

**No.12040/17/2022-FTC/IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**[Training Division]**

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**Block-4, Old JNU Campus, New Delhi-67**

**Dated: 07.09.2022**

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Decentralized Wastewater Treatment System” to be held from 16<sup>th</sup> January to 14<sup>th</sup> February 2023 (online) 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 “Decentralized Wastewater Treatment System” to be held from 16<sup>th</sup> January to 14<sup>th</sup> February 2023 (**online**) under the Technical Cooperation Program of the Government of Japan.

2. This program offers comprehensive wastewater treatment systems: laws and regulation to control water pollution, methodology of night soil and wastewater treatment, and operation and maintenance of Johkasou.

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

- a) Current Duties: Engineering officers in charge of wastewater treatment..
- b) Experiences in the relevant field: have more than 3 (three) years' experience in the field.
- c) Educational background: be a graduate of university of equivalent level.
- d) Language: have a competent command of spoken and written.
- e) Health: must be in good health to participate in the program.
- f) Age: between the ages of twenty-five (25) and forty five(45) years.
- g) Gender consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

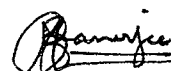
4. More details of the program may be seen in the brochure. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

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

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

6 . It is 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 in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **17.10.2022**. 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 under intimation to DoPT at email id: jitesh.gupta@nic.in / 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 Gov. of India**

**Tele No: 26194167**

Copy to:

- a. Secretary, Department of Drinking Water and Sanitation, New Delhi
- b. Secretary, Department of Water Resources, RD & GR, New Delhi
- c. Secretary, Ministry of Environment, Forests and Climate Change, New Delhi
- d. Secretary, Ministry of Housing and Urban Affairs, New Delhi
- e. Secretary, Ministry of Rural Development, New Delhi
- f. 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)
- g. Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> 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】 Knowledge Co-Creation Program (Group & Region Focus)

General Information on

**Decentralized Wastewater Treatment System (Online)**

**課題別研修「分散型污水处理システム導入・普及」(遠隔)**

**JFY 2022**

**NO. 202107934J001**

**Online Course Period: From January 16, 2023 to February 14, 2023**

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# I. Concept

## **Background**

Due to rapid population growth and expansion of residential area, untreated night soil and wastewater discharge caused serious social problems: pollution to river, groundwater, or closed water area. Construction of sewerage system requires time and huge amount of money. The sanitary treatment of night soil and wastewater on-site is cost effective and possible countermeasures against various kinds of water pollution due to domestic wastewater; and will contribute to improve safe water environment.

This program offers comprehensive wastewater treatment systems: laws and regulation to control water pollution, methodology of night soil and wastewater treatment, and operation and maintenance of Johkasou.

## **For what?**

This program is designed to improve on-site wastewater treatment (measure for domestic wastewater, biological treatment, operation and maintenance system) in participating countries and regions.

## **For whom?**

This program is offered to administrative, engineering officers in charge of wastewater treatment with occupational experience of more than three (3) years in relevant field.

## **How?**

Participants will learn techniques and know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested to submit an action plan, utilizing contents of the program.

## II. Description

**1. Title (Course-No.)**

Decentralized Wastewater Treatment System (202107934J001)

**2. Course Period (Online)**

January 16, 2023 to February 14, 2023

**3. Target Regions or Countries**

Brazil, Cambodia, Egypt, Ethiopia, India, Philippines, Republic of North Macedonia, and Sri Lanka

**4. Eligible / Target Organization**

This program is designed for governmental organization engaged in waste management.

**5. Course Capacity (Upper limit of Participants)**

8 participants

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

English

**7. Course Objective**

After successfully completed the course, participants will be able to formulate and propose action plans to improve on-site wastewater treatment (measure for domestic wastewater, biological treatment, operation and maintenance system).

## 8. Expected Module Outputs and Contents

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

(1) Preliminary Phase in a participant's home country Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.	
Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet (IAS)

(2) Core Phase in Japan Participants dispatched by the organization to attend the Program implemented in Japan		
Expected Module Output	Subjects/Agendas	Methodology
Be able to explain the outline of policy and implementation system about municipal wastewater countermeasure in the national government and local government in Japan	<ol style="list-style-type: none"> <li>1. Domestic Wastewater Treatment System in Japan</li> <li>2. Concept of Wastewater Treatment System in Local Government</li> <li>3. Formulating the Municipal Domestic Wastewater Treatment Plan</li> <li>4. Policy of Johkasou in Japan: Toward Widespread Use and Promotion of Johkasou</li> <li>5. Virtual Tour of Night-soil Treatment Plant</li> </ol>	Lecture
Be able to explain the outline of decentralized wastewater treatment system, manufacturing, installation, maintenance and water quality management	<ol style="list-style-type: none"> <li>6. Overview of Johkasou</li> <li>7. Sludge Treatment Technology</li> <li>8. Wastewater Treatment Technology</li> <li>9. Maintenance of Johkasou</li> <li>10. Johkasou Manager System</li> <li>11. Introduction Video of FujiClean Co., Ltd, Johkasou Manufacturer in Japan</li> </ol>	Lecture
Be able to explain diffusion and expanding of decentralized wastewater treatment system	<ol style="list-style-type: none"> <li>12. Performance Evaluation, Certification System of Johkasou and its Development in the World</li> <li>13. Current Situation and Issues of Decentralized Wastewater Treatment System in Developing Countries</li> <li>14. Citizen Activity to Protect River</li> </ol>	Lecture
Be able to formulate municipal wastewater treatment plan utilizing Johkasou	<ol style="list-style-type: none"> <li>15. Lecture on the Problem Solution using IAS and PDCA Cycle</li> <li>16. Lecture on Action Plan</li> <li>17. Discussions (Review)</li> <li>18. Make an Action Plan</li> </ol>	Lecture, Exercise

Be able to examine and identify possible ideas to be applied for technical improvement.	19. Presentation by Former Participants and Discussion 20. Action Plan Presentation and Discussion	Lecture, Exercise
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(3) Finalization Phase in a participant's home country  
Participants will apply knowledge and skills acquired in the training in their respective countries. This phase marks the end of the program.

Expected Module Output	Activities
Implementation of the Action Plan	Proposals (Action plans) formulated by participants are thoroughly shared within their organizations, and discussed towards implementation.

Please refer to the attached schedule (Annex V). The schedule is subject to change.

## III. Eligibility and Procedures

### 1. Expectations to the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the 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) Current Duties: Engineering officers in charge of wastewater treatment.
- 2) Experience in the relevant field: have more than three (3) years of experience in the field mentioned above.
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language Proficiency: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc, if possible.)
- 5) Health: must be in good health to participate in the program.

**Remote** training implementation requirements:

- **Stable network environment**

- \* Please consider to take this program under the same stable internet environment during the course period
- To be able to attend a Zoom Meeting at a designated time.
- To be able to use Microsoft Office(Excel, Word, PowerPoint)
- Preparation of computer with camera, earphone, and microphone

#### (2) Recommendable Qualifications

- 1) Be in relation with past or on-going JICA projects focusing on wastewater treatment.
- 2) Be familiar with engineering.
- 3) Be familiar with PC operation, as there will be many chances for report writing



and presentations.

- 4) Occupational experience of more than three (3) years in relevant field.
- 5) Age: between the ages of twenty-five (25) and forty-five (45) years
- 6) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

### **3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (2) Photocopy of passport or ID:** to be submitted with the application form  
\*The photocopy should include the followings:  
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
- (3) English Score Sheet:** to be submitted with the application form, if the nominees have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
- (4) Job Report, Questionnaire and Issue Analysis Sheet (IAS):** to be submitted with the application form. Fill in Annex I, II and III of this General Information, and submit it along with the Application Form. Job Report, Questionnaire and Issue Analysis Sheet are necessary documents for screening applicants.

### **4. Procedures for Application and Selection**

#### **(1) Submission of the Application Documents**

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

(All required material must arrive at **JICA Center in Japan** by **November 2, 2022.**

#### **(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 2, 2022.**

**5. Conditions for Participation**

The participants of KCCP are required to strictly observe the course schedule.

## IV. Administrative Arrangements

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

(1) **Name:** JICA Kyushu Center (JICA KYUSHU)

(2) **Program Officer:** Mr. MIURA Sho (kicctp@jica.go.jp)

### 2. Implementing Partner

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** [http://www.kita.or.jp/english/e\\_index.html](http://www.kita.or.jp/english/e_index.html)

### 3. Information

<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WIQSDjl">https://www.youtube.com/watch?v=m7l-WIQSDjl</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>

## **V. Other Information**

### **1. Report and Presentation**

#### (1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will explain their issues briefly in the first live session of the training in order to share knowledge and background with other participants as well as a course leader.

#### (2) Action Plan

Participants are required to make an Action Plan to express your idea and plan which you carry out after the training, reflecting the knowledge and method you acquire in the training. Action Plan will be presented at the end of the training. It will be explained in the orientation.

### **2. Remarks**

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

Annex I

**Decentralized Wastewater Treatment System (JFY 2022)  
Job Report**

Name: \_\_\_\_\_  
Country: \_\_\_\_\_  
Organization and present post: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

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

Remarks 2: Please don't forget checking the analysis sheet.

Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report and Issue Analysis Sheet (IAS). With regard to IAS kindly make a presentation in detail so that all training staff will understand how you are facing challenges and why you attend this training course.

Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

Remarks 5: Please itemize your answer and make them specific.

**1. Organization and main tasks (up to 1 page)**

(1) Description of the organization

Name of organization:

Number of staff:

Main task of the organization:

Your task in the organization:

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Description of your assignments to the training

**2. Existing challenges in your section (up to 1 page)**

(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

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

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any  
(Basically this training program is fixed and cannot be changed upon your request.)



5. Are there septic tanks in use?

Yes  No

If "yes," what types are they?

( )

How are the septic tanks maintained; and what are the methods of sludge withdrawal?

( )

6. Have you ever heard of Johkasou which is capable of treating both night soil and gray water at the sometimes?

Yes  No

Thank you for cooperation!



## Issue Analysis Sheet (IAS)

Country: \_\_\_\_\_ Name: \_\_\_\_\_

No.	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
1			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
2			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
3			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

**【 I 】,【 II 】,【 III 】** These columns will be filled during the training course

\*You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.

## Issue Analysis Sheet (IAS) Guidelines

### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

### 2. How to fill out IAS?

- (1) Please describe the issues you confront in column "**A: Issues that you confront**".

You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**".

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III : Lecturer**". These columns shall be filled out during the training.

- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.

- (5) "**Column II**" and "**Column III**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".

## Annex V Tentative Schedule

## “Decentralized Wastewater Treatment System” Online Training

## Tentative Schedule

Date	Name of Subject
1/16(Mon.)	Course Orientation, Lecture on Action Plan <a href="#">[Live]</a>
1/17 (Tue.)	The Problem Solution using IAS
1/18(Wed.)	Former Participant’s Presentation on Action Plan Progress Task Extraction using IAS <a href="#">[Live]</a>
1/19 (Thu.)	Domestic Wastewater Treatment System in Japan <a href="#">[Live]</a>
1/20 (Fri.)	Decentralized wastewater treatment system and its legal framework in Japan
1/21(Sat.)	
1/22(Sun.)	
1/23(Mon.)	Formulating The Municipal Domestic Wastewater Treatment Plan
1/24(Tue.)	Saga City's Sewerage Service
1/25(Wed.)	Basic principle of Wastewater Treatment Technology <a href="#">[Live]</a>
1/26(Thu.)	Small scale sewage treatment plant by natural power
1/27(Fri.)	Performance Evaluation, Certification System of Johkasou and its Development in the World
1/28(Sat.)	
1/29(Sun.)	
1/30(Mon.)	Discussion(Review) <a href="#">[Live]</a>
1/31(Tue.)	Regulation and Operation of On-site Wastewater Treatment in Japan
2/1(Wed.)	Current Situation and Issues of Decentralized Wastewater Treatment System in Developing Countries
2/2(Thu.)	Maintenance of Johkasou System
2/3(Fri.)	JOHKASOU (private sewage treatment system)
2/4(Sat.)	
2/5(Sun.)	
2/6(Mon.)	Wastewater Treatment & Sludge Disposal <a href="#">[Live]</a>
2/7(Tue.)	Virtual Tour of Night-soil Treatment Plant
2/8(wed.)	Water Quality improvement activities in the Onga River
2/9(Thu.)	Introduction Video of Fuji Clean Co., Ltd, Johkasou Manufacturer in Japan
2/10(Fri.)	Discussion(Review) <a href="#">[Live]</a>
2/11(Sat.)	
2/12(Sun.)	
2/13(Mon.)	Action Plan Presentation and Discussion 1 <a href="#">[Live]</a>
2/14(Tue.)	Action Plan Presentation and Discussion 2 <a href="#">[Live]</a>

## **For Your Reference**

### **JICA and Capacity Development**

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

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

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



**Contact Information for Inquiries**

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

**JICA Kyushu Center (JICA Kyushu)**

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

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

## 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)

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**3. Country Name:**

**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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



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

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

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

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

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



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

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



**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

<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 ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(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 ( _____ )
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
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Are you taking any medicine or insulin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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(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	
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<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )
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<input type="checkbox"/> Other >>> Specify ( _____ )
--

(e) Has this disease been cured?

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