TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Sewage and Urban Drainage Management” to be held in Japan from 03.10.2018 to 17.10.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline-10.07.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Sewage and Urban Drainage Management” to be held in Japan from 03.10.2018 to 17.10.2018 under Technical Cooperation Program of the Government of Japan.

2. The training program aims the participants to learn general road administration and the proceeding system for constructing roads steadily. Through this learning, participants develop a sense of responsibility as administrative engineers and improve their ability to work.

3. The applying organizations are expected to nominate officers in charge of road administration in Central/Regional Government, and expected to be assigned to a leading position in the future with more than 5 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), under the age of 40 years. More information may be seen in the general information brochure.

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

   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether 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 **10.07.2018**. 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 hapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link [http://persmin.gov.in/otraining/index.aspx](http://persmin.gov.in/otraining/index.aspx).

(p.s. Pattanaik)

Under Secretary to the Government of India

Tele no: 26165682

To

a) Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi.
b) Secretary, Ministry of Urban Development, Nirman Bhavan, New Delhi.
c) Secretary, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi.
d) Secretary, Department of Rural Development, Krishi Bhawan, New Delhi.
e) Secretary, M/o Drinking Water and Sanitation, Paryavarn Bhawan, New Delhi.
f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
g) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
h) NIC with request to post the circular along with the JICA’s circular on this Department’s website.
Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON
SEWAGE AND URBAN DRAINAGE MANAGEMENT
課題別研修「下水道・都市排水マネージメント」
JFY 2018
NO. J1804223 / ID. 1884795
Course period in Japan: From October 3rd, 2018 to November 17th, 2018

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
Water quality management is urgently required in economically developing countries along with its population increase. Insufficient numbers of wastewater treatment facilities, as well as the lack of capacity for maintaining those facilities, have caused serious water pollution, which also can affect human health, in those countries. In addition, rapid urbanization which accelerates the reduction of stormwater permeable area has induced frequent flooding.

Therefore, water quality management is a fundamental issue for sustainable development, and providing safe water, access to public sanitation facilities and flood control is globally required. For this purpose, comprehensive sewerage systems and stormwater drainage systems are broadly required, as well as the integrated effective measures, rational planning, implementation, and management of the project.

For what?
This course aims at achieving sustainable development through developing capacity for improving public sanitation and the reduction of damages from flooding.

For whom?
This course is offered to the departments of central/local governments, municipalities or public institutions related to wastewater treatment, sewage works, and stormwater drainage.
II. Description

1. Title (J-No.): 
   SEWAGE AND URBAN DRAINAGE MANAGEMENT (J- 1804223)

2. Period of Program
   Duration of whole Program: August 2018 to March 2019
   Preliminary Phase: August 2018 to September 2018
   (in participants' home countries)
   Core Phase in Japan: 3rd October 2018 to 17th November 2018
   Follow Up Phase: December 2018 to March 2019
   (in participants' home countries)

3. Target Countries:
   Argentina, India, Ethiopia, Cambodia, Servia, Tanzania, Philippines, Brazil, Peru,
   Bosnia and Herzegovina, Malaysia, Mongolia, Laos, and Liberia

4. Eligible / Target Organization:
   Central/local governments or public institutions related to wastewater treatment,
   sewage works, and stormwater drainage.

5. Course capacity (Upper limit of Participants): 14

6. Language to be used in this project: English

7. Overall Goal:
   Capacity of engineers who are involved in planning, implementing and operating of
   sewerage and/or stormwater drainage system to be enhanced, and to contribute for
   the improvement of public sanitation and the reduction of damages from flooding.

8. Objective:
   To clarify the essential points of issues related to sewerage technology and urban
   stormwater drainage, and prepare Action Plan for improving these issues through
   acquiring related skills and knowledge.

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

**Preliminary Phase in home country**

*Country Report Formulation / Submission*

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**Core Phase in Japan**

*Country Report / Presentation*

To analyze the challenges on sewerage works and stormwater drainage technology in relevant organization

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*Lecture / Site Visit*

To understand the related factors and procedure/methods for the designing/implementation of water sewage engineering and stormwater drainage technology

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*Discussion/*

To analyze the challenges on sewerage works and stormwater drainage technology in relevant organization and formulate an *Action Plan*.

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*Improvement Plan Formulation & Presentation*

To analyze the challenges on sewerage works and stormwater drainage technology in relevant organization and formulate an *Action Plan*.

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**Follow –up Phase in home country**

*Introduction of Action Plan to Respective Organization*

To overcome challenges on sewage works and/or storm water drainage technology among the related persons and clarify the issues on implementing projects and business for the solution
<Structure of the Core Phase in Japan>

The curriculum of the course is as follows

<table>
<thead>
<tr>
<th>Pre-course Program</th>
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<td>Briefing</td>
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<tr>
<td>Program Orientation</td>
</tr>
<tr>
<td>Courtesy Call at the Ministry of Land, Infrastructure, Transport and Tourism (MLIT) and Japan Sewage Works Agency (JS)</td>
</tr>
</tbody>
</table>

*Lecture & Observation*

**<Module I> Basic Concept**

1. Introduction to Sewage Works Engineering
2. Water Supply in Japan
3. The Role of Sewage Treatment on Public Health
4. Research and Technology Development for Municipal Wastewater Treatment
5. Biosolids Recycle
6. On-site Treatment of Domestic Wastewater
7. On-site Night Soil Treatment and Septage Management

*Site Visit>*

- Omiya Nambu Treatment Plant (Night Soil Treatment)

**<Module-II> Administration**

1. Special Lecture (Sewerage Administration in Japan)
2. Finance of Sewerage Works
3. Sewerage System Management by the Sewerage Act
4. Practical Public Announcement
5. Preparatory Studies and Technical Cooperation Programs for the Project

**<Module-III> Planning**

1. Basic Planning for Sewage Works
2. Design Practice of Basic Planning
3. Comprehensive Basin-Wide Plans of Sewerage Systems
4. Urban Stormwater Drainage Planning
<Module-IV> Sewer
1. Design of Sewer
2. Design Practice of Storm and Sanitary Sewers
3. Sewer Construction
4. Pipe-laying Methods (Microtunneling (SUISHIN))
5. Planning, Design, Operation and Maintenance of Pumping Station

<Site Visit>
- Microtunneling (SUISHIN) Construction Site

<Module-V> Wastewater Treatment
1. Basics of Biological Wastewater Treatment
2. Design of Wastewater Treatment Facilities
3. Design of Sludge Treatment Process
4. Design Practice of Wastewater and Sludge Treatment Processes
5. Advanced Wastewater Treatment Process
6. Wastewater Reuse and Disinfection
7. Design of Sewage Treatment Facilities in Developing Countries (Lagoon)

<Site Visit>
- Wastewater Treatment Plants (Conventional Activated Sludge Process, Oxidation Ditch Process, Sequencing Batch Reactor, Sludge Treatment Facilities)
<Module-VI> Operation and Maintenance
1. Operation and Maintenance of Sewer Facilities
2. Operation and Maintenance of Wastewater Treatment Plant
3. Industrial Wastewater Regulation in Public Sewerage System
4. Water Quality Analysis (Practice)
5. Sewer Television Inspection Training

<Site Visit>
- Industrial Wastewater Treatment Facility
- Stormwater Storage Facility
- G&U (Ground and Underground) Technical Research Center
- Sewerage Technology Training Center

<Module-VII> Action Plan Preparation
1. Country Report Presentation
2. Workshop on Sewerage System Management
3. Tutorial and Group Discussion on Case Study by the Country
4. GCUS (Japan Global Center for Urban Sanitation) Seminar
5. Case Study Presentation
## Preliminary Phase in a participant’s home country
(August 2018 to September 2018)
Participating organizations make required preparation for the Program in the respective countries.

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Report</td>
<td>i) Formulation and submission of the Country Report (including an executive summary) with the Application Form by <strong>Friday 27th July, 2018</strong> (See ANNEX I)</td>
</tr>
<tr>
<td></td>
<td>ii) Preparation of presentation on Country Report by the date of arrival in Japan</td>
</tr>
<tr>
<td></td>
<td>iii) Understanding Sustainable Development Goals (Goal 6. See ANNEX III)</td>
</tr>
</tbody>
</table>

## Core Phase in Japan
(3rd October 2018 to 17th November 2018)
Participant dispatched by the organizations attend the Program in Japan.

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Program</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) To understand the basic knowledge on sewage works and urban stormwater drainage, and be able to explain sewerage facility planning including the processes and methods for design, construction and management.</td>
<td>(I) Basic Concepts</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>(II) Administration</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>(III) Planning</td>
<td>Lecture, Practice</td>
</tr>
<tr>
<td></td>
<td>(IV) Design</td>
<td>Lecture, Site observation</td>
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<td></td>
<td>(V) Maintenance</td>
<td>Lecture, Site observation</td>
</tr>
<tr>
<td>(2) To be able to plan, design and analyze sewerage facilities through practical training.</td>
<td>Country Report Presentation</td>
<td>Presentation</td>
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<td></td>
<td>Action Plan (Case Study)*</td>
<td>Discussion</td>
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<td></td>
<td>Formulation</td>
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<tr>
<td>(3) To identify issues and challenges in participants’ own countries and formulate an improvement plan through guidance and discussions, in which participants will also acquire presentation skill.</td>
<td>Action Plan (Case Study) Presentation</td>
<td>Presentation</td>
</tr>
</tbody>
</table>

※Each participant is expected to make an Action Plan (Case Study) based on the knowledge/skill obtained through this training course. The plan should be focused on the contribution of the participant to promote better sewage works or stormwater drainage system in each organization. (See ANNEX II)
※Tentative Schedule  
(ATTENTION! : Activities in Japan are subject to change.)  
※Please refer to <Structure of the Core Phase in Japan> on Page 4 for Module number.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture/Observation</th>
<th>Module</th>
<th>Topic</th>
<th>Place</th>
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<td>Arrival</td>
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<td>10/4 (Thu)</td>
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<td>Briefing</td>
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<td>PM</td>
<td></td>
<td>Program Orientation</td>
<td></td>
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<tr>
<td>10/5 (Fri)</td>
<td>AM</td>
<td>Lecture</td>
<td>I-1 Introduction to Sewage Works Engineering</td>
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<td>PM</td>
<td></td>
<td>Courtesy Call (MLIT, JS)</td>
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<tr>
<td>10/6 (Sat)</td>
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<td>10/7 (Sun)</td>
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<tr>
<td>10/8 (Mon)</td>
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</tr>
<tr>
<td>10/9 (Tue)</td>
<td>AM</td>
<td>Observation</td>
<td>I-8 Night Soil Treatment Plant</td>
<td>Saitama Pref.</td>
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<tr>
<td></td>
<td>PM</td>
<td>Observation</td>
<td>V-2, V-3 Saitama City Wastewater Treatment Plant</td>
<td></td>
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<tr>
<td>10/10 (Wed)</td>
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<td>Lecture</td>
<td>II-1 Special Lecture (Sewerage Administration in Japan)</td>
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<td></td>
<td>PM</td>
<td>Presentation</td>
<td>VII-1 Country Report Presentation</td>
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<td>10/11 (Thu)</td>
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<td>VII-3 Tutorial for Theme Selection of Action Plan</td>
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<td>PM</td>
<td>Lecture</td>
<td>I-3 Water Supply in Japan</td>
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<td>10/12 (Fri)</td>
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<td>Lecture</td>
<td>I-7 On-site Night Soil Treatment and Septage Management</td>
<td>TIC</td>
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<td></td>
<td>PM</td>
<td>Lecture/Observation</td>
<td>I-6 On-site Treatment of Domestic Wastewater (Johkasou)</td>
<td>JECES</td>
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<tr>
<td>10/15 (Mon)</td>
<td>AM</td>
<td>Lecture</td>
<td>V-1 Basics of Biological Wastewater Treatment</td>
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<td>PM</td>
<td>Lecture</td>
<td>III-1 Basic Planning for Sewage Works</td>
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<tr>
<td>10/16 (Tue)</td>
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<td>Practice</td>
<td>III-2 Design Practice of Basic Planning</td>
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<td></td>
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<td>Design Practice of Wastewater Treatment Facilities</td>
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<td>10/17 (Wed)</td>
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<td>Lecture</td>
<td>V-2 Design Practice of Wastewater Treatment Processes</td>
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<td>PM</td>
<td>Practice</td>
<td>V-4 Design Practice of Wastewater Treatment Processes</td>
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<tr>
<td>10/18 (Thu)</td>
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<td>Practice</td>
<td>V-4 Design Practice of Wastewater Treatment Processes</td>
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<td></td>
<td>PM</td>
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<td>Move to Sendai</td>
<td>Sendai City</td>
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<td>10/19 (Fri)</td>
<td>AM</td>
<td>Observation</td>
<td>V-2 Aki-onsen Wastewater Treatment Plant (Oxidation Ditch process)</td>
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<td>PM</td>
<td>Observation</td>
<td>V-2 Jougi Wastewater Treatment Plant (Sequencing Batch Reactor)</td>
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<td>10/20 (Sat)</td>
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<td>Move to Tokyo</td>
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<td>10/22 (Mon)</td>
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<td>VII-2 Workshop on Sewerage System Management</td>
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<td>PM</td>
<td>Practice</td>
<td>VII-3 Tutorial and Group Discussion on Case Study by the Country (1)</td>
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<td>V-3 Design of Sludge Treatment Process</td>
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<td>Practice</td>
<td>V-4 Design Practice of Sludge Treatment Processes</td>
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<td>10/24 (Wed)</td>
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<td>I-5 Biosolids Recycle</td>
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<td>Lecture</td>
<td>II-5 Preparatory Studies and Technical Cooperation Programs for the Project</td>
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<tr>
<td>Date</td>
<td>Time</td>
<td>Session</td>
<td>Number</td>
<td>Title</td>
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<td>10/25 (Thu)</td>
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<td>III-3</td>
<td>Comprehensive Basin-Wide Plans of Sewerage Systems</td>
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<td>Lecture</td>
<td>V-6</td>
<td>Wastewater Reuse and Disinfection</td>
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<td>10/26 (Fri)</td>
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<td>II-2</td>
<td>Finance of Sewerage Works</td>
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<td>PM</td>
<td>Practice</td>
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<td>Water Quality Analysis</td>
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<td>Design Practice of Storm and Sanitary Sewers</td>
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<td>VII-3</td>
<td>Tutorial and Group Discussion on Case Study by the Country</td>
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<td>Sewer Construction</td>
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<td>Pipe-laying Methods (Microtunneling (SUISHIN))</td>
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<td>Observation</td>
<td>IV-4</td>
<td>Microtunneling (SUISHIN) Construction Site</td>
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<td>11/7 (Wed)</td>
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<td>VI-1</td>
<td>Operation and Maintenance of Sewer Facilities</td>
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<td>PM</td>
<td>Observation</td>
<td>III-4, VI-1</td>
<td>Stormwater Storage Facility (Wada-Yayoi Sewer Main)</td>
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<td>VI-1</td>
<td>G&amp;U (Ground and Underground) Technical Research Center</td>
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<td>PM</td>
<td>Practice</td>
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<td>Sewer Television Inspection Training</td>
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<td>11/9 (Fri)</td>
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<td>VI-2</td>
<td>Operation and Maintenance of Wastewater Treatment Plant</td>
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<td>PM</td>
<td>Practice</td>
<td>VI-1, VI-2</td>
<td>Sewerage Technology Training Center</td>
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<td>The Role of Sewage Treatment on Public Health</td>
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<td>Lecture</td>
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<td></td>
<td>PM</td>
<td>Lecture</td>
<td>II-4</td>
<td>Practical Public Announcement</td>
</tr>
<tr>
<td>11/14 (Wed)</td>
<td>AM</td>
<td>Lecture</td>
<td>V-7</td>
<td>Design of Sewage Treatment Facilities in Developing Countries (Lagoon)</td>
</tr>
<tr>
<td></td>
<td>PM</td>
<td>Lecture</td>
<td>I-4</td>
<td>Research and Technology Development for Municipal Wastewater Treatment</td>
</tr>
<tr>
<td>11/15 (Thu)</td>
<td>AM</td>
<td>Lecture</td>
<td>II-3</td>
<td>Sewerage System Management by the Sewerage Act</td>
</tr>
<tr>
<td></td>
<td>PM</td>
<td>Presentation</td>
<td>VII-5</td>
<td>Case Study Presentation</td>
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<tr>
<td>11/16 (Fri)</td>
<td>AM</td>
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<td>Evaluation Meeting</td>
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<td>Closing Ceremony</td>
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<tr>
<td>11/17 (Sat)</td>
<td></td>
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<td></td>
<td>Departure</td>
</tr>
</tbody>
</table>

TIC: JICA Tokyo International Center (JICA Tokyo)  
MLIT: Ministry of Land, Infrastructure, Transport and Tourism / JS: Japan Sewage Works Agency
<Final Phase in a participant's home country>
(November 2018 – March 2019)
*Participants will present their Action Plan to their organizations. This phase marks the end of the Program.*

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) To share what you have learned in the course and your Action Plan in your organization.</td>
<td>i) Each participant is required to deliver a presentation of his/her Action Plan in his/her organization and to clarify the issues on implementing the Plan and business for the solution.</td>
</tr>
</tbody>
</table>
Ill. Conditions and Procedures for Application

1. Expectations for the Participating Organizations
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. 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 the 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 the section II-9.

2. Nominee Qualifications
   Applying Organizations are expected to select nominees who meet the following qualifications.
   (1) Essential Qualifications
   1) Nomination:
      be nominated by their government in accordance with the procedures mentioned in 4. “Procedure for Application and Selection” below.
   2) Current Duties:
      be senior technical officers engaged in sewerage works in central or local governments, or government related organizations.
   3) Practical Experience:
      have more than three (3) years of experiences in sewage works and/or stormwater drainage technology.
   4) Educational Background:
      be university graduates or persons who have equivalent technical qualifications in the field of sewage works and/or stormwater drainage
   5) Age:
      be preferably under forty (40) years of age.
6) Language:
have sufficient command of English. (During the program, participants are requested to give presentation and actively participate in discussions. Communication skill in English is highly important.).

7) Motivation:
be personnel who is highly motivated to learn about BOTH sewage works and urban drainage. (Learning knowledge and skills for BOTH fields are important for better management of sewerage works.).

8) Health:
be in good health, both physically and mentally, to undergo the course of training including many site visits. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

9) Computer Skill:
be proficient in MS Word, Excel and Power Point.

※This program is “Knowledge Co-creation Program”. Thus, to be personnel who can learn from other participants with respect and to contribute to learning of other participants are necessary.

(2) Recommendable Qualification
To be engaged in any Japanese ODA project regarding sewerage or storm water drainage.

3. Required Documents for Application
(1) Application Form
The Application Form is available at the JICA office (or the Embassy of Japan).
Note: All the information should be clearly stated including your current email address.

(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) Country Report
To be submitted with application form.
Note: Country report will be assessed for the applicants’ screening.
(4) 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).

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 JICA Tokyo by Friday, July 27th, 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 Tokyo. Selection will be made by JICA Tokyo in consultation with concerned organizations in Japan. The applying organization with 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 Friday, August 31st, 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 Tokyo International Center (JICA TOKYO)
   Economic Infrastructure Development and Environment Division

(2) Contact: (Ms) Satoko TSUNODA (tictee@jica.go.jp)
   *Please include the course title and number (J1804223) in the e-mail title.

2. Implementing Partner: Sewerage Business Management Centre (SBMC)

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 Tokyo International Center (JICA TOKYO)
   Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
   TEL: +81-3-3485-7051 FAX: +81-3-3485-7904
   (where “81” is the country code for Japan, and “3” is the local area code)

   If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for
   the participants. Please refer the link below,
   • JICA Tokyo facility guide:
     https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf

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 respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the program, and other matters.

7. **Things to Bring to Japan:**
   (1) a scientific calculator and a ruler
   (2) suitable shoes and clothes for site-visit
   (3) small travel bag for overnight trip
ANNEX I : Information on Country Report

Notice: This report contains very important information and will be used for the selection of participants. Therefore, this Country Report must be submitted with the Application Form. Please follow the direction below.

1. Format
   A4 size paper (Microsoft Word is preferable)

2. Contents
   For contents to be included, please refer “Contents” below.

3. Submission deadline
   Friday, July 27th 2018 (with Application Form)

====================================================================

【Contents】
1. Name of the applicant and the country
2. Name of the applicant’s organization
3. Address of the applicant’s organization
4. Roles and Responsibilities of the applicant’s organization
5. Applicant’s Job and Responsibility in the organization
6. **Your practical work experiences**

Please write ○ in the chart if you have practical work experience listed below.

<table>
<thead>
<tr>
<th></th>
<th>Planning</th>
<th>Design</th>
<th>Operation and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Sewage</td>
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<td>(2) Urban Drainage</td>
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<td>(3) Water Supply</td>
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<td>(4) River Water</td>
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<td>(5) Solids Waste</td>
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</table>

7. **Organization Chart**

Attach an organizational chart of applicant’s organization and circle the section in which the applicant is working.

8. **Overview of the Country in terms of Water Environment**

(1) **General Information**
   a) Brief description of geography (1 page)
   b) Total population of the country

(2) Please provide the following information on the climate in your city/town/village.
   a) Average annual rainfall (   ) mm/year  
   b) Average frequency of rainfall (   ) times/year  
   c) Maximum hourly rainfall (   ) mm/hour (in year of   )  
   d) Maximum 10-minute rainfall (   ) mm/10 min. (in year of   )

(3) **Water Quality Preservation Principle and/or Strategy in your country**

(Master Plan, Laws and Regulation, Related organization, Role and Responsibility of Federal Government, State Government, Municipality, and Other Related Organizations, etc.)
(4) Please provide the following information on the status of the water pollution of rivers, lakes and bays, including the names of sources, rivers, lakes and bays.
   a) Sources of pollution and its standard value
   b) Monitoring system of water pollution of rivers and situation (BOD, SS, etc.)
   c) Monitoring system of water pollution of lakes and situation (BOD, SS, etc.)
   d) Monitoring system of water pollution of bays and situation (BOD, SS, etc.)

9. Overview of Sewerage and Drainage Works
   (1) The name of related national and local organizations is responsible for sewerage and drainage works in your country. Please also describe laws and regulations which state their responsibilities.
      Sewerage:
      Drainage:

   (2) Is there any Master plan of sewerage and drainage works in your country? If so, please describe it briefly.

   (3) Drainage system for night soil, gray water, and stormwater in your country.

   (4) Please provide the following information.
      a) Estimated population with water supply
      b) Estimated population with sewers
      c) Total population and estimated population with sewers of the five (5) largest cities

<table>
<thead>
<tr>
<th>Name of City</th>
<th>Total Population</th>
<th>Estimated Population with Sewers</th>
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<tbody>
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</table>

   (5) Financial system regarding sewerage works (Subsidy from Central or State government, General-account budget in the city, Construction cost, Maintenance cost, User charge, etc.)

   (6) Situation of public awareness for sewerage and drainage systems in your country

   (7) Present status of industrial wastewater, type of industry, regulation, industrial wastewater treatment
8) Please describe issues and challenges of sewerage and drainage systems in your country.

10. Stormwater Drainage Condition in the Capital, or the City in which you are working
(1) Frequent flooding region/area and frequency of inundation (Please attach the maps)

(2) Drainage area where stormwater runoff is collected and discharged to stormwater sewers and channels.

(3) Total length of sewers
   Less than 600 mm dia. \( (\quad ) \) km
   600-1,500 mm dia. \( (\quad ) \) km
   Larger than 1,500 mm dia. \( (\quad ) \) km

(4) Number of pumping station

(5) Financial System Regarding Stormwater Drainage (Construction Cost, Maintenance Cost, Subsidy from Central or State Government, General-account Budget in the City, etc.)

(6) Main countermeasures for flood prevention in your country

11. Present status of sewerage systems
(1) Total number of Sewage Treatment Plant (STP) in your country

(2) Adopted Wastewater Treatment Process (Lagoon, Aerated Lagoon, Oxidation ditch, Trickling Filter, Activated sludge process, etc.) and the number of STP in each process

(3) Please describe five (5) largest (or typical) treatment plants in your country.
   a) Name and location of the plants
      Please attach the maps.

   b) Size
      i) Daily Wastewater Flow (m3/d)
      ii) Domestic Wastewater Flow (m3/d)
      iii) Pollution Equivalents
      iv) Industrial Wastewater Flow (m3/d) and Its Main Industry

   c) Sewage Collection System
      i) Combined system
      ii) Separate system (including the case where open channels are used for stormwater runoff drainage)
      iii) Others

   d) Wastewater Treatment Process
      Please attach the flow diagram for sewage treatment.
e) Sludge Treatment Process including final disposal

f) Influent and Effluent Water Quality (BOD, COD, SS, T-N, T-P, etc.)

g) Regulation of Effluent Water Quality
   (pH, BOD, S-BOD, COD, SS, T-N, T-P, Fecal coliform, Heavy Metal, etc.)

h) Where is the effluent discharged to (after treatment)?
   i) Is treated effluent reclaimed and reused? Please answer Yes or No.
   ii) If "yes," describe the details as well as purposes.

12. Tentative Theme of Improvement Plan (within 3 pages)
   Please describe the following items regarding your tentative theme of the Improvement Plan.
   a) Title
   b) Current Situation and Background
      (Necessity and justification, reasons why you chose the topic as priority, etc.)
   c) Objectives and goal
      (Please describe the before and after (expected situation) by implementation of improvement plan).
   d) What you expect in this course
ANNEX II: For Accepted Participants

Once you are accepted, please check the information below for your better preparation.

1. Country Report Presentation
   (1) Purpose of presentation
       At the beginning of the core phase in Japan, each participant is requested to deliver a presentation about Country Report. Purpose of the presentation is to share each country’s situation of sewerage among participants, implementing partner (SBMC), other experts of sewerage, and JICA.

   (2) Instruction for the preparation
       Length of presentation: 20 minutes (including Q & A for 5 minutes)
       Data format: Microsoft Powerpoint
       Font size: 18 point as the minimum size (preferably)

       ※ Please make slides simple, limiting text as much as possible and utilize graphics (photos, maps, tables or charts) instead. It will help the audience for better understanding of your presentation.

2. Action Plan
   (1) Purpose of presentation
       All the participants will formulate “Action Plan” at the end of the course and will deliver a presentation. Purpose of this presentation is showing and sharing your achievement of the course and getting feedback for your future action from other participants and experts of sewerage.

   (2) Instruction for the preparation
       Length of presentation: 20 minutes (including Q & A for 5 minutes)
       Data format: Microsoft Powerpoint
       Font size: 18 point as the minimum size (preferably)

       ※ Details of Action Plan presentation will be provided during the course.
ANNEX III: Pre-study Material

Following information will be helpful for your pre-study. Please take a look before the program.

● Sustainable Development Goals (SDGs)
  Goal 6: Ensure access to water and sanitation for all

※ You can access to the link above with this QR code.
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 Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051  FAX: +81-3-3485-7904
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.

<table>
<thead>
<tr>
<th>Application for Group and Region Focused Training Program</th>
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<tbody>
<tr>
<td>Official application and Parts A and B including Medical History and Examination must be submitted.</td>
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</table>

<table>
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<tr>
<th>Application for Country Focused Training Program including Counterpart Training Program</th>
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<tbody>
<tr>
<td>Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted</td>
</tr>
</tbody>
</table>

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)

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

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

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

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</table>

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:  
Department / Division:  
Office Address and Contact Information:  
Address:  
Telephone:  
Fax:  
E-mail:  

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

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

# 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)**

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)

<table>
<thead>
<tr>
<th>Family Name</th>
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<table>
<thead>
<tr>
<th>First Name</th>
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<table>
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<tr>
<th>Middle Name</th>
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</tbody>
</table>

   2) Nationality (as shown in the passport)

   | ( ) Male |
   | ( ) Female |

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

   3) Sex

   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

[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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>FAX:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person in emergency</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relationship to you:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>TEL:</td>
</tr>
<tr>
<td></td>
<td>FAX:</td>
</tr>
</tbody>
</table>

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

<table>
<thead>
<tr>
<th>Organization</th>
<th>City/ Country</th>
<th>Period</th>
<th>Position or Title</th>
<th>Brief Job Description</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

2) Educational Record (Higher Education)(required)

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/ Country</th>
<th>Period</th>
<th>Degree obtained</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</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 Month/Year</th>
<th>To Month/Year</th>
<th>Field of Study / Program Title</th>
</tr>
</thead>
<tbody>
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</table>

### 5. Language Proficiency (required)

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

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
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</tr>
</tbody>
</table>

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages ( )

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

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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.

<p>| |</p>
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</table>

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

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

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</table>

*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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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<tbody>
<tr>
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</table>

Print Name:
### MEDICAL HISTORY AND EXAMINATION

#### 1. Present Status

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

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td>Name of Medication</td>
<td>, Quantity</td>
</tr>
</tbody>
</table>

(b) Are you pregnant?

<p>| | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes ( months )</td>
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</table>

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

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</thead>
<tbody>
<tr>
<td>( ) No</td>
<td>( ) Yes</td>
<td>Medication</td>
<td>Food</td>
</tr>
</tbody>
</table>

(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.)

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<tbody>
<tr>
<td>Past:</td>
<td>( ) No</td>
<td>( ) Yes</td>
</tr>
<tr>
<td>Present:</td>
<td>( ) No</td>
<td>( ) Yes</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
<td>Past:</td>
<td>( ) No</td>
<td>( ) Yes</td>
</tr>
<tr>
<td>Present:</td>
<td>( ) No</td>
<td>( ) Yes</td>
</tr>
</tbody>
</table>

(c) High blood pressure

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<tbody>
<tr>
<td>Past:</td>
<td>( ) No</td>
</tr>
<tr>
<td>Present:</td>
<td>( ) No</td>
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</table>

(d) Diabetes (sugar in the urine)

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<tbody>
<tr>
<td>Past:</td>
<td>( ) No</td>
</tr>
<tr>
<td>Present:</td>
<td>( ) No</td>
</tr>
</tbody>
</table>

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

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<tr>
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</thead>
<tbody>
<tr>
<td>Stomach and Intestinal Disorder</td>
<td>Liver Disease</td>
<td>Heart Disease</td>
<td>Kidney Disease</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Asthma</td>
<td>Thyroid Problem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infectious Disease</td>
<td>Specify name of illness</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td>Specify</td>
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</tbody>
</table>

(e) Has this disease been cured?

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</thead>
<tbody>
<tr>
<td>( ) Yes</td>
<td>( ) No</td>
<td>Specify name of illness</td>
</tr>
<tr>
<td>Present Condition:</td>
<td></td>
<td></td>
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</tbody>
</table>

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: