

No.12040/12/2012-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 23-2-2012

TRAINING CIRCULAR

**Subject:** A Group Training Course in Comprehensive Solid Waste Management to be held in Japan from 6<sup>th</sup> June 2012 to 10<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 October 2012 out of which the core phase would be held in Japan from 6th June to 10th August, 2012.

2. The programme aims to improve the municipal solid waste and/or hazardous waste management plan in respective countries.
3. The candidate should be presently a mid-career official in charge of SWM planning in Central government, State Governments or local bodies; having more than 2(two) years experience in the relevant field; be a university graduates or possess equivalent technical qualifications in the field; 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. 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).
5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.
6. The applications in the prescribed form should reach this Department through the Administrative Ministry/State Government not later than 21st March, 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).

  
(N.K. Wadhwa)

Under Secretary to the Government of India

Copy to:

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

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# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

**Group Training Program  
Comprehensive Solid Waste Management and the 3Rs**

**集團研修「廃棄物総合管理及び3R」**

**JFY 2012**

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

**NO. J12-00834 / ID. 1280974**

**From June 2012 to October 2012**

**Phases in Japan: From June 6, 2012 to August 10 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.

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## **I. Concept**

### **Background**

In developing countries, inappropriate treatment of solid waste causes many issues such as hygiene problems, environmental pollutions etc. The quantity and quality of solid waste has been changed by concentration of population to urban area or variety of life style, and this makes the issues more serious. Countermeasures for solid waste management (SWM) are needed in those countries.

### **For what?**

This program aims to improve the municipal solid waste and/or hazardous waste management plan in respective countries.

### **For whom?**

This program is offered to be a mid-career official in charge of SWM planning in central governments, provincial governments or local bodies.

### **How?**

Participants are expected to

- analyze their country's current situation and issue(s) on SWM.
- expand the knowledge on Japan's system and technologies of municipal solid waste and hazardous waste management considering how participants can improve their SWM issue(s) by utilizing those knowledge.
- make Action Plan which can be practically implemented within one or two years upon returning to respective countries (Please see Annex-2).

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## **II. Description**

1. **Title (J-No.): Comprehensive Solid Waste Management and the 3Rs (J12-00834)**
2. **Period of program**

<b>Duration of whole program:</b>	June 2012 to October 2012
<b>Core Phase in Japan:</b>	June 6 to August 10, 2012
<b>Finalization Phase:</b>	August 2012 to October 2012
(in a participant's home country)	
3. **Target Regions or Countries**  
China, India, Pakistan, Papua New Guinea, Palau, Egypt, Serbia, Cambodia, Marshall Islands
4. **Eligible / Target Organization**  
This program is designed for central governments, provincial governments or in local bodies in charge of planning for SWM.
5. **Total Number of Participants**  
12 participants
6. **Language to be used in this program:** English
7. **Program Objective**  
Participants are expected to expand the knowledge on SWM and 3R so that they can improve the municipal solid waste and/or hazardous waste management plan in respective countries.
8. **Overall Goal**  
Municipal solid waste and/or hazardous waste management plan is implemented in respective countries.

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

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

There will, however, be minor changes in several subjects.

<b>(1) Core Phase in Japan</b> (June 6, 2012 to August 10, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>				
Expected Module Output	Subjects/Agendas		Methodology	
			Form	Hrs
1. To expand the knowledge on SWM system	1-1 Framework of SWM system in Japan such as legal, administration, planning, organizational structure and finance	History of overall waste management in Japan	Lecture	3
		Waste management administration (municipal waste, industrial waste and recycling)	Lecture	3
		Waste Management and Sound Material Recycling Society	Lecture	3
		Organization and institution of waste management in Japan	Lecture	3
		Waste management administration by municipal government	Lecture	3
	1-2 SWM education for citizens such as waste reduction, recycling and promotion in Japan	Environmental education	Lecture	2.5
		Role playing	Exercise	3
2. To enhance the knowledge on WM technologies	2-1 Night Soil Treatment	Night Soil Treatment	Lecture	3
		Night Soil Treatment Plant	Observation	2
	2-2 Collection/Treatment/Disposal of SW	Selection of collection vehicle and O&M	Lecture	3
		Outline of solid waste treatment alternatives	Lecture	3
		Design and construction of sanitary landfill	Lecture	3
		Measures against environmental pollution of landfill	Lecture	3
		History of incineration in Japan	Lecture	3
		Transfer station/Incineration plant	Observation	6
Landfill site	Observation	6		

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		Time & Motion Study	Observation	6
	2-3 Reuse and recycling technologies in Japan	Recycling facility/Compost plant	Observation	12
	2-4 Hazardous waste management system in Japan	Hazardous waste management	Lecture	3
		Medical waste disposal administration	Lecture	3
		Hospital	Observation	2
3. To formulate Action Plan	Current situation of waste management in respective countries	Country Report presentation	Presentation	6
		Discussion	Exercise	6
	Action Plan	Action Plan Work Shop	Exercise	3
		Preparation of Action Plan	Exercise	6
		Presentation (Please see Annex-2)	Presentation	6

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

Expected Module Output	Activities
Finalized Action Plan	To finalize Action Plan and report to JESC by October 30, 2012. JESC would be able to give technical advices for finalization.

**10. Follow-up Cooperation by JICA:**  
 In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their 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 section III-2 below.
- (3) Applying organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

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

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

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

- 1) Current Duties: be a mid-career official in charge of SWM planning in central governments, provincial governments or local bodies
- 2) Experience in the relevant field: have more than 2 years' experience
- 3) Educational Background: be university graduates or possess equivalent technical qualifications in this field
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more ((This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan  
※Pregnancy : Pregnant participants are strictly requested to complete the required documents before departure in order to minimize risks to their health. The documents include 1) letter of the participant's consent to bear economic and physical risks involved with pregnancy 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask national staff in JICA office for the details.
- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Age: be under fifty (45) years



**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.

\*Application Form should be typewritten in English.

(2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) **Country Report:** to be submitted with the Application Form. Details of the Country Report are shown in Annex-1. The Country Report should be prepared based on the discussion among applicants' organization, not by the participant himself/herself alone. The Country Report would be used not only for selecting applicants, but also as for materials of country report presentation and as for key information to specify the problem which will be core issue when preparing an Action Plan explained in Annex-2.

\*Country Report should be

- typewritten in English
- A4 size (21cm x 30cm)

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

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

Closing date for application to the JICA Center in JAPAN: April 4, 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 project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

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

**5. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,

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- (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, and
- (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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Yokohama
- (2) **Contact:** Mr. Anri Hiramatsu (jicayic-training1-as1@jica.go.jp)

### 2. Implementing Partner:

- (1) **Name:** Japan Environmental Sanitation Center (JESC)
- (2) **URL:** <http://www.jesc.or.jp/en/index.html>

### 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 Yokohama International Center (JICA YOKOHAMA) Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan TEL: 81-45-663-3251 FAX: 81-45-663-3265 (where "81" is the country code for Japan, and "45" is the local area code)
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If there is no vacancy at JICA YOKOHAMA, JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

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

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

### 6. Pre-departure Orientation:

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

## VI. ANNEX:

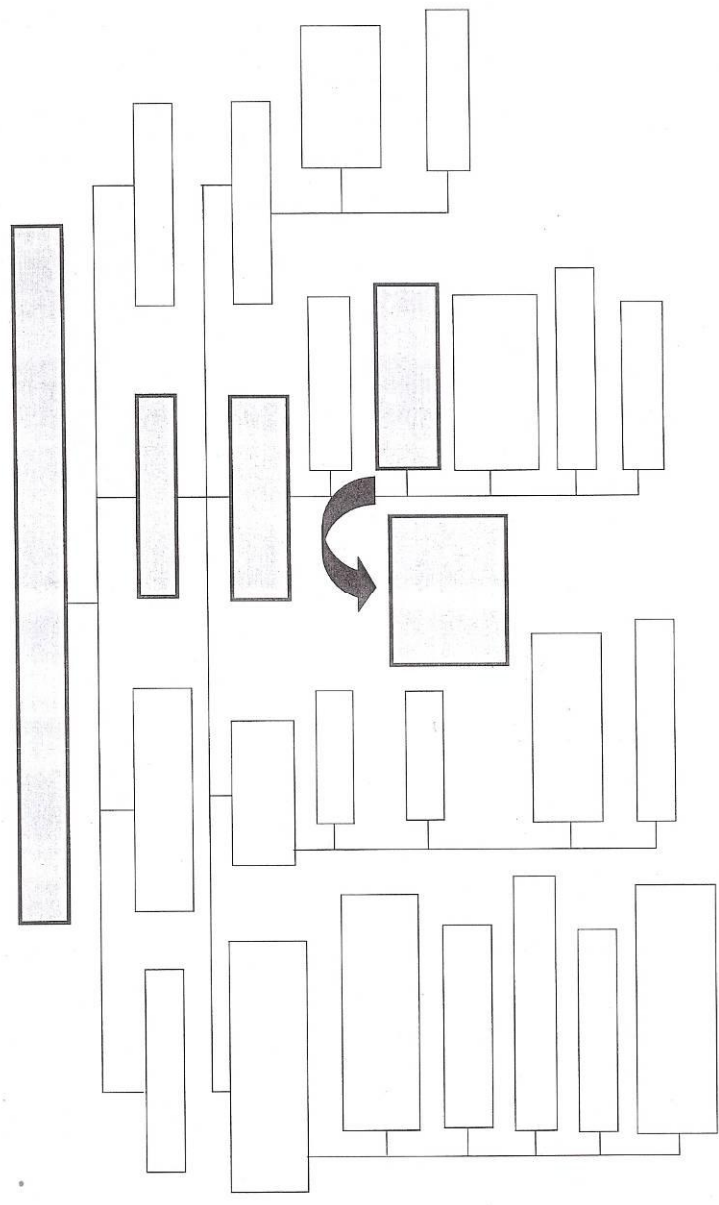
### Annex-1

#### Country Report Part-I

##### Description of the Applicant's Work (Example)

1. Full name and nationality in parenthesis (Capitalize the family name)	○○○ ○○○ (Japan)								
2. Position • Technical or Administrative Work • Describe the section directly related to your work and the number of the staffers	Chief Manager of Waste Management Section • (technical Work) • Ministry of Municipal Administration and Rural Development (625) ---Technology Bureau (150) ---Environmental Service Dept. (30) ---Waste Management Section (7) ↑ Number of Staffs								
3. Please list and briefly describe the responsibilities of the section to which you belong	(Waste Management Section) • Planning and drafting of laws related to waste management • Planning and drafting of measures related to waste treatment and its total management • Guidance for municipal officials concerning proper treatment of waste • Management of information related to waste • Field survey of waste treatment businesses								
4. Describe your own job in detail	• Planning of solid waste treatment program • Survey of the actual situation of solid waste treatment • Training and instruction of municipal officials who are in charge of solid waste treatment • Planning of programs to promote environmental awareness								
5. Organization Chart	Prepare an attachment								
6. Work Experience (After graduating from college or graduate school)	From 1990	to 1993	<table border="1"> <thead> <tr> <th>Organization</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td>Public Health Center</td> <td>Environmental Monitoring Section ---Environmental Dept</td> </tr> <tr> <td>Ministry of Education</td> <td>Environmental Education Projects Section ---Municipal Bureau</td> </tr> </tbody> </table>	Organization	Section	Public Health Center	Environmental Monitoring Section ---Environmental Dept	Ministry of Education	Environmental Education Projects Section ---Municipal Bureau
Organization	Section								
Public Health Center	Environmental Monitoring Section ---Environmental Dept								
Ministry of Education	Environmental Education Projects Section ---Municipal Bureau								

Organization Chart (Example)



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## Country Report Part-II

Please describe the current situation, problems and countermeasures concerned with SWM in accordance with following items (less than 5 pages, 12-point font, A4 size paper)

Participants have 30 minutes per country for the presentation including Question and Answer session. Audio visual aids such as video, OHP, slides, and Power Point are available for the presentation.

1. Outline of the Country  
Brief introduction on your country  
topography, climate, area, national population, GDP/capita and capital and its population etc.
2. Waste Management Administration
  - (1) Regulations on waste management
  - (2) Administrative Organization / Roles of National and Local Governments, Supervising body- Ministry, Agency, Department, Division etc.
  - (3) Definition of waste and Classification of waste
3. Waste Management Situation in the district, city or country which you are in charge
  - (1) Waste Quantity and Characteristic
  - (2) Waste Management Fees/ Total Budget, Collecting Charge, Charging Method
  - (3) Waste Collection and Transportation/ Collection Coverage of the Planned Area, Collection Method (i.e. separation), Types of Collection Vehicles, Transfer Station, Direct Operation or Consignment with Private Sectors
  - (4) Intermediate Treatment of Waste/ Recycling, Incineration
  - (5) Final Disposal/ Number of Landfills, Type of landfill, and Structure
  - (6) Hazardous Waste/ Generation Source, Generation Quantity by Characteristic, Method of Hazardous Waste Disposal and Management
  - (7) Activities for Environmental Education, Public awareness, Nurturing the Staff
  - (8) Other topics to be mentioned
4. Supporting county or international organization and its Projects
5. Problems in your division, department, organization
  - (1) Responsible Duties of your Division, Department, Organization
  - (2) Major Problems your organization faced
  - (3) Theme which you want to highlight (pick up) in the Action Plan

**Annex-2**

*Example of Action Plan*

During the Seminar, participants are expected to make Action Plan, which can be practically implemented within one or two years upon returning to respective countries. Before coming to Japan, participants and their organizations are requested to make sufficient preparation such as analysis of current situation, clarification of issue(s) or theme(s) to be improved.

For making Action Plan, participants are requested to pick up one issue which mentioned in Country Report and to propose solutions to the issue. Action Plan should be specified how participants work to realize it. Please make use of any information and knowledge acquired in the lectures, observations and discussions throughout the seminar.

- 1) Steps to write and present an Action Plan :
  1. Action Plan Workshop
  2. Guidance on the Theme selection
  3. Preparation for Presentation
  4. Presentation
- 2) Construction of Action Plan :
  1. Theme
  2. Background Information of the Theme
  3. Improvement Target for the Theme
  4. Strategies in each aspect below to achieve the Target.
    - Activity
    - Human Resources
    - Organization
    - Schedule
    - Financial Resources
- 3) Draft Action Plan should be TYPED within 1 page in A4 paper, covering items 2)1, 2)2 and 2)3 above.
- 4) Action Plan should be covered all the items of 2) above and TYPED in 4 to 5 pages in A4 paper. You can prepare Power Point materials separately for presentation.

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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 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 Yokohama International Center (JICA YOKOHAMA)**  
**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**  
**TÉL: 81-45-663-3251 FAX: 81-45-663-3265**