

Số: 4297/BKHĐT-KTĐN

V/v Đề nghị cử cán bộ tham dự

Hà Nội, ngày 25 tháng 6 năm 2018

VĂN PHÒNG UBND TỈNH QUẢNG BÌNH

Số: 8746
 Ngày: 27/6/2018
 Chuyên:
 Lưu hồ sơ số:

Kính gửi:

- Bộ Xây dựng;
- UBND các tỉnh: Hà Tĩnh, Quảng Bình, Quảng Trị.

Bộ Kế hoạch và Đầu tư nhận được công hàm số 650.2018/JICA-GI ngày 21/6/2018 của Cơ quan Hợp tác Quốc tế Nhật Bản (JICA) thông báo về việc cử cán bộ đăng ký tham gia khóa đào tạo **“Operation and Maintenance of Sewerage System (D)”** được tổ chức tại Nhật Bản từ 15/10 – 30/11/2018 (thông tin khóa học gửi kèm theo).

Đối tượng tham dự khóa đào tạo là các cán bộ có ít nhất 05 năm kinh nghiệm và đang công tác trong lĩnh vực liên quan đến chủ đề của khóa đào tạo, từ 25 - 40 tuổi, sức khỏe tốt và chưa tham dự khóa học tương tự tại Nhật Bản. Khóa học sử dụng tiếng Việt. Mọi chi phí liên quan đến khóa đào tạo do phía Nhật đài thọ. Việc lựa chọn học viên do JICA tiến hành.

Lưu ý: Chương trình không chấp thuận học viên là đối tượng đang trong quá trình mang thai. JICA sẽ rút lại thư chấp thuận nếu việc mang thai được phát hiện sau khi học viên được chính thức chấp thuận. Học viên sẽ được yêu cầu dừng chương trình đào tạo và thu xếp về nước trước thời hạn nếu việc mang thai được phát hiện trong quá trình tham gia khóa đào tạo.

Căn cứ nội dung khóa đào tạo và chỉ tiêu phân bổ, Bộ Kế hoạch và Đầu tư đề nghị Bộ Xây dựng xem xét cử 02 cán bộ, Ủy ban nhân dân các tỉnh: Hà Tĩnh, Quảng Bình, Quảng Trị cử 01 cán bộ đăng ký tham gia khóa đào tạo.

Công văn trả lời kèm theo hồ sơ cán bộ được cử gồm 01 bản Mẫu đơn đăng ký (đánh máy bằng tiếng Anh), Photo hộ chiếu, Job Report và IAS đánh máy bằng tiếng Việt (Annex I và II) đề nghị gửi về Bộ Kế hoạch và Đầu tư trước ngày 18/7/2018 để hoàn thiện các thủ tục cần thiết. Nếu đến quá thời hạn nêu trên không nhận được công văn thông báo về việc đề cử cán bộ từ quý Cơ quan, Bộ Kế hoạch và Đầu tư sẽ chuyển chỉ tiêu của khóa học cho cơ quan khác.

Bộ Kế hoạch và Đầu tư xin cảm ơn sự hợp tác của quý Cơ quan.

TH. BỘ TRƯỞNG
 VỤ TRƯỞNG VỤ KINH TẾ ĐỐI NGOẠI



Lưu Quang Khánh

Nơi nhận:

- Như trên;
- Lưu: VT, KTĐN. C



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Ref. No: 650 .2018/JICA-GI


Japan International Cooperation Agency (JICA) Vietnam Office would like to express its deepest appreciation for the invaluable support and understanding the Ministry of Planning and Investment (MPI) has extended to the Office and informs as follows:

The Government of Japan is happy to invite the Ministry to nominate candidate(s) for a course described below within the framework of JICA Knowledge Co-creation Programme in Japanese Fiscal Year 2018. Details of the course is described in the attached General Information.

Course title	Operation and Maintenance of Sewerage System (D)
Training duration	October 15 to November 30, 2018
Training language	Vietnamese
Maximum number of trainee	07
Key requirements	- More than 05 years of experience in related area Note: Pregnant applicants are not recommended.
Deadline of application submission	August 01, 2018
Required documents	1. Application Form in English 2. Copy of Passport (page with photo), 3. Job Report and other documents (formats attached to the course General Information Book) in Vietnamese

JICA Vietnam Office would like to thank the Ministry of Planning and Investment again for the continuous support provided to the Office.

Hanoi, 21 June 2018
JICA Vietnam Office


Kanto Yuko
Project Formulation Advisor



To: Ministry of Planning and Investment, Socialist Republic of Vietnam



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

OPERATION AND MAINTENANCE OF SEWERAGE SYSTEM (D)

課題別研修「下水道システム維持管理(D)」

JFY 2018

NO. J1804348 / ID: 1884804

Course Period in Japan: From October 15, 2018 to November 30, 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

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

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

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

This course focuses on the appropriate maintenance management of sewerage facilities to prevent water pollution, which contributes to achievement of Sustainable Development Goals (SDGs).

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

For what?

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

For whom?

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

How?

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

II. Description

- 1. Title (J-No.): Operation and Maintenance of Sewerage System (D)**
(J1804348)
- 2. Course Period in JAPAN**
October 15 to November 30, 2018
- 3. Target Regions or Countries**
Vietnam
- 4. Eligible / Target Organization**
This program is designed for public organizations which are directly engaged in the maintenance and operation of the sewerage system.
- 5. Course Capacity (Upper limit of Participants)**
8 participants
- 6. Language to be used in this program**
Vietnamese
- 7. Course Objective**
The Action Plan drafted based on this training course is implemented and the sewerage condition is improved.
- 8. Overall Goal**
Effective sewerage system and its management and maintenance techniques will be established in participants' organizations.

9. Expected Module Output and Contents:

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

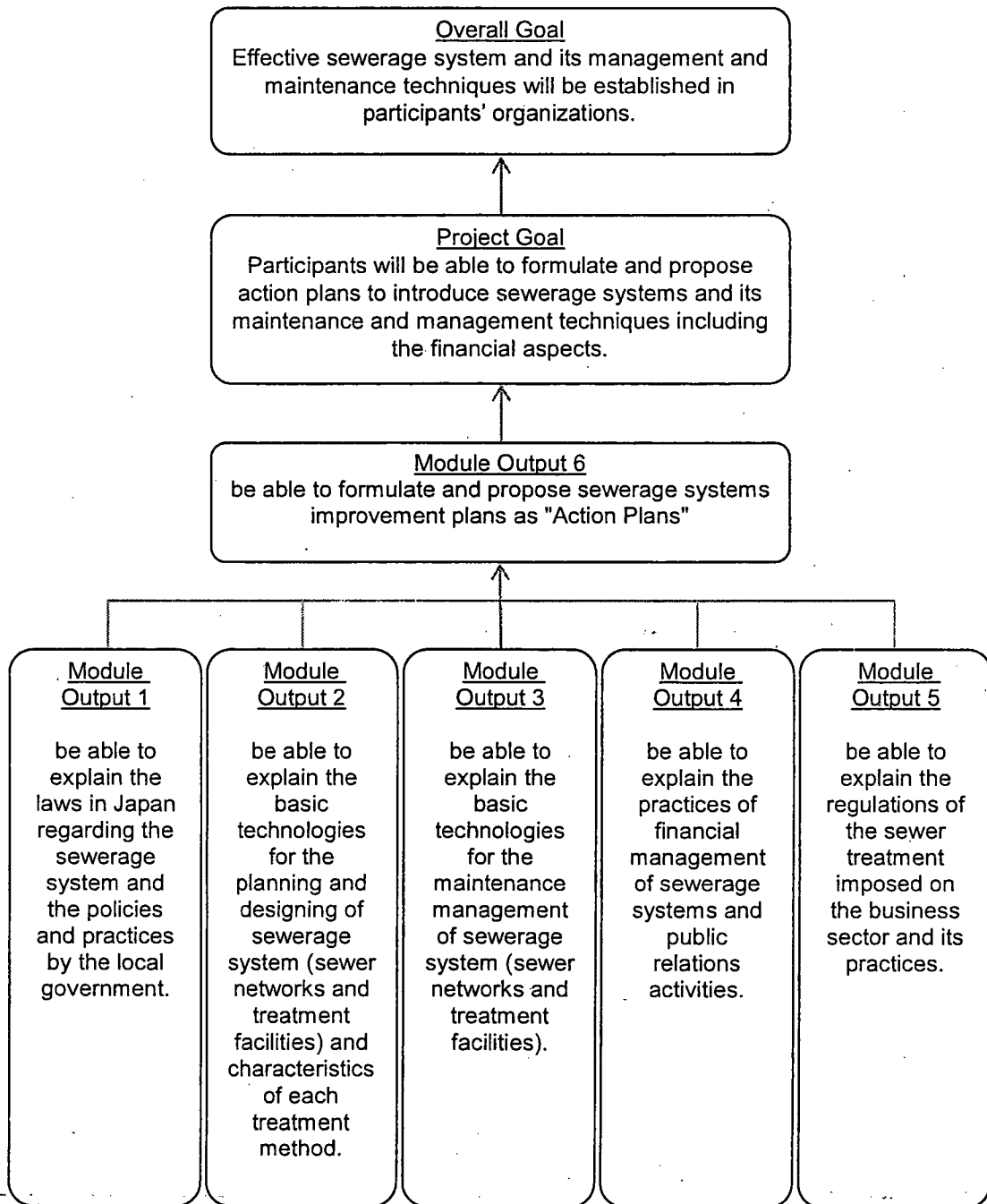
Expected Module Output	Subjects/Agendas	Methodology
1. be able to explain the laws in Japan regarding the sewerage system and the policies and practices by the local government.	(1) History of Environmental Improvement in Kitakyushu (2) Outline of Sewerage System in Japan (3) Summary of Sewerage Systems of Kitakyushu-City etc.	Lecture Site visit and Exercise
2. be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristics of each treatment method.	(1) Basic Planning of Sewerage System (2) Outline of Sewage Treatment & Sludge Treatment (3) Outline of Johkasou (4) Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant etc.	Lecture Site visit and Exercise
3. be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities).	(1) Outline of Pumping Station, Operation & Maintenance (2) Practice of Sewer Maintenance (3) Visit to Sewage Treatment Plant, Outline of Operation & Maintenance, Discussion with Operators (4) Sewer Maintenance in Kitakyushu-City and Visit to actual site of Sewer Maintenance (5) Safety Measures in a Sewage Treatment Plant etc.	Lecture Site visit and Exercise
4. be able to explain the practices of financial management of sewerage systems and public relations activities.	(1) Finance, Management & Publicity of Sewerage Business in Kitakyushu-City (2) Finance & Publicity of Sewerage Business in a Small City (3) Visit to Water Environment Museum in Kitakyushu city	Lecture Site visit

5. be able to explain the regulations of the sewer treatment imposed on the business sector and its practices.	(1) Pre-Treatment Facilities(:SS) at Sanitary Ware Plant (2) Regulation of the Sewerage Inflow of Industrial Effluents in Kitakyushu City (3) Structure & Maintenance of Oil-Trap (4) Pre-Treatment Facilities (oil) etc.	Lecture Site visit and Exercise
6. be able to formulate and propose sewerage systems improvement plans as "Action Plans".	(1) Guidance on Issue Analysis Sheet (IAS) (2) Review, Evaluation & Discussion Session (3) Action Plan Preparation (4) Preparation of Action Plan Presentation	Lecture and Exercise

* Please note that "Waste Water (sewage) Treatment Technique" in this training course refers "Activated Sludge Method" which is widely used in Japan. Therefore, the techniques introduced in this training course will be mainly "Activated Sludge Method" and methods of the equivalent level, as well as some advanced methods.

** Please refer to the attached schedule in 2017(FY) (Annex IV) for your reference.

<Structure of the program>



III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose. This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (4) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be technical staffs who deal with sewerage system and wastewater treatment.
- 2) Experience in the relevant field: have more than 5 years' experience in the field mentioned above, and be willing to work for your organization in the future (at least 5 years).
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Must not be serving any form of military service.
- 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.

*Please note that this training course includes site visits such as sewerage facility, and factories, therefore, a lot of physical exercises will be required.

(2) Recommendable Qualifications

- 1) Expectations for the Participants: preferably be in relation with past or

on-going JICA projects focusing on sewerage treatment.

2) Age: between the ages of twenty-five (25) and forty (40) years

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

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

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA Vietnam office.**

(2) Photocopy of passport: to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Job Report and Issue Analysis Sheet (IAS): to be submitted with the application form. Fill in Annex I and II of this General Information, and submit them along with the Application Form. Job Report and IAS are the 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 training course. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA Vietnam office.**

(After receiving applications, the JICA Vietnam office will send them to **the JICA Center in JAPAN** by August 15, 2018.)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA Vietnam office 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 **not later than September 14, 2018**.

5. Document(s) to be submitted by accepted candidates:

A PowerPoint file for Job Report Presentation - to be submitted upon arrival:

Only accepted candidates are required to prepare a PowerPoint file for Job Report Presentation before coming to Japan,

6. 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: Ms. NODA Norie (kictp@jica.go.jp)

2. Implementing Partner:

- (1) Name: Kitakyushu International Techno-cooperative Association (KITA)
- (2) URL: <http://www.kita.or.jp/english/index.html>

3. Travel to Japan:

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

4. Accommodation in Japan:

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

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

(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 its URL, <http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy or dental treatment are not included.)
- (4) Expenses for program implementation including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-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 to provide participants with details on travel to Japan, conditions of the workshop and other matters.

V. Other Information

1. Reports and Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report(Annex I) & Issue Analysis Sheet(Annex II) following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet 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.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

Also, participants are required to complete IAS by the end of the training and present it at the Action Plan Presentation.

(3)Laptop PC

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

2. International Exchange Program with local communities

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

3. Remarks

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

Operation and Maintenance of Sewerage System (D)
(JFY 2018)
Job Report

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

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

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and challenges of the participants each other.

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

1. Situation of Sewerage Treatment Systems in assigned area

- (1) Sewer coverage
- (2) Brief description on sewage treatment facilities (existence, number, type, etc.)
- (3) Method applied for sewage treatment
- (4) Brief description on legal frameworks (numerical standards, fee, restrictions etc.)

2. Organization and main tasks (up to 1 page)

- (1) Brief description of your 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) Brief description of your assignments.

3. Existing problems in your section (up to 1 page)

- (1) Challenges you are facing
- (2) Countermeasures for these challenges
- (3) Obstacles in the process of solving those challenges

4. Expectations for the training course (up to 1 page)

- (1) Most interesting subjects or topics in the training course
- (2) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?
- (3) Other matters you are expecting for this course

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

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

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

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

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

Note: Under "(11) Others" please describe any practical experience that might be related to wastewater treatment techniques but are not covered by items (1) to (10).

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 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 confronting, 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 describe the issues you (your organization) confront(s) in column "**A: Issues 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**", please describe actions that you (your organization) are taking to solve the issues shown in "**Column A**". This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III : Lecturer**". These columns shall be filled out during the training.
- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.
- (5) "**Column II**" and "**Column III**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".

Issue Analysis Sheet (IAS)

Country:

Name:

No	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
1	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer
No	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
2	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer
No	【A】 Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
3	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

【 I 】,【 II 】,【 III 】 These columns will be filled during the training course.

List of Subject

L : Lecture
P : Practice
S.V. : Site visit

Expected Module Output	No	Subject	L	P	S.V.
1 Be able to explain the laws in Japan regarding the sewerage system and the policies by the local government.	1	Outline of Sewerage system in Japan	○		
	2	Summary of Sewerage Systems of Kitakyushu-City	○		
2 Be able to explain the basic technologies for the planning and designing of sewerage system (sewer networks and treatment facilities) and characteristic of each treatment method.	1	Basic Planning of Sewerage System	○		
	2	Sewerage Plan in Kitakyushu-City / Practice	○	○	
	3	Sewer Plan	○		
	4	Visit to Sewage Treatment Plant (Oxidation Ditch)			○
	5	Visit to Munakata Sewage Treatment Plant (Nitrogen Removal)			○
	6	The Actual Biological Process of Sewage Treatment Plant	○		
	7	Outline of Johkasou / Visit to Johkasou Facilities	○		○
	8	Outline of Sewage Treatment & Sludge Treatment	○		
	9	Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant	○		
	10	Advanced Energy Saving Wastewater Treatment System (Trickling Filtration Method)	○		
	11	Visit to Iriezaki Sewage Treatment Plant : Advanced Treatment (Kawasaki-City)			○
	12	Outline of Small-sized Sewage Treatment Plant Construction	○		
	13	Outline of Private Sewers	○		
	14	Effective Utilization of Sewage Sludge to Cement			○
3 Be able to explain the basic technologies for the maintenance management of sewerage system (sewer networks and treatment facilities)	1	Visit to a Pumping Station			○
	2	Visit to Sewage Treatment Plant / Outline of Operation & Maintenance/Discussion with Operators	○	○	○
	3	Sewer Maintenance in Kitakyushu-City	○		

Expected Module Output	No	Subject	L	P	S.V.	
	4	Water Quality Control in Sewage Treatment	○	○	○	
	5	Visit to G&U-Technical Research Center (Tokyo)			○	
	6	Management of Wastewater Conduits in Japan (Tokyo)	○			
	7	Practice of Sewer Maintenance (Tokyo)		○		
	8	Sekisui Co. (Sewer Rehabilitation Exhibition)			○	
	9	Visit to Sewage Treatment Plant (Soil Treating)			○	
	10	How we read a water quality result sheet	○			
	11	Safety Measures in a Sewage Treatment Plant		○		
	12	PACKTEST Practice		○		
	13	Visit to Overflow Weir Site			○	
	14	Visit to Saga Sewage Treatment Plant (Sludge Compost)			○	
	4 Be able to explain the practices of financial management of sewerage system and public relations activities.	1	Finance, Management & Publicity of Sewerage Business in Kitakyushu-City	○		
		2	Finance & Publicity of Sewerage Business in a Small City	○		
		3	Visit to Water Environment Museum			○
5 Be able to explain the regulations of the sewer treatment imposed on the business sector and its practices.	1	Structure & Maintenance of Oil and Grease-Trap	○			
	2	Regulation of the sewerage inflow of industrial effluents in Kitakyushu-City	○			
	3	Pretreatment Facilities: Kitchen Wastewater			○	
6 Be able to formulate and propose sewerage systems improvement plans as "Action Plans"	1	Review, Evaluation & Discussion		○		
	2	The problem solution using Issue Analysis Sheet	○			
	3	Action Plan Preparation		○		
	4	Job Report Presentation		○		
	5	Action Plan Presentation		○		

(Note) The Curriculum may be subject to minor changes.

Annex IV
Schedule

Operation & Maintenance of Sewerage System(B), 2017(FY)

* as your reference
* subject to change

DATE		AM (9:30 ~ 12:30)	PM (13:30 ~ 16:30)
		Subject of the class	Subject of the class
9-Jan	Tue	Arrival in Japan	
10-Jan	Wed	Briefing / Program Orientation	
11-Jan	Thu	General Orientation	General Orientation
12-Jan	Fri	Exchange Program	Course Orientation
13-Jan	Sat	Holiday	
14-Jan	Sun	Holiday	
15-Jan	Mon	Outline of Sewerage System in Japan	Summary of Sewerage Systems of Kitakyushu-City
16-Jan	Tue	Basic Planning of Sewerage System	Sewerage Works & Water Environment
17-Jan	Wed	Job Report Presentation	
18-Jan	Thu	Outline of Small-sized Sewage Treatment Plant Construction	Finance & Publicity of Sewerage Business in a Small City
19-Jan	Fri	Sewer Plan	Review, Evaluation & Discussion
20-Jan	Sat	Holiday	
21-Jan	Sun	Holiday	
22-Jan	Mon	The problem solution using IAS	Outline of Electrical & Mechanical System, Designing of Sewage Treatment Plant
23-Jan	Tue	Sewerage Plan in Kitakyushu-City	Practice of a Sewerage Plan
24-Jan	Wed	Visit to Sewage Treatment Plant / Outline of Operation & Maintenance/Discussion with operators	
25-Jan	Thu	Finance, Management & Publicity of Sewerage Business in Kitakyushu-City	Visit to Mitsubishi Material Co.(Effective Use of sewage sludge to Cement)
26-Jan	Fri	Action Plan Preparation #1	Review, Evaluation & Discussion
27-Jan	Sat	Study Tour to Tokyo ~ Dojyo Joka(Soil Treatment Using Trench) Method(JICA-Tokyo (TIG))	
28-Jan	Sun	Holiday	
29-Jan	Mon	Advanced Energy Saving Wastewater Treatment System (Trickling Filtration Method)	Visit to G&U Technical Research Center
30-Jan	Tue	Management of Wastewater Conduits in Japan	Practice of Sewer Maintenance
31-Jan	Wed	Visit to Iriezaki Sewage Treatment Plant Advanced Treatment (Kawasaki-City)	Kawasaki City ~ Kyoto
1-Feb	Thu	Visit to Sekisui Co. (Sewer Rehabilitation Exhibition)	Visit to Nantan-City Sewage Treatment Plants (Soil Treatment Using Trench Method)
2-Feb	Fri	Integrated Lake-River Basin Management and the Governance Challenges	Structure & Maintenance of Oil-Interceptors
3-Feb	Sat	Kyoto ~ K.I.C.	
4-Feb	Sun	Holiday	

DATE		AM (9:30 ~ 12:30)	PM (13:30 ~ 16:30)
		Subject of the class	Subject of the class
5-Feb	Mon	Visit to Munakata Sewage Treatment Plant (Nitrogen removal)	Visit to Tsuyazaki Sewage Treatment Plant (OD)
6-Feb	Tue	Sewer Maintenance in Kitakyushu-City	Actual Biological Process of Sewage Treatment Plant
7-Feb	Wed	Outline of Sewage Treatment & Sludge Treatment	
8-Feb	Thu	Action Plan Preparation #2	Action Plan Preparation #3
9-Feb	Fri	Outline of Private Sewers	Review, Evaluation & Discussion
10-Feb	Sat	Holiday	
11-Feb	Sun	Holiday	
12-Feb	Mon	Holiday	How we read a water quality result sheet
13-Feb	Tue	Outline of Johkasou	Visit to Johkasou Facilities
14-Feb	Wed	Action Plan Preparation #4	Action Plan Preparation #5
15-Feb	Thu	Water Quality Control in Sewage Treatment #1	Water Quality Control in Sewage Treatment #2
16-Feb	Fri	Review, Evaluation & Discussion	Visit to FUJI-Clean Co.(Johkasou)
17-Feb	Sat	Holiday	
18-Feb	Sun	Holiday	
19-Feb	Mon	Effective Regulation for Business Facilities	Safety Measures in a Sewage Treatment Plant
20-Feb	Tue	Practice of PACK-TEST	Hotel(Pretreatment Plant : (Kitchen wastewater) ~ Water Environment Museum ~ Overflow weir
21-Feb	Wed	Visit to Saga Sewage Treatment Plant(Sludge Compost)	Visit to Sewage Treatment Plant (Biological Anaerobic-Aerobic Filters Method : Miyaki-Town)
22-Feb	Thu	Visit to a Pumping Station (Storm water & sanitary sewage)	Preparation of Action Plan Presentation
23-Feb	Fri	Final Evaluation	Action Plan Presentation & Closing Ceremony
24-Feb	Sat	Return to own countries	

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 are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Kyushu International Center (JICA KYUSHU)
Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan
TEL: +81-93-671-6311 FAX: +81-93-671-0979

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

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

Part A. Information on the Applying Organization

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

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

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

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use or "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

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.



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Training Programs under Technical Cooperation with the Government of Japan

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)

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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			

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.



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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)

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

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

J	0		-						
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3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First 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) Departure Airport to Japan:

- Noi Bai, Hanoi Tan Son Nhat, Ho Chi Minh City

7) Passport (please indicate details of your passport that you will use to go to Japan)

Type: <input type="checkbox"/> Official / <input type="checkbox"/> Ordinary	Period: From.....to.....
	<input type="checkbox"/> Will be created later.
<input type="checkbox"/> Information of passport has not been confirmed yet.	

(Notice: In case length of stay in Japan is 90 days or less, Official Passport holders are exempted from JICA Kenshuin Visa to enter Japan.)



8) 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

9) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<input type="checkbox"/> Public Enterprise
<input type="checkbox"/> Private (profit)	<input type="checkbox"/> NGO/Private (Non-profit)	<input type="checkbox"/> University
<input type="checkbox"/> Other ()		

10) Outline of duties: Describe your current duties

11) 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:	

12) Others (if necessary)

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		

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

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.
¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
¹ 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.



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

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

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

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

If accepted for the program, I agree:

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

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.
 1. To provide technical training to technical training participants from developing countries.
 2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities.
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.

(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

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.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>>	<input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>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.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition (_____)

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

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

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

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input 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?

<input type="checkbox"/> Yes	<input type="checkbox"/> 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: