

No.12040/33/2012-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-57
Date: 26-4-2012

TRAINING CIRCULAR

Subject: A Group Training Course on Domestic Wastewater Treatment Techniques to be held from June 2012 to March 2013(Core Phase in Japan from 19th August to 1st December, 2012.

The under-mentioned Ministry of Japan has invited applications for the above programme to be held from June 2012 to March 2013 out of which Core Phase would be held in Japan from 19th August to 1st December, 2012.

2. The programme aims to create basic practical strategies for the development of sewerage systems in developing countries.
3. The candidate should be presently technical staff related to waterworks and sewerage in central/local governments, or the equivalent; having more than five (5) years' experience in the field of waterworks and sewerage; be a graduate of university in engineering (civil engineering, chemical engineering, public health engineering and so on) or the equivalent; be under the age of 45 years; not be serving in the 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) Thereof;
- b) Age;
- c) Age;
- d) A brief in 50-100 words justifying the nomination.
- 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).

....2/-

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 and Issue Analysis Sheet.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than 15th June, 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), which is available in "What is New" under the Department of Personnel and Training.


(N.K. Wadhwa)


Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
2. The Secretary, Ministry of Urban Employment and Poverty Alleviation, Nirman Bhawan, 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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ISSUED



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON
DOMESTIC WASTEWATER TREATMENT TECHNIQUES

SWiJftl

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JFY2012

< Type: Solution Creation / ~M :~HIM)jC!ftEnMm >

NO. J1200782 110. 1280006

Phase in Japan: From Aug .19, 2012 to Dec. 1, 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.

I. Concept

Background

Water quality has been recognized as one of the prominent issues, which is directly related to public health and preservation of natural resources. In developing countries, however, massive discharge of various kinds of untreated wastewater due to rapid population growth and expansion in economic activities has threatened ecosystems among the countries.

Mitigation of water pollution requires effective collaboration among government, private sectors, research institutes, and communities to utilize capacity of each stakeholder, since water quality will be secured not only through operation and maintenance of facilities, but also through enforcement of laws and regulations, finance, and awareness rising.

This training program intends to transfer techniques and know-how of those stakeholders, making use of experience of overcoming pollution in Japan. The program will take place in Kitakyushu City, one of the largest industrial cities in Japan, which once faced serious pollution during rapid economic growth during 60's. Through its continuous effort in partnership development and activation of each stakeholder, the city today is one of the most advanced cities in the field of environmental management in Japan.

For what?

This program aims to create basic practical strategies for the development of sewerage systems in developing countries.

For whom?

This program is offered to technical staffs dealing with waterworks and sewerage in central/local government.

How?

Participants shall have opportunities in Japan to learn techniques related to sewerage systems through lectures, practices and site visits. Participants will also formulate an action plan which aims to implement policies to develop sewerage systems in their countries, applying the knowledge and ideas acquired through the course.

II. Description

1. Title (J-No.):

Domestic Wastewater Treatment Techniques (J1200782)

2. Period of Program

Duration of whole program: June 2012 to March 2013

Preliminary Phase: June 2012 to August 2012

Core Phase in Japan: August 19, 2012 to December 1, 2012

Finalization Phase: December 2012 to March 2013

3. Target Regions or Countries:

Chile, India, Indonesia, Mexico, Morocco, Philippines, Thailand, Venezuela and Zimbabwe

4. Overall Goal

Effective policy targeting waste water management is formulated by corresponding organizations in central/local government.

5. Objectives

At the end of the program, the participants are expected to achieve the following:

- (1) Being able to propose effective measures based on basic idea of waste water management systems and techniques.
- (2) Being able to explain measures taken by central/local government in Japan regarding waste water management
- (3) Being able to explain and apply how to measure pollution
- (4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation
- (5) Formulate action plan, and its implementation is reported through final report

6. Eligible / Target Organization

This program is offered to technical staffs dealing with waterworks and sewerage in central/local government.

7. Total Number of Participants

8 Participants

8. Language to be used in this Program

English

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (June 2012) Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.	
Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet (IAS)

(2) Core Phase in Japan (From August 19, 2012 to December 1, 2012) Participants dispatched by the organization to attend the Program implemented in Japan		
Objectives	Subjects	Methodology
(1) Being able to propose effective measures based on basic idea of waste water management systems and techniques	<ul style="list-style-type: none"> - Designing /planning of Waste water facilities - Waste water management, designing and maintenance of the system - A sewer system: designing and maintenance - Visit to conventional activated sludge process plant - Excreta disposal plant, and overview of Johkaso (household wastewater treatment tank) and its maintenance 	Lecture Practice Exercise Observation
(2) Being able to explain measures taken by central/ local government in Japan regarding waste water management	<ul style="list-style-type: none"> - Kitakyushu City's history of water supply, sewer systems and pollution management - Overview of drainage projects and legal frameworks of water quality control and pollution management - Community participation in river purification, and observation and monitoring of public water 	Lecture Practice Exercise Observation
(3) Being able to explain and apply how to measure pollution	<ul style="list-style-type: none"> - Water quality control and analysis of hazardous chemicals - Water quality evaluation - Bacterial contamination monitoring 	Lecture Practice Exercise Observation
(4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation	<ul style="list-style-type: none"> - System and impact of water pollution - Overview of waste water management systems - Overview of water service in Kitakyushu City - Visit to reservoir and water treatment facilities 	Lecture Practice Observation
(5) Formulate Action Plan, and its implementation is reported through final report.	<ul style="list-style-type: none"> - Presentation of Job Report - PCM (Project Cycle Management) - Issue Analysis Sheet - Presentation of Action Plan - Formulation of final report 	Lecture Practice

(3) Finalization Phase in a participant's home country (March 2013)
 Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Modules	Activities
Examination of the action plan	Application and implementation of the action plan is discussed in the participant's organization and its result will be submitted by March,2013 based on the follow-up questionnaire to be provided during the phase in Japan.

Please refer to the attached schedule (Annex III). The schedule is subject to minor changes.

III. 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 section III.
- (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 technical staffs related to waterworks and sewerage in central/local governments, or the equivalent
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1)
- (3) Educational Background: be a graduate of university who have majored in engineering (civil engineering, chemical engineering, public health engineering and so on) or the equivalent
- (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 above 25 and under 45 years of age
- (6) Must not be serving any form of military service
- (7) 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 and Issue Analysis Sheet (I.A.S.): to be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Nomination Form. Job report 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 Power Point 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 2, 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 documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA 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 July 19, 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 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.

(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 sections.

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) URL: <http://www.kita.or.jp/english/eindex.html>

(3) 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.

*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 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: +81-93-663-1350

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at its URL,

<http://www.jica.go.jp/english/contact/ldomestic.html>

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

6. Pre-departure Orientation:

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

V. Other Information

1. Reports and Presentation:

(1) Job Report & Issue Analysis Sheet (IAS)

As written in the previous page, each nominee is required to submit his/her own Job Report following the instruction in Section III. Participants will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

(2) Action Plan Report

Participants are required to formulate an action plan at the end of the training program to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 minutes for presentation. The report would be sent to the respective country's JICA office.

2. 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.

3. 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.

Annex I

**Domestic Wastewater Treatment Techniques
(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, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).
- Remarks 2: Please don't forget checking the analysis sheet
- Remarks 3: Each participant is required to have presentation in 10 minutes based on this Job 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.
- Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.
- Remarks 5: 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.
If you have the department for manufacturing of machine parts, please describe details.
- (3) Brief 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

Annex I

3. Expectations for the training course (up to 1 page)

- (1) Most interesting subjects or topics in this training course and reasons why do you pick up the subjects.

- (2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

- (3) Other matters you are expecting for this course, if any.
(Basically this training program is fixed and cannot be changed upon your request.)

4. Which of the following specialized technologies have you learned? Please check to signify "YES" or "NO".

	YES	NO
(1) Civil engineering	()	()
(2) Mechanical engineering	()	()
(3) Electrical engineering	()	()
(4) Chemical engineering	()	()
(5) Environmental engineering	()	()
(6) Hygiene engineering	()	()
(7) Computer science	()	()
(8) Others (.....).....	()	()

Note: Under "(8) Others" please specify subjects not covered by any items (1) to (7) if any.

5. Which of the following represent your practical work experiences? Please fill in the years of your occupational experience.

	Years of Experience
(1) Planning and designing of wastewater treatment facilities.....	()
(2) Operation and maintenance of wastewater treatment facilities.....	()
(3) Operation and maintenance of industrial wastewater treatment facilities.....	()
(4) Water pollution control administration.....	()
(5) Chemical analysis.....	()
(6) Human excreta treatment.....	()
(7) Johkaso (septic tank) management.....	()
(8) River/water way management in urban area.....	()
(9) Water supply.....	()
(10) Information processing (computer programming).....	()
(11) Others (.....).....	()

Note: Under "(11) Others" please describe any practical experience that might be related to wastewater treatment techniques but are not covered by items (1) to (10).

Annex II

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 "B" 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.
- (4) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.

**Domestic Wastewater Treatment Techniques (JFY2012)
Issue Analysis Sheet**

Course Objective	Subject	A:Problems in your country or organization	B:Backgrounds that cause the problems	C:Measures taken in Japan	D:Proposal to your country
(1) Being able to propose effective measures based on basic idea of waste water management systems and techniques	- Plant designing and maintenance				
(2) Being able to explain measures taken by central/local government in Japan regarding waste water management	- Environmental administration policy				
(3) Being able to explain and apply how to measure pollution	- Water quality analysis and control				
(4) Being able to explain effective treatment measures against pollution from viewpoint of water recycle and water circulation	- Wastewater treatment and management				

Name of Superior Officer: _____

Designation/Position of superior officer: _____

Signature: _____

Annex III

Tentative Schedule

	Date		Subject
Aug.	19	(Sun)	Arrival in Japan
	20	(Mon)	Briefing
	21	(Tue)	Program Orientation! Medical Check
	22	(Wed)	General Orientation! Cultural Exchange Program
	23	(Thu)	Preparation of Job Report Presentation
	24	(Fri)	Course Orientation and Job Report Presentation
	25	(Sat)	Holiday
	26	(Sun)	Holiday
	27	(Mon)	Guidance of Action Plan
	28	(Tue)	Individual Meeting on IAS
	29	(Wed)	PCM Skill Practice Management Method for Development Assistance
	30	(Thu)	PCM Skill Practice Management Method for Development Assistance
	31	(Fri)	PCM Skill Practice Management Method for Development Assistance
	Sep.	1	(Sat)
2		(Sun)	Holiday
3		(Mon)	History of Pollution Control in Kitakyushu City
4		(Tue)	Administrative Framework for Water Pollution Control, Visit to Kitakyushu City Environmental Museum
5		(Wed)	Visit to Environmental Science Institute of Kitakyushu City, Exercise on Water Quality Analysis
6		(Thu)	Visit to City University of Kitakyushu (Monitoring of Water Quality), Purification of Eutrophicated Water
7		(Fri)	Mechanism of Water Pollution
8		(Sat)	Holiday
9		(Sun)	Holiday
10		(Mon)	Planning on Night Soil Treatment
11		(Tue)	Lecture on Design of Sanitary Ware, Visit to Sanitary Ware factory
12		(Wed)	Visit to Night Soil Treatment facility and Sanitary Sewer plant
13		(Thu)	Methods of Wastewater Treatment, Visit to Chemical Factory
14		(Fri)	Visit to Reuse Night Soil Sludge facility in Ohki Town
15		(Sat)	Holiday
16		(Sun)	Holiday
17		(Mon)	Japanese Holiday
18		(Tue)	Techniques of Johkaso (Household wastewater treatment tank), Johkaso
19		(Wed)	Theory of Johkaso, Visit to Johkaso Facility
20		(Thu)	(Study Trip) Visit to Minamata Disease Museum in Minamata City of Kumamoto Pref.
21		(Fri)	Visit to Johkaso factory, Nichinan City in Miyazaki Pref. (Back to JICA KIC)
22		(Sat)	Holiday
23		(Sun)	Holiday
24		(Mon)	Visit to Drinking Water Treatment Plant, Reservoir, Water Intakes
25		(Tue)	Visit to Water Purification plant for Detection of Water Leakage
26		(Wed)	Activity of River Cleanup by citizen, We Love Murasaki River Association
27		(Thu)	Visit to Sea Landfill Site and Leachate Treatment Facility, Analysis of Water Quality of

Annex III

		Dokai Bay
	28 (Fri)	Visit to Inland Landfill Site in Fukuoka Method (Semi-Aerobic Final Disposal Site)
	29 (Sat)	Holiday Participate in CleaninQ Activity of Murasaki River
	30 (Sun)	Holiday
Oct.	1 (Mon)	(Study Trip) Visit to Water Science Museum of Kumamoto City
	2 (Tue)	Visit to Water Resource in Kumamoto and Wastewater Treatment Facilities of Beverage Industry
	3 (Wed)	Visit to Kumamoto City Sewage Treatment Plant in NaQasaki City of NaQasaki Pref.
	4 (Thu)	Visit to Nagasaki City Sewage Treatment Plant and Wastewater Treatment Facility of Ship Building Factory
	5 (Fri)	Visit to Jointed Wastewater Treatment Plant
	6 (Sat)	Visit to Kyushu National Museum (Back to JICA KIC)
	7 (Sun)	Holiday
	8 (Mon)	Japanese Holiday
	9 (Tue)	City Bureaus concerning water issues in Kitakyushu City (Construction, Environmental and Waterworks)
	10 (Wed)	Administration of Wastewater Treatment in Kitakyushu City, Visit to Water Environment Museum of Kitakyushu City
	11 (Thu)	Visit to Pumping Station and Sewage Treatment Plant
	12 (Fri)	Practice of Sewerage Designing
	13 (Sat)	Holiday
	14 (Sun)	Holiday
	15 (Mon)	Designing of Sewerage Pipes
	16 (Tue)	Maintenance of Sewerage Pipes
	17 (Wed)	Visit to Facilities Wastewater Quality Management (public and private)
	18 (Thu)	Construction Site of Sewerage Pipes
	19 (Fri)	Sewerage Techniques and Sludge Treatment
	20 (Sat)	Holiday
	21 (Sun)	Holiday
	22 (Mon)	Visit to Wastewater Treatment Plant by Membrane Process
	23 (Tue)	Policy of Sewerage in Kitakyushu City
	24 (Wed)	Water Quality Management, Practice Analysis of BOD
	25 (Thu)	Water Quality Management, Practice Analysis of COD
	26 (Fri)	Advanced Treatment Techniques of Wastewater
	27 (Sat)	Holiday
	28 (Sun)	Holiday
	29 (Mon)	Advanced Treatment Techniques of Wastewater
	30 (Tue)	Visit to Advanced Wastewater Treatment Plant, Maintenance Site of Johkaso
	31 (Wed)	Mid-Term Evaluation, Visit to Wastewater Sludge Treatment Plant
Nov.	1 (Thu)	(Study Trip) Visit to Paper Factory and Wastewater Treatment Plant in Buzen City, "Collaborative" Community Wastewater Treatment Facilities in Kunisaki City, Oita Pref.
	2 (Fri)	Visit to Soy Sauce Factory in Usuki City, Oita Pref. (Back to JICA KIC)
	3 (Sat)	Holiday
	4 (Sun)	Holiday
	5 (Mon)	Wastewater Treatment in Asian Developing Countries

Annex III

	6	(Tue)	Wastewater Treatment by Membrane Filter (Lecture and Site Visit)
	7	(Wed)	Water and Air Pollution Control Experience in Japan, Discussion among Participants
	8	(Thu)	(Study Trip) Visit to Wastewater Treatment Plant Museum in Tokyo
	9	(Fri)	Visit to National Environmental Institute in Tsukuba City, Ibaraki Pref.
	10	(Sat)	Visit to National Museum of Emerging Science and Innovation
	11	(Sun)	Holiday
	12	(Mon)	Design of Wastewater Treatment Plant
	13	(Tue)	Visit to Membrane Manufacturer Company
	14	(Wed)	Visit to Tokyo Metropolitan Gov. Office
	15	(Thu)	Visit to Precision Measure Equipment Factory in Kyoto
	16	(Fri)	Visit to Lake Biwa Museum
	17	(Sat)	Holiday (Back to JICA KIC)
	18	(Sun)	Holiday
	19	(Mon)	Individual Meeting on IAS
	20	(Tue)	IAS Drafting, Visit to Kitakyusyu City Eco Town (Recycle of Industrial Waste)
	21	(Wed)	Solid Waste Management, Visit to Incineration Plant
	22	(Thu)	Visit to Robot Factory and Automobile Plant
	23	(Fri)	Japanese Holiday
	24	(Sat)	Holiday
	25	(Sun)	Holiday
	26	(Mon)	Visit to Cement Factory (Utilization of Sludge), Precision Electric Parts Factory
	27	(Tue)	Visit to Nuclear Power Plant in Genkai Cho
	28	(Wed)	Preparation of Action Plan
	29	(Thu)	Preparation of Action Plan
	30	(Fri)	Action Plan Presentation, Closing Ceremony
Dec.	1	(Sat)	Leave Japan

The schedule is subject to minor changes.

For Your Reference

JICA and Capacity Development

The key concept underpinning IICA 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 IICA 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.

IICA, 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: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 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

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

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)

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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.

**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

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

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

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

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



6. Expectation on the applied training and dialogue program

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

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 & 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.

(_____)

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

2. Medical History

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

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg
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(d) Diabetes (sugar in the urine)

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