12040/08/2012-FTC(Trg.)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training
Training Division

Block-IV, Old JNU Campus
New Delhi – 110067
Dated: 14th February 2012

Training Circular

Subject: A Group Training Course in the Improvement of Electric Power Distribution Grid to be held in Japan.

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. The total duration of the programme is from April to December 2012, out of this, the core phase from 16th May to 22nd June 2012 will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country.

2. The Program is offered to Electrical power engineers in Electric Power Distribution Sector/Department of the Governmental power utilities. The course aims for the candidates to acquire a comprehensive knowledge for efficient development of distribution systems.

3. The candidate should be electrical power engineers presently employed by the Governmental electric power utilities or those equivalent to government in the field of electric power distribution, they should occupy supervisory positions at present, or be expected to do so in the near future, the participant should belong to the training section of the organization or be in charge of training of the employees, be capable of making good use of the results of the training after returning to the home country, be technical college graduates or have the equivalent in technical knowledge, and have more than five years of practical experience, be between thirty and forty years of age, be proficient at written and spoken English, be in good health and not be serving in the military.

4. The fellowship award covers the cost of a round-trip ticket between an international air port designated by the JICA and Japan, travel insurance from the time of arrival in Japan to departure from Japan, allowances for (accommodation, living expenses, outfit and shipping), expenses for JICA study tours, free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included).

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

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3Forms), duly authenticated by the Department concerned alogwith the country report.

7. The applications should reach this Department through proper channel not later than 10th March 2012. Nominations received after the prescribed date will not be considered. The training programme details and application forms are available on this Department's website **persmin.nic.in**

(N.K. Wadhwa)
Under Secretary to the Govt. of India.

1. The Secretary, Ministry of Power, Shram Shakti Bhavan, New Delhi.
2. All State Governments/Union Territories.
   (With the request to circulate it amongst the related organizations)
3 NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website.

N.K. Wadhwa)
Under Secretary to the Govt. of India

TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

THE IMPROVEMENT FOR ELECTRIC POWER DISTRIBUTION GRID
集団研修「配電網整備」

JFY 2012

<Type: Trainers Training / 類型:人材育成普及型>

NO. J12-00779 / ID. 1280797

From Apr. 2012 to Dec. 2012

Phases in Japan: From May 16., 2012 to June 22., 2012

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Recently, the rural electrification and rehabilitation of distribution facilities at urban regions are considered as the major issues in developing countries. These countries have many problems about power distribution, especially the technical loss and the non-technical loss. The unstable distribution facilities cause the technical loss and the overload. Moreover, unstable inspections of meter system and tariff collection cause the aggravation of the management.

Therefore, it is important for developing countries to bring up to develop the capacity of the engineers, who are responsible for planning and maintenance of distribution facilities.

For what?

This program is designed for engineers who are in the core position in competent government agencies of electric power sector or electric power companies to encourage such developments of distribution systems as decrease of distribution loss, improvement of electric power quality and electrification.

For whom?

This program is offered to electrical power engineers in electric power distribution sector / department of the governmental power utilities, especially to whom belong to training section or in charge of training other staff, since the participants are supposed to disseminate what they acquire thorough the programs in Japan.

How?

The contents of this training course have lectures by the distribution engineer of electric power utility, practices and the site viewing of distribution facility. Therefore, it is possible to learn widely.

II. Description

1. **Title (J-No.): The Improvement for Electric Power Distribution Grid (J12-00779)**

2. **Period of program**

Duration of whole program:	April 2012 to December 2012
Preliminary Phase:	April 2012 to May 2012
(in a participant's home country)	
Core Phase in Japan:	May 16 to June 22, 2012
Finalization Phase:	June 2012 to December 2012
(in a participant's home country)	

3. **Target Regions or Countries:**
Bhutan, India, Iraq, Malawi, Myanmar, Nigeria, Philippines, Rwanda, Sierra Leone, Tanzania, Zambia

4. **Eligible / Target Organization:**
This program is offered to electrical power engineers in electric power distribution sector / department of the governmental power utilities.

5. **Total Number of Participants:**
Eleven (11) participants at maximum.

6. **Language to be used in this program:** English

7. **Program Objective:**
Comprehensive knowledge for efficient development of distribution systems which is created through this program will be shared and the adoption and adaptation of the acquired knowledge is promoted among his/her organization.

8. **Overall Goal:**
With the knowledge and skill concerning the improvement for electric power distribution grid, effective and stable electricity supply can be maintained and distribution losses will be reduced.
Eventually, CO2 emission will decrease and each country's economic growth will be enhanced by the stable electric power supply.

9. **Expected Module Output and Contents:**
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in participant's home country (April 2012 to May 2012) *Participating organizations and participants make required preparation for the Program in the respective country.*	
Modules	Activities
Inception Report is formulated	Formulation and submission of the Inception Report, which consists of the updated Country Report (ANNEX-3) and the

	Issue Analysis Sheet (ANNEX-4) and preparation for presentation material(using Microsoft Power Point) ** Deadline: Before/On arriving Japan*

(2) Core Phase in Japan
(May 16,2012 to June 22, 2012)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Outputs	Subjects/Agendas	Methodology
To find issues and causes concerning the distribution grid in respective countries and to share with others	Inception Report Presentation (using Microsoft Power Point) and discussion (Based on Issue Analysis Sheet (ANNEX4(1)) and Country Report(ANNEX(3))	Exercise
	The outline of electric power industry in Japan	Lecture and Observation
	The outline of transmission/distribution systems	Lecture and Observation
To understand the planning/design techniques to effectively establish low-loss electric power distribution grid in Japan and to explain the difference from respective countries	The planning/designing of distribution systems	Lecture and Observation
	The electrification and the correspondence to isolated island	Lecture and Observation
	The distribution equipment factories	Observation
To understand the operation/maintenance techniques to maintain reliable electric power distribution grid in Japan and to explain the difference from respective countries	The outline of quality management in Japan	Lecture and Observation
	The operation/maintenance of distribution systems	Lecture and Observation
Dissemination plan (Interim Report) on efficient stable electric supply is formulated	Drawing up a Dissemination plan to achieve the efficient and stable electric supply with the use of the acquired knowledge. Guidance for Dissemination Plan Preparation for the presentation	Exercise
	Presentation of the Dissemination plan and discussion with all the participants for further improvement	Exercise

(3)Finalization Phase in a participant's home country *Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*	
Modules	Activities
To implement Dissemination plan(Interim report)	Participants are to report what are learned in Japan to the respective affiliated organization. Implementation of the dissemination activities based on the Dissemination plan by the Participants and the Organizations Submission its final report (Completion Report and Follow-up Activity Report) by December, 2012 with formats to be provided through the respective country's JICA office.

<Structure of the program>
The flow of this course is shown in ANNEX-1

1. Preliminary phase (activities in your home country): Preparation of Country Report and Issue Analysis Sheet

2. Core Phase (activities in Japan):

SYLLABUS

(1) Japan's Electric Utilities		Days
Clarifying the differences in electric power operations in Japan and the participant's home country establishes a basis for understanding later training. In addition, comprehension of measures in Japan to reduce energy usage helps the participant understand the importance of energy conservation.		
Circumstances Regarding Electric Power		
Outline of Electric Power Industry in Japan	An overview of Japan's electric utilities clarifies the differences in electric power operations in Japan and the participant's home country, providing a basis for understanding subsequent training.	0.5
Outline of Okinawa Electric Power Company (OEPC)	An introduction to Okinawa Electric Power Company's electric utility operations gives the participant a grasp of OEPC's special characteristics and role in Japan's electric power industry, thus providing a basis for understanding subsequent training.	0.5

(2) Overview of Power Distribution Facilities		Days
In understanding a general overview of electric power distribution facilities in Japan, the participant learns about the technology used to reduce electricity loss and improve the reliability of supply in the overall electric power system of under 7,000V.		
Outline of Systems		
Outline of Electric Power System	An introduction to the structure, frequency coordination, systems design, along with other aspects of the overall electric power system provides a reference for improving the reliability of supplies in the overall electric power system.	0.5

Load Dispatching Operation (Visit to Central Load Dispatching Office)	An introduction to load dispatching (power supply) operations, including the scope of operations, facilities and equipment, and other topics provides a reference in improving the reliability of supplies in the overall electric power system.	
Outline of Protective Relay Systems	An introduction to protective devices and communication equipments, including application of various types of relays, protection system, and related laws and regulations provides a reference for improving the reliability of supplies in the overall electric power system.	1
Outline of Power Transmission Facilities		
Outline of Transmission Lines	An introduction to power transmission lines, including equipment and facilities, environmental considerations, and other topics provides a reference for improving knowledge and understanding of overall electric power systems needed by those working in the field of electric power distribution.	0.5
Outline of Distributing Substations	An introduction to distributing substations, including equipment and facilities, disaster prevention considerations, and other topics provides a reference for improving knowledge and understanding of overall electric power systems needed by those working in the field of electric power distribution.	0.5
Outline of Distribution Department	An introduction to the role of distribution departments, organizational structure, related laws and regulations, training and education policy (human resources development) and other topics provides a reference for efficient operations in distribution departments.	0.5

(3) Power Distribution Facilities Planning and Design		**Days**
By understanding the methods used in the planning and design of electric power distribution facilities, the participant learns the planning and design techniques that contribute to efficient maintenance of the power distribution network of under 7,000V.		
Planning for Power Distribution Facilities		
Outline of Plans for Power Distribution Facilities	An introduction to planning of power distribution facilities, including classification of equipment and facilities as well as approaches to planning that incorporate economic evaluations, provides a reference for improving techniques in planning distribution facilities.	0.5
Design of Power Distribution Facilities		
Designing and Installment of Overhead Distribution Lines	An introduction to overhead distribution lines, including design standards, construction methods and, provides a reference for improving techniques in designing distribution facilities.	0.5

Inspecting Construction Sites for Installation of Overhead distribution Lines	An introduction to construction safety measures employed in installing overhead distribution lines provides a reference for improving techniques in managing safety construction of power distribution facilities.	0.5
Design and Maintenance of Power Distribution Facilities		
Designing and Installment of Underground Power Cable	An introduction to underground power cables, including design standards, construction and maintenance methods provides a reference for improving techniques in designing and maintaining distribution facilities.	1.0
Inspecting Sites Undergoing Installation of Underground Power Cable	An introduction to underground power cables, including design standards, construction and maintenance methods provides a reference for improving techniques in designing and maintaining distribution facilities.	

(4) Operation and Maintenance of Power Distribution Facilities		**Days**
By understanding operation and maintenance procedures at power distribution facilities as well as the causes of accidents and problems and ways to counter such problems, the participant learns the optimal techniques of operating and maintaining power distribution facilities to reduce power loss and improve the reliability of the power supply as well as the techniques to both prevent and rapidly recover from accidents.		
Maintenance of Distribution Facilities		
Maintenance of Distribution Facilities	An introduction to maintenance operations for distribution facilities, including the work contents and standard inspection items and methods provides a reference for improving techniques in maintenance of power distribution facilities.	0.5
Operation of Power Distribution Facilities		
Voltage Control of Distribution Line	An introduction to voltage control of distribution lines, including general concepts and adjustment procedures provides a reference for improving the reliability of power supplies from the standpoint of power distribution facilities operation.	0.5
Outline of Supervision and Mechanization of Distribution Facilities	An introduction to voltage control of distribution lines, including general concepts and adjustment procedures provides a reference for improving the reliability of power supplies from the standpoint of power distribution facilities operation.	0.2

Outline of Sales Office	An introduction to the work contents of sales office where direct contact with customers takes place provides a reference for improving techniques in operations at power distribution facilities, including response to customers.	0.5
Operations and Accident Response at Power Distribution Facilities		
Outline of Power Distribution System Operation	An introduction to electric power distribution automation system (overview, functions, effects, etc.) provides a reference for improving the reliability of power supplies and accident response techniques from an operational standpoint.	0.5
Measures Against Power Stoppage on Distribution Line	An introduction to conditions in the event of a power stoppage at a distribution facility and responses to minimize the duration and scope of such outages provides a references in improving accident response techniques.	0.5
Total Quality Management (TQM) Activities	An introduction to understand correctly the basis of the concept of Japan's TQM. Participants should study methodologies as a means to implement TQM leading to eventual success, and also understand its correct evaluation and efficient way of use to maintain and improve quality as well as where it is to be applied.	1.0

(5) Electrification in Local Regions, Measures to Include Remote Islands		**Days**
By understanding methods of supplying electric power to remote islands in Japan and efforts to develop and utilize new energy, the participant learns the techniques used in supplying power to areas to which extending the power distribution network is difficult.		
Measures to Bring Power to Remote Islands		
Outline of Submarine Cables	An introduction to the subject of supplying electricity to remote islands, including an overview of submarine cables as well as their design, installation, and maintenance methods provides a reference for methods used in supplying power to areas to which extending the power distribution network is difficult.	0.5
Outline of Distribution Facilities in Remote Islands	An introduction to the subject of supplying electricity to remote islands, including an overview of facilities and operations and methods of resolving various issues provides a reference for methods used in supplying power to areas to which extending the power distribution network is difficult.	1
Measures to Bring Electric Power to Local Regions		
Outline of Distributed Generation	An introduction to the subject of clarifying the advantages and disadvantages of adopting new energy (distributed generation) and measures to overcome the disadvantages provide a reference for ways of bringing power to local regions.	0.5

Outline of the Effects of New Energy Generation on the Power Distribution System	An introduction to the matter of clarifying the advantages and disadvantages of adopting new energy (distributed generation) and measures to overcome the disadvantages provide a reference for ways of bringing power to local regions.	0.5
Japanese Manufacturers of Electric Power Distribution Equipment (Class-Based Training Follow-Up)		
Observational Tour of Factories Manufacturing Wiring and Cable	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Circuit Breakers and Switches	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Lightning Protectors	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	1
Observational Tour of Factories Manufacturing Metering Devices	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	0.5
Observational Tour of Factories Manufacturing Transformers for Power Distribution	Study tours of equipment manufacturers' factories and engaging in discussions with the manufacturers' technicians not only provides a deeper understanding of the training in electric power distribution, but also satisfies the participant's technical interests in each of the different kinds of equipment.	0.5

(6) Preparation and Presentation of Interim Reports	Days
At the end of the training program in Japan, participants are required to make a plan and dissemination materials for spreading the knowledge and skills obtained from the training program within the department. Participants and engineers will discuss about the draft of interim report in order to get deep understanding before the presentation session. Interim Report Presentation consists of the following contents. ・Issues, Findings and Applicable information ・Long term (a few years) and short term (6 month) Dissemination Plan Dissemination Plan (ANNEX4(2)) is what the participants want to achieve in his/her own country after returning to the country.	2.5

3. Final Phase (activities in home country)

Participants are to implement the dissemination activities based on the Dissemination Plan which was made during the program in Japan. Also, participants must submit the Progress Report to JICA within 6 months.

The organization's encouragement to the participants is highly appreciated.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

(1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their 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 issues and problems.

(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 section Ⅱ-9.

(4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section Ⅱ-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

1) Be nominated by their government in accordance with the procedures mentioned in IV. below,

2) Be electrical power engineers presently employed by the governmental electric power utilities or those equivalent to government in the field of electric power distribution, (for this standpoint, in cases of the nominee comes from a non-governmental institution, it must be confirmed that that duties of the candidate are the same as those applicants from the governmental institutions mentioned above through the submission of the statement attached in ANNEX 2),

3) Occupy supervisory positions at present or be expected to do so in the near future, for spread of the knowledge that participant got in core phase in Japan, the desirable participant is belong to training section in your organization or is in charge of training for your colleagues.

4) Be capable of making good use of the results of the training after returning home country,

5) Be technical college graduates or have the equivalent in technical knowledge, and have more than five (5) years of practical experience,

6) Language: have a competent command of spoken and written English which

is equal to TOEFL iBT 79 or better (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc, if possible)

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

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

8) Must not be serving any form of military service.

(2) Recommendable Qualifications

1) Age: be between thirty (30) and forty (40) years of age,

. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office or the Embassy of Japan.

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

(3) Questionnaire: to be submitted with the filled Application Form. Fill in the form shown in the Section VI "Annex" of this General Information, and submit it with the Nomination Form. **You may be disqualified if you do not submit the questionnaire with the application form.**

(4) Country Report

Applicants should prepare a country report in accordance with the format indicated in the ANNEX 3. These should be typewritten in English in double spacing (about 6 to 9 pages of A-4 size) and submitted together with the Nomination Form.

NOTE:

1. The latest annual report published by the applicant's organization should also be attached to and submitted with the country report, but only if and when available in English.

2. Application unaccompanied with completed ANNEXes cannot be accepted.

*** Note; Applicants are strongly requested to typewrite the Application Form and Questionnaire. There are many applicants disqualified from the selection because of the illegible letter in those documents.**

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

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **March 21, 2012**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than April 16, 2012**.

5. **Document(s) to be submitted by accepted participants:**

Inception Report is to be submitted, which is made through the enough discussion among the concerned staffs and authorized by the organization. The Reports are essential for enabling the training program to meet each participant/country's needs.

The Report is to consist of the following two documents

(1) Country Report

Participants can use the Country Report which is submitted for the Application as it is or revise it when necessary

(2) Issue Analysis Sheet

Issue Analysis Sheet is a document that summarizes issues, their causes, effective measures and target of this training course. Issue Analysis Sheet should be typewritten in English, in accordance with the attached form (ANNEX 4), and be submitted on the 4th day after arriving in Okinawa, Japan.

NOTE: In order to help Japanese lecturers understand the problems that each participant/country is facing and participants' needs, participants are required to give presentation by using Microsoft POWER POINT just after arriving in Japan. In this presentation, participants should explain the issues in your distribution system and what to learn through this training program as in detail as possible.

The participants will be given about 35 minutes for the presentation (25 minutes presentation by participants and 10 minutes discussion with other participants and lecturers).

6. **Conditions for Attendance:**

(1) to follow the schedule of the program,

(2) not to change the program subjects or extend the period of stay in Japan,

(3) not to bring any members of their family,

(4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,

(5) to refrain from engaging in political activities, or any form of employment for profit or gain,

(6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,

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

(8) to participate the whole program including a preliminary phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section Ⅱ -9 and section Ⅲ-4.

IV. Administrative Arrangements

1. **Organizer:**
   (1) **Name**: JICA OKINAWA
   (2) **Contact**: Training Program Division, JICA OKINAWA
   E-mail: oicttp@jica.go.jp

2. **Implementing Partner:**
   (1) **OEPC**
   1)Name: The Okinawa Electric Power Company, Incorporated
   2)URL: http://www.okiden.co.jp/english/index.html
   3)Remark: The Okinawa Electric Power Company, Incorporated (OEPC) provides power throughout all Okinawa Prefecture, which includes the Okinawa main Island and approximately 40 inhabited outlying islands stretched across the vast expanse of the ocean spanning 1,000 km from East to West and 400 km from North to South.

   (2) **JEPIC**
   1)Name: Japan Electric Power Information Center Inc.
   2)URL: http://www.jepic.or.jp
   3)Remark: Japan Electric Power Information Center, Inc. (JEPIC) was established as an association of Japan's major electric power companies. The purpose of the Center is to facilitate information exchange on activities of electric utilities with foreign counterparts and also to promote technical cooperation with developing countries.

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

4. **Accommodation in Japan:**
   JICA will arrange the following accommodations for the participants in Japan:

JICA Okinawa International Center (JICA OKINAWA)
Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan
TEL: 81-98-876-6000 FAX: 81-98-876-6014
(where "81" is the country code for Japan, and "98" is the local area code)

   If there is no vacancy at JICA OKINAWA, JICA will arrange alternative accommodations for the participants.

5. **Expenses:**

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

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-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. Presentation of Inception Report

Participants are scheduled to make a presentation based on the Issue Analysis Sheet (ANNEX 4(1)) and Country Report (ANNEX 3) at the beginning of the training program. The main purpose of the presentation is to inform the Japanese lecturers of your needs and issues, which could be the basic information for the training. Therefore, the submission and presentation of these documents are regarded as the most important for inception of the training program.

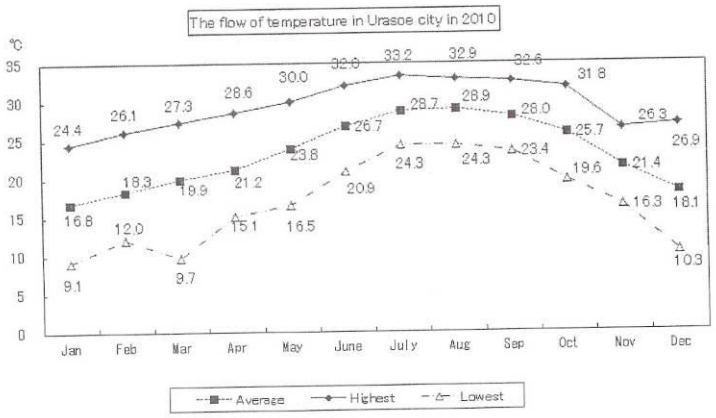
Inception Report should be prepared describing the following contents.

	Content	Detail
1	Problems in Power Sector	Please describe country Problems in Power Sector issues based on the Issue Analysis Sheet (ANNEX 4(1)).
2	Country Information	Please describe about your country based on the Country Report (ANNEX3).

2. Climate in Okinawa

Okinawa is located in sub-tropical zone (southern edge of Japan) however climate varies depending upon seasons. While it is hot as well as heavily humid in summer season (June through October), it becomes a bit chilly due to the strong windy in winter season (December through March). So, participants are recommended to bring cool clothing (details are mentioned in below 5.)

The following diagram is the flow of temperature in Urasoe city where JICA Okinawa (or "Okinawa Kokusai Center" in Japanese) is located (Data source: http://www.city.urasoe.lg.jp/images/library/File/kikakubu/kikaku/tokei/01_%E5%9C%9F%E5%9C%B0_1%EF%BD%9E(1).xls).



3. Main facilities in JICA OKINAWA

JICA OKINAWA is equipped with a variety of facilities for training and welfare activities such as seminar rooms, a library, a computer room (connected to the Internet), accommodation rooms (details are mentioned in below 4.), a dining hall, a clinic for medical consultation, a gym, a tennis court, a play-ground, a swimming pool (available from May to October), a Japanese-style room for tea ceremony and a recreation room.

Supplementary, "HALAL" meals for the Muslim and vegetarian meals are available in the dining hall.

4. Accommodation in JICA OKINAWA

JICA OKINAWA's accommodation building has three stories and 118 single rooms. Training participants basically use these single rooms. Every single room is furnished with a bed, a desk, a chair, a TV equipped with video, a DVD player, room lamps, a safety box, a bathroom and a telephone set which enables you to call inside JICA OKINAWA and receive all incoming calls including international calls.

Accommodation building is equipped with laundry room on each floor. And also washing machines and irons are available for free. However, towels and toiletries are not available and cooking facility is not equipped. Cooking in the room is strictly prohibited.

5. Outfit

It is recommended to bring cool clothing for hot and humid season (May to September).

There are a few occasions like opening and clothing ceremonies when training

participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is welcomed to bring your national or traditional dress for cultural exchange activities that you are likely to join. And also any other items which may be used to exhibit your culture are welcomed (JICA OKINAWA has displays which introduce world culture to the visitors).

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

6. Environmental conservation activities in JICA OKINAWA

JICA OKINAWA emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. JICA OKINAWA has been certified ISO14001 (International Organization for Standardization) since Oct, 2004 and renewed it in Oct, 2007. ISO 14001 is the international specification for an environmental management system. Therefore, training participants are also kindly requested to cooperate to these activities during stay in JICA OKINAWA. Details are instructed by a staff member of JICA OKINAWA at beginning of the training program.

7. Activities out of training program

JICA OKINAWA offers a various kinds of welfare activities for the participants such as a home-stay program to the local family, exposition of Japanese/Okinawa traditional cultures and Japanese language/conversation classes etc. Training participants can try any of them whenever sheets are available.

8. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities.

Therefore, participants are strongly recommended to bring their national or traditional dress and materials like photographs, video tapes, DVDs and audio CDs that show their countries' interesting culture. This may make the exchange program more fruitful.

Furthermore, any other items which may be used to exhibit your culture are welcomed. JICA OKINAWA has displays which introduce world culture to visitors.

9. For your Information

Information of Okinawa is available at following URLs.

(1) HP of Urasoe city: http://www.8761234.jp/kokusai/english/index.html
Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture: http://www.pref.okinawa.jp/english/index.html
Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

(3) HP of Okinawa Convention & Visitors Bureau:

http://www.ocvb.or.jp/index.php?current=General_Page&action=Top_Page&mode=isel&lang=en

More information is available at the reception of JICA OKINAWA.

VI. ANNEX:

ANNEX 1

Issue Analysis Sheet and Country Report: Analyze issues and difficulties, causes and effective countermeasures

Arrival in Japan

Briefing and Orientation

Program in

Inception Report Presentation: Issues that you are facing, Contents that you are interested in, Outline of the electric power industry, Information about the country

Lectures/Practices/Visit

- **Japan's Electric Utilities**
- **Overview of Power Distribution Facilities**
- **Power Distribution Facilities Planning and Design**
- **Operation and Maintenance of Power Distribution Facilities**
- **Electrification Local Regions, Measures to include Remote Islands**

Preparation of Interim Report (dissemination plan): At the end of this program, participants will make an interim report on how to share and promote skills and knowledge gained from this program

Presentation of Interim Report (dissemination plan) and Discussion: Participants will make a presentation on dissemination plan and share the ideas with other participants, Japanese advisers and lecturers.

Leaving Japan

Implementation of Dissemination Activities
Participants are to implement the dissemination activities based on the interim report which was made during the program.

Within 6 months

Submission of Progress Report
Participants must submit the progress report on the progress of dissemination activities to JICA within 6 months.

ANNEX 2

Statement

As this training course is basically open to the officials in a central or provincial government or local bodies of their respective countries, applicants from non-governmental institutions are requested to fill in this form **with the endorsement of their government**.

(1)Name of Applicant: _____

(2) Country: _____

(3)Name of Organization: _____

(4)Name of Department: _____

(5) Applicant's Position: _____

(6)Concrete description of the activities of the applicant's organization
(Please describe as concretely as possible.)