

No.12040/42/2012-FTC(Trg. )  
Government of India  
Ministry of Personnel, P.G and Pensions  
Department of Personnel and Training  
Training Division

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 14- 5-2012

TRAINING CIRCULAR

Subject: A Group Training Course in Solid Waste Management with Community Participation to be held from August 2012 to January 2013 (Core Phase in Japan from 9<sup>th</sup> September to 3<sup>rd</sup> November, 2012).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held from August 2012 to January, 2013 out of which the Core Phase would be held in Japan from 9<sup>th</sup> September to 3<sup>rd</sup> November, 2012.

2. The programme aims to promote community participation in waste management in participating countries and regions.

3. The candidate should be government officers who are presently engaged in solid waste management or environmental education for citizens; having more than three (3) years experience in the relevant field; be a graduate of university or equivalent level; be under the age of 45 years; not be serving in military; be proficient in written and spoken English; be in good health to undergo the above training.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between an international airport designated 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 relating to pre-existing illness, pregnancy; or dental treatment is not included).

6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.



7. The nomination details should be submitted in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Job Report, Questionnaire and Issue Analysis Sheet.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 9<sup>th</sup> July, 2012. Nominations received after the prescribed date will not be considered. 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)), which is available in "What is New" under the Department of Personnel and Training.

(N.K.~Wa)

Under Secretary to the Government of India

Tele.No.011-26165682

[E-mail-DNaresh.wadhwa@nic.in](mailto:DNaresh.wadhwa@nic.in)

**Copy to:**

1. The Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi..
2. The Secretary, Ministry Urban Employment and Poverty Alleviation, Nirman Bhawan, New Delhi..
3. The Secretary, Ministry of Environment and Forests, Paryavaran Bhawan CGO Complex, Lodhi Road, New Delhi..
4. All State Governments/Union Territories.  
(with the request to circulate it amongst the related organizations)
5. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.





# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

Solid Waste Management with Community Participation

ItbliBUiJf.

「市民参加型廃棄物管理研修」

<Type: Solution Creation / M!!: i!!!.~~i!!I>

NO. J1204096/1D. 1284224

From August 2012 to January 2013

Phase in Japan: From September 9, 2012 to November 3, 2012

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.

# 1. Concept

## Background

Besides expansion in economic activities and rapid population growth, public health and living conditions in ASEAN countries are starting to be threatened by increased waste. As in "ASEAN Declaration on Environmental Sustainability" in 2007, environmental issues have been recognized as urgent in ASEAN region, and acquirement and spread of techniques / skills for waste management are seen as one of the priorities.

Kitakyushu City in Japan, where this training program takes place, faced serious pollution in the 60's as a result of massive emissions from expanded economic activities. However, through promoting collaboration between private sector, research institutes and communities, the city has overcome the pollution to be certified as one of the most environmentally active cities in Japan, "Eco-Model City". The city is active especially in waste management: after introducing new charging and collection systems for waste management, it succeeded in waste reduction by 25% in 2006.

The city also puts stress on international cooperation by making good of its experiences in environmental management. After adaption by "United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)" in 2000, Kitakyushu City has been promoting an imperative mechanism "Kitakyushu Initiative", which seeks capacity development for environmental management in Asia Pacific countries. The activities include implementation of various domestic / overseas projects to transfer its know-how on waste reduction, promotion of recycling, hazardous waste treatment, awareness raising etc.

Utilizing the experiences and attainment of Kitakyushu City, this program aims to support target countries to formulate action plans for waste management in various aspects.

## For what?

This program aims to promote community participation in waste management in participating countries and regions.

## For whom?

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

## How?

Participants shall have opportunities in Japan to learn techniques related to solid waste management through lectures, practices and site visits. Participants will also formulate an action plan which aims to implement policies to manage solid waste, applying the knowledge and ideas acquired through the course.

## 1/ ~ **Descril2.tion**

1. Title (J-No.)  
Solid Waste Management with Community Participation (J1204096)
2. Period of program  
Whole program: August 2012 to January 2013  
Preliminary Phase (in a participant's home country): August 2012 to September 2012  
Core Phase in Japan: September 9, 2012 to November 3, 2012  
Finalization Phase: November 2012 to January 2013  
(in a participant's home country)
3. Target Countries/Countries  
India, Indonesia, Laos, Myanmar, Philippines, Thailand, and Viet Nam
4. Eligible / Target Organization  
This program is offered to governmental organizations which are engaged in solid waste management or environmental education for citizens.
5. Total Number of Participants  
10 participants
6. Language to be used in this program  
English
7. Program Objective  
Participants will be able to formulate & propose action plans to promote waste management through community participation, utilizing the program.
8. Overall Goal  
Formulated action plans are implemented in each country.
9. Expected Module Output  
At the end of the program, the participants are expected to achieve the followings;
  - (1) Being able to explain basic legal frameworks and systems in central/local governments
  - (2) Being able to explain environmental education and related activities with community participation
  - (3) Being able to apply and carry out adequate final disposal method
  - (4) Being able to perform composting of organic waste
  - (5) Action plan formulation, and its implementation is reported through final report

## 10. 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

(August 2012 to September 2012)

*Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan..*

Modules	Activities
Job Report & IAS	Formulation and submission of the Job Report and the Issue Analysis Sheet (IAS) <sup>1</sup> in PPT format

### (2) Core Phase in Japan

(From September 9,2012 to November 3,2012)

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

Expected Module Output	Subjects	Methodology
Being able to explain basic legal frameworks and systems in central/local governments	<ol style="list-style-type: none"> <li>(1) Overview of waste management and its legal frameworks in Japan</li> <li>(2) Trash separation, collection and treatment system in local governorates</li> <li>(3) Technologies in recycling solid waste and industrial waste</li> <li>(4) Technologies in treating medical waste and hazardous waste</li> </ol>	Lecture Observation
Being able to explain environmental education and related activities with community participation	<ol style="list-style-type: none"> <li>(1) Environmental education and enlightenment in local government</li> <li>(2) Environmental activities by related facilities and organizations</li> <li>(3) Discussion on environmental activities with citizens</li> </ol>	Lecture Observation Discussion
Being able to apply and carry out adequate final disposal method	<ol style="list-style-type: none"> <li>(1) Systems and rules in final disposal dump in Japan</li> <li>(2) Semi aerobic landfill</li> <li>(3) Landfill in developing countries</li> </ol>	Lecture Observation
Being able to perform composting of organic waste	<ol style="list-style-type: none"> <li>(1) Theory of organic waste composting</li> <li>(2) Case study of organic waste composting</li> <li>(3) Basic procedure of organic waste composting</li> </ol>	Lecture Observation Practice
Action plan formulation, and its implementation is reported through final report	<ol style="list-style-type: none"> <li>(1) Formulation and presentation of action plan</li> <li>(2) Formulation of final report</li> </ol>	Practice

<sup>1</sup> Please see Annex-III



(3) Finalization Phase in a participant's home country (November 2012 to January 2013) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Implementation of the Action Plan will be recognized through final report	Proposals (Action Plans) formulated by participants are shared within their organizations, and discussed towards implementation.

<Schedule of the program>

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

**1/1. Conditions and Procedures for Application**

1. Expectations for the Participating Organizations

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

2. Nominee Qualifications

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

Essential Qualifications

- (1) Current Duties: be government officers who are presently engaged in solid waste management or environmental education for citizens.
- (2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above (1).
- (3) Educational Background: be a graduate of university or equivalent level.
- (4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more. There will be many opportunities of discussion between Japanese experts and participants during this training course. The lack of English proficiency is regarded as a disqualifying condition for participation.
- (5) Age: be under 45 years of age
- (6) Must not be serving any form of military service.
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field work (trips), that may give

risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.

### 3. Required Documents for Application

- (1) Application Form: The Application Form is attached to this General Information.
- (2) Job Report, Questionnaire and Issue Analysis Sheet (I.A.S.): to be submitted with the Application Form. Fill in Annex I, II and III of this General Information, and submit them along with the Nomination Form. Job Report, Questionnaire and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job Report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.

### 4. Procedure for Application and Selection

- (1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: July 24, 2012

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

- (2) Selection:

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

- (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by not later than August 8, 2012.

### 5. Conditions for Attendance

- (1) to follow 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 accordance with 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 Japanese laws and ordinances. If there is any violation of the said laws

- and ordinances participants may be required to return part or all of the training expenditure depending on the severity of the said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA,
  - (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in the previous section.

## **IV. Administrative Arrangements**

### 1. Organizer:

- (1) Name: JICA Kyushu
- (2) Contact: Ms. Hiroko SANNOMARU (Sannomaru.Hiroko@jica.go.jp)

### 2. Implementing Partner:

- (1) Name: Kitakyushu International Techno-cooperative Association (KITA)
- (2) Address: 1-1-1, Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka, 805-0062 Japan
- (3) TEL: 81-93-662-7171 FAX: 81-93-662-7177
- (4) Remark: KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2011 has accepted a total of 6,207 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2011 it offers a total of 39 courses.

### 3. Travel to Japan

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

### 4. Accommodation in Japan

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

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

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, [http://www.jica.go.jp/eng/lish/contact/edom\\_esticl](http://www.jica.go.jp/eng/lish/contact/edom_esticl)

### 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 brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

## 6. Pre-departure Orientation

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

# ~ Other Information

## 1. Japanese language Course

Intensive Japanese language course will be conducted prior to the technical training program.

## 2. Reports Presentation

### (1) Job Report, Questionnaire and Issue Analysis Sheet (I.A.s.)

As written in the previous page, each nominee is required to submit his/her own Job Report, Questionnaire and Issue Analysis Sheet following the instruction in Annex III. Accepted participants will make a presentation of his/her Job Report, Questionnaire and Issue Analysis Sheet up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the course leader and lecturers. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them with you. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

### (2) Action Plan

Accepted participants are required to formulate an Action Plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

## 3. International Exchange Program with local communities

JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

## 4. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

**Solid Waste Management with Community Participation**  
**(JFY 2012)**  
**Job Report**

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

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

Remarks3: Please itemize your answer and make them specific.

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

(1) Main tasks of the organization

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

(2) Organization chart:

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

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

(3) Description of "your" assignments:

2. Existing problems in your section (up to 1 page)
  - (1) Current problems you are facing in your section (Please describe concrete details).
  - (2) Countermeasures for these problems:
  - (3) Obstacles in the process of solving those problems:
  
3. Expectations for the training course ( up to 1 page)
  - (1) Most interesting subjects or topics in this training course and the reasons:
  - (2) How do you expect to apply skills and knowledge according the listed items in Curriculum ( in section II) after you return to your home country?
  - (3) Other matters you are expecting for this course, if any:  
(Basically this training programme is fixed and cannot be changed upon your request.)

**Solid Waste Management with Community Participation**  
(JFY 2012)

**Questionnaire**

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is "Yes", please fill in "Years" column how many years of experience you have on the respective items.

	Yes	No	Years
(1) Environmental science and engineering	(    )	(    )	(    )
(2) Chemical engineering	(    )	(    )	(    )
(3) Chemical analysis	(    )	(    )	(    )
(4) Household refuse treatment practice	(    )	(    )	(    )
(5) Solid waste management administration	(    )	(    )	(    )

2. Explain the situation in the jurisdiction of your organization.

(1) Household Refuse Management

- Volume of household refuse
- Kinds of household refuse and their percentage
- Collection method
- Fee of household refuse

(2) Landfill Site

- Capacity (volume and area)
- Distance from collecting spot to landfill site
- Method for measurement (or estimation) of volume of waste
- Volume of waste per day
- Rate of tipping fee
- Management (local government or private company)

(3) Industrial Waste

- Kinds/volume of industrial waste
- Waste generator can be identified?

(4) Population in the area which your organization is in charge of

(5) The annual budget (U.S. dollar) for solid waste management

(6) Solid waste management

a. Breakdown by weight of the annual solid waste materials and percentage

	Weight (tons)	Percentage
-food	( t)	( %)
-paper	( t)	( %)
-plastic	( t)	( %)
-metals	( t)	( %)
-the others	( t)	( %)

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

	Budget (US\$)	Percentage
- collection	( )	( %)
- construction of treatment/disposal facilities	( )	( %)
- disposal operation and management	( )	( %)
- the others	( )	( %)

(7) Compost plant

- Method and capacity

(8) Medical/Toxic waste treatment

- Kind/volume of medical/toxic waste treatment
- Treatment method

(9) Environmental education

- Method and target persons



## Annex-III

# Issue Analysis Sheet (IAS) Guidelines

### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues or problems that the nominee's organization is facing and the subjects to be covered in the training program in Japan.
- (2) IAS will help the nominee to clarify his/her issues or problems to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival in Japan through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is facing, and provide him/her with technical advice, useful references and solutions through the training program in Japan

### 2. How to fill out IAS?

- (1) Please refer to Item 2 "Purpose of Application" of Part A in the Application Form, and describe the issues or problems that your department is facing in column "A" and "8" in each "Expected Module Output" of the IAS. You will formulate practical solutions to these issues/problems through the training program in Japan. If you write cross-cutting issues related to two or more "Expected Module Outputs", you can enter them between the Outputs.
- (2) Please leave column C and D blank. These columns are filled out during the training program in Japan.
- (3) If your organization has many issues/problems to be solved, you can submit two or more sheets.

### 3. Remarks

- (1) IAS without approval of a nominee's superior is not accepted.
- (2) IAS is a key material for the screening of the nominees. The Japan side puts emphasize on its contents and then proceeds with the screening.
- (3) Accepted participants will make a presentation on the IAS and the Job Report at the beginning of the training program in Japan
- (3) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.

**Solid Waste Management with Community Participation (JFY 2012)**  
**Issue Analysis Sheet**

<b>Expected Module Output</b>	<b>A: Challenges in your country or organization</b>	<b>B: Backgrounds that cause the problems</b>	<b>C: Measures taken in Japan</b>	<b>D: Proposal to your country</b>
Being able to explain basic legal frameworks and systems in central / local governments				
Being able to explain environmental education and related activities with community participation				
Being able to apply and carry out adequate final disposal method				
Being able to perform composting of organic waste				

Name of Superior Officer \_\_\_\_\_

Designation/Position of superior officer \_\_\_\_\_

Signature \_\_\_\_\_

## Annex-IV

## Tentative schedule (JFY2012)

Date		Contents
Sep	9	(Sun) Arrival in Japan
	10	(Mon) Briefing
	11	(Tue) Program Orientation, General Orientation, Course Orientation
	12	0Ned) Cultural Exchange Program, Job Report Guidance
	13	(Thu) Practice of Compost, Administration of Waste Management
	14	(Fri) Administration of Waste Management, Job Report Presentation
	15	(Sat) Holiday
	16	(Sun) Holiday
	17	(Mon) Holiday (Japanese Holiday)
	18	(Tue) Construction and Maintenance of a Landfill Site (Fukuoka Method)
	19	0Ned) Construction and Maintenance of a Landfill Site (Fukuoka Method)
	20	(Thu) Final Disposal Site at Inner Land (Structure and Maintenance)
	21	(Fri) Waste Collection along the Coast Line (Drifted Wastes)
	22	(Sat) Holiday (Japanese Holiday)
	23	(Sun) Holiday
	24	(Mon) Recycle System, Recycling of Home Appliances and Cans
	25	(Tue) Collection and Transportation of Domestic Waste, Incineration of Domestic Waste
	26	0Ned) Efficient Transportation of Domestic Waste and Compression Technology, Recycling Technology of "Waste Resource"
	27	(Thu) Policy on Recycling and Economic Evaluation, Industrial Waste Processing and Recycling
	28	(Fri) Roles and Activities of Local Community, Environmental Education, Recycling of Plastics, Cans, and Glasses
29	(Sat) Holiday	
30	(Sun) Holiday	
Oct	1	(Mon) Composting Technology in Developing Countries, Retrieve Technology of Valuables
	2	(Tue) Environmental Education Facility (Eco Museum): Its Role, Cooperation and Exchange with NPOs
	3	0Ned) (Site Visit) Community Composting Project (The Hachigame Plan)
	4	(Thu) (Site Visit) Community Composting Project (The Hachigame Plan)
	5	(Fri) Application of EM Composting Method to Farms
	6	(Sat) Holiday
	7	(Sun) Holiday
	8	(Mon) Holiday (Japanese Holiday)
	9	(Tue) View Exchange with Citizens on Waste Management, Processing Domestic Wastewater (Sewerage Treatment)
	10	0Ned) Methane Fermentation

	11	(Thu)	Environmental Activity by a Private Company (Building a Community), Recycling Technology on Automobiles and Electronics
	12	(Fri)	Analysis of General Waste Composition
	13	(Sat)	Holiday
	14	(Sun)	Holiday
	15	(Mon)	Management of Medical Waste, Practice of Composting
	16	(Tue)	Environmental Activities by Community Participation, Disposal of Medical Waste
	17	(Wed)	Time & Motion Study
	18	(Thu)	Composting of Domestic Waste
	19	(Fri)	Treatment of Hazardous Solid Waste, Treatment of Organic Waste in Japan
	20	(Sat)	Holiday
	21	(Sun)	Holiday
	22	(Mon)	(Study Trip) Move to Osaka, Technology of Industrial Waste Management
	23	(Tue)	Waste Treatment and Tourism, Move to Tokyo
	24	(Wed)	Activities of Overseas Environmental Cooperation Center, Lecture on Waste and Global Warming
	25	(Thu)	"Kawasaki Zero Emission" Industrial Park
	26	(Fri)	Waste Processing at Urban City, Move to Kitakyushu
	27	(Sat)	Holiday
	28	(Sun)	Holiday
	29	(Mon)	Japanese Economy and Developing Country
	30	(Tue)	Processing Domestic Wastewater by Jokaso (Japanese Septic Tank), Jokaso Production Factory
	31	(Wed)	Recycling of Used Oil, Final Disposal Site (Reclamation)
Nov	1	(Thu)	Action Plan Preparation
	2	(Fri)	Presentation of Action Plan, Closing Ceremony
	3	(Sat)	Leave Japan (Japanese Holiday)

The schedule is subject to minor changes.

## For Your Reference

### JICA and Capacity Development

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

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

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

### Japanese Development Experience

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

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

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

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



***CORRESPONDENCE***

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

**JICA Kyushu International Center (JICA KYUSHU)**  
**Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,**  
**Fukuoka Prefecture 805-8505, Japan**  
**TEL: +81-93-671-6311 FAX: +81-93-671-0979**

## 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:

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

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

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.





2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

**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		-				
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**3. Country Name:****4. Name of Applying Organization:****5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

**Confirmation by the organization in charge (if necessary)**

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

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



**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



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

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

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

**Family Name**

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**First Name**

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**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

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

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**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

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

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

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

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

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



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

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

**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.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
  
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither





provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(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:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; 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?**

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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: