

F.No.12040/03/2019-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: 08.02.2019

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Improvement of Solid Waste Management Technologies (Basic Technique)” to be held in Japan from 20.05.2019 to 17.07.2019 under the Technical Cooperation Program of the Government of Japan (Submission Deadline-25.02.2019).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Improvement of Solid Waste Management Technologies (Basic Technique)” to be held in Japan from 20.05.2019 to 17.07.2019 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to develop the capacity for urban solid waste management of local government(s), national government which supports local government and/or private sector(s).
3. The applying organizations are expected to nominate engineers or engineering officials of solid waste management at local governments with more than 3 years of experience in this field; must be a university graduate with engineering; have competent command over spoken and written English; must be in good health (both physically and mentally); be between 30 and 45 years old. More information may be seen in the general information brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
 - b) Whether cleared from vigilance angle;
 - c) Age;
 - d) Whether working in North East State/J&K;
 - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses

for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative Ministry/Department not later than **25.02.2019**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <http://persmin.gov.in/otraining/index.aspx>.



(Rajendra Prasad Tewari)

Under Secretary to the Government of India

Tele no: 26165682

To

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



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Improvement of Solid Waste Management Technologies (Basic, Technique)(A)

課題別研修「廃棄物管理技術(基本、技術編)(A)」

JFY 2019

NO. J1904051 / ID. 1984813

Course Period in Japan : From May 20, 2019 to July 17, 2019

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in 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

Most familiar day-to-day public services are, in general, the responsibility of local government. Local governments play a significant role in the improvement of welfare of local residents, by implementing the local administration in an autonomous and comprehensive manner. A series of solid waste management such as planning, collection, intermediate treatment, recycling and final disposal is one of the most important public services supporting the healthy and comfortable life of local residents.

In the global context, solid waste management is considered as one of the most crucial measures to protect our planet. Sustainable natural resource management through appropriate solid waste management can support the needs of the present and future generations. Because of this, some of the goals of SDGs are related to solid waste management. G11 articulates, "Make cities and human settlements inclusive, safe, resilient and sustainable." Target 11.6 goes "By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management." G12 is about "Ensure sustainable consumption and production patterns." Target 12.5 says "By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse."

In reality, however, various factors such as improved standards of living, increase in industrial activities, expansion of heavily populated urban area in the developing countries have led to a rapidly increased volume of waste with wider varieties. Most of the local governments in developing countries are struggling in coping with problems in the solid waste management such as developing final disposal sites, restriction of illegal dumping of industrial waste.

In Japan, local governments are engaged in regulation and guidance of solid waste management based on the relevant statutes.

To address the issues in developing countries, JICA Kansai has conducted a KCC program in cooperation with Osaka City and other local governments which have rich experiences of comprehensive solid waste management that includes promotion of 3Rs(Reduce, Reuse, Recycle).

For what?

This program aims to develop the capacity for urban solid waste management of local government(s), national government which supports local government and/or private sector(s).

For whom?

This program is offered to engineers or engineering officials who are in charge of urban solid waste management at local government(s), national government, and/or private sector(s).

How?

Participants shall have opportunities to learn about practical knowledge developed in Japan through lectures, observations, field trips and discussions. Participants will also formulate an action plan describing what the participant will do after they go back to home country, based on the knowledge and ideas acquired and discussed in Japan.

II. Description

1. Title (J-No.):

Improvement of Solid Waste Management Technologies (Basic, Technique) (A)
(J19-04051)

2. Course Period in JAPAN:

May 20, 2019 to July 17, 2019

3. Target Regions or Countries:

India, Myanmar, Papua New Guinea, Timor-Leste, Ukraine, Viet Nam

4. Eligible / Target Organization:

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

5. Course Capacity (Upper limit of Participants):

12 participants

6. Language to be used in this program:

English (including English translated from/to Japanese through interpreters)

7. Course Objective:

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

8. Overall Goal:

In the participating cities/areas, effective and efficient solid waste management plan is designed and operated.

9. Expected Module Output and Contents:

To achieve the course objective, this program consists of the following module objectives.

(1) Preliminary Phase in a participant's home country

Participating organizations make required preparation for the Program in the respective countries.

- Preparation of the presentation data of each job report
- Consultation with participants' superior and/or colleagues what challenges/problems shall be addressed by utilizing knowledge that the participants will gain in Japan (which are potential main topics for their action plan)

(2) Core Phase in Japan

(From May 20, 2019 to July 17, 2019)

Participants attend the Program implemented in Japan.

Module1: Current situation and problems with solid waste management

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

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

Job Report Presentation

Waste Management Administration in Japan

Master Plan for General Waste Management in Local Government(s)

Module 2-I Collection and transport work

<Objectives> Participants learn about issues and problems concerning collection/transport planning methods for efficient waste haulage.

Outline of Collection/Transportation in Local Government(s)

Time and Motion Study

Collection Work and Management

Transfer Facilities and Transfer Operation

Module 2-II Intermediate treatment work

<Objectives> Participants learn about issues and problems concerning intermediate treatment such as incineration, crushing, sorting and recycling.

Waste Reduction Policy and Recycling Services of Local Government(s)

Outline of Composting & Recycle

Outline of Intermediate Treatment Facilities (Incineration)

Module 2-III Final disposal

<Objectives> Participants learn about theories and practical methods for selecting and maintaining final disposal site as well as developing sanitary landfills to minimize the impact on the environment and residents living in the neighborhood.

Selection and Planning of Final Disposal Site
Improvement, Operation and Maintenance of a Final Disposal Site
Outline of Sanitary Landfill Technology (Fukuoka Method)

Module 3: Hazardous waste (requires special treatment)

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

Outline of Industrial Waste treatment
Outline of Hazardous Waste Disposal
Disposal of Medical Waste from Hospital
Disposal of Industrial (infectious & construction) Waste Subject to Special Management

Module 4: 3Rs approach with citizen participation

<Objectives> Participants learn about an example of 3Rs approaches by local government and citizen participation

Waste Reduction Policy of a local government by means of Collaboration with Citizens

Module 5: Action Plan preparation

<Objectives> Through a series of workshops, participants find out a main problem to be solved and make an Action Plan.

Workshop for Formulating the Draft Action Plan

(3)Finalization Phase in a participant's home country

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

-Internal sharing (if necessary, with the stakeholders outside the organization) of Action Plan back in the participant's organization, elaboration, and submission of its final (revised) version to superiors of the participants.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to utilize the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties:
Engineers or engineering officials of solid waste management at local governments.
* The priority is given to local government's staffs; however a staff of national government or public companies can be selected if they are in charge of support to local governments' solid waste management.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste management.
- 3) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This KCC program 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.)
- 4) Health: must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications:

- 1) Age: between 30 (thirty) and 45 (forty-five) years old.
- 2) Gender Consideration: JICA is promoting 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 office (or the Embassy of Japan)**.

(2) Photocopy of passport: to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program.

If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) Nominee's English Score Sheet (photocopy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

(4) Job Report: to be submitted with the Application Form. Fill in the format of VI. ANNEX1 of this General Information (p10-13), and submit it along with the Application Form. Job Report will be used for screening of applicants, and applications without completed Job Report will not be considered as duly qualified.

※See VI ANNEX1 for more detail

4. Procedure for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by March 12, 2019**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than April 5, 2019**.

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

Only accepted participants are required to prepare a 'Presentation of Job Report'. Please see 'B. Presentation of Job Report' in VI. ANNEX 1 (p.14) for details.

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program topics,
- (3) not to extend the period of stay in Japan,

- (4) not to be accompanied by family members during the program,
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation, and
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Ms. Midori NAMBA (Namba.Midori@jica.go.jp, jicaksic-unit@jica.go.jp)

2. Implementing Partner:

(1) **Name :** Global Environment Centre Foundation(GEC)

(2) **URL:** <http://gec.jp/>

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Kansai

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

TEL: 81-78-261-0383 FAX: 81-78-261-0465

(where “81” is the country code for Japan, and “78” is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

5. Expenses:

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

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

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

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

(4) Expenses for program implementation, including materials.

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

VI. ANNEX 1

Job Report

A. Preparation of Job Report
Job Report will be used for the selection.
Submission: <u>To be submitted together with your Application Form.</u>
Note: <u>Application without this Job Report shall not be duly considered for selection.</u>

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

1. Personal Profile

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

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget(US\$):	
Purposes/Goals:					
Major target group/area:					
Major area/type of activities (*An itemized style):					
Major associated organizations:					

3. Organization Chart

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

4. Questionnaire sheet on your task on solid waste management

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

(1) Outline of your responsibility

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

(2) Waste collection services

Target waste to be collected and respective service providers	<input type="checkbox"/> Household waste, <input type="checkbox"/> Waste by business activities, <input type="checkbox"/> Industrial waste, <input type="checkbox"/> Others (please specify): <input type="checkbox"/> Local government, <input type="checkbox"/> Private sector, <input type="checkbox"/> Others (please specify):
Waste discharging/collection system	<input type="checkbox"/> Door to door collection, <input type="checkbox"/> Station collection, <input type="checkbox"/> Bell collection, <input type="checkbox"/> If you may have special collection system, please specify:
Collection vehicle type(s) and numbers	Type: Number:
If there is no collection vehicle, please specify type(s) of equipment and numbers	
Collection fee and who collect the collection fee	US\$/month/household
Coverage rate of waste collection services in the area	%
Remarks	(Please specify)

(6) Hazardous waste

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

(7) Others

What is your function on decision-making process about solid waste management?	(Please specify)
What is the most serious problem to fulfill your task?	(Please specify)

B. Presentation of Job Report

- After selection, accepted participants are requested to prepare for making a presentation of Job Report at the beginning of the program in Japan.
- The objectives of 'Job Report Presentation' session is sharing the current situation of your services in order to explore further improvement by exchanging knowledge among other participants, Japanese lecturers and concerning attendants.

Format:

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

Language: English

Presentation Time, Date and Place: To be informed at the beginning of the program in Japan

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

Others:

- Please bring your presentation data saved in the USB (Flash Drive).
- Please bring environment-related white papers (annual reports), reports and pamphlets as well as materials such as slides, videotapes and photographs in order to visually describe the environmental situations in your country.

VII. ANNEX 2

Action Plan

What is Action Plan?

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

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. You are recommended to focus on one topic you are able to carry out after returning to your country.

<Contents of Action Plan (Recommended)>

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

Tips for making more implementable Action Plan

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

- the organizations had identified problems to be solved and encouraged the participants to explore on it in Japan
- the participants communicated with dispatching organizations bilaterally during the course (2014, Mikami and Furukawa)

It is recommendable to consult your superior and/or colleagues about which topics you will choose for your AP before departure as well as to communicate with them while preparing your draft of AP.

Note:

Participants will have more detailed guidance during the program in Japan.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



CORRESPONDENCE

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

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: +81-78-261-0383 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

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

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

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

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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

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

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

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

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: