

No. F. 13/03/2011-PMU  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Trg. Section)

New Delhi, the 2<sup>nd</sup> June, 2011.

TRAINING CIRCULAR

Subject: An Area Focussed Training Course in 'Environmental Technology for Low-Carbon Society' to be held in Japan from 25<sup>th</sup> September, 2011 to 22<sup>nd</sup> October, 2011 under the Technical Cooperation Programme of the Government of Japan.

The Government of Japan have offered the above noted training programme. Copies of the training brochure and application forms may be accessed from Finance Ministry website. The Government of Japan will provide round-trip air fare, accommodation allowance and the living allowance.

2. This programme is designed for department of city planning or industries in local government, which are in charge of promotion of environmental technologies.

3. The number of slot available to India is **one**. The number of nominations to be sent to this Department may not, therefore, exceed **one regular and one reserve**.

4. The nomination of suitable candidates may be done in accordance with the Department of Economic Affairs'O.M.No.1/13/03-PMU, dated 27.2.2006. The nomination details should be submitted on the following:

- (i) Prescribed Application Form A2A3 together with the medial history questionnaire.
- (ii) DEA's prescribed proforma – duly countersigned by competent authority.
- (iii) Job Report

5. Last Date of Submission: The completed 'application form' should reach this Department not later than **21.07.2011**. Nomination received after the prescribed date will not be considered.

6. The details of the programme and the application form may be down loaded from this Department's Website : [www.finmin.nic.in](http://www.finmin.nic.in) under "Training Programme".

(P. Pradyumn Kumar)  
Deputy Secretary (PMU)  
Tele: 23092494

1. The Joint Secretary (Admn.), Ministry of Environment & Forest, , New Delhi.
2. PM Office, New Delhi.
3. All State Governments.

Copy to Guard File for placing it on the M.O.F. website under the "Short term courses offered by Japan"

# TRAINING AND DIALOGUE PROGRAMS



## GENERAL INFORMATION ON

Environmental Technology for Low-Carbon Society

地域別研修

「低炭素化のための環境技術」

JFY 2011

<Type: Solution Creation / 類型: 課題解決促進>

NO. J1104165 / ID. 1184316

From August 2011 to January 2012

Phases in Japan: From September 25, 2011 to October 22, 2011

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

The report of the Intergovernmental Panel on Climate Change (IPCC) presented the concern that if global warming continues to progress at the current rate, extreme weather such as catastrophic floods and droughts will become more frequent, and health hazards due to infection will increase as well. Particularly in Asia, a region with close geographic and economic ties to Japan, a sharp increase in carbon dioxide emissions along with environmental pollution (including contamination of the air and water, and improper waste disposal practices), against the background of rapid economic growth, is greatly affecting the global environment. As such, efforts to quickly introduce countermeasure technologies are underway.

## **For what?**

This program is designed to promote low-carbonization in participating countries and regions through introduction of various environmental technologies.

## **For whom?**

This program is offered to department of city planning or industries in local government, which are in charge of promotion of environmental technologies.

## **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.)**

Environmental Technology for Low-Carbon Society (J1104165)

### **2. Period of program**

**Duration of whole program:**

August 2011 to January 2012

**Preliminary Phase (in a participant's home country):** August 2011 to September 2011

**Core Phase in Japan:**

September 25, 2011 to October 22, 2011

**Finalization Phase (in a participant's home country):** October 2011 to January 2012

### **3. Target Regions or Countries**

India, Indonesia, Malaysia, Maldives, Pakistan, Philippines

### **4. Total Number of Participants**

9 participants

### **5. Eligible / Target Organization**

This program is designed for department of city planning or industries in local government, which are in charge of promotion of environmental technologies

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

English

### **7. Program Objective**

Participants will be able to formulate & propose action plans to introduce environmental technologies in respective organizations, utilizing the program.

### **8. Overall Goal**

Formulated action plans are implemented in each country.

## 9. Expected Module Output and Contents

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

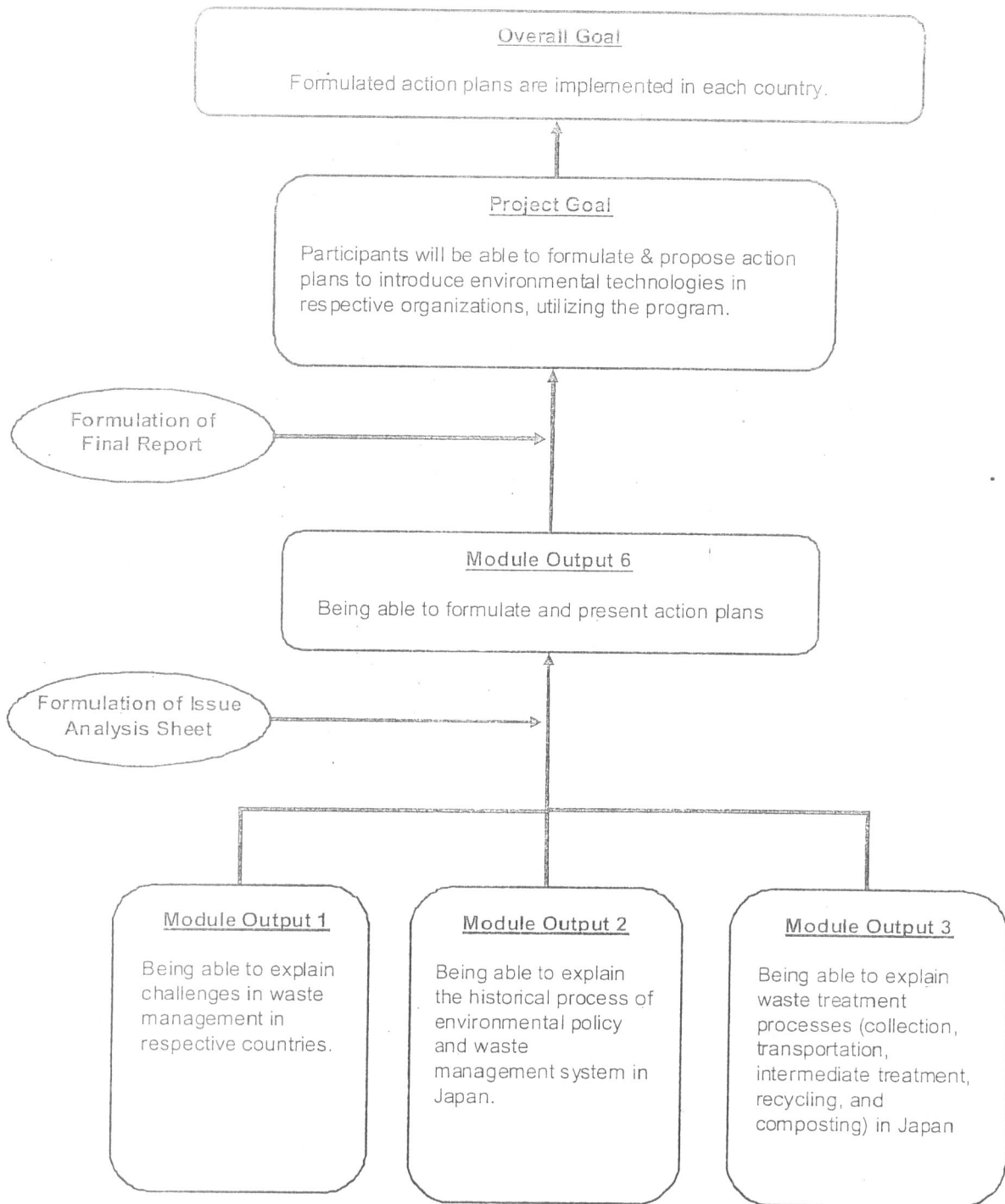
<b>(1) Preliminary Phase in a participant's home country</b> (August to September, 2011) <i>Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.</i>	
Modules	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet(IAS) in PPT format

<b>(2) Core Phase in Japan</b> (Sep. 25, 2011 to Oct. 22, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects	Methodology
1) Being able to explain about global environmental issues and challenges towards low-carbonization.	1. Global environmental systems and international framework 2. Developing countries and challenges for global warming	Discussion, presentation and report writing
2) Being able to explain about overview of national / local environmental policies in Japan.	1. Pollution control in Japan 2. Environmental administration in Kitakyushu City	Lecture, observation and discussion
3) Being able to explain environmental / social technologies applicable in each country.	1. Kitakyushu Asian Center for Low Carbon Society project 2. Energy / resource saving technologies 3. Cleaner production 4. City planning 5. Awareness raising	Lecture, observation and discussion
4) Being able to formulate & propose Action Plan to introduce environmental / social technologies to each country.	1. Action Plan formulation 2. Action Plan presentation	Discussion, presentation and report writing

<b>(2)Finalization Phase in a participant's home country</b> <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Implementation of the Action Plan will be recognized through final report	Proposals (Action plans) formulated by participants are shared within their organizations, and discussed towards implementation.

Please See Annex III for the tentative schedule of the program.

<Conceptual framework of the program>



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

#### 1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific challenges 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 challenges.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in the previous section.

#### 2. Nominee Qualifications

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

##### Essential Qualifications

- (1) Current Duties: Staffs of department of city planning or industries in the local government, which are in charge of promotion of environmental technologies.
- (2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above (1).
- (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 CBT 250 or more (copy of the proof is preferable).
- (5) Age: be under 50 years of age
- (6) Must not be serving any form of military service.
- (7) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. As the training includes much field work (trips), that may give risks to pregnant body, pregnancy is regarded as a disqualifying condition for participation in this training program.

#### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is attached to this General Information.
- (2) **Job Report 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 and I.A.S. 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 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. **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. Procedure for Application and Selection

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

Closing date for application to the JICA Center in JAPAN: Aug. 1, 2011

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

##### (2) Selection

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

##### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than Aug. 25, 2011.**

#### 5. Conditions for Attendance

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in the previous section.

## IV. Administrative Arrangements

### 1. Organizer

- (1) **Name:** JICA Kyushu
- (2) **Contact:** Mr. KODAMA Akihiko (Kodama.Akihiko@jica.go.jp)

### 2. Implementing Partner

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
- (2) **URL:** <http://www.kita.or.jp/>
- (3) **Remark:** KITA has carried out JICA training projects since 1980, and over the period from 1980 to 2010 has accepted nearly 6,000 participants. The courses cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as projects related to the improvement of work training management ability, and in 2010 it offered a total of 34 courses.

### 3. Travel to Japan

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.



#### 4. Accommodation in Japan

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

JICA 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)
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If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kyushu at its URL, <http://www.jica.go.jp/english/contact/domestic/>

#### 5. Expenses

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

- (1) Allowances for accommodation, 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 the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

#### 6. Pre-departure Orientation

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

## ***V. Other Information***

### **1. Japanese Language Course**

Intensive Japanese language course will be conducted prior to the technical training program

### **2. Reports Presentation**

#### **(1) Job Report and IAS**

As written in the previous page, each nominee is required to submit his/her own Job Report and IAS following the instruction in Annex-III. Accepted participant will have a presentation of his/her Job Report and IAS 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 course leader and lectures. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them with you. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

#### **(2) Action Plan**

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 returning home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

### **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.

## VI. ANNEX

Annex-I

### Environmental Technology for Low-Carbon Society (JFY 2011) 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.

Remarks3: Please itemize your answer and make them specific.

1 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.

2 Existing challenges in your section (up to 1 page)

(1) Challenges and issues you are facing

(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 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

END

## 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 by filling out the sheet in phases from prior to the nominee's arrival in Japan through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is facing, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

### 2. How to fill out IAS?

- (1) Please insert issues your organization faces in row "A".
- (2) In row "B", please write what kind of information you need to solve the issues in row "A", as in detail as possible.
- (3) Referring to the list in the next page, please extract subjects which are deeply related to the proposed items in "B", and write their No. and course title in row "C", for example;
  - 1.1. International efforts toward a low-carbon society, or
  - 1.2. Global environmental preservation and environmental creation.
- (4) In row "D", please describe technical items that you want to learn deeply in this subject (if any).
- (5) Please leave row "E" empty, as the row is to be filled throughout the training program, following guidance from lecturers.

### 3. Remarks

- (1) IAS without approval of a nominee's superior is not accepted.
- (2) IAS is a key material for the screening of the nominees. The Japan side puts emphasize on its contents and then proceeds with the screening.
- (3) Accepted participants will make a presentation on the IAS and the job report at the beginning of the training program in Japan.
- (4) Accepted participants are requested to bring this IAS in electronic file when coming to Japan.

## List of Subjects

Module Output	No	Course title	Details
1. Being able to explain about global environmental issues and challenges towards low-carbonization.	1	International efforts toward a low-carbon society	Obtaining emission credits by leveraging market mechanisms
			Responsibilities and roles of advanced/developing countries
	2	Global environmental preservation and environmental creation	
	3	Resource and environmental problems faced by humankind	
2. Being able to explain about overview of national / local environmental policies in Japan.	1	Japanese laws concerning low carbon	Act on Promotion of Global Warming Countermeasures
			Act on the Rational Use of Energy
			Guidelines for low-carbon town development
	2	Low-carbon-related national strategic programs	Environmental model city program
			Smart grid demonstration
	3	Examples of individual measures formulated by local governments	LRT (light rail transit: next generation tram) policy of Toyama City Anukumachimachi plan of Kyoto City, energy conservation in buildings by CASBEE Kyoto Cap&Trade of Tokyo
4	Environmental policies of Kitakyushu City	History of overcoming pollution	
		Pollution monitoring center Waste reduction measures Global Warming Countermeasures Local Promotion Plan Environmental model city action plan	
5	Small hydropower promoted by local governments	Facility tour (in Oita City)	
6	Biomass Resource Center	Facility tour (in Hita City)	
3. Being able to explain environmental / social technologies applicable in each country.	1	Efforts of the Kitakyushu Asian Center for Low Carbon Society	Eco-business
			Information and opinion exchange
	2	Environmental management system	ISO14001 standard and its operation (PDCA Cycle)
	3	Low-carbon efforts by enterprises in Kitakyushu City	Energy: Next-Generation Energy Park
			Recycle: Kitakyushu Eco-Town Water business: Water Plaza
	4	Urban planning of Kitakyushu City (development of environmentally-friendly town)	Green space utilization plan
			Management of transportation demand
			Comprehensive assessment of the environmental performance of buildings Disaster prevention information: Kitakyushu City Disaster Preparation Map
	5	Observing the urban planning of Kitakyushu City	Murasakigawa (energy generated by temperature differences, bicycle rental, disaster measures, etc.)
			Higashida area (hydrogen energy, car sharing)
			The University of Kitakyushu (utilization of natural wind, fuel cells, etc.)
	6	Low-carbon efforts by citizens of Kitakyushu City	Promotion of 3R
			Activities of NPO Environment Museum
	7	Measures to facilitate low-carbon efforts of Kitakyushu citizens	Subsidy programs (introduction of photovoltaic system; rooftop gardening, etc.)
Eco-City Test			
Eco-City "Plant a Million Trees" Project			
Rape Blossoms Project Environmental household accounts No "My Car" Day			
8	Civic group participation in environmental events	Eco Style Town 2011 (Kitakyushu)	
9	Global environment and new energy technology exhibition	Eco Techno 2011 (Kitakyushu City)	
10	Low-carbon efforts by power companies	Kyushu Electric Power	
11	Introduction to clean coal power generation technology	Mitsubishi Heavy Industries	
12	Photovoltaic power generation	Kyocera	
13	Kyoto City Office		
14	Low-carbon efforts by enterprises	Lecture and factory tour	

\* Only lectures and facility tours have been excerpted

Environmental Technology for Low-Carbon Society  
Issue Analysis Sheet (IAS)

A: Issues your organization faces	B: What kind of information is necessary to solve these problems? (Please explain as specifically as possible)	C: Which subjects (lecture/plant tour) are you interested in during this course? ?		D: Please describe technical items that you want to learn deeply in this subject (if you have)	E: Action plan (Please explain actions you will take after the training course)
		Subj. No.	Name of subject		
1					
2					
3					
★					

★ Newly added issue(s) after participating in this training course

Name of Superior Officer \_\_\_\_\_

Designation/Position of superior officer \_\_\_\_\_

Signaturer \_\_\_\_\_

## Tentative Schedule for Environmental Technology for Low-Carbon Society

Date	Day	AM (9:30~12:30)	PM (13:30~16:30)
25 Sep.	Sun	Arrival in Japan	
26 Sep.	Mon	Briefing	KIT A introductory education
27 Sep.	Tue	JRe. & IAS guidance	JRe. Presentation, AP development guidance (theme selection)=after 13:30
28 Sep.	Wed	Environmental preservation and environmental creation in the world / resource and environmental problems faced by humankind	Environmental management system (lecture: Kitakyushu Techno Support)
29 Sep.	Thu	Japanese laws concerning low carbon, low-carbon-related national strategic programs, etc.	International efforts toward a low-carbon society, low-carbon measures formulated by local governments, etc.
30 Sep.	Fri	Environmental policies of Kitakyushu City (lecture)	Low-carbon efforts by enterprises in Kitakyushu City (recycling sector)
1 Oct.	Sat	Civic group participation in environmental events	Civic group participation in environmental events
2 Oct.	Sun		
3 Oct.	Mon	Environmental policies of Kitakyushu City (lecture)	Low-carbon efforts by enterprises in Kitakyushu City (recycling sector)
4 Oct.	Tue	Low-carbon efforts by enterprises in Kitakyushu City (water business sector)	Low-carbon efforts by enterprises in Kitakyushu City (energy sector)
5 Oct.	Wed	Urban planning of Kitakyushu City (development of environmentally-friendly town)	Observing the urban planning of Kitakyushu City (Higashida area)
6 Oct.	Thu	Urban planning of Kitakyushu City (development of environmentally-friendly town)	AP development guidance
7 Oct.	Fri	Low-carbon efforts of power companies	AP development guidance
8 Oct.	Sat		
9 Oct.	Sun		
10 Oct.	Mon		
11 Oct.	Tue	Small hydropower promoted by local governments (lecture/facility tour)	Tour of Hita City biomass recycling center , travel from Oita City to Kitakyushu City
12 Oct.	Wed	Observing the urban planning of Kitakyushu City (Murasakigawa)	Observing the urban planning of Kitakyushu City (The University of Kitakyushu)
13 Oct.	Thu	Efforts of the Kitakyushu Asian Center for Low Carbon Society (lecture and discussion)	Global environment and new energy technology exhibition & seminar, travel from Kitakyushu to Kyoto
14 Oct.	Fri	Photovoltaic power generation (Kyocera)	Kyoto City Office (lecture)
15 Oct.	Sat	Kyoto morning tour	Travel from Kyoto to Kitakyushu
16 Oct.	Sun		
17 Oct.	Mon	Low-carbon efforts by citizens of Kitakyushu City (lecture/observation)	Measures to facilitate low-carbon efforts of Kitakyushu citizens (lecture)
18 Oct.	Tue	Low-carbon efforts by citizens of Kitakyushu City (lecture/observation)	Measures to facilitate low-carbon efforts of Kitakyushu citizens (lecture)
19 Oct.	Wed	Low-carbon efforts by enterprises (energy-saving activities)	Factory tour (example of energy conservation)
20 Oct.	Thu	Introduction to clean coal power generation technology	AP development, guidance
21 Oct.	Fri	Evaluation meeting, AP development guidance	AP presentation, closing ceremony
22 Oct.	Sat	Departure from Japan	

Note: JRe.: Job Report

AP: Action Plan

IAS: Issue Analysis Sheet

## *For Your Reference*

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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





**CORRESPONDENCE**

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

**JICA Kyushu International Center (JICA KYUSHU)**  
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City,  
Fukuoka Prefecture 805-8505, Japan  
TEL: +81-93-671-6311 FAX: +81-93-671-0979

Environmental Technology for Low-Carbon Society  
Issue Analysis Sheet (IAS)

A: Issues your organization faces	B: What kind of information is necessary to solve these problems ? (Please explain, as specifically as possible)	C: Which subjects (lecture/plant tour) are you interested in during this course ? Course No: _____ Name of subject - _____	D: Please describe technical items that you want to learn deeply in this subject (if you have)	E: Action plan (Please explain actions you will take after the training course)
1				
2				
3				
★				

★ Newly added issue(s) after participating in this training course

Name of Superior Officer \_\_\_\_\_

Designation/Position of superior officer \_\_\_\_\_

Signaturer \_\_\_\_\_

Annex-I

**Environmental Technology for Low-Carbon Society (JFY 2011)  
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.

Remarks3: Please itemize your answer and make them specific.

- 1 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.
- 2 Existing challenges in your section (up to 1 page)
  - (1) Challenges and issues you are facing
  - (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 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

END

## 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 must be submitted.

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

Part B 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**

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, of which the electronic



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version is available on the web site: [http://www.jica.go.jp/\\*\\*\\*\\*\\*](http://www.jica.go.jp/), or write in **block letters**.

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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



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## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

J	0		-						
---	---	--	---	--	--	--	--	--	--

**3. Country Name:**

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**4. Name of Applying Organization:**

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

1)	3)
2)	4)

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

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

**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		Official Stamp	
Department / Division			



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## 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.





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

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



**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

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

[Empty box for title]

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

J 0 [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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

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

1) Name of Nominee (as in the passport)

Family Name

[ ] [ ]

First Name

[ ] [ ]

Middle Name

[ ] [ ]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Large empty box for describing current duties]



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9) Contact Information

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

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



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

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

5. Language Proficiency (required)

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

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

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

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

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



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

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

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

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

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

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (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.

Date:	Signature:
	Print Name:



## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

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

(e') Has this disease been cured?

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: _____

DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
  - (i) Academic
  - (ii) Technical
4. Contact Nos:
  - (i) Phone number (with STD Code)
  - (ii) Fax number (with STD Code)
5. (i) Service to which officer belongs:  
 (ii) Year of appointment/allotment:  
 (iii) Present post:  
 (iv) Date from which the current post held:  
 (v) Details of previous posts held:  
 (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:  
 (Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

S. No.	Date & Duration of training	Subject/title of training	Name of the training institution	Source of funding

9. List of training courses attended in India:

S. No.	Date & Duration of training	Subject/title of training	Name of the training institution	Source of funding

Date:  
Place:

Signature of the Candidate

10. Shri/Smt. \_\_\_\_\_ is cleared/(not) cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority  
(with office stamp)

Date:  
Place:

No.1/13/03-PMU  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Training Division)

New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5<sup>th</sup> April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Depts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.



Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

  
(M.F. Farooqui)  
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./AC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA