TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Operation and Maintenance of Sewerage System” to be held in Japan from 13.08.2018 to 28.09.2018 under Technical Cooperation Program of the Government of Japan (Submission Deadline – 05.06.2018).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Operation and Maintenance of Sewerage System” to be held in Japan from 13.08.2018 to 28.09.2018 under Technical Cooperation Program of the Government of Japan.

2. The program aims to promote the sewerage system and its management and maintenance techniques in participants' organizations.

3. The applying organizations are expected to nominate senior technical officers who deal with sewerage system and wastewater treatment with more than 5 years of work experience in the fields, concerned. 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); be between the ages of 25 to 50 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 05.06.2018. 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 DoPT at link http://persmin.gov.in/otraining/index.aspx.

Under Secretary to the Government of India
Tele no: 011-26165682

To,

a) Secretary, Ministry of Water Resources, River Development & GR, Shram Shakti Bhawan, New Delhi.
b) Secretary, Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
c) Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi-110003.
d) Secretary, M/o Drinking Water and Sanitation, Paryavarn Bhawan, CGO Complex, New Delhi.
e) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
f) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
g) NIC with request to post the circular along with the JICA’s circular on this Department’s website.
Knowledge Co-Creation Program
(Group & Region Focus)

GENERAL INFORMATION ON
OPERATION AND MAINTENANCE OF SEWERAGE SYSTEM (A)
課題別研修「下水道システム維持管理（A）」

JFY 2018
NO. J18-04385 / ID. 1884790
Course Period in Japan: From August 13, 2018 to September 28, 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 (KCC) Program’ as a New Start

In the Development Cooperation Charter which is 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

A sewerage facility is one of the most fundamental factors of the urban infrastructure, and the setting up of sewerage and waste water treatment plants in developing countries has achieved certain degree of progress.

Along with the development of the facilities, demand for engineers specialized in maintenance of those facilities has become acute.

Since the appropriate maintenance of sewerage facilities is a vital part of providing a good sanitary environment, technicians who deal with sewerage works are required to have wide-ranging knowledge and techniques.

This course focuses on the appropriate maintenance management of sewerage facilities to prevent water pollution, which contributes to Agenda 21, the action plan proposed at the Earth Summit held in Rio de Janeiro in 1992.

Additionally, the course contributes to easy access to basic sanitary facilities and safe drinking water because of the nature of "water cycle". The access to the safe and clean water is one of the targets in SDGs, through promoting knowledge and technologies in the field.

Through lectures, practices, seminars and observations, participants will acquire explicit / tacit knowledge in operation and maintenance of sewerage systems to be made good use of in their own countries.

For what?

This program aims to promote the sewerage system and its management and maintenance techniques in participants’ organizations.

For whom?

This program is offered to senior technical staff directly engaged in sewerage system in governmental organizations.

How?

Participants will learn techniques and know-how in the field through lectures, observations, practices and discussions. In addition, participants are expected to formulate and present an Action Plan at the end of the training program, utilizing the contents in the program, and share the ideas after going back to each country.
II. Description

1. Title (J-No.): Operation and Maintenance of Sewerage System (A) (J1804385)

2. Course Period in JAPAN
   August 13, 2018 to September 28, 2018

3. Target Regions or Countries:
   Egypt, India, Kenya, Myanmar, Papua New Guinea, Sri Lanka, Yemen and Zimbabwe

4. Eligible / Target Organization:
   This program is designed for the governmental or public organization which is directly engaged in the maintenance and operation of the sewerage system.

5. Course Capacity (Upper limit of Participants):
   12 participants

6. Language to be used in this project: English

7. Course Objective:
   The Action Plan drafted based on this training course is implemented and the sewerage condition is improved.

8. Overall Goal:
   Effective sewerage system and its management and maintenance techniques will be established in participants' organizations.
### 9. Expected Module Output 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/Agendas</th>
<th>Methodology</th>
</tr>
</thead>
</table>
| 1. be able to explain the laws in Japan regarding the sewerage system and the policies and practices by the local government. | (1) Laws in Japan for the sewerage systems  
(2) History of sewerage system development in Japan  
(3) History of environmental protection  
(4) Practices for river project and drinking water project by the local government | Lecture  
Site visit and Exercise            |
| 2. be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristics of each treatment method. | (1) Planning of sewerage systems  
(2) Planning and designing of sewage networks and plant  
(3) Sewage treatments methods  
(4) Small-medium scale sewerage systems | Lecture  
Site visit and Exercise            |
| 3. be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities). | (1) Maintenance management for sewer networks  
(2) Treatment plants and pumping stations | Lecture  
Site visit and Exercise            |
| 4. be able to explain the practices of financial management of sewerage systems and public relations activities. | (1) Financial management and public relation activities by the local government | Lecture  
Site visit                        |
| 5. be able to explain the regulations of the sewer treatment imposed on the business sector and its practices. | (1) Water quality regulations imposed on business sectors(plants and factories)  
(2) Practice of wastewater treatment by business sectors | Lecture  
Site visit and Exercise            |
| 6. be able to formulate sewerage systems improvement plans as "Action Plans". | (1) Action plan preparation & presentation  
(2) Formulation & submission of final report | Lecture and Exercise                |
Structure of the program>

Overall Goal
Effective sewerage system and its management and maintenance techniques will be established in participants’ organizations.

Project Goal
The Action Plan drafted based on this training course is implemented and the sewerage condition is improved.

Module Output 6
Be able to formulate sewerage systems improvement plans as "Action Plans".

Module Output 1
Be able to explain the laws in Japan regarding the sewerage system and the policies and practices by the local government.

Module Output 2
Be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristics of each treatment method.

Module Output 3
Be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities).

Module Output 4
Be able to explain the practices of financial management of sewerage systems and public relations activities.

Module Output 5
Be able to explain the regulations of the sewer treatment imposed on the business sector and its practices.
1. Expectations from the Participating Organizations

(1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose. 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.

(4) 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: be senior technical staffs who deal with sewerage system and wastewater treatment.

2) Experience in the relevant field: have more than 5 years’ experience in the field mentioned above, and be willing to work for your organization in the future (at least 5 years).

3) Age: between the ages of twenty-five (25) and fifty (50) years.

4) Educational Background: be graduates of university or have the equivalent academic background.

5) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

6) 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) Expectations for the Participants: preferably be in relation with past or on-going JICA projects focusing on sewerage treatment.

2) Educational background: since majority of the curriculums are based on engineering, participants are preferable to own backgrounds in civil engineering or mechanical engineering.

3) Others: Participants are expected to be familiar with PC operation, as there will be many chances for report writing and presentations.

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: to be submitted with the application form. Fill in Annex of this General Information, and submit it along with the Application Form. Job Report is the necessary document for screening of an applicant. Each participant will be required to present his/her Job report in approx. 10 minutes in an early stage of the training course. Visual materials such as Power Point 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) 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 the JICA Center in JAPAN by June 22, 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 **July 10, 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: kicttp@jica.go.jp

2. Implementing Partner
   (1) Name: Fukuoka City Government
   (2) URL: http://www.city.fukuoka.lg.jp/english/index.html

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:
   (1) During the Briefing and Orientation Program
       JICA Kyushu International Center (JICA Kyushu)
       Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi,
       Fukuoka, 805-8505 Japan
       TEL: 81-93-671-6311  FAX: 81-93-671-0979
       (81: country code for Japan, 93: area code)
       If there is no vacancy at JICA KYUSHU, JICA will arrange alternative
accommodations for the participants.
       Please refer to facility guide of KIC at its URL,
       https://www.jica.go.jp/kyushu/english/office/c8h0vm0000a0cdx5-att/kyusu
hu01.pdf
   (2) During the Technical Training Period by Fukuoka City Government
       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 foods at the supermarket near-by 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 respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.
1. Reports and Presentation
   (1) Job Report
   As written in the previous page, each nominee is required to submit his/her own Job Report following the instruction in the previous sections. Participants will have a presentation of his/her Job Report up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the 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
   Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have approximately 10 minutes for presentation.

   (3) Laptop PC
   Participants are requested to bring their own laptops upon arrival in Japan. They will be useful to take notes, modify reports, and prepare for presentations.

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, junior high schools or the civic groups. 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.
Operation and Maintenance of Sewerage System (A)
(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, A4 size paper), and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2: Each participant is required to have presentation in 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 challenges of the participants each other.

Remarks 3: Please itemize your answer and make them specific.

1. Situation of Sewerage Treatment Systems
   (1) Sewer coverage in assigned area/country
   (2) Brief description on sewer treatment facilities (existence, number, type, etc.)
   (3) Method applied for sewer treatment
   (4) Brief description on legal frameworks (numerical standards, fee, restrictions etc.)

2. Organization and main tasks (up to 1 page)
   (1) Main tasks of the organization
       (Please include annual turnover or product amount, name of products and number of employees.)
   (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) Brief description of your assignments.

3. Existing problems in your section (up to 1 page)
   (1) Challenges you are facing
   (2) Countermeasures for these challenges
   (3) Obstacles in the process of solving those challenges
4. Expectations for the training course (up to 1 page)
   (1) Most interesting subjects or topics in the training course
   (2) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?
   (3) Other matters you are expecting for this course

5. Which of the following specialized technologies have you learned? Please check to signify “YES” or “NO”.

   (1) Civil engineering .......................................................... YES NO
   (2) Mechanical engineering .................................................. YES NO
   (3) Electrical engineering ..................................................... YES NO
   (4) Chemical engineering ..................................................... YES NO
   (5) Environmental engineering ............................................... YES NO
   (6) Hygiene engineering ...................................................... YES NO
   (7) Computer science ........................................................... YES NO
   (8) Others ( ) ................................................................. YES NO

   Note: Under “(8) Others” please specify subjects not covered by any items (1) to (7) if any.

6. Which of the following represent your practical work experiences? Please fill in the years of your occupational experience.

   (1) Planning and designing of wastewater treatment facilities ................. ( )
   (2) Operation and maintenance of wastewater treatment facilities ........... ( )
   (3) Operation and maintenance of industrial wastewater treatment facilities ( )
   (4) Water pollution control administration ........................................... ( )
   (5) Chemical analysis ............................................................. ( )
   (6) Human excreta treatment ....................................................... ( )
   (7) Jokaso (septic tank) management ............................................. ( )
   (8) River/water way management in urban area .................................... ( )
   (9) Water supply ........................................................................ ( )
   (10) Information processing (computer programming) ............................... ( )
   (11) Others ( ) ......................................................................... ( )

   Note: Under “(11) Others” please describe any practical experience that might be related to wastewater treatment techniques but are not covered by items (1) to (10).
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.
For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Kyushu International Center (JICA YUSHU)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Itakyushu-shi, Fukuoka, 805-8505, Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979
Guidelines of Application Form for the JICA Training and Dialogue Program

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

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

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

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

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

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

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

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

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

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

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

3. Privacy Policy

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

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

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

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

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

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person’s work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

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

Article 2. Details of use of works used for training

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

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

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

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

J 0 -

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1) 3)  

2) 4)  

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

Date: Signature:

Name:  

Designation / Position

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 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.
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)
      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></th>
<th>Office</th>
<th>Home</th>
<th>Contact person in emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
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<tr>
<td>TEL:</td>
<td>Mobile (Cell Phone):</td>
<td>Mobile (Cell Phone):</td>
<td>E-mail:</td>
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<tr>
<td>FAX:</td>
<td>E-mail:</td>
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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>
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<tbody>
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<td>From Month/Year</td>
<td>To Month/Year</td>
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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>
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<tbody>
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<td>From Month/Year</td>
<td>To Month/Year</td>
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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 Month/Year To Month/Year</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>
<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>
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<tr>
<td>Speaking</td>
<td>( )</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Writing</td>
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</table>

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages ( )

( ) Excellent ( ) Good ( ) Fair ( ) Poor

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


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 divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither
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>
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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.)
   
   ( ) 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
   ( ) Tuberculosis
   ( ) Infectious Disease >>> Specify name of illness (            )
   ( ) Other >> Specify (            )

   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.