

No.12040/37/2012-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 26-4-2012

TRAINING CIRCULAR

Subject: A Group Training Course on Operation and Maintenance of Sewerage System and Waste Water Treatment Technique (A) from June to December, 2012 (Core Phase to be held in Japan from 19th August to 29th September, 2012).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation Programme of the Government of Japan has invited applications for the above programme to be held from June to December, 2012 out of which the Core Phase will be held in Japan from 19th August to 29th September, 2012.

2. The programme aims to promote the sewerage system and wastewater treatment techniques in participants' organizations.

3. The candidate should be presently senior technical staffs who deal with sewerage system and wastewater treatment; having experience for more than five (5) years in the relevant field and be willing to work in the organization in the future (at least five years); be a graduate of university or equivalent level; be under the age of 50 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) 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.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON
Operation and Maintenance of Sewerage System and
Waste Water Treatment Technique (A)
 . ~ a . r ~ * ~ . M ~ ~ ~ ~ ~ k ~ ~ * ~ ~ a ~ w J
JFY 2012
 <Type: Trainers Training / ft~ : .A.*1~nffi&~>
NO. J1200793/ID. 1280103
From June 2012 to December 2012
Phases in Japan: From August 19, 2012 to September 29, 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. COncE{2t

Background

A sewerage facility is one of the most fundamental factors of the urban infrastructure, and the setting up of sewerage and waste water treatment plants in developing countries has achieved certain degree of progress. Along with the development of the facilities, demand for engineers specialized in maintenance of those facilities has become acute. Since the appropriate maintenance of sewerage facilities is a vital part of providing a good sanitary environment, technicians who deal with sewerage works are required to have wide-ranging knowledge and techniques.

This course focuses on the appropriate maintenance management of sewerage facilities to prevent water pollution, which contributes to Agenda 21, the action plan proposed at the Earth Summit held in Rio de Janeiro in 1992. Additionally, the course contributes to ease access to basic sanitary facilities and safe drinking water, which is one of the targets in MDGs, through promoting knowledge and technologies in the field.

Through lectures, practices, seminars and observations, participants will acquire explicit *Itacit* knowledge in operation and maintenance of sewerage systems to be made good use of in their own countries.

For what?

This program aims to promote the sewerage system and wastewater treatment techniques in participants' organizations.

For whom?

This program is offered to senior technical staff directly engaged in sewerage system in governmental organizations.

How?

Participants will learn techniques and know-how in the field through lectures, observations, practices and discussions. In addition, participants are expected to formulate and present an Action Plan at the end of the training program, utilizing the contents in the program, and share the ideas after going back to each country.

II. Descri2.tjo n.

1. Title (J-No.):

Operation and Maintenance of Sewerage System and Waste Water Treatment Technique (A) (J1200793)

2. Period of Program

Duration of whole program: June 2012 to December 2012

Preliminary Phase: June 2012 to August 2012

Core Phase in Japan: August 19,2012 to September 29,2012

Finalization Phase: September 2012 to December 2012

3. Target Regions or Countries:

Cambodia, China, India, Indonesia, Myanmar, Pakistan, Papua New Guinea, Philippines, and Sri Lanka

4. Total Number of Participants

10 Participants

5. Eligible / Target Organization

This program is designed for senior technical staff directly engaged in sewerage system in governmental organizations.

6. Language to be used in this Program

English

7. Program Objective

Necessary knowledge and technique relating to sewerage system and wastewater treatment will be shared within participants' organizations.

8. Overall Goal

Effective sewerage system and wastewater treatment technique will be established in participants' organizations.

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 to August 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)

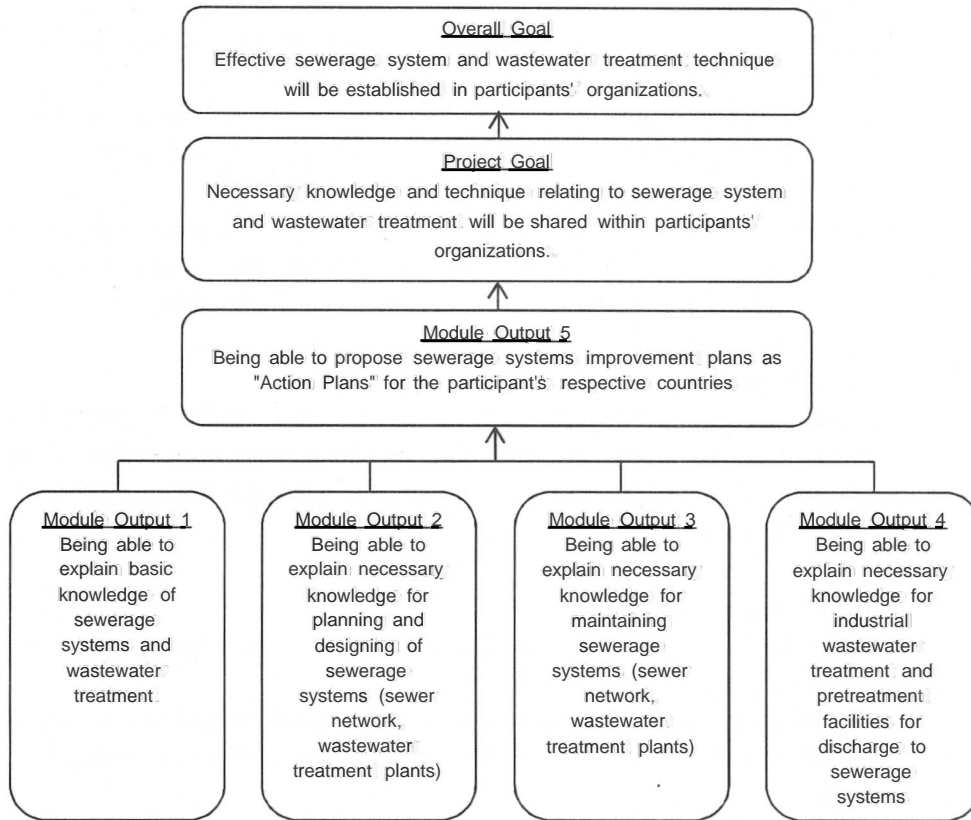
(2) Core Phase in Japan (From August 19, 2012 to September 29, 2012) Participants dispatched by the organization to attend the Program implemented in Japan		
Objectives	Subjects	Methodology
1) Being able to explain basic knowledge of sewerage systems and wastewater treatment	- Overview of administration policies in Fukuoka City - Sewerage system in the local government (Fukuoka City)	Lecture Observation
2) Being able to explain necessary knowledge for planning and designing of	- Planning and construction of a sewage plant - Treatment of sewage	Lecture Observation

sewerage systems (sewer network, wastewater treatment plants)		
3) Being able to explain necessary knowledge for maintaining sewerage systems (sewer network, wastewater treatment plants)	<ul style="list-style-type: none"> - Maintenance management for wastewater treatment plant - Quality control in sewage treatment - Effective use of sludge 	Lecture Observation
4) Being able to explain necessary knowledge for industrial wastewater treatment and pretreatment facilities for discharge to sewerage systems	<ul style="list-style-type: none"> - Water quality regulation for plants and factories - Wastewater treatment plant - Practical demonstrations of water quality management 	Lecture Observation Practice
5) Being able to propose sewerage systems improvement plans as "Action Plans" for the participant's respective countries	<ul style="list-style-type: none"> - Job report presentation - Creation of Issue Analysis Sheet (IAS) - Action plan presentation 	Lecture Observation Practice

(3) Finalization Phase in a participant's home country (September 2012 to December 2012) Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.	
Modules	Activities
Implementation of the Action Plan will be recognized through final report	Proposals (Action plans) formulated by participants are shared within their organizations, and discussed towards implementation.

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

10. Conceptual Framework of the Program



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 challenges identified in their operation. Participating organizations are expected to use the project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the challenges.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in the previous section.
- (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 the previous section.

2. Nominee Qualifications

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

Essential Qualifications

- (1) Current Duties: be senior technical staffs who deal with sewerage system and wastewater treatment.
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1) and be willing to work for your organization in the future (at least 5 years).
- (3) Educational Background: be a graduate of university, or equivalent level.
- (4) Language: have a competent command of spoken and written English which is equal to TOEFL CBT 250 or more (copy of the proof is preferable).
- (5) Age: be under 50 years of age
- (6) Must not be serving any form of military service.
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field work (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.

Recommended Qualifications

- (1) Expectations for the Participants: preferably be in relation with past or on-going JICA projects focusing on sewer treatment.
- (2) Educational background: since majority of the curriculums are based on engineering, participants are preferable to own backgrounds in civil engineering or mechanical engineering.
- (3) Others: Participants are expected to be familiar with PC operation, as there will be many chances for report writing and presentations.

3. Required Documents for Application

- (1) Application Form: The Application Form is attached to this General Information.
- (2) Job Report and Issue Analysis Sheet (IAS): 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. The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. Participants accepted to the Course are requested to bring her/his IAS in electronic file when coming to Japan.

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: Fukuoka City
- (2) URL: <http://www.city.fukuoka.lg.jp/english/index.html>

9

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:

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Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,
Fukuoka Prefecture 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(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/udomestic.html>

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 and IAS following the instruction in the previous sections. Participants will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the 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

10
pictures on the background.

(2) Action Plan

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

(3) Laptop

Participants are requested to bring their own laptops upon arrival in Japan. They will be useful to take notes, modify reports, and prepare for presentations.

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

Operation and Maintenance of Sewerage System and Waste Water Treatment Techniques (A)

(JFY 2012)
Job Report

Name: _____
Country: _____
Organization and present post _____
E-mail: _____
FAX: _____

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

Remarks 2: Each participant is required to have presentation in 10 minutes based on this 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 challenges of the participants each other.

Remarks3: Please itemize your answer and make them specific.

1. Situation of Sewerage Treatment Systems

- (1) Sewer coverage in assigned area / country
- (2) Brief description on sewer treatment facilities (existence, number, type, etc.)
- (3) Method applied for sewer treatment
- (4) Brief description on legal frameworks (numerical standards, fee, restrictions etc.)

2. 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.)
- (3) Brief description of your assignments.

3. Existing problems in your section (up to 1 page)

- (1) Challenges you are facing
- (2) Countermeasures for these challenges
- (3) Obstacles in the process of solving those challenges

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

- (1) Most interesting subjects or topics in the training course
- (2) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?
- (3) Other matters you are expecting for this course

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 emphasis 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.

Annex II

Operation and Maintenance of Sewerage System and Waste Water Treatment Technique (A) (JFY 2012)

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 explain basic knowledge of sewerage systems and wastewater treatment					
2) Being able to explain necessary knowledge for planning and designing of sewerage systems (sewer network, wastewater treatment plants)					
3) Being able to explain necessary knowledge for maintaining sewerage systems (sewer network, wastewater treatment plants)					
4) Being able to explain necessary knowledge for industrial wastewater treatment and pretreatment facilities for discharge to sewerage systems					

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! Basic Japanese Class
	22	(Wed)	General Orientation! Cultural Exchange
	23	(Thu)	Go to Fukuoka City, Course Orientation, Preparation of Job Report & IAS Presentation
	24	(Fri)	Introduction of Administration System at Fukuoka City, Sewage Administration in Japan & Fukuoka City
	25	(Sat)	Holiday
	26	(Sun)	Holiday
	27	(Mon)	Preparation of Job Report & IAS Presentation, Job Report & IAS Presentation
	28	(Tue)	Planning of Flood Control, Rainwater Drainage), Site Visit to Sewage Facilities, Reservoir, etc.
	29	(Wed)	Planning of River (River Riparian Work, Reservoir), Site Visit to River and Related Facilities
	30	(Thu)	Maintenance and Management of Sewage System (Waste Water Processing), Site Visit to Wastewater Treatment Center
	31	(Fri)	Visit to Water Processing Facilities in Kitakyushu City, Automobile Factory (Process of Industrial Wastewater and Material Recycle)
	Sep.	1	(Sat)
2		(Sun)	Holiday
3		(Mon)	Preparation of Action Plan, Maintenance and Management of Sewage System (Pumps), Site Visit to Pumping Station
4		(Tue)	Maintenance and Management of Sewage System (Water Quality), Site Visit to Water Quality Examination Lab.
5		(Wed)	Planning of Sewage System (Wastewater Process Facility)
6		(Thu)	Maintenance and Management of Sewage System (Pipes, Register Book System), Construction Techniques of Pipes
7		(Fri)	Utilization of Sewage Resource, Treatment for Waste Water by Industrial Sector (Site Visit to Beverage Factory)
8		(Sat)	Holiday
9		(Sun)	Holiday
10		(Mon)	Planning of Sewage System (Piping Route), Site Visit to Construction Site of Sewage System
11		(Tue)	Waterworks Administration in Fukuoka City, Site Visit to Water Supply Control Facility & Desalination Project Site
12		(Wed)	(Study Trip) Membrane Bioreactor Facilities in Osaka
13		(Thu)	Lake Biwa Water Environment Museum
14		(Fri)	Sludge Fuelization System
15		(Sat)	Holiday
16		(Sun)	Holiday
17		(Mon)	Holiday (Japanese Holiday)
18		(Tue)	Preparation of Action Plan, Jokaso (Japanese Septic Tank), Site Visit to Jokaso System in Small Community
19		(Wed)	Environmental Policy of Fukuoka City (Waste Management), Site Visit to Disposal Site and Wastewater Process Facility
20		(Thu)	Environmental Policy of Fukuoka City (Night Soil Treatment, Energy Policy), Site Visit to Night Soil Treatment Facility, Waste Incineration Plant
21		(Fri)	Site Visit to Oxidation Ditch Method Facility, Egawa Dam
22		(Sat)	Holiday
23		(Sun)	Holiday
24		(Mon)	Management and Public Relations of Sewage Business, Site Visit to Industrial Pretreatment Facility (Electronic Product Factory)
25		(Tue)	History of Sludge Composting in Fukuoka City, Site Visit to Sludge Composting Factory in Saga City
26		(Wed)	Preparation of Action Plan
27		(Thu)	Disaster Risk Management and Sewage System, Comprehensive Management of MikasaGawa (River)
28		(Fri)	Presentation of Action Plan, Closing Ceremony
29		(Sat)	Leave Japan

The schedule is subject to minor changes.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Kyushu International Center (JICA KYUSHU)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

3697

37

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.

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

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

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

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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: