

F.No.12040/04/2023-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 Delhi-110067
Dated: 17 .02.2023

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Municipal Solid Waste Management Practice (A)” from 22.05.2023 to 27.06.2023 (**online**) and from 28.06.2023 to 02.08.2023 (**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 “Municipal Solid Waste Management Practice (A)” from 22.05.2023 to 27.06.2023 (**online**) and from 28.06.2023 to 02.08.2023 (**In Japan**) under the Technical Cooperation Program of the Government of Japan.

2. This program aims to develop the capacity for municipal solid waste management of local government to practice more appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)

3. The applying organizations are expected to nominate engineers or engineering officials of solid waste management at local governments with more than 3 years of experience in this field; to be a graduate university; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 25 and 50 years old. 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 clear from vigilance angle;
- c. Age;
- d. Whether working in North East State/J&K;
- e. A brief in 50-100 words justifying the nomination.

5. The flight class and flight schedule will be arranged by JICA, Japan; travel

insurance from the time of arrival in Japan to departure from Japan; allowances for (meals, living expenses, outfit and shipping and stopover); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment 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 **10.03.2023**. 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.

Signed by Deshraj Yadav
Date: 17-02-2023 10:19:45
Reason: Approved
 (Deshraj Yadav)

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

Copy to: - (through the website of this Department).

- a. Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi.
- b. Secretary, Ministry of Housing and Urban Affair, Nirman, Bhavan, New Delhi.
- c. Secretary, Department of Rural Development, Krishi Bhavan, New Delhi.
- d. Secretary, Department of Water Resources and Ganga Rejuvenation, Shram Shakti Bhavan, New Delhi.
- e. Secretary, Ministry of New & Renewable Energy, CGO Complex, New Delhi
- f. Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them)
- g. Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- h. NIC with request to post the circular along with the JICA's circular on this Department's website.



Online and Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Municipal Solid Waste Management Practice(A)



Course Number : 202208460-J001

Course Period:

The first phase(Online) : From 22 May to 27 June 2023

The second phase(In Japan) : From 28 June to 2 August 2023




NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.


NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

都市固形廃棄物管理の実務 (A)



How do we improve urban solid waste management?

Gain insight to an essence of effective and
efficient urban solid waste management
from Japanese experiences.



Outline



This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of urban solid waste management.



The sessions will be held online and in Japan. The online session will include self-study and discussion with web conference.

All sessions are carried out in English.

The period of the program is from May 22 to August 2, 2023.

Course Capacity:6 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated that “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.

Table of Contents

For What?

(Background, Objectives) 6

To Whom?

(Job Areas and Organizations, Targeted Countries) 6

When?

(Online Program Period, Face-to-Face Program Period) 7

Where?

(Place Where the Program Take Place) 7

How?

(How to Learn, Language, Commitment to the SDGs) 8

(Program Structure) 9-12

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) 13-15

(Required Documents for Application) 15

(Procedures for Application and Selection) 16

(Additional Document(s) to Be Submitted by Accepted Participants) 16

(Conditions for Participation) 17

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan,
Accommodation in Japan, Expenses, Pre-departure Orientation) 18-20

Annex

(Job Report) 21-26

(Action Plan) 27-28

(Questionnaire of IT Environment) 29-30

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) 31

Correspondence

(For Enquiries and Further Information) 33

For What?

Background

Most familiar day-to-day public services are, in general, the responsibility of local government. Local governments play a significant role in the improvement of public health and welfare of residents, by implementing the local administration in an autonomous and comprehensive manner. A series of solid waste management such as planning, collection, intermediate treatment, recycling and final disposal is one of the most important public services supporting the healthy and comfortable life of residents. In reality, however, various factors such as improved standards of living, expansion of heavily populated urban area have led to a rapidly increased volume of waste with wider varieties.

Objectives

This program aims to develop the capacity for municipal solid waste management of local government to practice more appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)

To Whom?

Job Areas and Organizations

This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of municipal solid waste management.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Brazil, Cuba, India, Laos, Philippines, Ukraine

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

Program Period

Overall Period: From May 22 to August 2, 2023

This program consists of two types of study.

1. The First Phase

(May 22 – June 27*):



Online

Total learning hours**: 40

- Self-study on on-demand materials: 35 hours
- Online real-time lecture/workshop: 5 hours

*Including the achievement assessment period in June. Participants are expected to attend all online sessions except for urgent and uncontrollable matter and submit the achievement assessment sheet. Those who have completed the phase1 satisfactorily can attend the phase2 in Japan.

**Average under stable internet connection for working on the key contents (Except for homework)

Start Time of Online Real-time lectures/workshops

The participants are required to attend every online real-time

lecture/workshop at designated date and time
Accepted participants receive detailed time schedule after acceptance notification.

2. The Second Phase

(June 28 - August 2*):



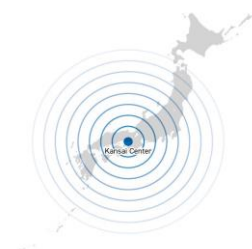
Face-to-Face in Japan

*Including quarantine period at entry in Japan. During quarantine period the participants will study online at designated accommodations.

*If the program cannot be conducted in Japan, online contents will be provided during the above period.

Where?

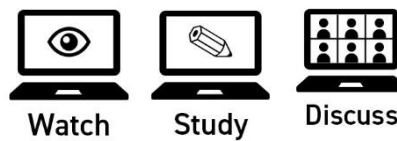
This program is carried out online and face-to-face in Japan. In the first phase you will watch/read essential on-demand materials for your self-study at your own pace. As the online real-time lectures/workshops and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 14.



How?

How to Learn

- Online Self-Study
- Online Real-time Sessions
 - Online Interactive Q&A Session
 - Lecture
 - Discussion
 - Presentation



- Visit in Japan
 - Observation
 - Discussion
 - Workshop
 - Presentation



Language

English

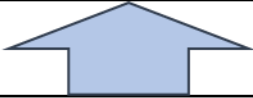
Commitment to the SDGs



Program Structure

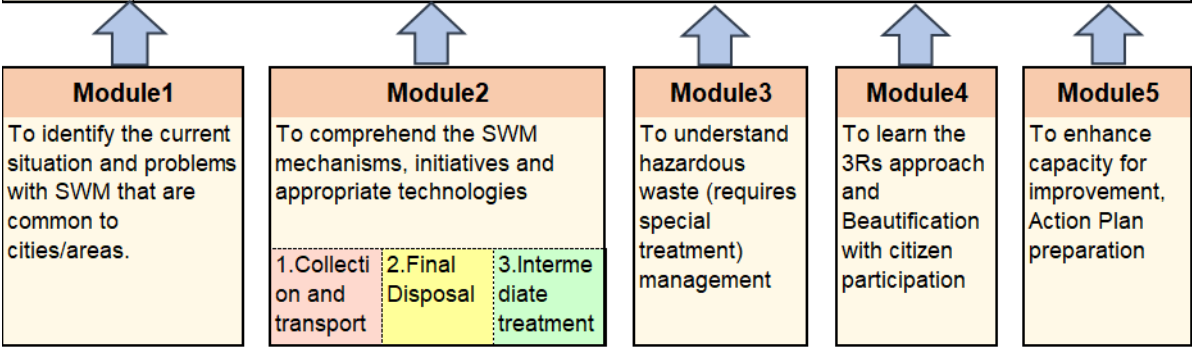
Overall Course Objectives:

Each participant proposes an action plan for central/local government of participating country to practice appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)



Outcomes

1. Acquire a comprehensive understanding on the urban SWM issues.
2. Understand about appropriate technologies for
 - 1) collection and transportation,
 - 2) final disposal and
 - 3) intermediate treatment such as incineration, crushing, sorting and recycling
3. Understand the theory of generation of hazardous waste (including medical waste), and the methodology of proper treatment.
4. Understand 3Rs approach and how to encourage citizens to take part in SWM activities.
5. Enhance capacity to analyze current challenges and examine countermeasures by preparation of the "Action Plan" for practical and feasible actions to mitigate waste problems.



Phase 1 (Study online in a participant's home country)

(From 22 May to 27 June 2023)

- *Participants acquire basic information on solid waste management.*
- Read/watch materials provided through the Learning Management Service JICA-VAN (JICA Virtual Academy Network) (hereinafter referred as JICA-VAN) at their own pace. (Detailed information will be given after acceptance notification.)
- Attend every online real-time lecture/workshop at designated date and time.
- Post questions or answers about study materials among other participants to the Community of JICA-VAN.
- Exchange knowledge with other fellow participants who are also specialists of SWM in their service area by means of sharing information such as self-introductions.
- Consultation with participants' superior and/or colleagues what challenges/problems shall be addressed by utilizing knowledge that the participants will gain through the program (which are potential main topics for their Action Plan).
- Contact with an ex-participant, if possible, in the respective countries to get more idea about the program.
- Preparation of the presentation data of each Job Report, which shall be presented on the commencement of the Phase 2(in Japan).

Assessment for participants' achievement of Phase 1

(From 17 to 27 June 2023)

- *Japanese course tutors and lecturers check participants' individual achievement of the Phase 1 to prepare the contents in Japan.*
- *Participants and their organization prepare for visit in Japan in the respective countries.*
- Response to internet questionnaire along the instructions by the course tutor not later than designated closing date (Detailed information will be given after acceptance notification.).
- There is possibility duration and method of the assessment can be changed according to the participants' progress.

Phase 2 (In Japan) (From 28 June to 2 August 2023)

- *Participants attend the sessions implemented in Japan.*
- *In this phase, participants will learn at first-hand by means of site visit practice or exchange with colleagues in Japan.*

Module 1: Current situation and problems with solid waste management system

<Objectives> Through the Job Report presentation as well as the introduction of solid waste problems that are common to cities/areas, each participant recognizes and shares the problems.

Participants also gain an overall view of mechanism and initiatives in contemporary solid waste management in the world.

Job Report Presentation

Information Sharing of Faced Problems and Challenges

Identification and Analysis of Problems

Solid Waste Management System in Japan and Other Countries

Preparation and Implementation of Solid Waste Management Plan in Local Government

Module 2-I Collection and transport

<Objectives> Participants learn about issues and problems concerning collection/transport service and improvement methods for better waste haulage system.

Outline of Collection/Transport Service in Local Government

Improvement Methods on Collection/Transport service

Minimization of Scatter of Waste

Introduction of 'Time and Motion Study'

Collection Service and Management System in Japan

Transfer Facilities and Transfer Operation

Site visit to observe waste collection service and maintenance of collection vehicles

Module 2-II Final disposal

<Objectives> Participants learn about theories and practical methods for planning, construction and operation of final disposal site as well as developing sanitary landfills to minimize the negative impact on the environment for residents living in the neighborhood.

Fundamental Theories on Sanitary Landfill

Planning and Selection of Final Disposal Site

Operation and Maintenance of a Final Disposal Site

Improvement Methods of Existing Open Dump Site

Introduction of 'Fukuoka Method'

Site visit of sanitary landfill

Module 2-III Intermediate treatment

<Objectives> Participants learn about types and characteristics of intermediate treatment such as composting, incineration, recycling, and others.

Types and Characteristics of Intermediate Treatment Systems

Outline of Composting & Recycling

Practice of 'Takakura Composting Method'

Introduction of Intermediate Treatment Facilities (Incineration, Recycling and Others)

Site visit to composting and biogas facility, waste sorting facility, waste to energy plant

Module 3: Hazardous waste (requires special treatment)

<Objectives> Regarding hazardous waste (including medical waste) that pollutes the environment as well as affects human health, participants learn about the theory of their generation and the methodology of proper treatment.

Outline of Hazardous Waste Management and Disposal

Outline of Industrial Waste Treatment in Japan

Management and Disposal of Medical Waste

Disaster Waste Management

Disposal of Industrial (Hazardous & Construction) Waste Subject to Special Management

Site visit to separation-collection station

Module 4: 3Rs approach and Beautification with citizen participation

<Objectives> Participants learn about an example of 3Rs approaches by local government and citizen participation as well as environmental education.

Waste Reduction Policy of a Local Government by Means of Collaboration with Citizens

Public Awareness Campaigns Regarding 3Rs Promotion as well as Environmental Education

Town-beautification Partnership

Module 5: Action Plan preparation

<Objectives> Through a series of lectures and workshops, participants find out a feasible way for improvement and make an Action Plan.

Discussion How to Minimize Problems on Solid Waste Management and Methods for Improvement

Workshop for Formulating the Draft Action Plan

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.
- (3) Applying organizations are also expected to support participants so that they can fully concentrate on the online lectures/workshops (including learning with on-demand study materials under appropriate self-disciplined learning environment).

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Engineers or engineering officials of solid waste management at local governments.
* The priority is given to local government's staffs; however, a staff of national government or public companies can be selected if they are in charge of support to local governments' solid waste management.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of solid waste management.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written

English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

5) Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, LMS(Learning Management System) “JICA Virtual Academy Network(JICA-VAN)”based on IBM Cornerstone, Zoom, Online Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b. Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- * Internet access charge incurred for this course shall be borne by your organization.

c. Hardware (Minimum Requirement)

- Regular access to a computer, either from home or office.
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d. Software (which may be required)

- [OS] Latest version of Windows 10 / iOS / Android
- [Web browser] Latest version of Google Chrome/ Firefox/ Microsoft Edge Chromium/ Apple /Safari.
- *IE11 is NOT recommended.
- Zoom Client for Meeting (<https://zoom.us/download>)
- YouTube

* In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

6) 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) Expectations for the Participants
 - Age : between the ages of twenty-five (25) and fifty (50) years
 - Gender Equality and Women's Empowerment :
Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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) **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.
 - * The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
 - (3) **English Score Sheet(photocopy) :** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
 - (4) **Job Report:** Nominees should prepare Job Report (using MSWord) according to Annex 1 and submit it with the Application Form. The Application Form without the Job Report will be rejected.
 - (5) **Questionnaire on Internet Environment:** to be submitted with the Application Form. Fill in Annex 3 of this General Information.
-

4. 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).**

(All required material must arrive at JICA Center in Japan by March 24, 2023)

(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 April 24, 2023.**

5. Additional Document(s) to Be Submitted by Accepted Participants

Presentation material on Job Report (using PowerPoint): Participants will be requested to make a presentation (within 15 minutes) and discuss on their Job Report in a discussion session at the beginning of the program. Only accepted participants are requested to submit the presentation material not later than May 17 2023, preferably by e-mail to JICA Kansai (Namba.Midori@jica.go.jp).

6. 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 "3. Expenses", "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.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Kansai Center (JICA Kansai)
 - (2) Contact : Ms. NAMBA Midori (Namba.Midori@jica.go.jp, jicaksic-unit@jica.go.jp)
-

2. Implementing Partner

Under planning

3. 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/accept

4. 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.

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 Kansai	https://www.jica.go.jp/kansai/english/office/index.html

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.iica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_en.pdf



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

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



6. Other Information for the activities in Japan

- (1) **Computer:** Participants are strongly encouraged to bring their laptops for their convenience. During the program including quarantine period on arrival in Japan, participants are required to work on computers, including the preparation of the Action Plan (AP), etc. Most accommodations have internet access.
- (2) **Bring some money:** Allowances for daily living, outfit, or parcel shipping will be paid to your temporary bank account in Japan 2-5 days after you arrive in Japan. It is strongly advised to bring some cash for necessary expenses during the first 2-5 days of arrival. It is very important that your money is converted into Japanese Yen at any transit airport or International Airport in Japan immediately after your arrival.

Annex 1

Job Report

A. Preparation of Job Report
Job Report will be used for the selection.
Submission: <u>To be submitted together with your Application Form.</u>
Note: <u>Application without this Job Report shall not be duly considered for selection.</u> Please submit in form of Microsoft word data so that JICA Kansai can translate it into Japanese more efficiently.

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1. Personal Profile

Name:	
E-mail address:	
Country / City:	
Organization name:	
Position/title:	
Your experience on the municipal solid waste management (*Not only your present position but also previous jobs related with solid waste management. Please also write years that you were engaged in those positions.):	

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget(US\$):	
Purposes/Goals:					
Major target group/area:					

Major area/type of activities (*An itemized style):	
Major associated organizations:	

3. Organization Chart

Please indicate a structure chart of your organization. Describe responsibility/function of each section and the number of officers in each section. In addition, show breakdown numbers of field workers such as waste collectors and operators at final disposal site.

4. Questionnaire sheet on your task on solid waste management

You are required to collect and specify the following information and data necessary for the program activities such as presentation of Job Report, practical sessions, discussion, preparation of Action Plan, and others.

(1) Outline of your responsibility

Name of area (city/municipality)	
Population of the area (city/municipality)	
Total area of the city/municipality	km ²
Total generated amount of solid waste in your area	tons/year
Problems on solid waste management	(Please specify)

(2) Waste collection services

<p>Target waste to be collected and transported</p>	<p><input type="checkbox"/>Household waste, <input type="checkbox"/>Waste by business activities, <input type="checkbox"/>Office waste <input type="checkbox"/>Industrial waste, <input type="checkbox"/>Others (please specify):</p>
<p>Providers who collect and transport waste</p> <p>What kinds of waste are collected by respective provider?</p>	<p><input type="checkbox"/>Local government, <input type="checkbox"/>Private sector, <input type="checkbox"/>Others (please specify):</p>
<p>Waste discharging/collection system</p>	<p><input type="checkbox"/>Door to door collection, <input type="checkbox"/>Station collection, <input type="checkbox"/>Bell collection, <input type="checkbox"/>If you may have special collection system, please specify:</p>
<p>Collection vehicle type(s) and numbers</p> <p>If you use another equipment for collection service, please specify</p>	<p>Type:</p> <p>Number:</p>
<p>Collection fee system and how to charge the collection fee</p>	<p>US\$/month/household</p>

surroundings?	
Remarks	(Please specify)

(3) 3Rs (Reduce, Reuse, and Recycle)

What action(s) are you taking to promote 3Rs in your area(s)?	(Please specify)
Is there any law/regulation to promote 3Rs in your country?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
If yes, please itemize the name of the law/regulation and the year enacted.	
Remarks	(Please specify)

(4) Hazardous waste

Are there any special treatment methods for medical waste?	(Please specify)
--	------------------

Are there any special treatment procedures for industrial waste? (eg., heavy metals, toxic chemicals, construction waste, etc.)	(Please specify)
---	------------------

(5) Others

What is the most serious problem / challenge to fulfill your task?	(Please specify)
--	------------------

B. Presentation of Job Report
<ul style="list-style-type: none"> - <u>Accepted participants</u> are requested to prepare for making a presentation of Job Report at the beginning of the first phase. Their draft presentation data shall be submitted not later than May 17th, 2023, - The objectives of ‘Job Report Presentation’ session is sharing the current situation of your services in order to explore further improvement by exchanging knowledge among other participants, Japanese lecturers and concerning attendants.

Format:

- Please modify your Job Report (made in the section A above) into presentation using Microsoft PowerPoint®.
- Please visualize it by using pictures or maps etc.
- One presentation per one participant
- Number of slides: Up to 8 slides.

Language: English

Presentation Time : A presentation time per a participant is within 15 minutes. The presentation session will be held at the beginning of the program. Details are to be informed after acceptance notifications.

Audience of your presentation: Some of Japanese lectures/experts, officers of Osaka city or other municipalities, private firms and other organizations involved in the program.

Annex 2

- Action Plan

- **What is Action Plan?**

During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program and in their organization after completion of the program.

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. The participants are recommended to focus on one topic she/he is able to carry out under the support of their organization.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Explanation of target area and your office
- c. Problems and causes
- d. Stakeholders
- e. Objectives (Goals)
- f. Activities and responsible bodies
- g. Policies
- h. Budget
- i. Implementation schedule
- j. Others

Tips for making more implementable Action Plan

According to the JICA Institution's research report '*An Empirical Study of the Conditions for Successful Knowledge Transfer in Training Programs*' (https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q00000025y5-att/JICA-RI_WP_No.85.pdf), more APs were observed to have been implemented in the participating organizations when;

- the organizations had identified problems to be solved and encouraged the

participants to explore on it through the program, and

- The participants communicated with their organization bilaterally during the program period (2014, Mikami and Furukawa).

It is recommendable for the participants to consult their superior and/or colleagues about which topics she/he will choose for the AP as well as to communicate with them while preparing their draft of AP.

Note:

Participants will have more detailed guidance during the program.

Annex 3

• Questionnaire on Internet Environment

This sheet is required to be submitted with the Application Form.

<p>Please check all you think applicable for your house, working place or other place where you will mainly work on the Phase 1(online program)*.</p> <p>Based on your answer, JICA will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer frankly.</p> <p>* Internet access charge incurred for this program shall be borne by you or your organization.</p>		
1-1 Do you have a following system to attend online program at your home or office etc.?		
①	Desktop or laptop PC	Yes or No (OS version:)
②	i-Pad	Yes or No
③	Smart Phone	Yes or No
④	Stable Internet connection (5Mbps speed)	Yes or No
⑤	Does ①/②/③has an audio input-output device?	Yes or No
⑥	Does ①/②/③has a web camera?	Yes or No
1-2 Have you ever attend online / web-based training?		Yes or No
①	When: Duration: Weeks	
②	Organizer:	
③	Course Name:	
1-3 Have you ever used those online systems below?		
①	Zoom	Yes or No
②	Microsoft Teams	Yes or No
③	You Tube	Yes or No
④	Giga Pod	Yes or No

⑤	Corner Stone (Learning Management System)	Yes or No
⑥	Other (Please specify):	
1-5 Can you watch a video with one to three hours length through one of applicable media listed above in your PC without serious problem?		Yes or No*
*If above answer is No, please specify the situation (i.e. obstacles to connect internet etc.):		
1-6 Do you have an email address available for communicating with the Japanese tutors?		Yes or No*
*If above answer is No, please specify the situation:		
1-5 Please let us know if you have any concerns or questions for participating the 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.

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.



Correspondence

For enquiries and further information, please contact the JICA overseas office or the Embassy of Japan.

Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0465

("81" is the country code for Japan, and "78" is the local area code)

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.



Training Programs under Technical Cooperation with the Government of Japan

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		-					
---	---	--	---	--	--	--	--	--

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

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



Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

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

2. Purpose of Application

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

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



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

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

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

--

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 (_____)
-----------------------------	--

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
-----------------------------	---

(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:
-----------------------------	--	-------------------------------	---------------------------------

(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?

--

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: