TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Design and Maintenance of Semi Aerobic Landfill Site (Fukuoka Method)” to be held in Japan from 25.09.2018 to 27.10.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline-06.07.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Design and Maintenance of Semi Aerobic Landfill Site (Fukuoka Method)” to be held in Japan from 25.09.2018 to 27.10.2018 under Technical Cooperation Program of the Government of Japan.

2. The training program aims to promote introduction and effective management of semi aerobic landfill (Fukuoka Method), one of techniques for final disposal site. Participants are able to enhance practical knowledge and techniques, as the curriculum covers design, maintenance, and conservation of surrounding environment, focusing on practices.

3. The applying organizations are expected to nominate officers in charge of management and maintenance of the final disposal site with more than 3 years of experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally). More information may be seen in the general information brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:
   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether cleared from vigilance angle;
   c) Age;
   d) Whether working in North East State/J&K;
   e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses
for JICA study tours and free medical care for participants who may fall ill after reaching
Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

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

7. The applications should reach this Department through the Administrative
Ministry/Department not later than 06.07.2018. Nominations received after the prescribed
date may not be considered. An advance copy from the applying organization for
nomination(s) and the application form(s) can be sent to the JICA India Office via courier or
email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program
(General Information Brochure) and application form may be drawn from the website of

Under Secretary to the Government of India
Tele no: 26165682

To

a) Secretary, Department of Land Resources, Krishi Bhavan, New Delhi.
b) Secretary, Ministry of Environment and Forests, Indira Paryavaran Bhawan, Jor Bagh
Road, New Delhi.
c) Secretary, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi.
d) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
e) Secretary, Ministry of Mines, Shastri Bhawan, New Delhi.
f) Secretary, Ministry of Coal, Shastri Bhawan, New Delhi.
g) Chief Secretaries to State Governments/Union Territories (with request to circulate
the same amongst related Departments/Organizations under them).
h) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan
Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
i) NIC with request to post the circular along with the JICA’s circular on this
Department’s website.
This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

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

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

Background
Due to rapid population growth and expansion of residential area in urban areas, developing economies are facing issues in waste management, and capacity of landfill sites are not enough to deal with increased / diversified wastes. Appropriate landfill techniques are vital factors of waste management.

“Semi Aerobic Landfill Method,” also known as “Fukuoka Method,” is the technology to improve final disposal sites. It was developed in 1970’s by the Fukuoka City of Fukuoka Prefecture in Japan and Fukuoka University, and now is widely applied to the final disposal site in Japan. Furthermore, this technology is applied in many landfill sites in overseas.

For what?
This training program intends to promote introduction and effective management of semi aerobic landfill (Fukuoka Method), one of techniques for final disposal site. Participants are able to enhance practical knowledge and techniques, as the curriculum covers design, maintenance, and conservation of surrounding environment, focusing on practices.

For whom?
This program is offered to the staffs in charge of management and maintenance of the final disposal sites.

How?
Participants will learn techniques and know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested to present an Action Plan, utilizing the contents of the program.
II. Description

1. Title (J-No.): Design and Maintenance of Semi Aerobic Landfill Site (Fukuoka Method) (J1804371)

2. Course Period in JAPAN
   From September 25, 2018 to October 27, 2018

3. Target Regions or Countries
   Dominican Republic, Ethiopia, India, Kenya, Marshall Islands, Micronesia, Myanmar, Nauru, Papua New Guinea and Sri Lanka

4. Eligible / Target Organization
   This program is designed for governmental organizations in charge of management of the final disposal sites.

5. Course Capacity (Upper limit of Participants)
   10 participants

6. Language to be used in this program
   English

7. Course Objective
   Participants will be able to formulate and propose action plans for improvement of landfill sites, utilizing contents of the training program.

8. Overall Goal
   The formulated action plan is actually implemented in the organizations.

9. Expected Module Outputs and Contents
   This program consists of the following components. Details on each component are given below:

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Subjects</th>
<th>Methodology</th>
</tr>
</thead>
</table>
   | 1) Being able to explain about various methods of waste disposal around the world | - Waste disposal in Fukuoka City  
- Examples from foreign countries to introduce semi aerobic landfill | Lecture and discussion |
   | 2) Being able to explain about methodologies for designing of semi aerobic landfill | - Site selection  
- Theories on semi aerobic landfill  
- Construction of the new disposal site  
- Improvement of existing disposal site | Lecture, observation and practice |
<p>| | | |</p>
<table>
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</table>
|3) | Being able to explain about maintenance management of semi aerobic landfill | - Waste haulage management  
- Operations for dumping and soil-covering  
- Leachate treatment | Lecture, observation and practice |
|4) | Being able to explain about environmental management in semi aerobic landfill | - Composition analysis of solid waste and leachate  
- Quality control of discharged water  
- Inspection of underground water and generated gas  
- Application to CDM | Lecture, observation and practice |
|5) | Being able to formulate an action plan for improvement of landfill sites | - Action plan formulation and discussions | Discussion, presentation and report writing |

Please refer to the attached schedule (Annex III). The schedule is subject to minor changes.

**10. Preparation in a participant’s home country**

Applying organizations are required to submit Job Report and Questionnaire together with the application form for selection in Japan (Annex I and II).
Ill. Conditions and Procedures for Application

1. Expectations from the Participating Organizations
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their 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.

2. Nominee Qualifications
   Applying Organizations are expected to select nominees who meet the following qualifications.
   (1) Essential Qualifications
      1) Current Duties: staffs in charge of management and maintenance of the final disposal site
      2) Experience in the relevant field: have more than three (3) years of experience in the field mentioned above.
      3) Educational Background: be a graduate of university or equivalent level.
      4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible).
      5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

   (2) Recommendable Qualifications
      1) Be in relation with past or on-going JICA projects focusing on waste management.
      2) Be familiar with engineering background.
      3) Be familiar with PC operation, as there will be many chances for report writing and presentation.

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) **Job Report and Questionnaire**: to be submitted with the application form. Fill in Annex I and Annex II of this General Information, and submit them along with the Application Form. Job Report and Questionnaire are necessary documents for screening of an applicant.

Each participant will be required to present his/her Job Report and Questionnaire in approximate 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background.

(4) **Nominees' English Score Sheet**: to be submitted with the application form, if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

4. **Procedures for Application and Selection**

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

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

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by July 24, 2018.

(2) **Selection**

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

(3) **Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than August 24, 2018.
5. **Conditions for Attendance**

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

1. Organizer
   (1) Name: JICA KYUSHU
   (2) Contact: Training Program Division (kicttp@jica.go.jp)

2. Implementing Partner
   Fukuoka Environment Foundation

3. Travel to Japan
   (1) Air Ticket: The cost of a round-trip ticket between an international airport
designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan.
       Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan
   JICA will arrange the following accommodations for the participants in Japan:
   
   **JICA Kyushu International Center (JICA KYUSHU)**
   Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu-shi,
   Fukuoka Prefecture 805-8505, Japan
   TEL: +81-93-671-6311 FAX: +81-93-671-0979
   (where “81” is the country code for Japan, and “93” is the local area code)
   
   If there is no vacancy at JICAKYUSHU, JICA will arrange alternative
   accommodations for the participants. Please refer to facility guide of KIC at:
   http://www.jica.go.jp/english/about/organization/domestic/index.html
   
   During the technical training by Fukuoka Environment Foundation, participants will
   stay in a room of the apartment-type hotel in Fukuoka City. There isn’t a restaurant
   at the hotel but the room is equipped with a mini-kitchen. You need to buy food at the
   supermarket nearby or cook by yourself. There are also some restaurants around
   the hotel.

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 (basically in the form of train tickets)
   (3) Free medical care for participants who become ill after arriving in Japan (costs
       related to pre-existing illness, pregnancy or dental treatment are not included)
   (4) Expenses for program implementation, including materials
   
   For more details, please see “III. ALLOWANCES” of the brochure for participants
titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for
Japan.
6. **Pre-departure Orientation**

   A pre-departure orientation will be held at the JICA office (or Japanese Embassy) in participants’ country, to provide them with details on travel to Japan, conditions of the workshop and other matters.
V. Other Information

1. Reports and Presentation
   (1) Job Report and Questionnaire
   As written in the previous page, each nominee is required to submit his/her own Job Report following the instruction in Section III. Participants will have a presentation of his/her Job Report and Questionnaire up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.
   (2) Action Plan Report
   Participants are required to formulate an action plan at the end of the training program to express your idea and plan, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Each participant will have 10 minutes for presentation.
   (3) Laptop PC
   It is strongly recommended that the participants bring their own laptops upon arrival in Japan. They will be useful to take notes, modify reports, and prepare for presentations. If one does not bring, then s/he can check out from KIC Library, but please be reminded the only English OS is available.

2. International Exchange Program with local communities
   JICA encourages international exchange between JICA participants and local communities. Participants will have a chance to visit elementary schools or junior high schools. Therefore, participants are recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

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

Design and Maintenance of Semi Aerobic Landfill Site (Fukuoka Method)
(JFY 2018)
Job Report

Name: ___________________________  
Country: ___________________________  
Organization and present post: ___________________________  
E-mail: ___________________________  
FAX: ___________________________

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

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

Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

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

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

1. Organization and main tasks (up to 1 page)
   (1) Description of the organization
      Name of organization:

      Number of staff:

      Main task of the organization:

      Your task in the organization:

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

   (3) Description of your assignments to the training
2. Existing challenges in your section (up to 1 page)
(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

3. Expectations for the training course (up to 1 page)
(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

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

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

Design and Maintenance of Semi Aerobic Landfill Site (Fukuoka Method)
(JFY 2018)
Questionnaire

Name: ________________________________
Country: ______________________________
Organization and present post: ______________________________
E-mail: _______________________________
FAX: _______________________________

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.
Remarks 2: Please itemize your answers and make them specific.

1. Have you ever studied the following subjects? Please check either Yes or No. If your answer is “Yes”, please fill in “Years” parentheses with your years of experience on the respective items.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Environmental science and engineering</td>
<td>( ) ( ) ( )</td>
<td></td>
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<tr>
<td>(2) Sanitary engineering</td>
<td>( ) ( ) ( )</td>
<td></td>
</tr>
<tr>
<td>(3) Environmental education</td>
<td>( ) ( ) ( )</td>
<td></td>
</tr>
<tr>
<td>(4) Household refuse treatment practice</td>
<td>( ) ( ) ( )</td>
<td></td>
</tr>
<tr>
<td>(5) Solid waste management administration</td>
<td>( ) ( ) ( )</td>
<td></td>
</tr>
</tbody>
</table>

2. Explain the situation in the jurisdiction of your organization.

(1) Household Refuse Management
   - Volume of household refuse
   - Kinds of household refuse and their percentage
   - Collection method
   - Fee of household refuse

(2) Landfill Site
   - Capacity (volume and area)
   - Distance from collecting spot to landfill site
   - Method for measurement (or estimation) of volume of waste
   - Volume of waste per day
   - Rate of tipping fee
   - Management (local government or private company)
(3) Industrial Waste
   - Kinds/volume of industrial waste
   - Waste generator can be identified?

(4) Population in the area which your organization is in charge of

(5) The annual budget (U.S. dollar) for solid waste management

(6) Solid waste management
   a. Breakdown by weight of the annual solid waste materials and percentage

<table>
<thead>
<tr>
<th></th>
<th>Weight (tons)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>food</td>
<td>(t)</td>
<td>( %)</td>
</tr>
<tr>
<td>paper</td>
<td>(t)</td>
<td>( %)</td>
</tr>
<tr>
<td>plastic</td>
<td>(t)</td>
<td>( %)</td>
</tr>
<tr>
<td>metals</td>
<td>(t)</td>
<td>( %)</td>
</tr>
<tr>
<td>others</td>
<td>(t)</td>
<td>( %)</td>
</tr>
</tbody>
</table>

   b. Breakdown of annual municipal solid waste budget and their percentage

<table>
<thead>
<tr>
<th></th>
<th>Budget (USD)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>collection</td>
<td>(USD)</td>
<td>( %)</td>
</tr>
<tr>
<td>construction of treatment/disposal facilities</td>
<td>(USD)</td>
<td>( %)</td>
</tr>
<tr>
<td>disposal operation and management</td>
<td>(USD)</td>
<td>( %)</td>
</tr>
<tr>
<td>others</td>
<td>(USD)</td>
<td>( %)</td>
</tr>
</tbody>
</table>

(7) Compost plant
   - Method and capacity

(8) Medical/Toxic waste treatment
   - Kind/volume of medical/toxic waste treatment
   - Treatment method

(9) Environmental education
   - Method and target persons
**Annex III**

**Tentative Schedule**

*The schedule is subject to change.*

<table>
<thead>
<tr>
<th>Day</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tue</td>
<td>Arrival in Japan</td>
</tr>
<tr>
<td>2 Wed</td>
<td>JICA Briefing/ Program Orientation/ Japanese Language Class</td>
</tr>
<tr>
<td>3 Thu</td>
<td>International Exchange Program/ Japanese Language Class</td>
</tr>
<tr>
<td>4 Fri</td>
<td>Course Orientation by Fukuoka Environment Foundation Preparation for Job Report Presentation</td>
</tr>
<tr>
<td>5 Sat</td>
<td>Holiday</td>
</tr>
<tr>
<td>6 Sun</td>
<td>Holiday</td>
</tr>
<tr>
<td>7 Mon</td>
<td>Move to Fukuoka City/ Job Report Presentation Courtesy Call to Fukuoka City</td>
</tr>
<tr>
<td>8 Tue</td>
<td>Waste Management in Fukuoka City Fukuoka Method in Samoa-Example from the Improvement Project</td>
</tr>
<tr>
<td>9 Wed</td>
<td>Category of Landfill Sites by Structure Advantages of Semi-Aerobic Landfill Structure</td>
</tr>
<tr>
<td>10 Thu</td>
<td>Case Studies of Improvement and Closure of Final Disposal Sites in Developing Countries by Fukuoka Method</td>
</tr>
<tr>
<td>11 Fri</td>
<td>Exercise: Sorting out the Problems of Final Disposal Sites in Your Countries/ Guidance on Action Plan Preparation Observation of Waste Collection &amp; Transportation Services of Fukuoka City</td>
</tr>
<tr>
<td>12 Sat</td>
<td>Holiday</td>
</tr>
<tr>
<td>13 Sun</td>
<td>Holiday</td>
</tr>
<tr>
<td>14 Mon</td>
<td>Holiday</td>
</tr>
<tr>
<td>15 Tue</td>
<td>Visit the Tobu Landfill site / the Tobu Leachate Treatment Plant</td>
</tr>
<tr>
<td>16 Wed</td>
<td>Condition of landfill monitoring and basics of leachate treatment Visit Seibu Leachate Treatment Plant</td>
</tr>
<tr>
<td>17 Thu</td>
<td>Practice: Wastewater Treatment System for Developing Countries (Recirculation System, ECO-FAN, Tornado-type)</td>
</tr>
<tr>
<td>18 Fri</td>
<td>On-Site Training of Fukuoka Method (Wastewater Collection and Installation of Gas Venting Equipment using bamboo, oil drums, etc.)</td>
</tr>
<tr>
<td>19 Sat</td>
<td>Seminar on waste management in respective countries (Draft action plan presentation and discussion)</td>
</tr>
<tr>
<td>20 Sun</td>
<td>Holiday</td>
</tr>
<tr>
<td>21 Mon</td>
<td>Function and Basic Knowledge of Cover Soil Basic Knowledge of Compost technique</td>
</tr>
<tr>
<td>22 Tue</td>
<td>Design and Construction of a Fukuoka Method Landfill (Site Selection, Structures of Main Facilities)</td>
</tr>
<tr>
<td>23 Wed</td>
<td>Landfill management &amp; operation, landfill method &amp; maintenance of heavy machinery for landfill site</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
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</tbody>
</table>
| 24   | Thu | Visit the Landfill Site for Southern Fukuoka Region  
Practice on Monitoring and Evaluation |
| 25   | Fri | Medical Waste Disposal (Visit Fukuoka Civic Hospital)  
Guidance for formulation of Action Plan |
| 26   | Sat | Holiday |
| 27   | Sun | Holiday |
| 28   | Mon | Visit Seibu Final Disposal Site/Seibu shredding and sorting center  
/Seibu 3R station |
| 29   | Tue | Travel to Kumamoto City  
Visit a privately-run recycling factory and a privately-run final  
disposal site for industrial wastes  
/‘Kururun’ Communal Recycling Center |
| 30   | Wed | Travel to Minamata City  
Environmental study on Minamata Disease/ Kumamoto Environment  
Center  
Travel back to Kitakyushu City |
| 31   | Thu | Important Points to apply Fukuoka Method |
| 32   | Fri | Action Plan Presentation, Evaluation Meeting, Closing Ceremony,  
Farewell Party |
| 33   | Sat | Leave from Japan |
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, 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 Kyushu International Center (JICA KYUSHU)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka 805-8505 Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979
1. Parts of Application Form to be completed

1) Which part of the form should be submitted?
It depends on the type of training and dialogue program you are applying for.

- **Application for Group and Region Focused Training Program**
  Official application and Parts A and B including Medical History and Examination must be submitted.

- **Application for Country Focused Training Program including Counterpart Training Program**
  Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?
The Application Form consists of three parts as follows:

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

- **Part A. Information on the Applying Organization**
  This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

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

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

2. How to complete the Application Form

In completing the application form, please be advised to:
(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
(b) be sure to write in the title name of the course/seminar/workshop/project accurately
according to the GI, which you intend to apply,
(c) use a typewriter/personal computer in completing the form or write in block letters,
(d) fill in the form in English,
(e) use ☑ or ☒ to fill in the ( ) check boxes,
(f) attach a picture of the Nominee,
(g) attach additional page(s) if there is insufficient space on the form,
(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
(i) confirm the application procedure stipulated by your government, and
(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

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

3. Privacy Policy

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

2) Limitations on Use and Provision
JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:
(a) In cases of legally mandated disclosure requests;
(b) In cases in which the provider of information grants permission for its disclosure to a third party;
(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

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

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

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

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

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

<table>
<thead>
<tr>
<th>1. Title:</th>
<th>(Please write down as shown in the General Information)</th>
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<table>
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<tr>
<th>2. Number:</th>
<th>(Please write down as shown in the General Information)</th>
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<tr>
<th>3. Country Name:</th>
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<th>4. Name of Applying Organization:</th>
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<tr>
<th>5. Name of the Nominee(s):</th>
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1) 2) 3) 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.

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<th>Name:</th>
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<th>Designation / Position</th>
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<th>Department / Division</th>
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<tr>
<th>Office Address and Contact Information</th>
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<tr>
<th>Telephone:</th>
<th>Fax:</th>
<th>E-mail:</th>
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**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.

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<tr>
<th>Department / Division</th>
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</table>
## 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. 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 viewpoints; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.
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)*

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

   | J | 0 | - |

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

   1) **Name of Nominee (as in the passport)**
      
      - Family Name
      - First Name
      - Middle Name

   2) **Nationality** *(as shown in the passport)*

   3) **Sex**
      
      - Male
      - Female

   4) **Religion**

   5) **Date of Birth** *(please write out the month in English as in “April”)*

   6) **Present Position and Current Duties**

   - **Organization**
   - **Department / Division**
   - **Present Position**

   - **Date of employment by the present organization**
   - **Date of assignment to the present position**

   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**

   **Attach the nominee’s photograph (taken within the last three months) here**

   Size: 4x6

   (Attach to the documents to be submitted.)
9) Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Address:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
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<td>FAX:</td>
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<td>E-mail:</td>
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<table>
<thead>
<tr>
<th>Home</th>
<th>Address:</th>
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<tbody>
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<td></td>
<td>TEL:</td>
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<tr>
<td></td>
<td>Mobile (Cell Phone):</td>
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<td>E-mail:</td>
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<tr>
<th>Contact person in emergency</th>
<th>Name:</th>
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<tr>
<td></td>
<td>Relation to you:</td>
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<tr>
<td></td>
<td>Address:</td>
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<td>TEL:</td>
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<td>Mobile (Cell Phone):</td>
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<td>E-mail:</td>
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10) Others (if necessary)


4. Career Record

1) Job Record (After graduation)

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<thead>
<tr>
<th>Organization</th>
<th>City/ Country</th>
<th>Period (From Month/Year To Month/Year)</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
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2) Educational Record (Higher Education)(required)

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<th>Institution</th>
<th>City/ Country</th>
<th>Period (From Month/Year To Month/Year)</th>
<th>Degree obtained</th>
<th>Major</th>
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</table>
3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/Country</th>
<th>Period From</th>
<th>To</th>
<th>Field of Study / Program Title</th>
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5. Language Proficiency (required)

1) Language to be used in the program (as in GI)

<table>
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<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Listening</td>
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<td>Speaking</td>
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<td>Writing</td>
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2) Mother Tongue

3) Other languages ( )

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


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

4 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 divulgation, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither
provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2. To provide technical training to technical training trainees from developing countries under the 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.

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<tr>
<th>Print Name:</th>
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1. Present Status
(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)
( ) No ( ) Yes >> Name of Medication ( ), Quantity ( )
(b) Are you pregnant?
( ) No ( ) Yes ( months )
(c) Are you allergic to any medication or food?
( ) No ( ) Yes >> Medication ( ), Food ( ), Other:
(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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.

2. Medical History
(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)
Past: ( ) No ( ) Yes >> Name of illness ( ), Place & dates ( )
Present: ( ) No ( ) Yes >> Present Condition ( )
(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?
Past: ( ) No ( ) Yes >> Name of illness ( ), Place & dates ( )
Present: ( ) No ( ) Yes >> Present Condition ( )
(c) High blood pressure
Past: ( ) No ( ) Yes
Present: ( ) No ( ) Yes >> Present Condition ( mm/Hg to ( mm/Hg
(d) Diabetes (sugar in the urine)
Past: ( ) No ( ) Yes
Present: ( ) No ( ) Yes >> Present Condition ( )
Are you taking any medicine or insulin? ( ) No ( ) Yes

(e) Past History: What illness(es) have you had previously?
( ) Stomach and Intestinal Disorder ( ) Liver Disease ( ) Heart Disease ( ) Kidney Disease
( ) Tuberculosis ( ) Asthma ( ) Thyroid Problem
( ) Infectious Disease >>> Specify name of illness ( )
( ) Other >>> Specify ( )

(e&) Has this disease been cured?
( ) Yes ( ) No (Specify name of illness)
Present Condition: ( )

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

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: