare an Action Plan. Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific environmental problem and a concrete solution for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Therefore, Action Plan should be both concrete and practical. Try to make your Action Plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

#### **<Contents of Action Plan (Recommended)>**

- a. Title
- b. Background (challenges to be solved, national policy, etc.)
- c. Objectives (Goals)
- d. Outcomes
- e. Direct and Indirect beneficiaries
- f. Related knowledge/skill acquired during the training in Japan
- g. Action Component
- h. Implementation schedule
- i. Responsible agencies and their roles
- j. Monitoring and evaluation
- k. Budget and other necessary resources (amount of budget and how to raise fund)

**Note:** Participants will have more detailed guidance during the program in Japan.

## **VIII. ANNEX 3**

### Useful Links

Participants may wish to know Japanese environmental management policies/ plans. Following links may be useful for your research.

#### **Ministry of the Environment, Japan**

<http://www.env.go.jp/en/>

Contents: National policies/laws

Language: English, Chinese, Korean, French and Japanese

#### **Osaka City**

<http://www.city.osaka.lg.jp/contents/wdu020/english/index.html>

Contents: Osaka City's programs, statistics, communication with residents

Language: English, Korean, Chinese, French, Spanish, Portuguese and Japanese

#### **JBIC Environmental Guidelines for ODA Loans**

[http://www.jica.go.jp/english/publications/jbic\\_archive/guidelines/](http://www.jica.go.jp/english/publications/jbic_archive/guidelines/)

Contents: procedure to accept JBIC (Japan Bank for International Cooperation) ODA loans after due consideration of environmental aspects.

Language: English, French, Spanish and Japanese

## ***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.

# **Welcome to JICA Osaka**

**Osaka International Center of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome of all JICA participants.**

## **1. Location of the centre in the Kansai region**

**JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.**

## **2. Orientation Programme & Japanese Language Course**

**(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.**

**(2) It is desirable that participants acquire basic Japanese daily conversations for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers: Japanese language course held in the evenings.**

## **3. Weekend Recreational Program**

**Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and cultural exchange events.**

# Welcome to JICA Osaka

Osaka International Centre of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome to all JICA participants.

## 1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

## 2. Orientation Programme & Japanese Language Course

(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.

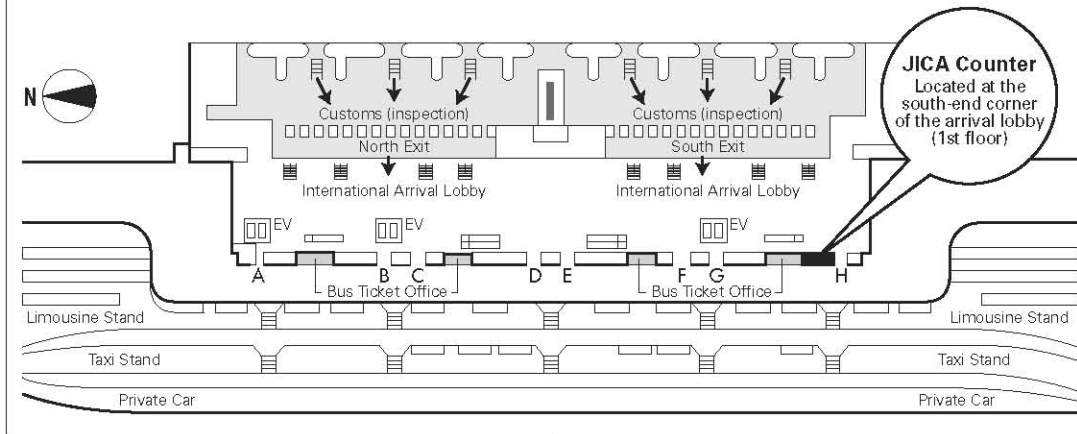
(2) It is desirable that participants acquire basic Japanese daily conversation for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers:

- 1 an intensive Japanese language course as an integral part of the training programme in designated courses
- 2 an optional Japanese language course held in the evenings

## 3. Weekend Recreational Programme

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and exchange events, including introductions to flower arrangement, tea ceremony, kimono wearing, handicrafts, and folk dancing, and visits to Japanese homes.

## Map of JICA Counter in Kansai International Airport (KIX)



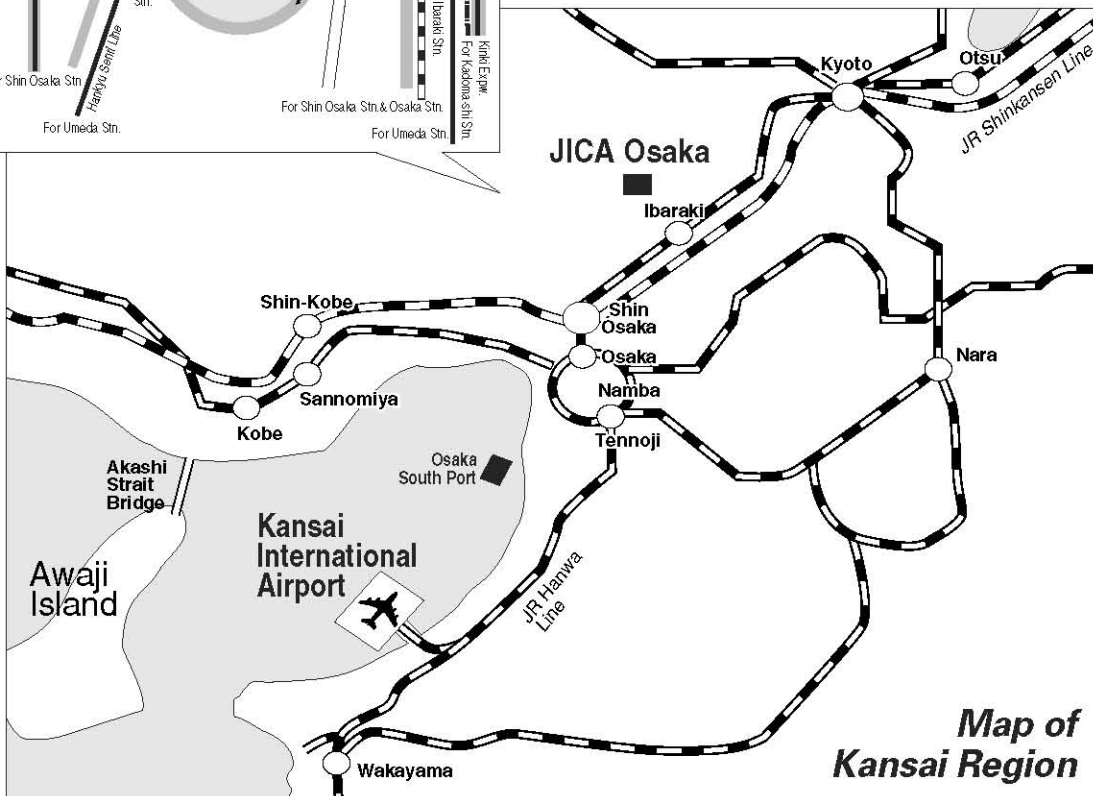
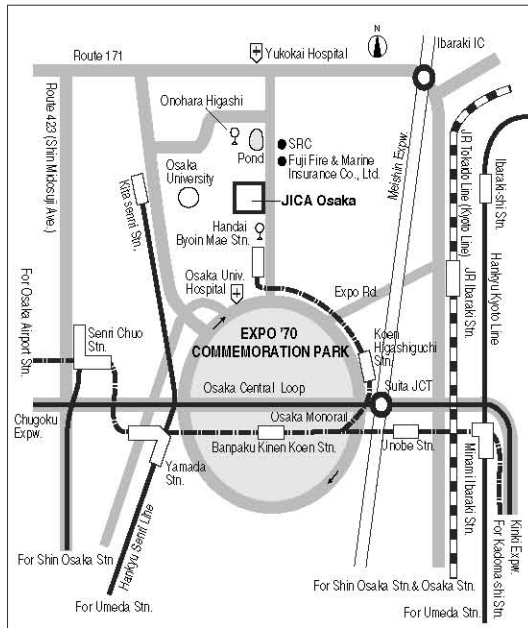
**Upon arrival, participants should follow the procedure below:**

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.

## Map of the JICA Osaka Vicinity



**Map of Kansai Region**



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Osaka International Center (JICA Osaka)**  
**Address: 25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, Japan**  
**TEL : 81-72-641-6900 FAX : 81-72-641-6910**

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

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

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

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

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

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

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

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

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

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

The Application Form consists of three parts as follows;

##### Official Application

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

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

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

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form, of which the electronic version is available on the web site: [http://www.jica.go.jp/\\*\\*\\*\\*\\*](http://www.jica.go.jp/*****), or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use  or "x" to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

### **3. Privacy Policy**

---

#### **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.



For a better tomorrow for all.  
Japan International Cooperation Agency

**Version 080326**

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

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





**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

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

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

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

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

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

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

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

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

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

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

If accepted for the program, I agree:

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

Date:	Signature:
	Print Name:



## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
-----------------------------	----------------------------------	-------------------------------------	-------------------------------	---------------------------------------

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

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

--

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: