TRAINING CIRCULAR


The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Advancement of Solid Waste Management Technologies (Advance, Technique)(A)” to be held in Japan from 08.07.2018 to 08.09.2018 under Technical Cooperation Program of the Government of Japan

2. The program aims to improve waste management processes (discharge/storage, collection, intermediate treatment and final disposal) in participating countries and regions.

3. The applying organizations are expected to nominate Engineers in charge of waste management processes (discharge/storage, collection, intermediate treatment and final disposal) with more than three (3) years of experience in the relevant field. The officer should be a university graduate or equivalent; have competent command over spoken and written English; must be in good health (both physically and mentally); should have basic computer knowledge; be between age of 25 to 45 years. More information may be seen in the general information brochure.

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

   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether 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 **10.04.2018**. 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

(P. K. Pattnaik)
Under Secretary to the Government of India
Tele no: 011-26165682

To,

a) Secretary, M/o Environment and Forests, Paryavaran Bhawan, Indira Paryavaran
    Bhawan, Jor Bagh Road, New Delhi.
b) Secretary, M/o Urban Development, Nirman Bhawan, New Delhi.
c) Secretary, M/o Rural Development, Krishi Bhawan, New Delhi.
d) Secretary, M/o Drinking Water and Sanitation, Paryavaran Bhawan, New Delhi.
e) Secretary, M/o New & Renewable Energy, CGO Complex, 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
ADVANCEMENT OF SOLID WASTE MANAGEMENT
TECHNOLOGIES
(ADVANCE, TECHNIQUE)(A)
課題別研修「廃棄物管理技術（応用、技術編）（A）」
J
NO. J1804373 / ID. 1884801
Course Period in Japan: From July 8, 2018 to September 8, 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

Due to rapid population growth and expansion of residential area in urban areas, developing economies are facing issues in waste management: collection and transportation services are not able to cover all of the residential areas, and capacity of landfill sites are not enough to deal with increased / diversified wastes. Appropriate waste collection and transportation systems and landfill techniques are vital factors of waste management, and awareness of communities is indispensable for the systems and techniques to function. Therefore, to deal with waste management issues, improvement of systems / techniques and awareness raising should be done simultaneously.

Kitakyushu City, one of the largest industrial cities in Japan, has developed unique systems and techniques for waste management through its effort to dovetail economic development and pollution control. After introducing a new charge system for waste collection in 2006, the city has successfully reduced total amount of waste by 25% in a year. The result was fairly supported by the fact that the city has promoted environmental education programs for students, and conducted PR activities with communities upon introduction of the system.

Utilizing the experience of Kitakyushu City, this training program intends to provide participants practical waste management techniques, along with know-how of raising environmental consciousness of communities.

For what?

This program is designed to improve waste management processes (discharge/storage, collection, intermediate treatment and final disposal) in participating countries and regions.

For whom?

This program is offered to engineering officers in charge of waste management processes on collection, transportation, intermediate treatment and final disposal with occupational experience of more than three (3) years in relevant field.

How?

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

1. Title (J-No.): Advancement of Solid Waste Management Technologies (Advance, Technique) (A) (J1804373)

2. Course Period in JAPAN
   From July 8, 2018 to September 8, 2018

3. Target Regions or Countries
   Bangladesh, Ethiopia, India, Kenya, Philippines and Sri Lanka

4. Eligible / Target Organization
   This program is designed for governmental organization engaged in waste management.

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

6. Language to be used in this program: English
   All participants are requested to communicate and discuss in English so that we can share each idea and deepen understanding of the lesson.

7. Course Objective
   After successfully completed the course, participants will be able to formulate and propose action plans to improve waste management processes (discharge/storage, collection, intermediate treatment and final disposal).

8. Overall Goal
   The formulated action plan is actually implemented in the organizations, then capacity of waste management (in particular, final disposal and intermediate treatment) will be improved.
9. **Expected Module Outputs and Contents:**

This program consists of the following components. Details on each component are given below:

<table>
<thead>
<tr>
<th>(1) Preliminary Phase in a participant’s home country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Report &amp; IAS</td>
<td>Formulation and submission of the job report and the issue analysis sheet (IAS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Core Phase in Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants dispatched by the organization to attend the Program implemented in Japan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Subjects/Agendas</th>
<th>Methodology</th>
</tr>
</thead>
</table>
Be able to explain concrete technology and concept that are applied to the processes such as waste collection, transportation, incineration and, intermediate treatment including recycling and composting.

| 11. | Home Composting from Kitchen Waste (Takakura Method and Cardboard Method) |
| 12. | Green Composting Plant in Fukuoka City |
| 14. | Eco-Town in Kitakyushu, Tokyo & Kawasaki |
| 15. | Plastics, Paper, PET, Glass bottles and Tins Recycling Plant in Kitakyushu |
| 16. | Quality Control of Compost from Different Waste (kitchen waste, livestock waste, etc) |
| 17. | RDF (Refuse Derived Fuel) Manufacturing Plant |
| 18. | Power Plant by RDF |
| 19. | Medical Waste treatment in Hospital and its processing plant in Kitakyushu |
| 20. | Sewage Treatment and Composting Plant in Saga City |

Lecture Field visit and Exercise

Be able to explain concrete technology and concept that are applied to final disposal site with sanitary process.

| 21. | Sanitary Landfill Site in Kitakyushu (Sea Reclamation) |
| 22. | Large Scale Landfill site in Tokyo Bay Area |
| 23. | Basic Technology of Sanitary Landfill |
| 24. | Sanitary Landfill Technology of Semi-aerobic System I (Fukuoka method) |

Lecture Field visit and Exercise

Be able to examine and identify possible ideas to be applied for technical improvement.

| 25. | Task Extraction Work from Submitted IAS |
| 27. | Action Plan Presentation |

Lecture Field visit and Exercise

(3) Finalization Phase in a participant’s home country

Participants will apply knowledge and skills acquired in the training in their respective countries. This phase marks the end of the Program.

<table>
<thead>
<tr>
<th>Expected Module Output</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of the Action Plan</td>
<td>Proposals (Action plans) formulated by participants are shared within their organizations, and discussed towards implementation.</td>
</tr>
</tbody>
</table>

Please refer to the attached schedule (Annex IV). The schedule is subject to minor changes.
1. Expectations from the Participating Organizations

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

(2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties: Engineers in charge of waste management processes (discharge/storage, collection, intermediate treatment and final disposal).
2) Experience in the relevant field: have more than 3 years of experience in the field mentioned above.
3) Educational Background: be a graduate of university or equivalent level.
4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more. (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.)
5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

1) Be in relation with past or on-going JICA projects focusing on waste management.
2) Be familiar with engineering background.
3) Be familiar with PC operation, as there will be many chances for report writing and presentations.
4) Occupational experience of more than three (3) years in relevant field.
5) Age: between the ages of twenty-five (25) and forty-five (45) years
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.
*The photocopy should include the followings:
  Name, Date of birth, Nationality, Sex, Passport number and Expire date.

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

(4) Job Report, Questionnaire and Issue Analysis Sheet (IAS): to be submitted with the application form. Fill in Annex I, II and III of this General Information, and submit it along with the Nomination Form. Job Report, Questionnaire and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job Report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant’s superior is not accepted. The purpose of an IAS is to logically organize relationships between issues participants are facing and contents covered in the training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant’s arrival in Japan through the end of training. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan.

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 Apr. 27, 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 June 1, 2018.

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

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

2. Implementing Partner
   (1) **Name**: Kitakyushu International Techno-cooperative Association (KITA)
   (2) **URL**: [http://www.kita.or.jp/english/e_index.html](http://www.kita.or.jp/english/e_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:
   
   JICA Kyushu International Center (JICA KYUSHU)
   Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505, Japan
   TEL: +81-93-671-6311 FAX: +81-93-671-0979
   (where “81” is the country code for Japan, and “93” is the local area code)

   If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at: [http://www.jica.go.jp/english/about/organization/domestic/index.html](http://www.jica.go.jp/english/about/organization/domestic/index.html)

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 & Issue Analysis Sheet (IAS)
   As written in the previous page, each nominee is required to submit his/her own Job Report, Questionnaire and IAS following the instruction in Section III. Participants will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background. Particularly we request you to submit IAS duly considered so that we can understand what problems now you are tackling and better solution can be obtained through this training course. We expect more time shall be shared in 10 minutes presentation for IAS than Job report.

   (2) Action Plan Report
   Participants are required to formulate an action plan at the end of the training program to express your idea and plan as the final achievement, which you carry out after your return, reflecting the knowledge and method you acquire from the training. Preferably Action Plan is the specific solution for IAS submitted before course starting. Each participant will have 10 minutes for presentation.

   (3) Intermediate Discussion Weekly Report (Review of Lessons)
   During the course running participants are required to attend at Intermediate Discussion occasionally in order to confirm whether each can understand the lesson. In addition weekly report is requested to be submitted every weekend.

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

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

Advancement of Solid Waste Management Technologies
(Advance, Technique) (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, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).
Remarks 2: Please don’t forget to check the analysis sheet.
Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report and Issue Analysis Sheet (IAS). With regard to IAS kindly make a presentation in detail so that all training staff will understand how you are facing challenges and why you attend this training course.
Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.
Remarks 5: Please itemize your answer and make them specific.

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

       Number of staff:

       Main task of the organization:

       Your task in the organization:

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

2. Existing challenges in your section (up to 1 page)
(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

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

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

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

Advancement of Solid Waste Management Technologies
(Advance, Technique) (A)
(JFY 2018)

Questionnaire

Name: ____________________________
Country: __________________________
Organization and present post: __________________________
E-mail: ____________________________
FAX: ____________________________

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

Remarks 2: Please itemize your answers and make them specific.

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

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

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

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

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

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

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

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

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

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

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

(7) Compost plant
   - Method and capacity

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

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

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?
(1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
(2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
(3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues (Your Challenges) by filling out the sheet in phases from prior to the nominee’s arrival through to the end of the training. Particularly for the biggest challenge that you intend to make as the theme of Action Plan shall be described in detail.
(4) In addition, it is used for the course leader and lecturers to understand the issues (Your Challenges) that each participant is confronting through discussion in the beginning stage, and provide him/her technical advice, useful references, and solutions through the training program in Japan.
(5) Note that the issues (Your Challenges) are not problems such as lack of money, shortage of human resource, or want of technology, but matter that you will tackle to the difficulty.

2. How to fill out IAS?
(1) Please describe the issues (Your Challenges) you (your organization) confront(s) in column “A Issues (Your Challenges) that you (your organization) confront(s).”
★ Prepare the separate rows for each problem; if necessary, please add new rows.
(2) In column “B Actions that you (your organization) are (is) taking or trying to take,” please describe actions that you (your organization) are taking now to tackle the challenges shown in column A. We understand such actions have not been enough or completed, therefore you wish to attend this training course for the sake of improvement.
(3) The main purpose of this training course is to provide the information, or know-how / break-through idea to stimulate you finding solutions to the challenges.

The contents of this course are shown in Core Phase in Japan of 9. Expected Module Outputs and Contents (Section II-9). Referring to the "List of Subjects" in this table, from which you expect to get
useful information you need, write their Subject No. in column "C  Subjects No."
★ You can input as many subjects as you think the subjects are related.
★ You do not need to input "Subject Titles" into the chart, but only "Subject No."

(4) Another purpose of the IAS is to complete Action Plan at final stage in the training course. The Action Plan must be the fruit of the training and shall be executed as a task in your organization afterward. It must be designed in pragmatic manner and specific way. To make a fruitful Action Plan, this IAS shall be an effective tool. Therefore prior to coming Japan candidates are requested.
# Issue Analysis Sheet (IAS)

<table>
<thead>
<tr>
<th>Country</th>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>[A] Issues (Your Challenges) that you (your organization) confront(s).</th>
<th>[B] Action that you (your organization) are (is) taking or trying to take.</th>
<th>[C] Subject No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please write the “Subject No.” you most expect to get the information you need. For the “Subject No.”, Please refer the “Number of Subject/Agenda” shown in the tables of this General information (Page 3- 4)*

Superior Name, Signature

16
Annex IV
Sample schedule (for your reference)  *The schedule is subject to change.*

<table>
<thead>
<tr>
<th>Days</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Sun)</td>
<td><strong>Arrival in Japan</strong></td>
</tr>
<tr>
<td>2 (Mon)</td>
<td>Briefing</td>
</tr>
<tr>
<td>3 (Tue)</td>
<td>Cultural Exchange Program</td>
</tr>
<tr>
<td>4 (Wed)</td>
<td>Course Orientation</td>
</tr>
<tr>
<td>5 (Thu)</td>
<td>Task Extraction Work from Submitted IAS for Job Report Presentation / 3R and Solid Waste Management Policy by Kitakyushu City</td>
</tr>
<tr>
<td>6 (Fri)</td>
<td>Job &amp; IAS presentation rehearsal / Job &amp; IAS Presentation</td>
</tr>
<tr>
<td>7 (Sat)</td>
<td>Holiday</td>
</tr>
<tr>
<td>8 (Sun)</td>
<td>Holiday</td>
</tr>
<tr>
<td>9 (Mon)</td>
<td>To be determined</td>
</tr>
<tr>
<td>10 (Tue)</td>
<td>Home Composting from Kitchen Garbage (Takakura Method) I</td>
</tr>
<tr>
<td>11 (Wed)</td>
<td>Home Composting from Kitchen Garbage (Takakura Method) II</td>
</tr>
<tr>
<td>12 (Thu)</td>
<td>Sound Material Cycle Society(Overall views) / Visit Eco-town in Kitakyushu I</td>
</tr>
<tr>
<td>13 (Fri)</td>
<td>Sound Material Cycle Society (law and Regulation I) / Visit Environmental Laboratory of Kitakyushu city</td>
</tr>
<tr>
<td>14 (Sat)</td>
<td>Holiday</td>
</tr>
<tr>
<td>15 (Sun)</td>
<td>Holiday</td>
</tr>
<tr>
<td>16 (Mon)</td>
<td>Visit Green Composting Plant in Fukuoka City / Visit Overall Recycling System of Organic Waste in Local Town (Ohki Town)</td>
</tr>
<tr>
<td>17 (Tue)</td>
<td>Sound Material Cycle Society (law and Regulation II) / Visit Sanitary Landfill Site in Kitakyushu (Sea Reclamation)</td>
</tr>
<tr>
<td>18 (Wed)</td>
<td>Waste Management and Composting Project in Developing Countries / Industrial Waste Management in Kitakyushu</td>
</tr>
<tr>
<td>19 (Thu)</td>
<td>Effective Waste Collection and Transportation (Time &amp; Motion Study)</td>
</tr>
<tr>
<td>20 (Fri)</td>
<td>Effective Waste Collection and Transportation (Time &amp; Motion Study)</td>
</tr>
<tr>
<td>21 (Sat)</td>
<td>Holiday</td>
</tr>
<tr>
<td>22 (Sun)</td>
<td>Study Tour I</td>
</tr>
<tr>
<td>23 (Mon)</td>
<td>Visit Illegal Dumping Site and its Restoration Work, Composting of Waste from Livestock and its Inspection Techniques, Experience of Recycling Business Project</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>24</td>
<td>(Tue)</td>
</tr>
<tr>
<td>25</td>
<td>(Wed)</td>
</tr>
<tr>
<td>26</td>
<td>(Thu)</td>
</tr>
<tr>
<td>27</td>
<td>(Fri)</td>
</tr>
<tr>
<td>28</td>
<td>(Sat)</td>
</tr>
<tr>
<td>29</td>
<td>(Sun)</td>
</tr>
<tr>
<td>30</td>
<td>(Mon)</td>
</tr>
<tr>
<td>31</td>
<td>(Tue)</td>
</tr>
<tr>
<td>32</td>
<td>(Wed)</td>
</tr>
<tr>
<td>33</td>
<td>(Thu)</td>
</tr>
<tr>
<td>34</td>
<td>(Fri)</td>
</tr>
<tr>
<td>35</td>
<td>(Sat)</td>
</tr>
<tr>
<td>36</td>
<td>(Sun)</td>
</tr>
<tr>
<td>37</td>
<td>(Mon)</td>
</tr>
<tr>
<td>38</td>
<td>(Tue)</td>
</tr>
<tr>
<td>39</td>
<td>(Wed)</td>
</tr>
<tr>
<td>40</td>
<td>(Thu)</td>
</tr>
</tbody>
</table>
| 41 | (Fri) | Geo-thermal Plant  
Return Back to Kitakyushu  |
<p>| 42 | (Sat) | Holiday  |
| 43 | (Sun) | Holiday  |
| 44 | (Mon) | Sanitary Landfill Technology of Semi-aerobic System I (Fukuoka method).  |
| 45 | (Tue) | Sanitary Landfill Technology of Semi-aerobic System II (Fukuoka method) Site Practice  |</p>
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>(Wed)</td>
<td>Sanitary Landfill Technology of Semi-aerobic System II (Fukuoka method)</td>
</tr>
<tr>
<td>47</td>
<td>(Thu)</td>
<td>Nature Preservation for City Developing / Visit Waste Recycling Plant in Kitakyushu (PET bottles Glass bottles, Plastics and others)</td>
</tr>
<tr>
<td>48</td>
<td>(Fri)</td>
<td>Basic Technology of Sanitary Landfill / Explanation &amp; Instruction I for Action Plan</td>
</tr>
<tr>
<td>49</td>
<td>(Sat)</td>
<td>Holiday</td>
</tr>
<tr>
<td>50</td>
<td>(Sun)</td>
<td>Holiday</td>
</tr>
<tr>
<td>51</td>
<td>(Mon)</td>
<td>Environmental Education in Kitakyushu / Visit Nature Reserved Park in Kitakyushu for Environmental Education</td>
</tr>
<tr>
<td>52</td>
<td>(Tue)</td>
<td>Quality Control of Compost from Different Waste (kitchen waste, livestock waste etc.) / Visit Power Plant in Kitakyushu (Study of pollution prevention system at Kyushu Power company)</td>
</tr>
<tr>
<td>53</td>
<td>(Wed)</td>
<td>Visit Composting Plant from Livestock Waste in Kitakyushu / Visit Overall Recycling System of Organic Waste in Local Town (Tosu City)</td>
</tr>
<tr>
<td>54</td>
<td>(Thu)</td>
<td>Visit Bottle and Tins Recycling center in Kitakyushu / Visit Medical Waste Processing Plant in Kitakyushu</td>
</tr>
<tr>
<td>55</td>
<td>(Fri)</td>
<td>Visit Sewage Treatment and Composting Plant in Saga City</td>
</tr>
<tr>
<td>56</td>
<td>(Sat)</td>
<td>Holiday</td>
</tr>
<tr>
<td>57</td>
<td>(Sun)</td>
<td>Holiday</td>
</tr>
<tr>
<td>58</td>
<td>(Mon)</td>
<td>Instruction II for Action Plan Preparation / Visit Environmental Museum in Kitakyushu</td>
</tr>
<tr>
<td>59</td>
<td>(Tue)</td>
<td>Visit Automobile Factory to study Waste Water Treatment / Visit Local Community Center in Kitakyushu to Observe NPO Activities</td>
</tr>
<tr>
<td>60</td>
<td>(Wed)</td>
<td>Visit Waste Analysis Center in Kitakyushu to Study the Composition of Various Wastes</td>
</tr>
<tr>
<td>61</td>
<td>(Thu)</td>
<td>Visit Desalination Plant in Fukuoka / Instruction III for Action Plan Preparation and Presentation (Rehearsal)</td>
</tr>
<tr>
<td>62</td>
<td>(Fri)</td>
<td>Evaluation Meeting / Action Plan Presentation / Closing Ceremony / Farewell party</td>
</tr>
<tr>
<td>63</td>
<td>(Sat)</td>
<td>Leave from Japan</td>
</tr>
</tbody>
</table>
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 yushu 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
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)

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)  
2)  
3)  
4)  

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

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.
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)

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 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>
</tbody>
</table>

|        | TEL:     | Mobile (Cell Phone): |
|        | FAX:     | E-mail: |

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>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</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</th>
<th>Field of Study / Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Month/Year</td>
<td>Month/Year</td>
</tr>
</tbody>
</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificate (Examples: TOEFL, TOEIC)

2) Mother Tongue

3) Other languages

1 Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
3 Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4 Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.
6. Expectation on the applied training and dialogue program

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

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

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

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

JICA’s Information Security Policy in relation to Personal Information Protection
- JICA will properly and safely manage personal information collected through this application form in accordance with JICA’s privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

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

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

2. To provide technical training to technical training trainees from developing countries under the Citizens’ Cooperation Activities.

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

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

<table>
<thead>
<tr>
<th>Print Name:</th>
</tr>
</thead>
</table>
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 ( )

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

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

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

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

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

Date: ____________________________
Signature: _________________________
Print Name: ________________________