

F.No.12040/13/2021-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: 05.11.2021

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)” to be held online from 17.01.2022 to 18.02.2022 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 “Operation and Maintenance of Urban Water Supply System (Water Quality and Purification)” to be held online from 17.01.2022 to 18.02.2022 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to support the organizations in their attempt to develop the urban water supply system. Participating organizations are expected to fully utilize the knowledge, skills and a solution plan explored and acquired by their leading staff to participate in this course.

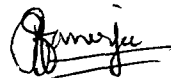
3. The applying organizations are expected to nominate officers /engineers responsible for Water quality and purification of operation and maintenance of urban water supply with at least five (5) years’ practical experience in that area; have competent command over spoken and written English; must be in good health (both physically and mentally); be age between twenty five (25) and fifty (50) years. 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:-

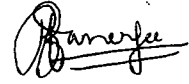
- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether clear from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online training.

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 25.11.2021. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp) under intimation to DoPT at email id: [jitesh.gupta@nic.in](mailto:jitesh.gupta@nic.in) or [kailash.k@nic.in](mailto:kailash.k@nic.in). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 26194167

Copy to;

- a) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
- b) Secretary, Ministry of Drinking Water and Sanitation, 9<sup>th</sup> Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
- c) Secretary, Ministry of Jal Shakti, Shram Shakti Bhavan, Rafi Marg, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- e) Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



# **【Online】 Knowledge Co-Creation Program (Group & Region Focus)**

## **GENERAL INFORMATION ON**

### **OPERATION AND MAINTENANCE OF URBAN WATER SUPPLY SYSTEM (WATER QUALITY AND PURIFICATION) (A)**

**課題別研修「都市上水道維持管理(浄水・水質)(A)」**

*JFY 2021*

**Course No.: 201902282J002 & 202003261J001**

**Online Course Period : From January 17, 2022 to February 18, 2022**

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

#### JICA Knowledge Co-Creation Program (KCCP)

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

# **I. Concept**

## **Background**

Safe accessible water is indispensable for human lives, improving health, reducing poverty, social well-being and sustainable development. Yet more than 1.8 billion people still do not have access to safe water, which leads to death of millions of people every year. Particularly rapid urbanization in many developing countries is increasing pressure on public institutions to provide adequate supplies of clean water to populations.

In its endeavor to reconstruct and modernize after the World War II, Japan has gone through the process of trial and error in developing urban water supply system. Such experiences have been accumulated as lessons learned.

## **For What**

This program aims to support the organizations in their attempt to develop the urban water supply system. Participating organizations are expected to fully utilize the knowledge, skills and a solution plan explored and acquired by their leading staff to participate in this course.

## **For Whom**

This program is designed for field engineers in urban drinking water supply management currently engaged in water quality and purification.

## **How**

(1) Participating organizations are requested to prepare a Inception Report to identify facing issues in urban water supply system, with special focus on water quality and purification. Participants are expected to recognize clear missions or assignments of what to acquire from the program.

(2) Through the lectures and observation of the urban water supply system of Osaka City and Kyoto City, participants are expected to formulate the plan in order to address the issues in their organization.

(3) Participating organizations are required to establish a program by their own initiatives to disseminate techniques and knowledge brought back by participants.

## Sustainable Development Goals (SDGs)

The 2030 Agenda for Sustainable Development (the 2030 Agenda) is a set of international development goals from 2016 to 2030, which was adopted by the UN Sustainable Development Summit held in September 2015. As a development cooperation agency, JICA is committed to achieving the SDGs. This program is linked to and will contribute to the realization of following goals under Sustainable Development Goals (SDGs).



Goal 1, by 2020, build the resilience of the poor and these in vulnerable, situations and reduce their exposure and vulnerability to climate related extreme events and other economic social and environmental shocks and disasters.

Goal 5, enhance the use of enabling technology, in particular information and communication technology, to promote the empowerment of women.

**Goal 6, ensuring access to water and sanitation for all, with “achieving universal and equitable access to safe and affordable drinking water for all by 2030” as one of the targets.**

## II. Description

**1. Title (No.): Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (A)**

**2. Course Period in JAPAN**  
January 17, 2022 to February 18, 2022

**3. Target Regions or Countries:**  
201902282J002 : Bangladesh, Brazil, India, Nepal, Republic of North Macedonia, Sudan and Zimbabwe  
202003261J001 : Bangladesh, Laos, Nepal and Sudan

**4. Eligible / Target Organization :** This program is designated for counterpart organizations or their related organizations of Japan's bilateral cooperation program.

**5. Course Capacity (Upper limit of Participants) :**  
201902282J002 : 7 participants  
202003261J001 : 5 participants      Total 12 participants

**6. Language to be used in this program :** English (Including Japanese with English interpretation.)

**7. Program Objective:**  
(1) Experts from the Waterworks Bureau on the Japanese side will discuss with the participants and make technical proposals for solving problems faced by the participants' organization.  
(2) To develop engineers' capacity to take a leading role in water quality and purification, by sharing applicable knowledge and skills gained in the program among the engineers and technicians in their countries.

**8. Overall Goal:**  
Capacity of urban water supply maintenance and management in participating countries and regions is improved.

**9. Expected Module Output and Contents:**

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

<b>(1) Preliminary Phase in a participant's home country (Oct.2021-Jan.2022)</b> <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Output	Contents	Method
1) Clarify issues faced by the participating organizations and identify the learning needs / specific assignment for participants	(1) Preliminary discussion in the organizations	Discussion in the organization
	(2) Participants to recognize clear assignment and tasks for the program.	Discussion in the organization
	(3) Submission of Inception Report	Report preparation
	(4) Submission of Pre-Study Report	Report preparation

**(2) Core Phase in Online Program (January 17, 2022 to February 18, 2022)**

Output	Contents	Method
<p>2) Participants are able to explain methods of water quality and purification as well as operation and maintenance techniques utilized in Osaka City and other organizations.</p>	<p>(1)Water Treatment (introduction and methodology of water quality control, theory of chlorination , comprehensive water treatment)</p>	<p>E-learning</p>
	<p>(2) Needs assessment discussion (participants have interview with Osaka City experts to clarify the exact needs for the program)</p>	<p>Discussion by Cornerstone</p>
<p>3) Participants are able to explain tips on operation and maintenance of purification plant and administration of water supply business.</p>	<p>(1) Operation and maintenance of Purification Plant</p>	<p>E-learning</p>
	<p>(2)Operation and maintenance of Intake and Distribution Facilities</p>	
	<p>(3) Maintenance of mechanical, electrical and measuring instruments and water quality control</p>	
<p>4) Participanats are able to find out measures to improve and/or solve current problems .</p>	<p>(1) Consultation</p>	<p>Discussion by Cornerstone</p>

### < Tentative Program Schedule >

Date (2022)	program	Method
1 <sup>st</sup> week Jan.17(Mon) ~ Jan.23(Sun)	<u>lecture:</u> <ul style="list-style-type: none"> <li>• outline of water supply in Japan</li> <li>• outline of Japanese Waterworks Association</li> <li>• outline of Osaka City Waterworks Bureau</li> </ul>	On Demand
	<b>Needs Discussion</b> for finding out Issues	Pre-Study Report Q&A by Cornerstone
2 <sup>nd</sup> week Jan.24(Mon) ~ Jan.30(Sun)	<u>lecture:</u> <ul style="list-style-type: none"> <li>• Non-Revenue Water Measures</li> <li>• Slow Sand Filtration Facility</li> </ul>	On Demand
	<b>Needs Discussion</b> for finding out Issues	Pre-Study Report Q&A by Cornerstone
3 <sup>rd</sup> week Jan.31(Mon) ~ Feb.6(Sun)	Lectures: <ul style="list-style-type: none"> <li>• Water Quality Instrument</li> <li>• Water Leackage Detection</li> </ul>	On Demand
	<b>Consultation</b> for finding out solution	Q&A by Cornerstone
4 <sup>th</sup> week Feb.7(Mon) ~ Feb.13(Sun)	<b>Consultation</b> for finding out solution	Q&A by Cornerstone
5 <sup>th</sup> week Feb.14(Mon) ~ Feb18 (Fri)	<b>Consultation</b> for finding out solution	Q&A in Cornerstone

※subject to change without prior notice



### **III. Eligibility and Procedures**

#### **1. Expectations to the Applying Organizations**

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to utilize the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications:**

- 1) To be engineers responsible for “Water Quality and Purification” of operation and maintenance of urban water supply.
- 2) To be currently engaged in urban water supply field offices, such as water treatment plants, and have at least five (5) years’ practical experience in that area.
- 3) To have a strong commitment and capacity to disseminate acquired techniques and knowledge after return.
- 4) Language: **have a competent command of spoken and written English** which is equal to TOEFL CBT 250 or more (This KCCP 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 etc. if possible.)
- 5) Technical Requirements for the Online Course (Computer)

##### **Technology Proficiency:**

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course may be delivered using the following services, Web Conferences (Cornerstone, Zoom,), 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.)

##### **Internet Connection:**

- High Speed Broadband Connection (at least 2Mbps) from your office or your home.

\*Internet access charge incurred for this course shall be borne by you.

**Hardware (Minimum Requirement):**

- Regular access to a computer, either from your home or from your office.
  - Operating System: Windows or Mac OS (Updated version is preferred).
  - Processor: Intel Core 2 Duo or higher; 2GHz or higher
  - Memory: 4GB of RAM or higher
  - Hard Drive Space: 5GB free disk space
  - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
  - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- \*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

6) Health: must be in good health to participate in the program.

7) Attendance Requirement: Participation in online program and submission of various assignments is an essential requirement for the completion of the course.

**(2) Recommendable Qualifications:**

- 1) Age: **between the ages of twenty-five (25) and fifty(50) years.**
- 2) Gender Consideration: JICA promotes gender equality. **Women** are encouraged to apply for the program

**3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**
- (2) Photocopy of Passport or ID:** Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number and Expire date.
- (3) Inception Report of “Water Supply Service Information Sheet”:**  
to be submitted with the application form. The contents of the sheet is referred to **ANNEX I**
- (4) 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. Procedures for Application and Selection****(1) Submission of the Application Documents**

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

(All required material must arrive at **JICA Center in Japan by December 10, 2021**)

**(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 December 20, 2021.**

### **5. Document to be submitted by accepted participants:**

**Pre-Study Report of “Problem and Issue”** to be submitted by **January 6, 2022.**

Only accepted participants are required to prepare Problem and Issue summary (See ***ANNEX II for further details***). This Report should be sent by participants directly to JICA at [Shigematsu.Sumihiko2@jica.go.jp](mailto:Shigematsu.Sumihiko2@jica.go.jp) and [Kawasaki.Megumi@jica.go.jp](mailto:Kawasaki.Megumi@jica.go.jp) by email.

### **6. Conditions for Participation**

The Participant of KCCP is required

- (1)** to strictly observe the course schedule
- (2)** not to change the program topics
- (3)** not to record or share the online contents without JICA's permission

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kansai Center (JICA Kansai)

(2) **Programme Officer:**

Mr. SHIGEMATSU Sumihiro (E-mail: Shigematsu.Sumihoro2@jica.go.jp)

Ms. KAWASAKI Megumi (E-mail: Kawasaki.Megumi@jica.go.jp)

### 2. Implementing Partners:

(1) **Name: Osaka Municipal Waterworks Bureau**

**URL:** <http://www.city.osaka.lg.jp/contents/wdu030/english/>

(2) **Name: Kyoto City Water and Sewage Works Bureau**

**URL:** <http://www2.city.kyoto.lg.jp/suido/engtop.htm>

(3) **Name: Osaka Water General Service Co., Ltd.** (affiliated with Osaka Municipal Waterworks Bureau) **URL:** <https://www.owgs.co.jp/english/>

(4) **Remark:**

The city of Osaka and the city of Kyoto are situated at the heart of the Japanese archipelago. They have been developed over the centuries as a center of Japanese politics and economy.

Osaka City's water supply system became only the fourth modern supply system in the country when it was inaugurated in November 1895. Numerous expansion programs in line with the growth of the city's area and population have since brought the system's supply capacity up to its current daily level of 2.43 million m<sup>3</sup>.

Kyoto City almost relies on Lake Biwa as water source and intakes by the Lake Biwa Waterway, and partially on the Uji River. The raw water is purified in three purification plants (Keage, Matsugasaki and Shin-Yamashina). Purified water is distributed by distribution pipes and supplied from water supply equipment that leads to the residential areas.

YouTube of "Knowledge Co-Creation Program" and "Introduction of JICA Center" are viewable from the link below

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WIQSDjI">https://www.youtube.com/watch?v=m7l-WIQSDjI</a>
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

## V. Other Information

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

## **ANNEX I : Inception Report**

- ❖ Please submit this report along with the application Form.
- ❖ Please submit in the specified Excel file sent separately.
- ❖ Please provide information about where your organization has jurisdiction like district/city/country.

### **Water Supply Service Information Sheet**

#### **1. Personal Information**

- (1) Your Name  
(2) Email Address  
(3) Country  
(4) Date of Birth  
(5) Sex  
(6) Religion


- (7) Working experience in JICA projects  
(Have you ever related with any JICA project/expert? If yes, please describe the name of project(s) and/or expert. If not, please put "None". )

- (8) Area of Interest

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> NRW management             | <input type="checkbox"/> Asset management        | <input type="checkbox"/> Water distribution management              |
| <input type="checkbox"/> Tariff system              | <input type="checkbox"/> Mapping system          | <input type="checkbox"/> Human resources development                |
| <input type="checkbox"/> Customer service           | <input type="checkbox"/> Plumbing work           | <input type="checkbox"/> Planning&design of water supply systems    |
| <input type="checkbox"/> Water treatment            | <input type="checkbox"/> Inspection&certificaton | <input type="checkbox"/> Business administration of water utilities |
| <input type="checkbox"/> Water resource development |  |   |
| <input type="checkbox"/> Others: Please specify     | ( _____ )  |   |

## 2. Organization Profile and Job Description

### **Organization Profile**

(1) Name of the organization

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(2) Mission of the organization

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(3) Type of the organization

--

(4) Number of Staff

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### **Job Description**

(1) Department/Division

--

(2) Present Position

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(3) Date of employment by the present organization

--

(4) Date of assignment to the present position

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(5) Outline of duties: Describe your current duties

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(6) Challenge of your duties: what is current issue/challenge on your own duty?

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### 3. Water Supply

#### Target Area

Please choose one area/country, and answer following questions based on the area/country.

- If you're working in Ministry/organizations which are responsible for whole country, please use the data of whole country.
- If you're a municipal/local government officer, please choose specific city/area/region you're responsible for.

(1) Target area

(ex. Whole country of Thailand, Bangkok metropolis, City of Chiang Mai, etc.)

#### Water Resource and Treatment

(1) Composition of water resource

Surface water	<input type="text"/>	%
Groundwater	<input type="text"/>	%
Spring water	<input type="text"/>	%
Others	<input type="text"/>	%

(2) Maximum daily water supply demand

 m<sup>3</sup>/day

(3) Average daily water supply demand

 m<sup>3</sup>/day

(4) Total daily capacity of treatment plants

 m<sup>3</sup>/day

(5) Main treatment process

Please specify the treatment process, if you choose "Others" (

 )

#### Water Distribution

(1) Total length of distribution pipe

 km

(2) Material of distribution pipe

#### Water Supply Service

(1) Service Area

 km<sup>2</sup>

(2) Population in service area

 people

(3) Number of connections

 connections

(4) Service population

 people

(5) Coverage ratio

 #DIV/0!

(6) Supply duration per day

 hours/day

(7) Material of service pipe

(8) Water pressure at tap

 MPa (※1 MPa=10 bar)

(9) Customer meter installation ratio

 %

(10) Frequency of meter reading

### Non-Revenue Water

(1) Non-Revenue Water Ratio  %

(2) Water Balance Sheet: Please fill the following water balance sheet, if available.

System Input Volume	Authorized Consumption	Revenue Water	Billed Authorized Consumption	<input type="text"/>	%
		Non- Revenue Water	Unbilled Authorized Consumption	<input type="text"/>	%
	Water Losses			Apparent Losses (Commercial Losses)	<input type="text"/>
		Real Losses (Physical Losses)		<input type="text"/>	%

### Tariff System & Business Administration

(1) Average tariff per unit volume in USD  USD/m<sup>3</sup>

※Please calculate average tariff per unit volume assuming monthly household consumption as 20m<sup>3</sup>(Calculation method by IWA)

(2) Tariff collection ratio  %

(3) Operating revenue per year  USD/year

(4) Net profit/loss per year  USD/year

(5) Number of staffs per 1,000 connections  #DIV/0! staffs/1,000 connections



## **ANNEX II : Pre-Study Report of “Problem and Issue”**

### Instruction of Pre-study Report (Accepted participants only)

- ※ Participants are required to formulate “Action Plan” in the Online Program and to implement the plan after the program.
- ※ Object of Action Plan is to improve the technical issues of participating organization by disseminating knowledge and information learnt in the program.
- ※ Therefore first of all participants are required to clarify issues faced by the participating organizations and identify the learning needs.
- ※ Sample form of pre-study report will be provided after participant is finalized.
- ※ The report must be sent directly to JICA at [Shigematsu.Sumihiro2@jica.go.jp](mailto:Shigematsu.Sumihiro2@jica.go.jp) and [Kawasaki.Megumi@jica.go.jp](mailto:Kawasaki.Megumi@jica.go.jp) **by January 6, 2022** by email.

## 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, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve

problems.

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



**Contact Information for Inquires**

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: +81-78-261-0341/0388 FAX: +81-78-261-0465

## 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**

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#### **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**

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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		-					
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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

-----  
**Confirmation by the organization in charge (if necessary)**

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

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





**Part A: Information on the Applying Organization**

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

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

J	0	-																	
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Attach the nominee's photograph (taken within the last three months) here  
Size: 4x6  
(Attach to the documents to be submitted.)

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

**1) Name of Nominee (as in the passport)**

**Family Name**

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**First Name**

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

**Middle Name**

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

**6) Present Position and Current Duties**

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

**7) Type of Organization**

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

**8) Outline of duties: Describe your current duties**

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**9) Contact Information**

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

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> 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.

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

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

<sup>1</sup> 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 &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: