

F.No.12040/07/2017-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 Mehrauli Road, New Delhi-67  
Dated: 30.03.2017

**TRAINING CIRCULAR**

Sub: Knowledge Co-Creation Program on “Comprehensive Engineering on Water supply Systems (B)” to be held in Japan from 31.05.2017 to 17.08.2017 under the Technical Cooperation Program of the Government of Japan (**Submission Deadline –21.04.2017**).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Comprehensive Engineering on Water supply Systems (B)” to be held in Japan from 31.05.2017 to 17.08.2017 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to draw basic plan drawing for a purification facility and pipeline network and to make a feasible action plan for continuous supply safe and drinkable water.

3. The applying organizations are expected to nominate waterworks engineers who have at least 3 years of practical experience for those university graduate or equivalent; OR at least 7 years of practical experience for those polytechnic graduates or equivalent. The officer should be university graduates or have equivalent technical qualifications in waterworks engineering; have competent command over spoken and written English; be in good health (both physically and mentally) and be under the age of 40 years. More details may be seen in the brochure.

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

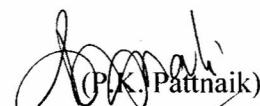
- (a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- (b) Whether cleared from vigilance angle;
- (c) Age;
- (d) Whether working in North East State/J&K;
- (e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses

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

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

7. The applications should reach this Department through the Administrative Ministry/Department/State Government/UT not later than **21.04.2017**. Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or via email at **bapalahema.id@jica.go.jp**. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link **<http://persmin.gov.in/otraining/index.aspx>**.



Under Secretary to the Government of India

Tele no: 26165682

Copy to:

- a) Secretary, M/o Water Resources, Shram Shakti Bhawan, New Delhi.
- b) Secretary, M/o Drinking Water and Sanitation, Paryavarn Bhawan, New Delhi.
- c) Secretary, M/o Urban Development, Nirman Bhawan, New Delhi.
- d) Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e) Senior Representative, JICA India Office, 2<sup>nd</sup> Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



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

## **GENERAL INFORMATION ON**

### **Comprehensive Engineering on Water Supply Systems (B)**

**課題別研修「上水道施設技術総合(B)」  
JFY 2017**

**Course No.J1704066/ID.1784475**

**Course Period in Japan: From May 31, 2017 to August 17, 2017**

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

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

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

It is critically important to supply safe and drinkable water from the point of view of Basic Human Needs; however, its resource distribution is extremely skewed in respective countries.

United Nations estimates that one-thirds of world population has still limited access to proper water supply; forcing more than one billion people without safe drinking water due to insufficient management and technical capacity, financial arrangements, public awareness activities and so on.

The Sapporo City, where participants of this course will stay and locates northern metropolis of Japan with 1.89 million populations, 99.8% of residents can enjoy the provision of safe water supply for twenty-four (24) hours all year round. The water quality and continuous water supply in Sapporo are underpinned by Water Capacity 835,200m<sup>3</sup>/day, Effective Volume 95.6 %, Accounted- For Water 92.4%, and Water Leakage 3.6 %.

This course aims to improve the capacity for waterworks engineer to tackle your own bottlenecks to supply safe and continuous water to your people through making your own feasible “Action Plan” with close consultations by experienced Sapporo City’s experts or professional engineer.

The participant of this course will be able to learn various and valuable assets of waterworks experiences in Sapporo.

## **For what?**

To draw basic plan drawings for a purification facility and pipeline network of your own territory in charge, and to make a feasible action plan for continuous supply safe and drinkable water.

## **For whom?**

This program targets to waterworks expert, professional engineer and officer of central and local government organizations, especially in charge of planning and designing of waterworks.

## **How?**

The participants of this course will acquire practicable knowledge and techniques of waterworks engineering through lectures, site visits, discussions, and consultations with experienced Japanese experts and professional engineer.

## II. Description

### 1. Title (J-No.): Comprehensive Engineering on Water Supply Systems (B) (J1704066)

### 2. Period of program

<b>Duration of whole program:</b>	May 2017 to March 2018
<b>Preliminary Phase:</b> (in a participant's home country)	May 1, 2017 to May 30, 2017
<b>Core Phase in Japan:</b>	May 31, 2017 to August 17, 2017
<b>Finalization Phase:</b> a participant's home country)	August 2017 to March 2018 (in

### 3. Target Regions or Countries:

India, Egypt, Ethiopia, Nigeria, Zambia, Malawi, Nepal

### 4. Eligible / Target Organization :

This program is designed for governmental, semi-governmental, or corporate organizations in charge of public water supply with urban water supply system.

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

Seven(7)

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

English

### 7. Course Objective:

To learn comprehensive measures and techniques for waterworks in supplying safe and drinkable water continuously.

### 8. Overall Goal

To improve the quality of water supply business and supply safe and pure potable water in participants' regions or countries.

### 9. Expected Module Output and Contents:

This program consists of the following components.

<b>(1) Preliminary Phase in a participant's home country</b> (Closing Date: May 30, 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Modules	Activities
Job Report	-Preparation of Job Report under consultation within YOUR ORGANIZATION ※See Annex for Job Report Instruction

**(2) Core Phase in Japan** ※contents are subject to minor change

(May 31, 2017 to August 17, 2017)

*Participants dispatched by the organizations attend the Program implemented in Japan.*

Modules	Subjects	Methodology
1) Introduction to water supply planning, water resources and water intake	<b>Water source</b> -Water quality control -Visit to dam, lake and deep well-Water source development & water problems caused by algae -Design of pumping facilities for water well -Drilling technology for water well <b>Water Quality</b> -Water quality assessment with Aquatic Organisms	Lectures Practice Site visits Group work
2) Water quality management and water purification technologies	-Water purification plant -Sludge treatment plant -Integrated Operation of water purification plant (Control Room, back washing of filter, start up & finishing of water treatment plant, jar-test, injection of chemicals) -Mechanism of water purification process -Maintenance of water purification plant -Design of water purification plant -Advanced water purification (Ozonation and UF membrane)	

3) Water delivery and distribution, and countermeasure against water leakage	<ul style="list-style-type: none"> <li>-Water supply &amp; distribution in Sapporo</li> <li>-Distribution reservoir, pumping station, flow meter</li> <li>-Pipeline maintenance</li> <li>-Distribution pipe laying plan</li> <li>-Design &amp; quantity calculations for new installation of distribution pipes</li> <li>-Field survey</li> <li>-Construction site of distribution/service pipes</li> <li>-Emergency water tank</li> <li>-Network analysis of distribution pipes (EPANET)</li> <li>-Pipe manufacturing plant (ductile &amp; PE)</li> <li>-Metering, settlement, charge collection, call center, metering site</li> <li>-Leak prevention planning</li> <li>-Detection of leak prevention</li> </ul>	
4) Case study, effective water supply mechanism - roles of public administration, regulations, management body, tariff system and human resource development	<ul style="list-style-type: none"> <li>-Outline of water supplies in Japan and Sapporo</li> <li>-Sustainable Water Management</li> <li>-Waterworks in the world</li> <li>-Planning and demand projection</li> <li>-Eco-friendly water supply business</li> <li>-Human resource development in waterworks organization.</li> </ul>	
5) Presentation of Action Plan  *You will be able to make a feasible action plan that solves challenges in your organization by the end of this course referring to the above modules.	<b>Problem Identification</b> Job Report presentation -Problem Analysis -Group discussion -Review discussion <b>Action Plan</b> -Lecture for the importance -Mid-term consultation (Group) -Finalizing consultation (Individual) -Presentation ※ For proposing Action Plan, it is recommended that participants bring relevant data, map, pictures, laws and	Discussions Consultation Presentation

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

(August 2017 to March 2018)

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

Expected Module Output	Activities
- Implementation of the Action Plan	-Sharing and finalizing the "Action Plan" in the participant's organization.
-	

**10. Follow-up Cooperation by JICA:**

In this training and dialogue programs, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.



### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

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

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

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

- 1) Current Duties: waterworks engineers
  - 2) Experience: have at least three (3) years of practical experience for those university graduate or equivalent; OR at least seven (7) years of practical experience for those polytechnic graduates or equivalent
  - 3) Educational Background: be university graduates or have equivalent :technical qualifications in waterworks engineering.
  - 4) Language: have a good command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This programs includes active participation in discussions, an action plan development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).
- ※Past programs have shown that participants without a functional command of English find themselves unable to make progress in this training program.
- Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.

##### **(2) Recommendable Qualifications**

1) Age: Less than forty (40) years old is desirable. If he/she is not, a recommendation letter from senior official(s) in charge of your organization is required.

### 3. Required Documents for Application

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

(2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

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

(3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(4) **Job Report and Questionnaire (ANNEX):** to be submitted with the application form.

### 4. Procedure for Application and Selection :

#### (1) Submitting the Application Documents:

Deadline for application to the JICA Center in charge in JAPAN: **May 1, 2017.**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

#### (2) Selection:

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

#### (1) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 10, 2017.**

### 6. Conditions for Attendance:

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

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Hokkaido (Sapporo)

(2) **Contact:** [Kimura.Eri@jica.go.jp](mailto:Kimura.Eri@jica.go.jp)

### 2. Implementing Partner:

(1) **Name:** Waterworks Bureau, City of Sapporo

(2) **URL:** <http://www.city.sapporo.jp/suido> (Japanese Only)

### 3. Travel to Japan:

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

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. \*the traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Hokkaido International Center (JICA Hokkaido, Sapporo)

Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku,  
Sapporo, Hokkaido, 003-8668 Japan

Tel : 81(\*)-11(\*\*)-866-8383 Fax :81(\*)-11(\*\*)-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants.

JICA Hokkaido (Sapporo) has the following equipment for the participants.

<Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN, NHK(BS), DVD/VHS Video Player)

\***ATTENTION:** There are no slippers or towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

### 5. Expenses:

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

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

(2) Expenses for study tours

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

(4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

**6. Pre-departure Orientation:**

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

## V. ANNEX:

### JOB REPORT

Applicants are required to prepare and submit a “**Job Report**” with **Application Form**. The report should be prepared in **English** and in the format of **Microsoft Power Point**, since all the participants are expected to make a presentation on it after they arrive in Japan. In addition, since all the reports will be translated into Japanese in advance, your prompt submission of the report will be highly appreciated. expected contents of the report are given below:

#### 1. Purpose

To introduce, and share information about your situation and issues of waterworks management with lecturers and participants.

#### 2. INSTRUCTIONS:

- 1) Should be written in **English** by using such as Microsoft PowerPoint” etc. Hand writing is unacceptable.
- 2) Should cover **ALL** “Items” below
- 3) If applicant’s organization does not have water supply system, such as Ministry of Water and/or its branch office in region, please select one city water company where applicant’s office is located or which applicant try to improve.
- 4) Based on the Job Report, **every participant** will have around 10 minutes to give an oral presentation at the beginning of the course.

#### 3. Items of should be included on your Job Report using such as Microsoft PowerPoint

- 1) Your country, name and present position
- 2) Outline of your organization waterworks
- 3) Chart of water system in your country
- 4) Main issues in your organization( both aspect on technical and management) Main issues in applicant’s duty and the reasons/causes
- 5) Expectation on how the issues would be improved through this programs  
*\*It is advisable to prepare the pictures to explain your issues.*

#### 4. Items of the questionnaire

- 1) Fill in the each colon briefly, referring the following explanation.
  - (1) Please write answers considering the situation of waterworks management in your county or your responsible area.
  - (2) Submit the sheet **with the application form and job report.**
  - (3) Should be written in **English** by using such as Microsoft Word” etc. Hand writing is unacceptable.
  - (4) Should cover **ALL** “Items” below
  - (5) Please bring the materials as follows;
    - 1) Distribution pipe network diagram. The duct should be shown  $\phi 100$  and  $\phi 75$  or more

(not including services pipeline)

- 2) The flow chart of overall system in charge which should be included such as water source, water purification plant, distribution reservoir, pumping station etc.

① **Basic information.**

Name of the country/ City	
Name of the participant	

② **Describe current duties on your job.**

Period	From	to
Organization		
Position		
Outline of duties:		

③ **Describe the current issues and countermeasure of the waterworks management.**

**\*Please bring a photo/drawings can express your problems.**

Current issues in charge	
Countermeasure	

④ **Describe your expectation from this training program.**

No	Expectation
1	

2	
3	

**⑤ Describe your future plans to apply expected results of the training program after returning to your country.**

No	Future plans
1	
2	
3	

**⑥ Please fill in the form briefly.**

<b>A. Basic Information</b>	
Population of the area	
Population of the supplied residents	
( i )Water Supply Area (km <sup>2</sup> and %)	km <sup>2</sup> (     % of total area)
( ii )Number of the taps : Total	
: Private taps	
: Public taps	
( iii )Persons per household (average)	persons/household
( iv )24 hours supply or not ? If not, how long suspension per day?	Yes / No If no → water suspension (     ) hours/day
( v )Maximum supply amount /day	m <sup>3</sup> /day
( vi )Average supply amount /day	m <sup>3</sup> /day



Water supply system and its current status	
Is your organization carrying out the tasks as below?	
Planning of facilities	Yes / No (Private Sector <input type="checkbox"/> Others <input type="checkbox"/> )
Constructing of facilities	Yes / No (Private Sector <input type="checkbox"/> Others <input type="checkbox"/> )
Maintaining of facilities	Yes / No (Private Sector <input type="checkbox"/> Others <input type="checkbox"/> )
Reading water meter	Yes / No (Private Sector <input type="checkbox"/> Others <input type="checkbox"/> )
Collecting the payment	Yes / No (Private Sector <input type="checkbox"/> Others <input type="checkbox"/> )
<b>B. Management</b>	
Budget of the year _____ ( Unit: US\$ ) * Please attach your budget table, and fulfill the blanks as below	
Expense	Total US\$
Income	Total US\$
Payment / Water Tariff * Please attach your tariff, and fulfill the blanks as below	
(vii) Price (per m <sup>3</sup> )	US\$/m <sup>3</sup>
(viii) Amount of unpaid charge	%
(ix) Non-Revenue Water (NRW) ratio	%
(x) Leakage ratio	%
<b>C. Water Resource</b>	
What is your water resource? * Please attach the map from the water resource to the water treatment plant	
Is quantity of water enough? Please mention the reason.	
Locality	
Main problem of water resource	
<b>D. Water Quality</b>	
Do you have water quality problem? * Please attach water quality analysis data, and fulfill the blanks as below	
Raw water problem	
Supplied water problem	
Major diseases which (might) be caused by water quality	
<b>E. Purification (Water treatment)</b>	
* Please attach design drawing of your water treatment plant	
What is the main problem on maintaining the plant?	
<b>F. Distribution</b>	

* Please attach your design drawing of distribution network	
What is the main problem of distribution network system?	
Total length of distribution pipe	km
: DIP / CIP (Ductile / Cast Iron)	km (    %)
: SP (Steel Pipe)	km (    %)
: PVC (Poly-Vinyl Chloride)	km (    %)
: PEP (Poly-Ethylene Pipe)	km (    %)
: ACP (Asbestos Cement Pipe)	km (    %)
: Others	km (    %)
Length of annual new install pipe, and its expense	km (    US \$)
Length of annual new replacement pipe, and its expense	km (    US \$)
Pipes are distributed mainly from ...	Name of the company _____ Nationality of the products _____
<b>G. General Information of the Facilities</b>	
What equipments do you have for the repair?	
What equipments or facilities are easy to break down?	
Are you maintaining the facilities directly, or outsourcing?	
What countries are the instrumentations, such as flow meter, water level gauge and pressure gauge made in?	
<b>H. User's Area</b>	
Water pressure at terminal of the distribution network?	
Do you have the problem of illegal connection?	
Main complaint of the users	

⑦ Please choose the main issues from A-H of the above and explain the reasons why.

Select one from A~H	
Reason	

## Appendix

<https://www.jica.go.jp/sapporo/english/office/index.html>

Please check our website written by English!

The screenshot shows the official website of the JICA Hokkaido International Center in Sapporo. The header includes the JICA logo and the text "Japan International Cooperation Agency". Navigation links are provided for Site Map, FAQ, and Contact Us. A search bar with "Google Custom Search" is also present. The main navigation menu includes Home, About JICA, News & Features, Countries & Regions, Our Work, Publications, and Investor Relations. The breadcrumb trail indicates the current location: Home > About JICA > Organization > Domestic Offices > Hokkaido International Center (Sapporo). The left sidebar contains a menu with links to Mission Statement, President's Desk, Organization (with sub-links for JICA Headquarters and Overseas Offices), Domestic Offices (with a link to Library), ODA and JICA, and History. The main content area features a large photograph of the center's modern building. To the right of the photo is an "Office Information" box containing the name "Hokkaido International Center (Sapporo)", the address "4-25, Minami, Hondori 16-chome, Shiroishi-ku, Sapporo City, Hokkaido 003-0026", and a "More" link. Below the photo, two paragraphs of text describe the center's establishment in 1996 and its role in providing training programs in various fields to participants from developing countries.

**Hokkaido International Center (Sapporo)**

JICA Hokkaido International Center (Sapporo) was established in 1996, located in Sapporo City, the largest city in Hokkaido Prefecture. Hokkaido is famous for beautiful nature, fresh foods, snowy winter and indigenous Ainu culture, attracting both domestic and international tourists.

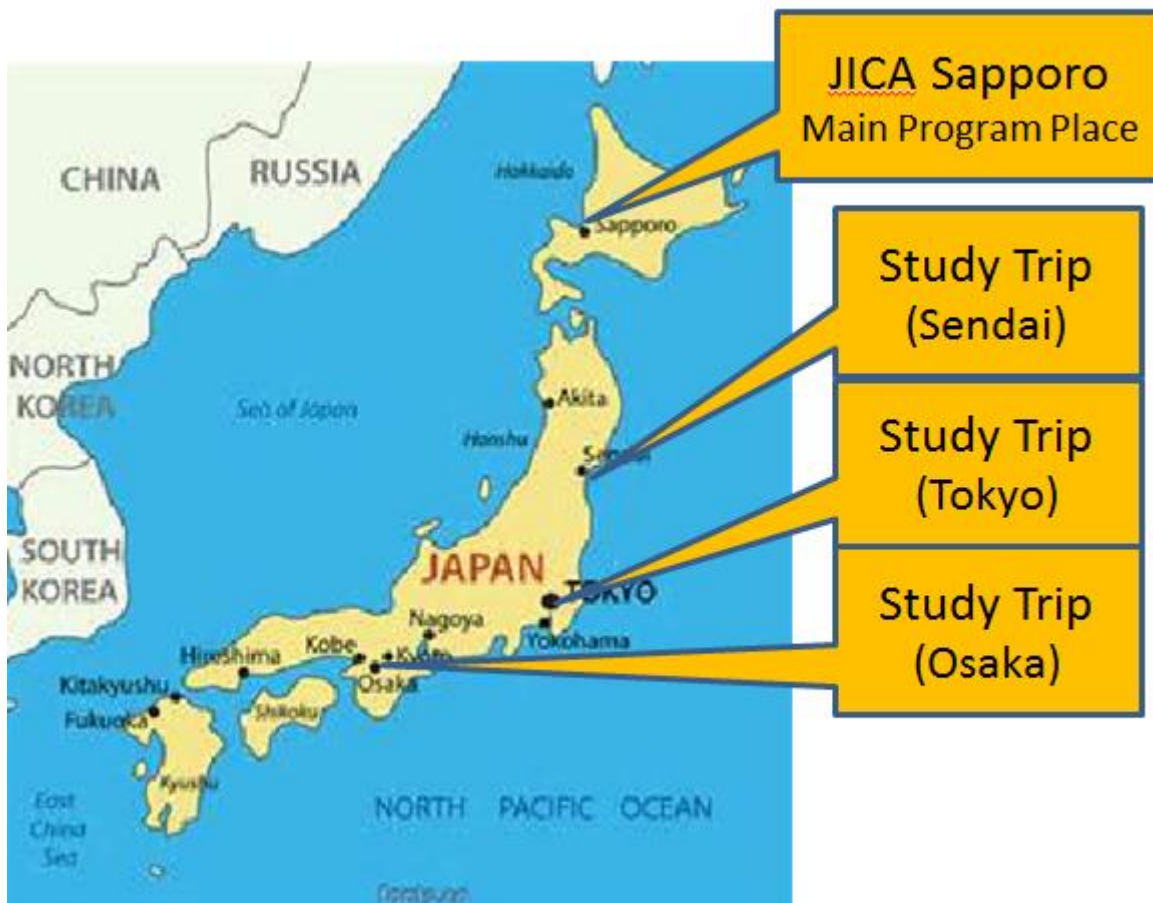
JICA Hokkaido has a wide variety of training programs such as agriculture, forestry, fisheries, environment, and tourism, receiving approximately 900 participants from developing countries around the world annually.

**Office Information**

**Hokkaido International Center (Sapporo)**

Address  
4-25, Minami, Hondori 16-chome, Shiroishi-ku, Sapporo City, Hokkaido 003-0026

[More](#)



## ***For Your Reference***

### **JICA and Capacity Development**

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

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

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

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



***CORRESPONDENCE***

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

**JICA Hokkaido International Center (JICA Hokkaido, Sapporo)**

**Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku**

**Sapporo, Hokkaido 003-8668 Japan**

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## Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or % to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

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

#### **2) Limitations on Use and Provision**

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

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

#### **3) Security Notice**

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

### **4. Copyright policy**

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

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

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

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

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

Article 2. Details of use of works used for training

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



**Application Form for the JICA Training and Dialogue Program****OFFICIAL APPLICATION**

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

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

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

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**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

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

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

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

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

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

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



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

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

## Part B: Information about the Nominee

(to be completed by the Nominee)

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

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

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

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

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

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

##### Family Name

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##### First Name

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##### Middle Name

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

### 6) Present Position and Current Duties

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

### 7) Type of Organization

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

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

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**9) Contact Information**

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

**10) Others (if necessary)**

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

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

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

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

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

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

**5. Language Proficiency (required)**

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

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

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

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

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

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

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

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

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

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

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

If accepted for the program, I agree:

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

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

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

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



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

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

Date:	Signature:
	Print Name:



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

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

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

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

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

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

**2. Medical History**

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e) Has this disease been cured?

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

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

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

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

Date:	Signature:
	Print Name: