

No.12040/24/2012-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 19 March, 2012

**TRAINING CIRCULAR**

Subject: Training Course in Planning Support for Introduction of Solar Power Generation(A) to be held in Japan from 8<sup>th</sup> July, 2012 to 11<sup>th</sup> August, 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 June 2012 to February 2013 out of which the core phase would be held in Japan from 8<sup>th</sup> July, 2012 to 11<sup>th</sup> August, 2012.

2. The programme aims at providing participants with the opportunities to understand the necessary policy, and economic and technical conditions for introducing and disseminating photovoltaic (PV) technologies, and the method of planning for PV promotion in their respective countries. The programme is offered to officials working in governmental or implementing organizations for energy, especially for policy planners/implementers (not technicians) in PV development.

3. The candidate should be officers/engineers working for government Ministry or agency in charge of energy development, and promoting PV systems and PV industry, most preferably, officer from the same ministry/agency as the last year's participants ; having at least two (2) or more years' experience related to PV systems; having a bachelor's degree of science and/or engineering relevant to renewable energy development and promotion, or a bachelor's degree of social science; not be serving in the military; be under the age of 45 years at the beginning of training course; 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:

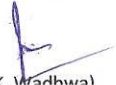
- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;

- 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). The participants are not allowed to take any family member during the training course.

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

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **1<sup>st</sup> May, 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)).

  
(N.K. Wadhwa)

Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of New and Renewable Energy, CGO Complex, Lodhi Road, New Delhi.
2. All State Governments/Union Territories.  
(with the request to circulate it amongst the related organizations)
3. 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

### Planning Support for Introduction of Solar Power Generation

(A)

集团研修「太陽光発電導入計画支援(A)」

JFY 2012

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

NO. J12-00891 / ID. 1280008

From June 2012 to February 2013

Phase in Japan: From July 8<sup>th</sup>, 2012 to August 11<sup>th</sup>, 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.

This program has been conducted by JICA OSAKA.  
However, from 1 April 2012, JICA OSAKA is to be merged with JICA HYOGO into JICA KANSAL.  
Kindly be informed that some information in this GI such as "contacts" and "location" is changed from the previous year.

## **I. Concept**

### **Background**

Utilization of renewable energy has been gathering global attention as one of the key solutions for the global warming. Notably in the developing countries, which is vulnerable for the effect of the climate change due to its high-dependence on natural resources, nationwide effort to the mitigation and adaptation measures for the climate change is highly required for their sustainable development.

Solar (photovoltaic: PV) power, the one of the renewable energy as well as wind and micro hydropower, has been conventionally utilized in the rural areas of the developing countries as distributed energy resources for rural electrification, but there are some obstacles for its further expansion. It requires appropriately trained technicians and engineers for the proper installation and maintenance of the solar power system, even for simple solar home system (SHS) which is allegedly regarded as easy to install and maintain. Comparatively expensive KWh cost due to its rather high initial investment cost is also important issue for photovoltaic (PV) compared to other alternative power resources, though PV requires no fuel cost as its running cost. The grid-connected PV system has started attracting attention widely among developing countries, but it requires more comprehensive technical skills, institutional frameworks, and policy-makings for its installations, operation and promotion.

In order to tackle with above mentioned challenges and promote PV systems in developing countries through government policies, capacity development of policy planners/implementers is one of the most important initiatives. Even there are certain strategies or policies to promote utilization of PV in a developing county, they will not work out without having the policy planners/ implementers who can prepare proper plans, proceed with appropriate procurement, and implement proper management and supervision the projects to promote PV systems. Actually, many developing countries are facing with serious lack of human resources in the public and private sectors, and in consequence their national strategies or policies for PV promotion are not progressing well.

Japan, which does not have fossil fuel resources, has embarked on a practical use of renewable energy since 1970s, and the Japanese Government has promoted those activities through policy initiatives. Until 1960s, PV technology had been regarded as limited technology only for space development, but as a result of national project of technology development collaborated with the private sector Japan attained the world's number one production of PV modules in 2005. It indicates the existence of collaboration mechanism among the public and private sectors for utilizing the policy frameworks to promote PV technologies throughout the process of technical development.

As to in developing countries, the key issue to introduce, disseminate, and utilize solar power for social and economic development is to create the same kind of collaboration mechanism among public and private sectors of the country. This training program will provide policy planners/implementers with the practical examples of the collaboration

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mechanism for PV promotion in Japan through experiences of PV related industries in Kansai region (around Osaka city area, western part of Japan). There are varieties of PV related industries in Kansai region such as PV module, battery and controller manufacturers. This training program will be conducted under cooperation with Kansai Economic Federation [Kankeiren] , the largest regional economic federation in Japan consisting of approximately 1,400 members including private companies, public organizations and educational institutions, which pursue economic and social activities mainly in the Kansai region.

Necessary attitude to participate training held in a country whose economic, social and development situations are quite different from the participants' home countries is to comprehend the background contexts of host country's political initiatives and policy frameworks based on the proper comprehension of your own country's situation. This training program will be held twice a year (course A and B) in Kansai and once a year (course C) in Okinawa region (This General Information is about course A) Contents of each program will be designed to correspond with the group of participating countries.

**For what?**

This program aims at providing participants with the opportunities to understand the necessary policy, and economic and technical conditions for introducing and disseminating PV technologies, and the method of planning for PV promotion in their respective countries.

**For whom?**

This program is offered to officials working in governmental or implementing organizations for energy, especially for policy planners/implementers (not technicians<sup>1</sup>) in PV development.

**How?**

At the beginning of the program, participants are requested to present their country reports covering the situations of energy demand and supply including electric power and renewable energy, and PV development and dissemination policy and institutions, which participants are required to prepare in their countries in advance. (Please refer to VI. ANNEX I and II Country Report Presentation Format and Energy Situation Matrix for the detailed contents) In Japan, participants will have the opportunities to visit PV manufacturers and other PV related companies, attend lectures, involve themselves in discussions, and make presentations of their preliminary policy plans for developing and promoting PV technologies in their respective countries.

This course will be conducted under cooperation with Kansai Economic Federation, a Japanese business association in western Japan. Information exchange and discussion with participants would help the Japanese companies to further extend their business activities overseas.

<sup>1</sup> JICA Kansai also provides the training program for the engineers titled "Solar Power Generation Technology", for your reference.

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## II. Description

1. **Title (J-No.):** Planning Support for Introduction of Solar Power Generation (A) (J12-00891)
  
2. **Period of program**

<b>Duration of whole program:</b>	June 2012 to February 2013
<b>Phase in Japan:</b>	July 8, 2012 to August 11, 2012
<b>Finalization Phase:</b>	September 2012 to February 2013
(in a participant's home country)	
  
3. **Target Countries**  
Azerbaijan, Bangladesh, Costa Rica, El Salvador, India, Jordan, Morocco, Palestinian Authority, Seychelles, Thailand, Tunisia, Uruguay, Saudi Arabia
  
4. **Eligible / Target Organization**  
Governmental organization in charge of energy policy or implementation
  
5. **Total Number of Participants**  
15 participants
  
6. **Language to be used in this program:** English (including English translated from Japanese through interpreters)
  
7. **Program Objective:**  
Preliminary plans for introducing and disseminating PV technologies in their respective countries are examined.
  
8. **Overall Goal**  
Appropriate introduction and dissemination of PV are promoted.



**9. Expected Module Output and Contents:**

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

Preliminary Phase in Participants' home country  
(June 2012 to July 2012)

Expected Module Output	Activities
Summarizing and understanding the current situations, policies, and development plans of energy, electrical power, renewable energy and PV promotion in participants' home country	<p>Submission of Country Report to JICA for the Workshop to be held at the beginning of the program<sup>2</sup>. Please be sure that workshop is open to the public. The Country Report covers: (Format attached as Annex I)</p> <ol style="list-style-type: none"> <li>1) Information of the participants</li> <li>2) Energy Situation in your country (including PV Utilization)</li> <li>3) Critical Issues and Challenges for the Success of PV Dissemination</li> <li>4) Mid-Term and Long-Term Vision of PV Dissemination</li> <li>5) Photographs of traditional style of dwelling and typical modern dwelling</li> <li>6) Interview and summary report of the interview with the ex-participant in your country (ONLY for the applicants who get Acceptance Notice)               <ul style="list-style-type: none"> <li>● Energy situation will also be summarized in the form of "Energy Situation Matrix", format attached as Annex II</li> <li>● In addition to these topics in the country report, participants will be required to visit the ex-participant in your country, get information on his/her experiences and outcomes of the training in Japan, and activities after returning to his/her country; then, debrief the information in your country report. It is expected that the visit to the ex-participant will enable the participant to inherit and accumulate his/her training experience in Japan, and consolidate the experience and outcomes of the training in Japan more in the respective countries. The debriefing would also enable JICA to monitor the activities of the ex-participants, which would in turn be good information for reviewing and revising the contents of the training program.</li> </ul> </li> </ol>

(2) Core Phase in Japan  
(July 8, 2012 to August 11, 2012)

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

Expected Module Output	Subjects/ Agendas	Methodology
Participants are able to understand historical development and current	1) Presentation of Country Report for sharing experiences through discussions with other participants;	1) Presentations 2) Lectures 3) Discussions

<sup>2</sup> Participants are requested to prepare Country Report including status of PV, energy, electric power and renewable energy, and make presentation in the workshop at the beginning of the program. The workshop will be open to the public.



<p>situation of PV industry in Japan. At the same time, participants are able to identify necessary conditions to promote PV industry in their own countries through lectures, field trips, and discussions.</p>	<ol style="list-style-type: none"> <li>2) Lectures on overview of renewable energy technologies and hands-on learning in features of PV technology;</li> <li>3) Lectures on basic knowledge of PV technologies and case studies of PV projects in developing countries, and case studies of Japanese technical cooperation projects;</li> <li>4) Lectures on development of Japanese PV industry through historical and structural perspectives;</li> <li>5) Visit to Japanese PV manufacturers and other related industries for understanding the development mechanism of Japanese PV industry;</li> <li>6) Lectures on Japanese power industry, and technical and institutional issues of grid connected PV systems;</li> <li>7) Lectures on energy policies of Japanese central government including research and development policy, and subsidy policy; and</li> <li>8) Introduction of JICA projects for renewable energy.</li> </ol>	<ol style="list-style-type: none"> <li>4) Workshop</li> <li>5) Field trips</li> </ol>
<p>Participants are able to gain understanding, and strategic view-point and way of thinking for disseminating PV systems based on the Japanese experience and the existing conditions participants' countries are facing.</p>	<ol style="list-style-type: none"> <li>1) Orientation for "What and How to learn from Japan": From the Perspective of Knowledge Management</li> <li>2) System thinking</li> <li>3) Group discussions</li> <li>4) Presentations of Wrap-up Report</li> </ol>	<ol style="list-style-type: none"> <li>1) Workshops</li> <li>2) Lectures</li> <li>3) Discussions</li> <li>4) Presentations</li> </ol>

**(2) Finalization Phase in a participant's home country**

Participants are expected to apply their understanding, and strategic view-point and way of thinking gained in Japan to promote and develop PV industry for further disseminating PV systems in their countries.

Expected Module Output	Expected Module Output
<p>Actions taken after resuming your duties</p>	<p>Final report mentioning subsequent activities (ex. discussion or practical implementation in participant's organization: Format attached as Annex III) in participant's country should be submitted as a completion report based on the</p>

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	understanding, and strategic view-point and way of thinking gained in Japan. Submission Date: February 28, 2013 (to respective country's JICA Office or Embassy of Japan)
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**Follow-up Cooperation by JICA:**

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

Further Information:

<http://www.jica.go.jp/english/operations/schemes/tech/follow/>

### **III. Conditions and Procedures for Application**

#### **1. Requirements/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) English will be spoken in all the lectures, discussions, presentations and workshops. Textbooks and materials will be provided in English. Participants will be requested sufficient command of spoken and written English.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.
- (5) This is the last year of the three-year training program. The participants from the same ministry/agency as the last year will be recommended to ensure the effectiveness of the program objective.

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

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

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

- 1) **Current Duties:** be officers/ engineers working for government ministry or agency in charge of energy development, and promoting PV systems and PV industry, most preferably, officer from the same ministry/ agency as the last year's participant's
- 2) **Experience in the relevant field:** have at least two (2) or more years' experience related to PV systems
- 3) **Age:** be between the ages of twenty-five (25) and forty-five (45) years
- 4) **Educational Background:** have a bachelor's degree of science and/or engineering relevant to renewable energy development and promotion, or a bachelor's degree of social science
- 5) **Language:** have a sufficient command of spoken and written English, which is equal to TOEFL CBT 250 or more. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible. Participants will be required to do English presentation and discussion in the training program. Insufficient English skills may constrict the training effectiveness of whole participants in the program.



6) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan.

**\*PREGNANCY :**

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include

- A) letter of the participant's consent to bear economic and physical risks
- B) letter of consent from the participant's supervisor
- C) letter of consent from your Embassy in Japan,
- D) medical certificate. Please ask National Staffs in JICA office for the details.

**\*IMPORTANT REMARK FOR PARTICIPANTS WITH CHRONIC DISEASES:**

Applicants who suffer from chronic diseases, such as respiratory illness, cardiac disease, metabolic disease (diabetes, etc.), renal dysfunction and immune insufficiency (systemic steroid administration, etc.), shall NOT be accepted in principle for their security reasons. Please note that it would be extremely difficult to purchase appropriate medicines for this type of diseases and that medical care covered by JICA insurance (indicated in IV. Administrative Arrangements) does NOT cover the cost for any treatment for pre-existing chronic diseases.

In case the applicant and his/her organization recognize strong necessity for sending applicant with chronic disease, JICA might consider it as an exceptional case under the conditions as below:

- A) Submission of "the letter of consent" from applicant and his/her organization;
  - (i) that they will bear all responsibilities and expenses for any risks and problems arising from his/her participation in the program and
  - (ii) that the participant in question will bring all necessary medicines.
- B) Submission of "medical doctor's diagnosis and recommendation".  
Please ask national staffs at JICA office for the details.

8) **Others:** must not be serving any form of military service.

**3. Required Documents for Application**

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

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(3) **Energy Situation Matrix and Country Report:** to be submitted with the Application Form. Prepare the Matrix and Country Report as guided in ANNEX-1 and ANNEX-2, and submit it along with the Application Form

4. **Procedure for Application and Selection:**

(1) **Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: May 25, 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 June 4, 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 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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation, and
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

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## IV. Administrative Arrangements

### 1. Organizer:

- (1) Name: JICA KANSAI (JICA OSAKA, up to March 2012)
- (2) Contact: Matsuhisa.Ippei@jica.go.jp and osicttp@jica.go.jp

### 2. Implementing Partner:

- (1) Name: Pacific Resource Exchange Center (PREX)
- (2) URL: [http://www.prex-hrd.or.jp/index\\_e.html](http://www.prex-hrd.or.jp/index_e.html)
- (3) Remark: Pacific Resource Exchange Center was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to human resources development of government officials and corporate executives mainly in the Asia and Pacific region.

### 3. Travel to Japan:

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

### 4. Accommodation in Japan:

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

JICA Kansai International Center (JICA Hyogo center, up to March 2012)  
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan  
TEL: 81-78-261-0341 FAX: 81-78-261-0342  
(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA KANSAI, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA KANSAI (JICA HYOGO up to March, 2012) at its URL, <http://www.jica.go.jp/english/contact/domestic/>.

### 5. Expenses:

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

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

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**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 will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA KANSAI encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plans, etc. Most of the accommodations have the access by Internet. Also, there is a computer room in JICA KANSAI where sixteen desk-top computers have the internet access.
4. As a manner to officially participate the training, please not to forget to bring stationaries (pen and notebook) and formal wear. Business cards may be useful especially when visiting private companies.
5. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.
6. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai Airport soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.

## VI. ANNEX -1:

### Energy Situation Matrix

Please search the latest figure from your country's reliable data sources, and show them in the Energy Situation Matrix below, and then submit it with the Application Form.

#### Energy Situation Matrix

		(COUNTRY NAME)	
Energy policy and related laws and acts			
Final Energy Consumption[%]	Oil		
	Coal		
	Natural Gas		
	Nuclear Power		
	Electricity		
	Traditional Biomass		
	/Others		
Total installed capacity of power generation, and its breakdown[MW]	Total		
	Thermal [Subtotal]		
	◇Oil		
	◇Coal		
	◇Natural Gas		
	Hydro		
	Nuclear		
	Renewable Energy (PV, Solar Heat Power, Wind, Biomass)		
	Household Electrification Rate	National Average (%)	
		Average in Urban [%]	
Average in Rural [%]			
Electricity tariff by category [US ¢ /kWh] and monthly fixed charge	Residential		
	Industrial		
	Commercial		



Potential of renewable energy and status of development	Solar Energy	
	Micro-hydro	
	Wind Power	
	Biomass	
	Others	
PV energy basic data and information	Amount of daily irradiation [kWh/m <sup>2</sup> /day]	
	Hours of sunshine in a year[Hours/Year]	
Total Nos. and capacity of PV systems installed	Grid-connected PV system	
	Mini-grid system including hybrid system	
	Solar Home Systems (SHS)	
PV installation, operation and maintenance system	Please describe how PV systems are installed and maintained, who are players and beneficiaries, and what are their responsibilities and roles	
Financial assistant scheme and its delivery system	Please describe financial assistance schemes for suppliers and/or users of PV systems if any, and how these schemes work through what kind of mechanism	
Situation of PV industry	(1) Level of PV industry development; what kind of PV components are manufactured	
	(2) Number and names of private companies (including manufacturers) working for PV, and their business activities	

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Origin of PV system	From which countries have PV panels been imported?	
	From which countries have Balance of system for PV system been imported?	
Disposition of used batteries	Recycling or Reusing? [Any related Acts or Regulations]	
Assistance for PV systems by donors	Please describe PV projects assisted by donors.	

**VI. ANNEX -2:**

**Country Report**

Please formulate the Country Report presentation material as guided below. The participants will have a chance to make a Country Report Presentation as a part of the course program in Japan.

The presentation will be open to the public. Japanese companies and audience will come to see your country's situation. Therefore, please take care not to mention any confidentiality in your government.

**Presentation Material**

- Software: Power Point**
- Maximum: 20 pages (20 slides)**
- Presentation Time: 15 min.**

**\*Information to be included in the country report\***

- Name:
- Organization:
- Country:

**Requested Information**

1. Information of the participant
  - (1) Your present position and the kind of work you are engaged in
  - (2) The reason why you are applying for this course
  
2. Energy Situation in your country
  - (1) Energy Policy, Related Law and Act such as Rural Electrification Act and Renewable Energy Act, and their brief explanation including subsidy scheme, incentives for private sector and human resource development
  - (2) Structure of Final Energy Consumption (For example, Oil 50%, Gas 20%, Electricity 5%, Traditional Biomass 5% and others)
  - (3) Electricity Tariff by Category
  - (4) Household Electrification Ratio
  
3. Solar Energy Utilization in your country
  - (1) Solar Energy Utilization (number of installations and system capacity)
    - (a) Grid-connected PV system
    - (b) Mini-grid system including hybrid system
    - (c) Off-grid system
  - (2) Situation of Solar Energy Industry

- (a) Development level of PV and solar heater Industries(What kind of PV and solar heater components are?)
  - (b) Number and names of companies
  - (c) Training Institutions of Engineers and Technicians for PV and solar heater
- (3) Solar Energy Utilization in your country
- (a) Origin of PV Panels and other components, and solar heaters
  - (b) Disposition of Used Batteries
  - (c) Financial Assistant Scheme
  - (d) Technical and Financial Assistance by Donors
4. Your current observations on Issues and Challenges for promoting PV technologies
5. Mid-Term and Long-Term Vision of PV Dissemination

**Applicants who got "Acceptance Notice"**

Please add two items as below after the notice is delivered to you;

No.6 & 7 will be ONLY requested to the participants who get ACCEPTANCE NOTICE. Applicants DO NOT HAVE TO deal with the items set in No.6 & 7. Accepted applicants (participants who get Acceptance notice from JICA) will be requested to add the points below (No.6 &7) by June 20<sup>th</sup>.

6. Interview results for the 2011 participant
- Applicants who get "Acceptance Notice", we would like to ask you to visit ex-participant in your country. The information of the ex-participant will be necessary ONLY for the accepted applicant.
- (1) Experiences, outcomes and achievements of the ex-participants in Japan
  - (2) Activities initiated, enhanced, and/or made more effective by the ex-participants in your country
  - (3) Participant's observation on the ex-participant's experience in Japan and activities in your country.
7. Ideas or suggestions for Japanese private companies (PV related industry) considering to enter your country's market, if any.

### VI. ANNEX -3:

JAPAN INTERNATIONAL COOPERATION AGENCY  
Completion Report Format for "Planning Support for Introduction of Solar Power  
Generation (A)" JFY2012

Name : \_\_\_\_\_  
Date: \_\_\_\_\_  
Country: \_\_\_\_\_

**SECTION A Personal Information**

(Please circle as appropriate)

Name: \_\_\_\_\_ Country: \_\_\_\_\_ Gender: \_\_\_\_\_  
M/F

**At the training**

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

**At present**

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number(S): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Title of Course/Program attended \_\_\_\_\_

Date/Duration: \_\_\_\_\_

**SECTION B Reporting about Training** (Please tick  the box as appropriate)

1. Since you returned from Japan have you reported on your training?

(1). Yes  (2). No

2. If yes, to whom did you report?

(1). Officers in my organization  (2). JICA Office  (3.) Others (Specify) \_\_\_\_\_

3. How did you report?

(1) Through written report  Through a presentation  (3.) \_\_\_\_\_er (Specify) \_\_\_\_\_

**SECTION C Content of the Training** (Please tick  the box where appropriate other wise describe)

4. Which issues during the training have proved to be useful for your work? (Please describe as much as possible)

\_\_\_\_\_  
\_\_\_\_\_

5. After going back to your country, did you find/notice any items/resources hopefully included in the program? If you have any suggestion to the program, please describe. Your idea will be

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very much appreciated for next year's course planning.

\_\_\_\_\_  
\_\_\_\_\_

6. How have you used your knowledge/Skills that you acquired in Japan?

(1) I held a seminar for dissemination

(2) I have trained other staff in my institution

(3)  Not  done

much

explain \_\_\_\_\_

(4)

Other

(Specify) \_\_\_\_\_

**SECTION D Implementation Of Presented Plan** (Please tick ✓ the box where appropriate other wise describe)

7. Have you initiated any activities based on your plan that you presented in Japan?

(1) Yes  (2) No

8. If yes, please elaborate the activity you initiated.

\_\_\_\_\_

9. What have been your challenges (difficult issues) when you utilize what you learnt in Japan?

(1) Inadequate support from my organization

(2) Non availability of equipment/facilities to apply knowledge

(3) Budgeting

(4) Other(specify)

10. What measures have you taken to cope with the situation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What plans for the future do you have as far as the utilization of the knowledge/skills acquired from the training is concerned?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What kind of support may be needed from Japan?

- (1) Budget for dissemination seminar  Financing  Equipment(s)
- (4) JICA Volunteer  (5) Expert dispatch
- (6) follow-up training  (7) Information (Please specify) \_\_\_\_\_
- (8) Others (Please specify) \_\_\_\_\_

13. Any other comments?

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*Thank you for your cooperation*

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### *For Your Reference*

#### **JICA and Capacity Development**

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

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

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

#### **Japanese Development Experience**

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

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

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers.<sup>6</sup> 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



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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.

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**CORRESPONDENCE**

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

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