

F.No.12040/08/2020-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: 12.10.2020

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Appropriate Sewerage Infrastructure Management Utilizing and Asset Management Methodology” to be held in Japan from 27.10.2020 to 16.12.2020(online) and from 26.09.2021 to 22.10.2021(In Japan) under the Technical Cooperation Program of the Government of Japan (**Submission Deadline -19.10.2020**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Appropriate Sewerage Infrastructure Management Utilizing and Asset Management Methodology” to be held in Japan from 27.10.2020 to 16.12.2020(online) and from 26.09.2021 to 22.10.2021(In Japan) under the Technical Cooperation Program of the Government of Japan.

2. The program aims to support the organizations in their attempt to develop properly plan, operate and manage sewerage assets utilizing appropriate asset management system. Participating organizations are expected to fully utilize the knowledge, skills and a solution plan explored and acquired by their leading staff sent to Japan to participate in this course.

3. The applying organizations are expected to nominate civil engineers in charge of sewerage facility designing, revision, management and maintenance at central or local governments, municipalities, or other related public entities; be a senior level manager or an assistant manager with at least five (5) years’ practical experience in that area; 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 under fifty (50) years of age. More information may be seen in the general information brochure.

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

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

5. The 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 **19.10.2020**. 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>.

8. This issues with the approval of the competent authority.



(Manoj) Gupta

Under Secretary to the Government of India

Tele no: 26165682

Copy to

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



【Online & In Japan】

Knowledge Co-Creation Program

(Group and Region Focus)

GENERAL INFORMATION ON

**Appropriate Sewerage Infrastructure Management
Utilizing an Asset Management Methodology
課題別研修「アセットマネジメントを活用した下水道資産の適正管理」
JFY 2020**

NO. 201902197J001 / ID. 201902197

Online Program Period: From October 27, 2020 to December 16, 2020

Course Period in Japan: From September 26, 2021 to October 22, 2021

This information pertains to one of JICA Knowledge Co-Creation Program (Group and 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

In order to achieve sustainable growth in developing countries, it is essential to build a resilient society. To accomplish this goal it is necessary to properly manage existing social infrastructure, such as sewage infrastructure. The proper management includes extending service life of facilities through periodic condition assessment, maintenance and renewal of aging sewerage infrastructure, with consideration to disaster risk management.

In urban areas in developing countries, there has been an increase in the amount of water demand and discharge of waste water with population and economic growth. However, the sewerage systems frequently develop leakage due to deterioration, poor construction and low quality materials. In addition, they are vulnerable to the damage from earthquakes and have a risk of service disruption causing economic and social impacts.

Japan has experienced many earthquakes and other natural disasters, such as the Great East Japan Earthquakes and Tsunami of 2011. Moreover, the pipes laid after the period of high economic growth have exceeded their service lives one after another, and measures are being taken to prevent deterioration in each region. Through these experiences, Sendai-City has established robust asset management systems for sewage facilities (hereafter referred to as “Asset Management”) in order to make the function of social infrastructure sustainable.

These systems and methods are highly desirable for many countries that face high risk of natural disasters and aging sewerage facilities.

This course is designed for countries where a basic sewerage system is already in place. It aims to provide the knowledge and the skills necessary to properly manage sewerage assets utilizing asset management systems with consideration to various risk management.

For what?

In the course, knowledge of and technique for Asset Management will be acquired by participants and thereby disseminated in their respective countries for the purpose of achieving sound operation and maintenance of sewerage infrastructure through their proper management.

For whom?

Senior civil engineers who are in charge of sewerage facility designing, inspection, management, maintenance and improvement, at central governments, local governments, municipalities, or other related public entities.

How?

Participants will have opportunities through online and in Japan to learn appropriate

sewerage infrastructure management utilizing an asset management methodology through lectures, visits, exercises and discussions. Participants will also formulate action plans describing what they will do after going back to their own countries in order to put the knowledge and ideas acquired through this course into practice in their on-going and future activities.

II. Description

1. Title (Course No.): Appropriate Sewerage Infrastructure Management Utilizing an Asset Management (201902197J001)

2. Online Program Period / Course Period in JAPAN

October 27, 2020 to December 16, 2020 / September 26, 2021 to October 22, 2021

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period may be changed, shortened, or the course itself may be cancelled.

3. Target Regions or Countries

India, Cuba, Ethiopia, and Cote d'Ivoire

4. Eligible / Target Organization

Central and Local governments, municipalities, or other public entities that manage sewerage facilities

5. Course Capacity (Upper limit of Participants)

6 Participants

6. Language to be used in this program: English

7. Course Objective:

Knowledge of and technique for Asset Management will be acquired by participants and thereby disseminated in their respective countries for the purpose of achieving sound operation and maintenance of sewerage infrastructure through their proper management.

8. Overall Goal

Through the course, the participants acquire the knowledge and the skills necessary to properly plan, operate and manage sewerage assets utilizing appropriate asset management systems suited for individual situation in each country. The participants share the knowledge with related entities after they return to their home countries.

9. Expected Module Output and Contents:

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

(1) Training course through online program in a participant's home country in 2020

(27th October, 2020 to 16th December, 2020)

As a part of the training course, each participant is required to participate in Online Program remotely in respective country.

Expected Module Output	Subjects/Agendas	Methodology
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1. Participants understand problems and challenges that Japanese wastewater utilities are facing together with their effort to applying Asset Management. Participants evaluate their own situation in comparison to those in Japan.	(1) Program orientation (2) Country report presentation (3) PCM training in sewer business management (4) Overview of asset management system in Sendai City (5) Exchange information among participants	-Presentation and discussion by online -Lectures through E-Learning system
2. Participants acquire basic knowledge of and technique for Asset Management required for sound management of sewerage infrastructure.	(1) Description of sewer ledger information(Pipeline) (2) Inspection and condition monitoring method of the pipeline (3) Maintenance of the pipeline	Lectures through E-Learning system
3. Participants become able to manage sewerage infrastructure and carry on wastewater service considering various risks.	(1) Details of risk assessment and risk evaluation method	Lectures through E-Learning system

(2) Training course in Japan in 2021

(26th September, 2021 to 22nd October, 2021)

Participants to be dispatched by the concerned government and organizations will attend the training course implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
1. Participants understand problems and challenges that Japanese wastewater utilities are facing together with their effort to applying Asset Management. Participants evaluate their own situation in comparison to those in Japan.	(1) Orientation (2) Analyze problems of wastewater service(workshop) (3) Overview of Sendai City and sewerage works in Sendai City (4) Sewerage policies and overseas technical cooperation of Japan (5) Social development and the role of sewerage (6) Efforts of sewerage asset management in Kawasaki City (7) Site visit to Tokyo sewerage museum "Rainbow"	Lectures Presentation Discussions Observation
2. Participants acquire basic knowledge of and technique for	(1) Overview of asset management system in	Lectures Practices Field survey

Asset Management required for sound management of sewerage infrastructure.	Sendai City (2) Maintenance of sewerage infrastructure (3) Description of sewer ledger information(sewerage treatment plant) (4) Inspection and operation management of the sewerage treatment plant (5) Efficient renovation plan of the sewerage treatment plant (6) GIS and Camera field survey	
3. Participants become able to manage sewerage infrastructure and carry on wastewater service considering various risks.	(1) Creation of risk assessment table (2) Presentation and discussion of risk assessment table (3) Method of drafting improvement plan (4) Exchanging opinions with sewerage staff in Sendai City (5) Sewerage flood control in Sendai City (6) Site visit to construction sites of pipeline or sewerage treatment plant	Lectures Discussions Practices Presentations Observation
4. Participants prepare an action plan for improvement of their wastewater service through appropriate management of sewerage infrastructure based on the knowledge they have acquired in the course.	(1) Review of the course (2) Formulation and presentation of action plan	Discussions Practices Presentations

(Tentative) Training schedule of “online program in 2020”

Note: There is a possibility of change in plan.

***Participants are required to take ONE 30 minutes lecture per week in the following weeks through E-learning system.**

Date*	Day	Content	Type	Attire
27th Oct	Tue	Program orientation Country report presentation	Online Lecture Presentation	Business Casual
2 th Nov to 8 th Nov	Mon to Sun	PCM training in sewer business management	On-demand Lecture	
9 th Nov to 15 th Nov	Mon to Sun	Overview of asset management system in Sendai City	On-demand Lecture	
16 th Nov to 22 nd Nov	Mon to Sun	Description of sewer ledger information(Pipeline)	On-demand Lecture	

23 th Nov to 29 th Nov	Mon to Sun	Inspection and condition monitoring method of the pipeline	On-demand Lecture	
30 th Nov to 6 th Dec	Mon to Sun	Maintenance of the pipeline	On-demand Lecture	
7 th to Dec 13 th Dec	Mon to Sun	Details of risk assessment method	On-demand Lecture	
16 th Dec	Wed	Exchange information Evaluation meeting	Online Workshop	Business casual

(Tentative) Training schedule of “training course in Japan in 2021”

Note: There's a possibility of change in plan.

Date	Day	Content	Type	Attire	Place	Stay
26 th Sep	Sun	Arrival in Japan			Tokyo	Tokyo
27 th Sep	Mon	-Briefing, Transfer from Tokyo to Sendai	Lecture	Business Casual	Tokyo	Sendai
28 th Sep	Tue	-Program and course orientation - General orientation on Japanese society, culture and economy	Lecture	Business Casual	Sendai	Sendai
29 th Sep	Wed	Country report presentation	Presentation	Business	Sendai	Sendai
30 th Sep	Thu	Lecture on analyzing problems of wastewater service(Problem grasping method)	Workshop	Business casual	Sendai	Sendai
1 st Oct	Fri	Lecture on analyzing problems of wastewater service(problem solution method)	Workshop	Business casual	Sendai	Sendai
2 nd Oct	Sat	Self-study				Sendai
3 rd Oct	Sun	Self-study				Sendai
4 th Oct	Mon	-Lecture on overview of Sendai City and sewerage works in Sendai City -Courtesy visit to deputy major of Sendai City -Lecture on Sewerage policies and overseas technical cooperation of Japan	Lecture Courtesy visit	Business	Sendai	Sendai
5 th Oct	Tue	- Lecture on overview of asset management system in Sendai City - Lecture on maintenance of sewerage infrastructure	Lecture Observation	Business casual	Sendai	Sendai
6 th Oct	Wed	- Lecture on sewer ledger information(sewerage treatment plant) - Lecture on inspection and operation management of the sewerage treatment plant - Lecture on efficient renovation plan of the	Lecture Demonstration	Business casual	Sendai	Sendai

		sewerage treatment plant				
7 th Oct	Thu	-Inspection and operation management of the sewerage treatment plant	Demonstration	Business casual	Sendai	Sendai
8 th Oct	Fri	-GIS and Camera field survey	Field survey	Business casual	Sendai	Sendai
9 th Oct	Sat	Self-study				Sendai
10 th Oct	Sun	Self-study				Sendai
11 th Oct	Mon	- Details of risk management method	Lecture Practice	Business casual	Sendai	Sendai
12 th Oct	Tue	-Creation of risk assessment table	Practice	Business casual	Sendai	Sendai
13 th Oct	Wed	- Lecture on social development and the role of sewerage -Presentation and discussion of risk assessment table	Lecture Presentation Discussion	Business casual	Sendai	Sendai
14 th Oct	Thu	- Lecture on method of drafting improvement plan - Exchanging opinions with sewerage staff in Sendai City	Lecture Discussion	Business casual	Sendai	Sendai
15 th Oct	Fri	-Transfer from Sendai to Kawasaki -Lecture on efforts on Sewerage Asset Management in Kawasaki City	Observation	Business casual	Kawasaki	Kawasaki
16 th Oct	Sat	- Site visit to Tokyo sewerage museum "Rainbow" -Transfer to Sendai	Observation	Business casual	Tokyo	Sendai
17 th Oct	Sun	Self-study				Sendai
18 th Oct	Mon	-Lecture on sewerage flood control in Sendai City -Site visit to construction site of pipeline or	Lecture Observation	Business casual	Sendai	Sendai
19 th Oct	Tue	-Review of the course -Action Plan Instruction and Preparation	Lecture Practice	Business casual	Sendai	Sendai
20 th Oct	Wed	-Action Plan Presentation, -Evaluation Meeting -Closing Ceremony	Presentation	Business	Sendai	Sendai
21 st Oct	Thu	Transfer from Sendai to Tokyo				Tokyo
22 nd Oct	Fri	Leave from Japan				

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Essential Qualifications:

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

"Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either person who is engaged in the said field or directly related to program subject."

(1) Essential Qualifications

- 1) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 80 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- 2) Current Duties: be a civil engineer in charge of sewerage facility designing, revision, management and maintenance at central or local governments, municipalities, or other related public entities; be a senior level manager or an assistant manager.
- 3) Experience in the relevant field: have more than 5 years' experience as a civil engineer
- 4) Health: must be in good health 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: be under the ages of fifty (50) years
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

(3) IT Environment

- 1) Internet communication speed: downstream bandwidth is more than 20Mbps

2) Browser: Recommended: Google Chrome

Alternative: Microsoft Edge、Mozilla Firefox(*1)、Safari(*2)

*1 As of August 2018, Mp4 videos cannot be played in Fire Fox of Android Version.

*2 The expected learning system cannot be played properly on less than iOS 8.0.2.

3) OS: Windows、macOS、Android、iOS

4) Software: to be installed Zoom

5) Device: to be prepared a PC or Tablet with camera and microphone

3. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Country Report: to be submitted with the application form. Follow the instruction on ANNEX.

Note: The applicant must be submitted all required documents. You will not be selected if there are any deficiencies in the documents submitted.

(3) Photocopy of passport or government-issued ID: Submit a photocopy of your passport with your application. If you do not own a passport, a government-issued ID can be an alternative for online program in 2020, and should submit its photocopy at least ONE month before your arrival in Japan.

*Photocopy should include the following:

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

(4) Nominee's English Score Sheet: to be submitted any official documentations of English ability (e.g., TOEFL, TOEIC, IELTS) with the Application Form.

Note: The applicant must be submitted all required documents.

You will not be selected if there are any deficiencies in the documents submitted.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA Office.**

(After receiving applications, the JICA Office will send them to **the JICA Tohoku in JAPAN not later than October 9th, 2020**)(not extendable)

*The closing date in your country is earlier than the date noted above.

(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 Tohoku in Japan. Selection will be made by the JICA Tohoku 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 **October 16rd, 2020.**

5. 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 training expenditure depending on the severity of said violation.
- (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 TOHOKU

(2) **Contact:** Ms.ISAWA Hitomi (thictad@jica.go.jp)

2. Travel to Japan(Program in 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.

3. Accommodation in Japan:

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

JICA Tokyo Center (TIC, JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where “81” is the country code for Japan, and “3” is the local area code)

URL,

https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf

JICA will arrange hotel accommodations for Sendai and Kawasaki as well.

4. Expenses(Program in Japan):

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

(1) Allowances for accommodations, 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, or dental treatment are not included)

(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.

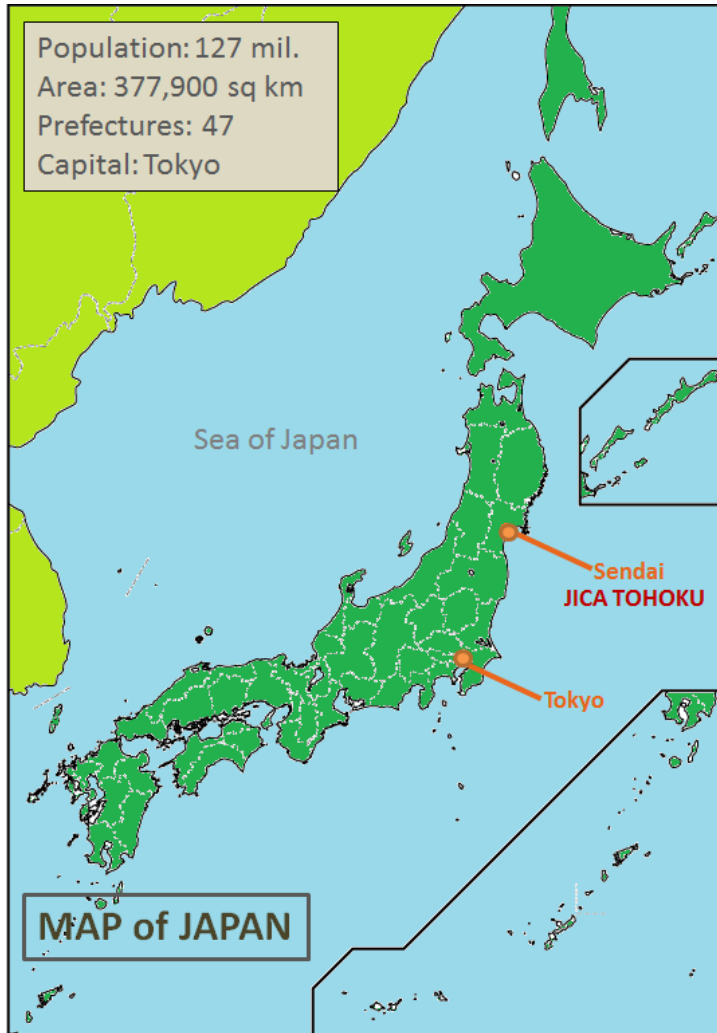
5. Pre-departure Orientation(Program in Japan):

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

V. Other Information

1. Location of the training site

City of Sendai, Miyagi Prefecture, Japan



2. Climate

Average temperatures and precipitation in Sendai

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average High (° C)	5.2	5.5	8.8	14.8	19.5	22	25.7	27.9	24.1	19.1	13.4	8.3
Average Low (° C)	-2	-1.8	0.5	5.7	10.8	15.3	19.3	21.2	17.2	10.8	4.9	0.6
Average Precipitation (mm)	33.1	48.4	73	98.1	107.9	137.9	159.7	174.2	218.4	99.2	66.8	26.4

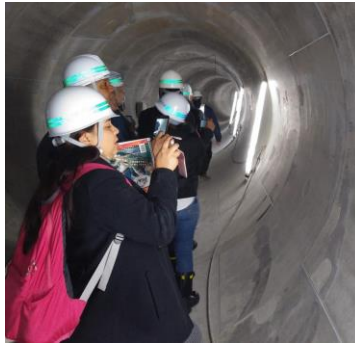
3. Computers(Program in Japan)

The participants are recommended to bring thier own laptop/notebook computers (*1) to prepare for Action Plans and presentation slides, and to check personal e-mail.

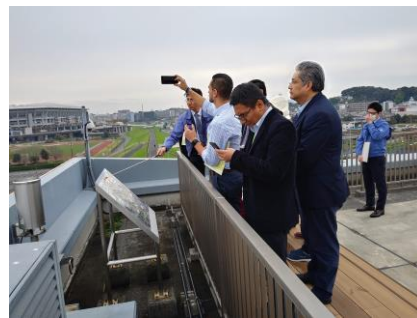
(*2) Laptop/notebook computers should have antivirus software installed, and must not have file sharing software, such as Winny, WinMX, BitTorrent and Gnutella.

4. International Exchange Programs with Local Communities.

JICA encourages international exchanges between JICA participants and the local communities. Participants are kindly requested to bring their national costumes, small gifts and visual aids, such as powerpoint slides, videos and photographs, to introduce their countries.



Observation to pump station



Observation to office of river



Program Orientation



Closing Ceremony



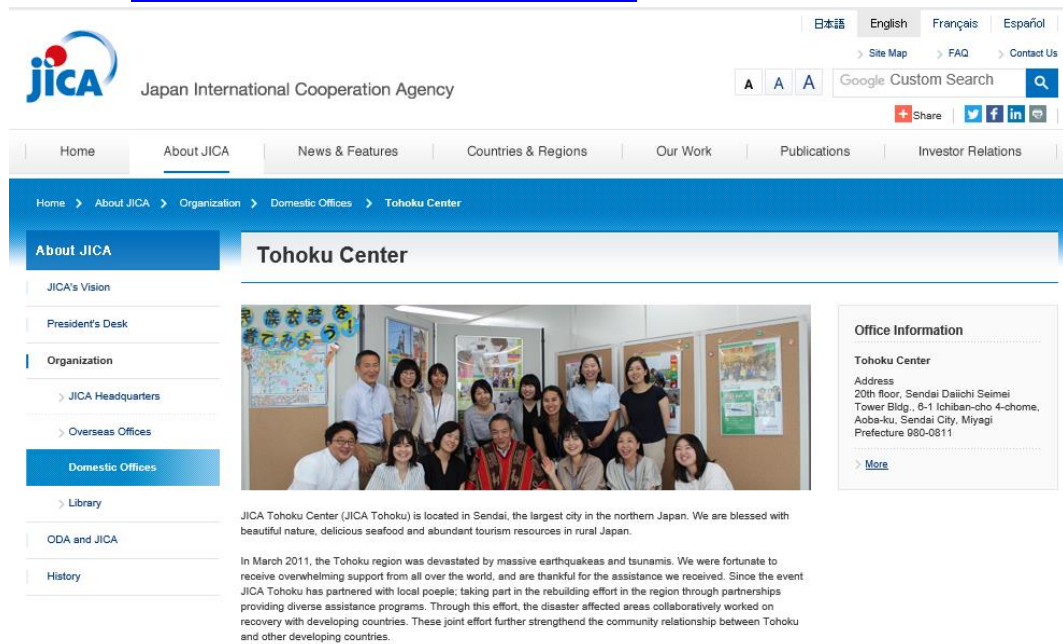
Traveling by train



Workshop

5. About JICA Tohoku Center

Website: <https://www.jica.go.jp/tohoku/index.htm>



The screenshot shows the official website of the JICA Tohoku Center. At the top, there is a header with the JICA logo and navigation links in Japanese and English. Below the header, a blue banner displays the 'Tohoku Center' title. The main content area features a group photo of the center's staff and a text block explaining that the center is located in Sendai, Japan, and focuses on disaster recovery and community development. A sidebar on the left provides a menu for navigating through the website's various sections.

Find us on facebook at <https://www.facebook.com/Jicatohoku>



This image shows the Facebook profile of the JICA Tohoku Center. The profile picture is the JICA logo. The cover photo depicts a group of people, including JICA staff and local community members, engaged in agricultural work in a field. A prominent blue circular graphic on the right side of the cover photo contains Japanese text announcing an autumn recruitment drive ('秋募集') with application dates from August 20th to September 29th.

6.



JICA Tohoku



JICA Plaza Tohoku



VI. ANNEX

Country Report

(to be submitted with the Application Form)

Please prepare a report describing the following.

1. Overview of your organization:

- The name of your organization and the population of your city
- Describe the sewerage facility improvement plans and expected year of the operation, if any.
- The total area of the existing sewer coverage and the population within the covered area.
- The adoption ratio of sewage systems and the time of the sewage systems undertaken first
- The total length of the sewer pipes repaired or replaced per annum and the materials of the pipes.
- The wastewater treatment plants in your area (If any) The volume of water discharge and the quality of discharged water.
- Describe how the sewerage facilities, including processing plants and pipelines managed in your area. The management method (run by public entities or contract out to private companies)
- Total number of employees and budget, including the initial construction, operation and maintenance cost.
- List ongoing major projects/themes in the field of sewerage works.

2. About your job:

- Describe your position and duty within the organization
- Organization chart: Schematic presentation of your organization (Please indicate your present position in the chart)
- The major issues and challenges you face at work.
- Your expectations for the course (What would you like to learn in the course?)

3. Management of sewer lines:

- The number of road subsidence incidents caused by deterioration of sewer lines.

- Do you perform replacement and repair of sewer pipes on a regular basis? If so, how long is the replacement length of sewer lines?
- Do you perform inspections of sewer pipes with a TV camera? If so, what are the criteria for evaluation of the result?
- Do you use geographic information system (GIS) for sewer line ledger?

4. Risk management practices:

- The types of risks you are most concerned with, in managing sewerage facilities.
i.e. earthquake, tsunami, flood, sinkholes, aging
- Do you have a disaster management manual?
- Do you have construction standards for sewerage facilities?

Note:

The deadline to submit your Country Report to JICA is **October 9th, 2020**. Country Report is part of the application, and it will be used to screen applicants. **Application forms without Country Report will be rejected.**

The report is going to be the basis for your Action Plan, which is to be presented at the end of the course. Therefore, participants are encouraged to discuss its content with their supervisors and colleagues.

The participants are also asked to present their Country Report at the beginning of the online program.

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, training programs, JOCV programs, etc.

Within this wide range of programs, Training 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 the Embassy of Japan. Further, address correspondence to:

JICA Tohoku Center (JICA TOHOKU)

**Address: 20th Floor, Sendai Dai-ichi Seimei Tower Building,
4-6-1 Ichiban-cho, Aoba-ku, Sendai-shi, Miyagi-ken, 980-0811 Japan**

TEL: +81-22-223-5775 FAX: +81-22-227-3090

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's 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.

**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)

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

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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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:			Official Stamp
Designation / Position			
Department / Division			

Part A: Information on the Applying Organization

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

1. Profile of Organization**1) Name of Organization:****2) The mission of the Organization and the Department / Division:****2. Purpose of Application****1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.****2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.**



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

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

Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

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First Name

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

Middle Name

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

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

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9) Contact Information

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

10) Others (if necessary)

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

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

2) Educational Record (Higher Education)(required)

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

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

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

5. Language Proficiency (required)

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

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



Japan International Cooperation Agency

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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 Citizens's Cooperation 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.)

() No	() Yes >> Name of Medication (), Quantity ()
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(b) Are you pregnant?

() No	() Yes (months)
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(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication () Food () 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:	() No	() Yes>>Name of illness (), Place & dates ()
Present:	() No	() Yes>>Present Condition ()

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

Past:	() No	() Yes>>Name of illness (), Place & dates ()
Present:	() No	() Yes>>Present Condition ()

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition ()
		Are you taking any medicine or insulin? () No () Yes

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

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness ()			
() Other >>> Specify ()			

(e) Has this disease been cured?

() Yes	() 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: