

F.No.12040/12/2023-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-110067
Dated: 30.05.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Appropriate Sewerage Infrastructure Management (Asset Management Methodology)” to be held from 22.08.2023 to 26.09.2023 online and from 18.10.2023 to 01.11.2023 in Japan under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Appropriate Sewerage Infrastructure Management (Asset Management Methodology)” to be held from 22.08.2023 to 26.09.2023 **online** and from 18.10.2023 to 01.11.2023 **in Japan** under the Technical Cooperation Program of the Government of Japan.

2. This course is designed for countries where a basic sewerage system is already in place. It aims to provide the knowledge and the skills necessary to properly manage sewerage assets utilizing asset management systems with consideration to various risk management.

3. The applying organizations are expected to nominate a civil engineer in-charge of sewerage facility designing, revision, management and maintenance at central or local governments, municipalities, or other related public entities with at least 5 years experience in the relevant field. The applicant has competent command over spoken and written English; Age: be under the ages of fifty (50) years; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

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


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

5. The course covers the cost of round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, meals, living expenses, outfit and shipping and

stopover); expenses for JICA study tours and Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **30.06.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.


30.05.2023
(Deshraj Yadav)

Under Secretary to the Govt. of India
Tele no: 26194167

Copy to: (Through DoPT's website & email)

- a. Secretary, Ministry of Jal Shakti, Govt. of India, New Delhi.
- b. Secretary, Ministry of Environment, Forests & Climate Change, Govt. of India, New Delhi.
- c. Secretary, Ministry of Urban Affairs, Govt. of India, New Delhi.
- d. Secretary, Department of Rural Development, Govt. of India, New Delhi.
- e. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- f. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- g. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



【Online & In Japan】

Knowledge Co-Creation Program

(Group and Region Focus)

General information on

**Appropriate Sewerage Infrastructure Management
(Asset Management Methodology)**
課題別研修「下水道資産の適正管理(アセットマネジメント)」
JFY 2023

NO. 202208446J001 / ID. 202208446

Online Program Period: From August 22, 2023 to September 26, 2023

Course Period in Japan: From October 18, 2023 to November 1, 2023

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

In order to achieve sustainable growth in developing countries, it is essential to build a resilient society. To accomplish this goal it is necessary to properly manage existing social infrastructure, such as sewage infrastructure. The proper management includes extending service life of facilities through periodic condition assessment, maintenance and renewal of aging sewerage infrastructure, with consideration to disaster risk management.

In urban areas in developing countries, there has been an increase in the amount of water demand and discharge of waste water with population and economic growth. However, the sewerage systems frequently develop leakage due to deterioration, poor construction and low quality materials. In addition, they are vulnerable to the damage from earthquakes and have a risk of service disruption causing economic and social impacts.

Japan has experienced many earthquakes and other natural disasters, such as the Great East Japan Earthquakes and Tsunami of 2011. Moreover, the pipes laid after the period of high economic growth have exceeded their service lives one after another, and measures are being taken to prevent deterioration in each region. Through these experiences, Sendai-City has established robust asset management systems for sewage facilities (hereafter referred to as "Asset Management"); gain the ISO55001, in order to make the function of social infrastructure sustainable.

These systems and methods are highly desirable for many countries that face high risk of natural disasters and aging sewerage facilities.

This course is designed for countries where a basic sewerage system is already in place. It aims to provide the knowledge and the skills necessary to properly manage sewerage assets utilizing asset management systems with consideration to various risk management.

For what?

In the course, knowledge of and technique for Asset Management will be acquired by participants and thereby disseminated in their respective countries for the purpose of achieving sound operation and maintenance of sewerage infrastructure through their proper management.

For whom?

Senior civil engineers who are in charge of sewerage facility designing, inspection, management, maintenance and improvement, at central governments, local governments, municipalities, or other related public entities.

How?

Participants will have opportunities through online and in Japan to learn appropriate sewerage infrastructure management utilizing an asset management methodology through lectures, visits, exercises and discussions. Participants will also formulate action plans describing what they will do after going back to their own countries in order to put the knowledge and ideas acquired through this course into practice in their on-going and future activities.

II. Description

- 1. Title (Course No.)**
Appropriate Sewerage Infrastructure Management (Asset Management Methodology) (202208446J001)
- 2. Online Program:** August 22, 2023 to September 26, 2023
Course Period in Japan: October 18, 2023 to November 1, 2023
- 3. Target Regions or Countries**
Brazil ,India ,Indonesia, Cambodia, Papua New Guinea, State of Eritrea, Lebanese Republic, Zimbabwe
- 4. Eligible / Target Organization**
Central and Local governments, municipalities, or other public entities that manage sewerage facilities
- 5. Capacity (Upper Limit of Participants)**
8 participants
- 6. Language**
English
- 7. Objective(s)**
Knowledge of and technique for Asset Management will be acquired by participants and thereby disseminated in their respective countries for the purpose of achieving sound operation of sewerage infrastructure through their proper management.
- 8. Overall Goal**
Through the course, the participants acquire the knowledge and the skills necessary to properly plan, operate and manage sewerage assets utilizing appropriate asset management systems suited for individual situation in each country. The participants share the knowledge with related entities after they return to their home countries.

9. Output and Contents

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

9-1 Training course(online) in 2023

Expected Module Output	Subjects/Agendas	Methodology
<p>1. Participants understand problems and challenges that Japanese wastewater utilities are facing together with their effort to applying Asset Management. Participants evaluate their own situation in comparison to those in Japan.</p>	<p>(1) Country report presentation (2) Sewerage Administration in Japan (3) PCM training (4) Presentation of interim report</p>	<p>Presentation by online Lectures through E-Learning system</p>
<p>2. Participants acquire basic knowledge of and technique for Asset Management required for sound management of sewerage infrastructure.</p>	<p>(1) Overview of Asset Management System(AMS) in Sendai City (2) Introduction video of Sendai wastewater utilities (3) Introduction video of old brick sewer in Sendai City (4) Information on sewerage redger (pipeline) (5) Inspection and condition monitoring method of the pipelines (6) Maintenance of sewerage pipeline facilities (7) Maintenance of Minami-Gamo sewage treatment plant (8) Appropriate sewerage infrastructure management utilizing an asset management methodology (9) Maintenance of pumping station and wastewater treatment plant</p>	<p>Lectures through E-Learning</p>
<p>3. Participants become able to manage sewerage infrastructure and carry on wastewater service considering various risks.</p>	<p>(1) Details of risk assessment method (2) Making risk assessment matrix</p>	<p>Lectures through E-Learning</p>

9-2 Training course in Japan in 2023

Expected Module Output	Subjects/Agendas	Methodology
<p>1. Participants understand problems and challenges that Japanese wastewater utilities are facing together with their effort to applying Asset Management. Participants evaluate their own situation in comparison to those in Japan.</p>	<p>(1) Opinion exchange through latest research in sewerage sector in Tohoku univ. (2) Making risk assessment matrix</p>	<p>Discussion Workshop</p>
<p>2. Participants acquire basic knowledge of and technique for Asset Management required for sound management of sewerage infrastructure.</p>	<p>(1) Site-visit to Sewerage Technology Training Center in Tokyo (2) Financial planning related to sewerage infrastructure (3) Site-visit to Minami-Gamo sewage treatment plant (4) Sewer system management in suburban areas (5) Site-visit to rehabilitation of sewer pipes/facilities (6) Management of sewer ledger (7) Maintenance of sewer pipeline facilities</p>	<p>Lecture Observation</p>
<p>3. Participants prepare an action plan for improvement of their wastewater service through appropriate management of sewerage infrastructure based on the knowledge they have acquired in the course.</p>	<p>(1) Instruction and formulation of action plan (2) Action plan presentation</p>	<p>Workshop Presentation</p>

(Tentative) Training schedule of “online program in 2023”

Note: There is a possibility of changes in plan depending on the COVID situation etc.

***Participants are required to take TWO or THREE lectures per week in the following schedule through E-learning system.**

Date	Day	Content	Type	Attire
22 nd Aug	Tue	Program orientation Country report presentation	Live Session	Business Casual
22 nd ~28 th Aug		①PCM training in sewer business management ②Introduction video of Sendai Wastewater Utilities	On-demand Lecture	
29 th Aug~ 4 th Sep		③Overview of Asset Management System(AMS) in Sendai City ④Introduction video of old brick sewer in Sendai city ⑤Sewerage Administration in Japan	On-demand Lecture	
5 th Sep	Tue	Analyzing problems (PCM training)	Live Session	Business Casual
5 th ~11 th Sep		⑥Information on Sewerage Redger (Pipeline) ⑦Inspection and Condition Monitoring Method of the Pipelines	On-demand Lecture	
12 th ~18 th Sep		⑧Maintenance of Sewage Pipeline Facilities ⑨Maintenance of Minami-Gamo Sewage Treatment Plant ⑩Appropriate Sewerage Infrastructure Management Utilizing an Asset Management Methodology	On-demand Lecture	
19 th ~25 th Sep		⑪Maintenance of Pumping station and Wastewater Treatment Plant ⑫Details of Risk Assessment Method ⑬Making Risk Assessment Matrix	On-demand Lecture	
26 th Sep	Tue	Presentation of interim report Orientation and Q&A session on Program in Japan	Live Session	Business Casual

(Tentative) Training schedule of “training course in Japan in 2023”

Note: There's a possibility of change in plan. This training program in Japan will be conducted jointly with the FY2022 program, and the FY2022 participants will also participate.

Date	Day	Content	Type	Attire	Place	Stay
18 th Oct	Wed	Arrival in Japan			Tokyo	Tokyo
19 th Oct	Thu	Briefing	Lecture	Business casual	Tokyo	Tokyo
20 th Oct	Fri	Site-visit to Sewerage Technology Training Center in Tokyo	Observation	Business casual	Tokyo	Tokyo
21 st Oct	Sat	Transfer from Tokyo to Sendai			Sendai	Sendai
22 nd Oct	Sun	Self-study			Sendai	Sendai
23 rd Oct	Mon	Opening ceremony Courtesy call	Lecture	Business casual	Sendai	Sendai
		Opinion exchange through latest research in sewerage sector in Tohoku univ.	Discussion			
24 th Oct	Tue	Financial planning related to sewerage infrastructure	Lecture	Business casual	Sendai	Sendai
		Instruction and formulation of action plan	Workshop			
25 th Oct	Wed	Site-visit to Minami-Gamo sewage treatment plant	Lecture Observation	Business casual	Sendai	Sendai
		Sewer system management in suburban areas	Observation			
26 th Oct	Thu	Site-visit to rehabilitation of sewer pipes/facilities	Observation	Business casual	Sendai	Sendai
		Management of sewer ledger	Lecture			
27 th Oct	Fri	Making risk assessment matrix	Workshop	Business casual	Sendai	Sendai
28 th Oct	Sat	Cultural experience program	Observation		Sendai	Sendai
29 th Oct	Sun	Self-study			Sendai	Sendai
30 th Oct	Mon	Action plan presentation Closing ceremony Review of the course	Presentation	Business casual	Sendai	Sendai
31 st Oct	Tue	Transfer from Sendai to Tokyo			Tokyo	Tokyo
1 st Nov	Wed	Departure from Japan				

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These

special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either person who is engaged in the said field or directly related to program subject.

(1) Essential Qualifications

- 1) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 80 or more. (Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- 2) Current Duties: be a civil engineer in charge of sewerage facility designing, revision, management and maintenance at central or local governments, municipalities, or other related public entities; be a senior level manager or an assistant manager.
- 3) Experience in the relevant field: have more than 5 years' experience as a civil engineer.
- 4) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: Be under the ages of fifty (50) years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

(3) IT Environment

- 1) Internet communication speed: downstream bandwidth is more than 20Mbps
- 2) Recommended browser:
Latest version of Google Chrome
Latest version of Firefox
Microsoft Edge Chromium
Latest version of Apple Safari
*IE11 is not recommended.

3) OS: Windows、 Latest version of iOS、 Latest version of Android

4) Software: to be installed Zoom(<https://learn-zoom.us/show-me>)

5) Device: to be prepared a PC or Tablet with camera and microphone

* If you have any concerns about the Internet connection, please consult with the nearest JICA office

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Country Report: to be submitted with the application form. Follow the instruction on ANNEX.

Note: The applicant must be submitted all required documents. You will not be selected if there are any deficiencies in the documents submitted.

(3) Photocopy of Passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

(4) English Score Sheet: to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

Note: The applicant must be submitted all required documents.

You will not be selected if there are any deficiencies in the documents submitted.

3. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(After receiving applications, the JICA Office will send them to **JICA Tohoku in JAPAN not later than July 15th, 2023**)(Not extendable)

*The closing date in your country is earlier than the date noted above.

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 22th, 2023.**

4. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tohoku Center (JICA TOHOKU)
- (2) **Program Officer:** Ms.OKUBO Kaori (thictad@jica.go.jp)

2. Implementing Partner

- (1) **Name:** JOCA (Japan Overseas Cooperative Association)
- (2) **URL:** <https://www.joca.or.jp/base/tohoku/>

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tokyo Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904
(where “81” is the country code for Japan, and “3” is the local area code)
Please refer to facility guide of JICA TOKYO at its URL,
<https://www.jica.go.jp/tokyo/english/office/index.html>

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation*

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

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

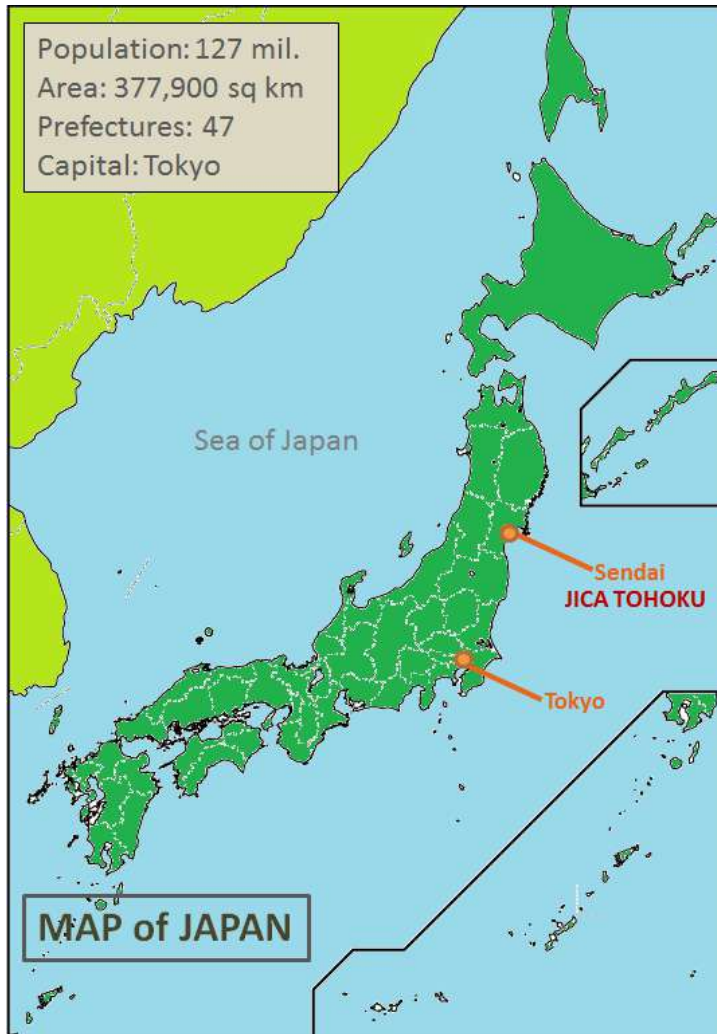
Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom(Shower and Toilet), Toiletries etc.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html

V. Other Information

1. Location of the training site

City of Sendai, Miyagi Prefecture, Japan



2. Climate

Average temperatures and precipitation in Sendai

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average High (° C)	5.2	5.5	8.8	14.8	19.5	22	25.7	27.9	24.1	19.1	13.4	8.3
Average Low (° C)	-2	-1.8	0.5	5.7	10.8	15.3	19.3	21.2	17.2	10.8	4.9	0.6
Average Precipitation (mm)	33.1	48.4	73	98.1	107.9	137.9	159.7	174.2	218.4	99.2	66.8	26.4

3. Computers(Program in Japan)

The participants are recommended to bring their own laptop/notebook computers (*1) to prepare for Action Plans and presentation slides, and to check personal e-mail.

(*2) Laptop/notebook computers should have antivirus software installed, and must not have file sharing software, such as Winny, WinMX, BitTorrent and Gnutella.

4. International Exchange Programs with Local Communities.

JICA encourages international exchanges between JICA participants and the local communities. Participants are kindly requested to bring their national costumes, small gifts and visual aids, such as powerpoint slides, videos and photographs, to introduce their countries.



Observation to pump station



Observation to office of river



Program Orientation



Closing Ceremony



Traveling by train



Workshop

5. About JICA Tohoku Center

Website: <https://www.jica.go.jp/tohoku/index.htm>

The screenshot shows the official website of the JICA Tohoku Center. At the top, there are language options (Japanese, English, French, Spanish) and utility links like Site Map, FAQ, and Contact Us. The main navigation bar includes Home, About JICA, News & Features, Countries & Regions, Our Work, Publications, and Investor Relations. The breadcrumb trail reads: Home > About JICA > Organization > Domestic Offices > Tohoku Center. The left sidebar lists various sections under 'About JICA', with 'Domestic Offices' selected. The main content area is titled 'Tohoku Center' and features a group photo of staff members. Below the photo, there is a paragraph in English: "JICA Tohoku Center (JICA Tohoku) is located in Sendai, the largest city in the northern Japan. We are blessed with beautiful nature, delicious seafood and abundant tourism resources in rural Japan. In March 2011, the Tohoku region was devastated by massive earthquakes and tsunamis. We were fortunate to receive overwhelming support from all over the world, and are thankful for the assistance we received. Since the event, JICA Tohoku has partnered with local people, taking part in the rebuilding effort in the region through partnerships providing diverse assistance programs. Through this effort, the disaster affected areas collaboratively worked on recovery with developing countries. These joint effort further strengthened the community relationship between Tohoku and other developing countries."

Find us on facebook at <https://www.facebook.com/Jicatohoku>

The screenshot shows the Facebook profile page for JICA Tohoku. The top section includes the Facebook login bar with fields for email/phone and password, and a 'ログイン' (Login) button. Below the login bar is the JICA logo and the page name 'JICA 東北 @Jicatohoku'. The main content area features a large banner image showing a group of people working in a field. Overlaid on the banner is a blue circular graphic with the text '秋募集 応募受付中 8/20▶9/29' and 'JICA海外協力隊'.



JICA Tohoku



JICA Plaza Tohoku



Conference Room

VI. Annex

Country Report

(to be submitted with the Application Form)

Please prepare a report describing the following.

1. **Overview of your organization:**

- The name of your organization and the population of your city
- Describe the sewerage facility improvement plans and expected year of the operation, if any.
- The total area of the existing sewer coverage and the population within the covered area.
- The adoption ratio of sewage systems and the time of the sewage systems undertaken first
- The total length of the sewer pipes repaired or replaced per annum and the materials of the pipes.
- The wastewater treatment plants in your area (If any) The volume of water discharge and the quality of discharged water.
- Describe how the sewerage facilities, including processing plants and pipelines managed in your area. The management method (run by public entities or contract out to private companies)
- Total number of employees and budget, including the initial construction, operation and maintenance cost.
- List ongoing major projects/themes in the field of sewerage works.

2. **About your job:**

- Describe your position and duty within the organization
- Organization chart: Schematic presentation of your organization (Please indicate your present position in the chart)
- The major issues and challenges you face at work.
- Your expectations for the course (What would you like to learn in the course?)

3. **Management of sewer lines:**

- The number of road subsidence incidents caused by deterioration of sewer lines.
- Do you perform replacement and repair of sewer pipes on a regular basis? If so,

how long is the replacement length of sewer lines?

- Do you perform inspections of sewer pipes with a TV camera? If so, what are the criteria for evaluation of the result?
- Do you use geographic information system (GIS) for sewer line ledger?

4. Risk management practices:

- The types of risks you are most concerned with, in managing sewerage facilities.
i.e. earthquake, tsunami, flood, sinkholes, aging
- Do you have a disaster management manual?
- Do you have construction standards for sewerage facilities?

5. Presentation material (Power Point slides)

Contents (max:4slides);

- country overview
- major issue
- on-going action
- expectation for the program

Note:

The deadline to submit your Country Report to JICA is **July 15th, 2023**. Country Report is part of the application, and it will be used to screen applicants. **Application forms without Country Report will be rejected.**

The report is going to be the basis for your Action Plan, which is to be presented at the end of the course. Therefore, participants are encouraged to discuss its content with their supervisors and colleagues.

The participants are also asked to present their Country Report at the beginning of the online program.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



Contact Information for Inquiries

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

JICA Tohoku Center (JICA TOHOKU)

**Address: 20th Floor, Sendai Dai-ichi Seimei Tower Building,
4-6-1 Ichiban-cho, Aoba-ku, Sendai-shi, Miyagi-ken, 980-0811 Japan**

TEL: +81-22-223-5775 FAX: +81-22-227-3090



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 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)

J	0		-					
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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

[Empty text box for Title]

2. Number: (Please write down as shown in the General Information) **(required)**

J 0 - [Empty boxes for number]

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

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

1) Name of Nominee (as in the passport)

Family Name

[Empty boxes for Family Name]

First Name

[Empty boxes for First Name]

Middle Name

[Empty boxes for Middle Name]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**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 CitizensCooperation 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: