

**F.No.12040/02/2021-FTC/IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**[Training Division]**  
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**Block-4, Old JNU Campus, New Delhi-110067**

**Dated: 16.03.2021**

**TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on “Urban Solid Waste Management {Emphasis on Collection, Transportation and Final Disposal (A)}” to be held in Japan from 01.07.2021 to 31.10.2021 (online) and from 17.01.2022 to 03.03.2022 (in Japan) under the Technical Cooperation Program of the Government of Japan.**

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “**Urban Solid Waste Management {Emphasis on Collection, Transportation and Final Disposal (A)}**” to be held in Japan from 01.07.2021 to 31.10.2021 (online) and from 17.01.2022 to 03.03.2022 (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 the capacity for urban solid waste management of local governments(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/ national governments with at least three (3) 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 age between thirty (30) and forty-five (45) years. More information may be seen in the general information brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
  - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
  - b) Whether clear from vigilance angle;
  - c) Age;
  - d) Whether working in North East State/J&K;
  - e) A brief in 50-100 words justifying the nomination.
5. 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 **05.05.2021**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at [ShekarD.ID@jica.go.jp](mailto:ShekarD.ID@jica.go.jp) under intimation to DoPT at email id: [jitesh.gupta@nic.in](mailto:jitesh.gupta@nic.in) or [kailash.k@nic.in](mailto:kailash.k@nic.in). The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link <https://doptcirculars.nic.in/Default.aspx?URL=sXEnLVe4EsJg%20>.

8. This issues subject to the approval of the competent authority.



(Manoj) Gupta)

Under Secretary to the Government of India

Tele no: 26165682

To

- a) **Secretary, Ministry of Housing and Urban Development, Nirman Bhavan, C-wing, New Delhi.**
- b) **Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).**
- c) **Senior Representative, Japan International Cooperation Agency, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.**
- d) **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 Distance Learning & In Japan)**

## **GENERAL INFORMATION ON**

**Urban Solid Waste Management (Emphasis on Collection,  
Transportation and Final Disposal) (A)**

**課題別研修「都市の固形廃棄物管理の実務  
(収集、運搬、最終処分に重点を置いた)(A)」  
JFY 2021**

**Course No. 202003248 -J001**

**Course Period:**

**Distance learning: From 1 July, 2021 to 31 October, 2021**

**In Japan : From 17 January, 2022 to 3 March, 2022**

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

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

JICA Knowledge Co-Creation Program (KCCP)

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

# **I. Concept**

## **Background**

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 2019, G20 Osaka Summit, which was hosted by Japan, G20 members and invited 8 countries shared “Osaka Blue Ocean Vision” that we aim to reduce additional pollution by marine plastic litter to zero by 2050. In order to realize the vision, the Government of Japan has launched the “MARINE Initiative” which supports capacity development in developing countries to promote sustainable waste management, recovery of marine litter, innovation and empowerment.

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 by means of distance learning (specified materials provided by Japanese lecturers through internet or other media) and lectures, observations, field trips and discussions provided during their visit in Japan. 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 the course.

### **Sustainable Development Goals (SDGs)**

JICA is committed to achieving the SDGs. This program is to contribute to the following goals.



## **II. Description**

### **1. Title (J-No.):**

Urban Solid Waste Management (Emphasis on Collection, Transportation and Final Disposal) (A) (202003248-J001)

### **2. Course Period:**

Distance learning session: From 1 July to 31 October 2021

Session in Japan : From 17 January to 3 March, 2022

#### **<Important Note>**

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

-Participation in the sessions both distance learning and in Japan is an essential requirement for the completion of the course.

### **3. Target Regions or Countries:**

Brazil, Cambodia, Cuba, India, Indonesia, Laos, Myanmar, Nepal, Timor-Leste

\* Please be kindly noted the "Border enforcement measures to prevent the spread of novel coronavirus (COVID-19)" which leads denial of permission to entry for any foreign passengers who have stayed in the listed countries/regions within 14 days prior to the application for landing continues as of 19 February, 2021.

The session in Japan would be considerably restricted before the "measure" is not lifted for each participating country.

**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):**

9 participants

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

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

**7. Course Objective:**

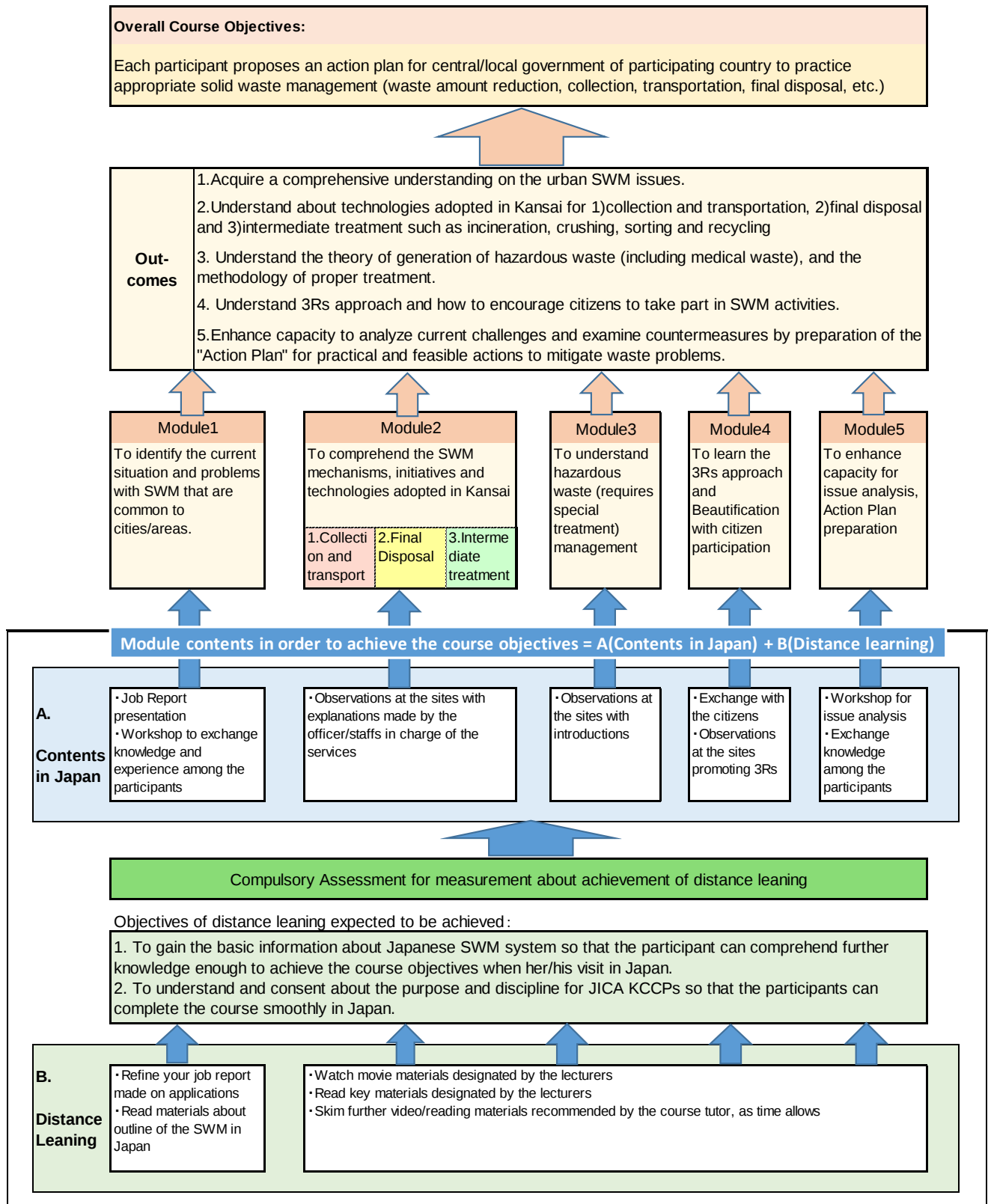
Each participant proposes an Action Plan for central/local government of participating country to practice appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)

**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 structure and module objectives.



### **(1) Distance learning in a participant's home country**

(From 1 July to 31 October, 2021)

- *Participants acquire basic information on solid waste management.*
  - *Participants and their organization prepare for visit in Japan in the respective countries.*
- 
- Read/watch materials provided in various styles of media at their own pace. (Approximately, from one to three hours per a week shall be allocated. Detailed information will be given after acceptance notification.)
  - Post questions or answers about distance learning contents among other participants guided by course tutors.
  - Response periodical monitoring emails from the course tutors. Your active contributions shall be admired as a part of assessment beneath.
  - Exchange knowledge with other fellow participants who are also a specialist of SWM in their service area by means of sharing information such as Job Report and posting opinions.
  - Consultation with participants' superior and/or colleagues what challenges/problems shall be addressed by utilizing knowledge that the participants will gain through the course (which are potential main topics for their Action Plan).
    - Contact with an ex-participant, if possible, in the respective countries to get more idea about the course.
  - Preparation of the presentation data of each job report, which shall be presented on the commencement of the sessions in Japan.

### **(2) Assessment for measuring participants' achievement of distance learning**

(From 1 to 15 November, 2021)

- *Japanese course tutors and lecturers check participants' individual achievement of the distance learning session in order to prepare the contents in Japan.*
  - *Participants who can display satisfactory performance will be awarded "Certificate of Participation" for distance learning by JICA.*
- 
- Response to internet questionnaire or write a short essay along the instructions by the course tutor within designated closing date (Detailed information will be given after acceptance notification.).
  - There is possibility the timing and frequency of the assessment can be changed according to the participants' progress.
  - There is possibility also to conduct "on-line session" between participants and lecturers to check achievements with question and answer session depend on the internet condition.

### **(3) Session In Japan**

(From 17 January to 3 March, 2022)

- *Participants attend the Session implemented in Japan.*
- *A part of contents that are basic or theoretical information of the modules shall be covered during the distance learning session. In this session, participants will learn at first-hand by means of site visit or exchange with colleagues in Japan.*

### **Module1: Current situation and problems with solid waste management system**

<Objectives> Through the Job Report presentation as well as the introduction of solid waste problems that are common to cities/areas, each participant recognizes and shares the problems. Participants also gain an overall view of mechanism and initiatives in contemporary solid waste management in the world.

Job Report Presentation  
Information Sharing of Faced Problems and Challenges  
Identification and Analysis of Problems  
Solid Waste Management System in Japan and Other Countries  
Preparation and Implementation of Solid Waste Management Plan in Local Government

### **Module 2-I Collection and transport**

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

Outline of Collection/Transport Service in Local Government  
Improvement Methods on Collection/Transport service  
Minimization of Scatter of Waste  
Introduction of 'Time and Motion Study'  
Collection Service and Management System in Japan  
Transfer Facilities and Transfer Operation

### **Module 2-II Final disposal**

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

Fundamental Theories on Sanitary Landfill  
Planning and Selection of Final Disposal Site  
Operation and Maintenance of a Final Disposal Site  
Improvement Methods of Existing Open Dump Site  
Introduction of 'Fukuoka Method'

### **Module 2-III Intermediate treatment**

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

Types and Characteristics of Intermediate Treatment Systems  
Outline of Composting & Recycling  
Practice of 'Takakura Composting Method'  
Field Trip to Intermediate Treatment Facilities (Incineration, Recycling and Others)

### **Module 3: Hazardous waste (requires special treatment)**

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

Outline of Hazardous Waste Management and Disposal  
Outline of Industrial Waste Treatment in Japan  
Management and Disposal of Medical Waste  
Disposal of Industrial (Hazardous & Construction) Waste Subject to Special Management

#### **Module 4: 3Rs approach and Beautification with citizen participation**

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

Waste Reduction Policy of a Local Government by Means of Collaboration with Citizens  
Public Awareness Campaigns Regarding 3Rs Promotion as well as Environmental Education  
Town-beautification Partnership

#### **Module 5: Action Plan preparation**

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

Discussion How to Minimize Problems on Solid Waste Management and Methods for Improvement  
Workshop for Formulating the Draft Action Plan

#### **(4) 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.

| Sessions                          | Day, Month                                                                                                                                                                                                                                                                                                                                                                                                                                | Activities , Notes                                                                                                                                                                                                                            |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preparation for Distance Learning | Middle of June 2021                                                                                                                                                                                                                                                                                                                                                                                                                       | "Study guideline for distance learning" which explains the detailed methodologies, rules, contacts etc. is sent to the participants through each JICA local offices.                                                                          |
|                                   | End of June 2021                                                                                                                                                                                                                                                                                                                                                                                                                          | Confirmation of your valid e-mail address<br>●Submission of "Written Pledge :JICA KCCP (Online Program)" to JICA                                                                                                                              |
| Distance leaning session          | 1 July                                                                                                                                                                                                                                                                                                                                                                                                                                    | Notification of your login information from JICA and access to online KCCP learning environment.                                                                                                                                              |
|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Start of the distance leaning session</b>                                                                                                                                                                                                  |
|                                   | <div> <p>&lt;Throughout whole distance learning session&gt;</p> <ul style="list-style-type: none"> <li>■Participants study materials sent by Japanese tutors at their own pace.</li> <li>■Approximately 1 to 3 hours per week will be recommendable.</li> <li>■Questions and opinions will be posted into Google workspace which Japanese tutors will provide for the course or email (when she/he cannot use the SNS).</li> </ul> </div> |                                                                                                                                                                                                                                               |
|                                   | <b>Orientation and building momentum for your distance learning</b>                                                                                                                                                                                                                                                                                                                                                                       | Watch/read carefully the "Guideline for Distance Learning" and other materials for orientation, so that you can start learning as effective as possible.                                                                                      |
|                                   | July                                                                                                                                                                                                                                                                                                                                                                                                                                      | ●Participants will introduce themselves one another through Google workspace/e-mail to prepare knowledge exchanging because each of them is a specialist with rich experiences of their service.                                              |
|                                   | 8 July                                                                                                                                                                                                                                                                                                                                                                                                                                    | ●Participants will upload their updated "Job Report" data onto Google workspace in order to understand the situation of the fellow participants as a basic information of mutual exchange.                                                    |
|                                   | <b>Periodical Monitoring</b><br>From July to October                                                                                                                                                                                                                                                                                                                                                                                      | Participants response periodical monitoring on Google workspace from the course tutors.<br>*Basically scheduled monthly, but can be adjusted along the progress<br>*An active contributions shall be admired as a part of assessment beneath. |
|                                   | 1 November                                                                                                                                                                                                                                                                                                                                                                                                                                | ●Participants will receive instruction for achievement assessment from the Japanese tutors<br>(The work load for answer to the assessment shall not be heavy not to influence on the participants own service and preparation for departure.) |
|                                   | 15 November                                                                                                                                                                                                                                                                                                                                                                                                                               | ●submission of your answer of the assessment                                                                                                                                                                                                  |
|                                   | <b>Preparation for visit in Japan</b>                                                                                                                                                                                                                                                                                                                                                                                                     | Participants will receive necessary information about formality for travel etc.                                                                                                                                                               |
|                                   | 15 November                                                                                                                                                                                                                                                                                                                                                                                                                               | ●Participants submit an updated medical history and copy of passport.                                                                                                                                                                         |
|                                   | 22 November                                                                                                                                                                                                                                                                                                                                                                                                                               | Acceptance notification for travel to Japan, from JICA Kansai to each JICA Overseas Offices                                                                                                                                                   |
|                                   | December                                                                                                                                                                                                                                                                                                                                                                                                                                  | Japanese partner organization, GEC, will send pre-departure guidance.                                                                                                                                                                         |
|                                   | Middle of December                                                                                                                                                                                                                                                                                                                                                                                                                        | Pre departure orientation by JICA local office                                                                                                                                                                                                |

Assessment for measuring participants' achievement of distance learning

|                                                                                   |                  |                    |                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------|------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Session in Japan | 17 January 2022    | Arrival in Japan                                                                                                                                                                       |
|                                                                                   |                  | 2 March<br>3 March | (Participants will learn at first-hand by means of site visit or exchange with colleagues in Japan.)<br><br>Closing ceremony of the course (JICA awards a certificate.)<br>Leave Japan |

### III. Eligibility and Procedures

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

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their 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) During the distance learning, applying organization should support the participant in terms that she/he can learn the course materials under appropriate self-disciplined learning environment.
- (4) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### 2. Nominee Qualifications:

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

##### (1) Essential Qualifications:

- 1) Current Duties:  
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) Attendance Requirement: Participation in both sessions (distance learning and the session in Japan) is an essential requirement for the completion of the course.
- 4) 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.)

5) Health: Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

- 6) Distance learning environment and technical proficiency:
- a. can spend around one to three (1~3) hours per week for learning materials designated by the course tutors.
  - b. has basic computer skills such as, sending/receiving email with attachments, and using a web browser and can contact regularly with Japanese tutor/lecturer by e-mail without serious obstacles
  - c. can have commitment with self-discipline for studying planned learning contents and contribute to the knowledge exchanging among the participants
  - d. If internet access charge would be incurred for this course, it shall be borne by the participating organization or participant her/himself.

**(2) Recommendable Qualifications:**

- 1) Age: between 30 (thirty) and 45 (forty-five) years old.
- 2) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the program.
- 3) Internet condition at home or office favorable during distance learning period
  - \* If Japanese tutors would find problem to receive the materials online in participants' answer to "Internet condition questionnaire sheet (please see 3. (5) below)", they may try to deliver a memory device or hardcopies by international parcel.
  - A computer (or mobile device) with an internet connection with bandwidth to download documents of at least 2MB
  - Web browser (Firefox, Internet Explorer or MS Edge etc.) with cookies and JavaScript enabled.
  - Applications installed: Word processor (for Microsoft Word documents), a PDF reader (e.g. Adobe, movie player).

**3. Required Documents for Application:**

**(1) Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan).**

\* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the Application Form. Information will be reviewed and used for reasonable accommodation.

**(2) Photocopy of passport:** 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 soon after 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. 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

(5) **Internet condition questionnaire sheet:** shall be referred to prepare distance-learning materials in terms of media or methodologies suitable/available for every participating organization.

※See VIII ANNEX3 for more detail

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

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

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

(All required material must arrive at **JICA Center in Japan by May 21, 2021**)

##### **(2) Selection:**

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

##### **(3) Notice of Acceptance:**

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than June 8, 2021.**

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

For the session in Japan, only accepted participants are required to prepare;

##### **(1) Presentation data of Job Report**

Please see 'B. Presentation of Job Report' in VI. ANNEX 1 for details.

##### **(2) An updated "Medical history" sheet**

"Medical history" sheet is a specified form submitted with the Application Form. In addition to it, JICA will check the latest health condition of accepted participants before departure to Japan, so that they can complete the session

in Japan where is very different living environment from their countries as smooth as possible.

\* Depending on the COVID-19 pandemic, international passengers may be required to submit medical certificate on their entry in Japan.

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

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- (4) not to bring or invite any family members,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (13) not to record or share the online contents without JICA's permission.

# **IV. Administrative Arrangements**

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

(1) **Center:** JICA Kansai

(2) **Program Officer:** Ms. NAMBA Midori ([Namba.Midori@jica.go.jp](mailto:Namba.Midori@jica.go.jp), [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp) )

## **1. Implementing Partner:**

- (1) Name: Global Environment Centre Foundation(GEC)
- (2) Web site: <http://gec.jp/>

## **3. Travel to Japan:**

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

**(2) Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

#### 4. Accommodation in Japan:

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kansai  
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan  
TEL: 81-78-261-0383/0341 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 during the session in Japan:

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets),
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

#### 6.Pre-departure Orientation\*

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

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

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

## V. Other Information

Only for the session in Japan:

1. Participants who have successfully completed the program, in terms of completion of both sessions; distance learning and the session in Japan, will be awarded a certificate by JICA.
2. 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.
3. 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.
4. It would be convenient to bring a small bag for short trips of a few days away from JICA Kansai, which are planned in this course. During short trips, participants will mainly use the public transportation system for traveling, including trains, public buses, etc. It is recommended to bring comfortable walking/sport shoes for traveling.
5. Preparation of personal PC (note/laptop)  
During the program, participant will have some opportunities to use a computer for individual work, including preparation of Action Plan, etc. Therefore, it is recommended for each participant to bring his/her PC (equipped with Microsoft Office programs -Word, Excel, Power point). Most of the accommodations have internet access.

# VI. ANNEX 1

## Job Report

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <b>A. Preparation of Job Report</b>                                                                                      |
| Job Report will be used for the selection.                                                                               |
| Submission: <b><u>To be submitted together with your Application Form.</u></b>                                           |
| Note: <u>Application without this Job Report shall not be duly considered for selection.</u>                             |
| <u>Please submit in form of Microsoft word data so that JICA Kansai can translate it into Japanese more efficiently.</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 <sup>2</sup>  |
| Total generated amount of solid waste in your area | tons/year        |
| Problems on solid waste management                 | (Please specify) |

##### (2) Waste collection services

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

|                                                            |                      |
|------------------------------------------------------------|----------------------|
| Collection fee system and how to charge the collection fee | US\$/month/household |
| Coverage rate of waste collection services in the area     | %                    |
| Remarks                                                    | (Please specify)     |

### (3) Intermediate Treatment

|                                                      |                                                           |
|------------------------------------------------------|-----------------------------------------------------------|
| Composting                                           | <input type="checkbox"/> Yes, <input type="checkbox"/> No |
| Recycling facility                                   | <input type="checkbox"/> Yes, <input type="checkbox"/> No |
| Waste to energy plant                                | <input type="checkbox"/> Yes, <input type="checkbox"/> No |
| Other intermediate treatment applied in your area(s) | (Please specify)                                          |
| Remarks                                              | (Please specify)                                          |

### (4) Final disposal site

|                                                                          |                                                                                                                                            |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Type of final disposal site                                              | <input type="checkbox"/> Open dumping,<br><input type="checkbox"/> Sanitary landfill,<br><input type="checkbox"/> Others (please specify): |
| Name and Location of FDS (GPS data)                                      | Name of FDS:<br>(N/S: / W/E: )                                                                                                             |
| Total area/capacity of FDS                                               | ha / m <sup>3</sup>                                                                                                                        |
| Disposal amount of waste                                                 | t/day                                                                                                                                      |
| Remaining period of the final disposal site                              | year and month                                                                                                                             |
| Are there waste pickers in the final disposal site and its surroundings? | <input type="checkbox"/> Yes, <input type="checkbox"/> No                                                                                  |
| Remarks                                                                  | (Please specify)                                                                                                                           |

### (5) 3Rs (Reduce, Reuse, and Recycle)

|                                                               |                  |
|---------------------------------------------------------------|------------------|
| What action(s) are you taking to promote 3Rs in your area(s)? | (Please specify) |
|---------------------------------------------------------------|------------------|

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

**(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, construction waste, etc.) | (Please specify) |

**(7) Others**

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

## B. Presentation of Job Report

- Accepted participants are requested to prepare for making a presentation of Job Report at the beginning of the session in Japan. Their draft presentation data shall be submitted in advance during the distance learning session according to guidance from the tutors.
- 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 session 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 PPT data saved in the USB (Flash Drive) with you so as to update or refine it, if necessary, after arrival in Japan.
- 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](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 distance learning and session in Japan.

## VIII. ANNEX 3:

### Questionnaire on Internet condition

Because internet condition is different from country to country, please check all you think applicable for your house, working place or other place\* where you will mainly study the distance learning materials of the course.

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

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

(1) Can you use a following system whenever you need to study online?

- Internet environment ☐ Yes ☐ No
- Desktop or laptop PC ☐ Yes (OS version: \_\_\_\_\_) ☐ No
- Microphone ☐ Yes ☐ No
- Web Camera ☐ Yes ☐ No

(2) Have you ever attend distance-learning program?

- ☐ Yes (When: \_\_\_\_\_, Organizer: \_\_\_\_\_)
- ☐ No

(3) Do you have Google account (Gmail address)?

- ☐ Yes
- ☐ No, but I will create it if necessary
- ☐ No, and I can't create it (Reason: \_\_\_\_\_)

(4) Please choose an online system you have used before. (Choose all applicable)

- ☐ Zoom
- ☐ Skype
- ☐ Teams
- ☐ Google Drive
- ☐ Google Form
- ☐ Youtube
- ☐ Other ( \_\_\_\_\_ )

(5) Can you watch a video with one to three hours length through one of applicable media listed above in your PC without serious problem?

- ☐ Yes
- ☐ Yes, and I can view more
- ☐ No (Reason: \_\_\_\_\_, Desirable frequency: \_\_\_\_\_)

(6) Do you have an email address available for communicating with the Japanese tutors?

- ☐ Yes
- ☐ No (Reason: \_\_\_\_\_)

(7) Any concerns or questions:

## 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: +81-78-261-0383/0341 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'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)

|  |
|--|
|  |
|--|

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

|   |   |  |   |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|
| J | 0 |  | - |  |  |  |  |  |
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**3. Country Name:**

|  |
|--|
|  |
|--|

**4. Name of Applying Organization:**

|  |
|--|
|  |
|--|

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

|    |    |
|----|----|
| 1) | 3) |
| 2) | 4) |

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

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

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

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

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

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

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

|   |   |  |   |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|
| J | 0 |  | - |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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##### Middle Name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                                              |          |            |                                                                        |       |      |     |
|----------------------------------------------|----------|------------|------------------------------------------------------------------------|-------|------|-----|
| 2) Nationality<br>(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

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**9) Contact Information**

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

**10) Others (if necessary)**

|  |
|--|
|  |
|--|

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

| Organization | City/<br>Country | Period             |                  | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |
|              |                  |                    |                  |                   |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>Month/Year |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |
|             |                  |                    |                  |                                |

**5. Language Proficiency (required)**

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

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

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

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

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



**6. Expectation on the applied training and dialogue program**

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

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

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

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

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

If accepted for the program, I agree:

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

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

Ω 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.

Ω 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



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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 CitizensöCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

|       |             |
|-------|-------------|
| Date: | Signature:  |
|       | Print Name: |

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

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

|                             |                                                                      |
|-----------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication ( ), Quantity ( ) |
|-----------------------------|----------------------------------------------------------------------|

(b) Are you pregnant?

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

(c) Are you allergic to any medication or food?

|                             |                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other: |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

|  |
|--|
|  |
|--|

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: |