



भारत सरकार
Government of India
केन्द्रीय जल आयोग
CENTRAL WATER COMMISSION
प्रशिक्षण निदेशालय
Training Directorate

No.4/7 /2018-Trg/1126- 1271

Dt 21.02.2018


विषय: Knowledge Co-Creation Program on "Integrated Water Resources Management(A)" in Japan from 20th May to 9th June, 2018-reg.

Please find enclosed herewith a copy of the letter/ brochure on the above subject. It is requested that suitable nominations if any, may be forwarded to this office with the approval of the Concerned Member/ Chief Engineer (HRM) in respect of HRM Unit/ CE, NWA, in respect of NWA, CWC, Pune positively by **23.02.2018**. A copy of the Bio data of the nominated officers may also be enclosed along with the nominations indicating the number of events so far attended by them.

It is for information that nominations received after the stipulated date will not be considered and also nominations once approved by Chairman, CWC, will not be allowed to be withdrawn.

Encl: As above

Hindi Version follow


(रमेश कुमार)
निदेशक (प्रशिक्षण)

1. PPS to Chairman, CWC, New Delhi.
2. PPS to Member WP&P/ D&R/RM/, CWC, New Delhi.
3. All Chief Engineers, Central Water Commission.
4. Director, WP&PC /D&RC, RMCD, CWC, New Delhi.
5. Secretary/ Director (TC), CWC, New Delhi.
6. All Directors/ Superintending Engineers, Central Water Commission.
7. J.E. (Trg), CWC, New Delhi to upload this circular on CWC website www.cwc.nic.in/intranet portal.



संख्या: 4/07/2018-प्रशिक्षण/1126-1271


दिनांक: 21 फरवरी, 2018

विषय: Knowledge Co-Creation Program on "Integrated Water Resources Management(A)" in Japan from 20th May to 9th June, 2018-reg.

कृपया उपरोक्त विषय से संबंधित पत्र/विवरणिका की प्रति संलग्न पायें। अनुरोध है कि यदि कोई नामांकन हो तो दिनांक **23/02/2018** तक निश्चित रूप से सदस्य/मुख्य अभियन्ता, मा.सं. प्र.(मा. सं. प्र. से संबंधित.)/ मुख्य अभियन्ता रा. ज. अ. (रा. ज. अ. से संबंधित) अनुमोदन के पश्चात भेजने की कृपा करें। साथ में नामित अधिकारियों के जीवन वृत्त भी संलग्न करें, जिसमें उनके द्वारा अब तक के सेवा काल के दौरान भाग लिए गए विभिन्न कार्यक्रमों का ब्यौरा दर्शाया गया हो।

यह भी सूचित किया जाता है कि नामित अधिकारी के नामांकन दर्शाई गई तिथि के उपरान्त प्राप्त होने पर विचार नहीं किया जाएगा साथ ही अध्यक्ष की स्वीकृत होने के पश्चात नाम वापस लेने की अनुमति नहीं दी जाएगी।

सलग्नक :- यथावत


(रमेश कुमार)

निदेशक (प्रशिक्षण)

1. अध्यक्ष केन्द्रीय जल आयोग के निजी सचिव, नई दिल्ली।
2. सदस्य जल आयोजन एवं परियोजन / अभिकल्प एवं अनुसंधान / नदी प्रबंध के निजी सचिव, केन्द्रीय जल आयोग, नई दिल्ली।
3. सभी मुख्य अभियन्ता, केन्द्रीय जल आयोग।
4. निदेशक समन्वय, आयोजन एवं परियोजन / अभिकल्प एवं अनुसंधान / नदी प्रबंध, केन्द्रीय जल आयोग, नई दिल्ली।
5. सचिव/निदेशक (तकनीकी समन्वय) केन्द्रीय जल आयोग, नई दिल्ली।
6. सभी निदेशक/ अधीक्षण अभियन्ता, केन्द्रीय जल आयोग, नई दिल्ली।
7. कनिष्ठ अभियन्ता, प्रशिक्षण निदेशालय, कृपया परिपत्र को केन्द्रीय जल आयोग के वेब साइट पर अपलोड करें।

North Block, New Delhi,
Dated 16th February, 2018

TRAINING CIRCULAR

Subject:- **Knowledge Co-Creation Program on "Integrated Water Resource Management (A)" in Japan from 20th May to 9th June, 2018.**

The Government of Japan has invited nominations for the above mentioned training course to be held in Japan under the Technical Cooperation Programme with India. The course is intended for Government officers who are responsible implementation of IWRM plans in River Basin Organization (RBOs). The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (Annex-I). Number of slots available for India is one.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

3. The course is sponsored by the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- i. Sponsoring Government's application form together with the medical history questionnaire.
- ii. DEA's prescribed proforma - duly countersigned by competent authority (Annex-III).
- iii. Country Report (Two copies).

5. Application Form complete in all respects is to be sent at the following address not later than **01.03.2018 positively:-**

**Shri Sunil Kumar Jassal, Under Secretary (PMU),
Department of Economic Affairs, Ministry of Finance,
Room No. 167, North Block, New Delhi.**

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes".

Sunil K
(Sunil Kumar Jassal)

Under Secretary to the Govt. of India
Tele: 23093532/5025

- AD-11* 1
- Joint Secretary (Admn.), Ministry of Water Resources, River Development and Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi.
 2. Chief Engineer-HRM (Shri Anupam Prasad), Central Water Commission, 314, Sewa Bhavan (S), R.K. Puram, New Delhi-110066.
 3. Joint Secretary (Admn.), Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi.
 4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
 5. Chief Secretaries of all States Governments/U'ts.
 6. Training Division (Sh. P.K. Pattnaik), Department of Personnel & Training - with the request to get the above circular uploaded in the website of DOP&T.
 7. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE

NO.3/6/2011-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Section)

New Delhi, 27 July 2011.

OFFICE MEMORANDUM

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

Department of Economic Affairs; DEA, has been administering Foreign Training Programmes (FTP) up to duration of four weeks in accordance with guidelines NO.1/13/03-PMU dated February 27, 2006. Based on the experiences and developments during the intervening period, and with a view to improve utilization of the programmes offered to the eligible candidates, the following revised guidelines will come in to force with immediate effect.

1. Duration of FTP: The FTP administered by DEA in terms of their duration can be categorized as under:

- 1.1** Training programmes of duration up to one week i.e. five working days
- 1.2** Training programmes of more than a week and up to two weeks i.e. six to ten working days.
- 1.3** Training programmes of duration more than two weeks i.e. eleven working days or more.

2. Eligibility Conditions: The eligibility conditions for applying for trainings of the above durations are as follows:

2.1 Training Programmes Up to One Week:

2.1.1 Minimum service: Officer should have completed 5 years of service on date of commencement of the FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of the FTP.

2.1.2 Upper Age: Officer should be less than 58 years of age as on date of FTP.

2.1.3 Cooling Off: Officer having attended a FTP of duration of up to 1-week will be required to complete a cooling off period of six months before such an officer can be considered again for any other FTP.

2.1.4 Number of Trainings: Officer can attend not more than two FTPs of duration of less than One week in a calendar year.

2.2 Training Programmes of 1 to 2 Weeks Duration:

2.2.1 Minimum service: Officer should have completed 7 years of service on date of commencement of FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of FTP.

2.2.2 Upper Age: Officer should be less than 58 years of age as on date of FTP.

2.2.3 Cooling Off: Officers deputed for FTP of duration of up to two weeks are required to complete a cooling off period of 1 year for any FTP.

2.2.4 Number of Trainings: Officer can attend not more than one FTP of duration of 1 to 2 weeks in a calendar year.

2.3 Training Programmes of more than 2 Weeks Duration:

2.3.1 Minimum service: Officer should have completed 9 years of service on date of commencement of training course. Officer on central deputation to Ministry / Department in Government of India should have completed 2 year on date of commencement of the FTP.

2.3.2 Upper Age: Officer should be less than 55 years of age as on date of FTP.

2.3.3 Cooling Off: Officers deputed for FTP of duration of more than two weeks are required to complete a cooling off period of two years before being considered for any FTP.

2.3.4 Number of Trainings: Officer can attend only one FTP of duration more than 2 weeks in a period of two calendar years.

3. The eligibility conditions mentioned above are also subject to any specific eligibility criteria / qualifications prescribed by the Sponsoring Government / Institution in terms of work experience, age limit etc.

4. General Conditions:

- 4.1 *Debarment:*** In case an officer fails for any reason to complete the necessary formalities and avail the FTP after being duly nominated, he/she may be debarred from being considered for any DEA sponsored FTP for one year. Officers, who fail to attend the said training course after being selected, may be debarred for two years.
- 4.2 *Deputation:*** Project-related training/official visits abroad, are exempted from the provisions of cooling off.
- 4.3 *Nomination of SC/ST & Women Officers:*** Names of suitable officers belonging to SC / ST as well as women officers for FTP may also be forwarded in sufficient numbers so that due representation can be given to them.
- 4.4 *Funding:*** Many of the FTPs offered by sponsoring Countries / Institutions do not cover travelling charges or other expenses. The funding in such cases has to be borne by the concerned Ministry / Department / State Government. In case an officer is willing to arrange for his/her own financing with approval of competent authority, DEA may consider the applications of such candidates on merits, provided their application is recommended by the competent authority and duly sponsored candidates are not available.
- 4.5 *Tenure requirements for Officers serving under Central Staffing Scheme:*** Officers serving in Ministry / Department of Government of India on Central Deputation from State Governments or under Central Staffing Scheme will be governed by DoPT Guidelines on the subject. Relevant extract from DoPT Guidelines No. 12037/37/2010-FTC Dated October 8, 2010 is provided hereunder:
- 4.5.1** 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 FTP, or during the currency of the FTP, 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 FTP, the Ministries, Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for FTP, up to the end of the FTP, 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/ Department shall not grant any leave in their cases.

- 4.5.2 Officers whose tenure is due to come to an end more than two months before the commencement of the FTP and thus, are due to revert to cadre, the Ministry / Department may sponsor such officers **only with the concurrence of the cadre controlling authority concerned**. Such officers, if selected for the FTP, would be proceeding on the FTP from their cadre.

5. Selection of the Suitable Candidates:

- 5.1 For FTP up to 2 weeks duration selection of candidates will be done by a committee headed by SS / AS (EA) and JS (In-charge of Training).
- 5.2 For FTP of more than 2 weeks duration, the selection of candidates will be finalized by a committee headed by FS / Secretary (EA); SS / AS (EA) and JS (In-charge of Training).
- 5.3 The Committee may meet periodically or finalize the candidates through circulation of file.
- 5.4 The Committee is competent to relax any of the eligibility conditions provided the Committee is satisfied with the merits of individual case and after recording its reason for doing so; subject to the restriction that an officer cannot attend more than two training programmes abroad (irrespective of the duration) in a calendar year.

6. Filing of Applications:

- 6.1 Applicants are required to file Nominations in proforma prescribed for each FTP, along with DEA proforma and vigilance clearance.
- 6.2 The proforma can be downloaded from the training website at <http://finance.nic.in>. In addition Proforma for each FTP is circulated to respective Ministries / Departments / State Governments.
- 6.3 Both the DEA proforma and FTP proforma should be complete in all respect. The application forms should necessarily be ink signed and stamped by competent authority.
- 6.4 Incomplete proforma including proforma not counter signed or not accompanied with vigilance clearance and those received after due date will not be considered.

- 6.5 FTPs are essentially government programmes. Direct application to Sponsoring Agencies is strictly prohibited. Further, all correspondence to DEA, in this regard, also should necessarily be routed through competent authority in respective Ministries / State governments.
- 6.6 Hard copy of the filled in proforma should be forwarded through regular channel while advance copy can be scanned and mailed by respective Central Governments / Departments / State Governments.

7. Procedure to be followed:

7.1 Administration of Training Programmes in DEA:

All matters of administration of FTP will be handled by PMU section of the Bilateral Co-operation Division in the Department.

7.2 Nominations:

- 7.2.1 Officials working with Central Government / Department in GoI should send nominations through the concerned Central Ministries only.
- 7.2.2 State Governments may submit their nominations directly to DEA subject to the condition that the nominations should have been approved by the designated competent authority in the State Government.
- 7.2.3 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.

7.3 Clearances:

- 7.3.1 Vigilance clearance should be conveyed at the time of sending the nomination to DEA. Applications without vigilance clearance from respective controlling authorities at the time of nomination will not be considered.
- 7.3.2 Central Ministries / State Governments / Departments / Agencies will be responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre

controlling authority etc. are in place, after the candidate is finally selected, but before the candidate actually proceeds on FTP.

7.4 Dissemination of Schedule:

7.4.1 In order to ensure greater transparency in to the system and proper dissemination of information regarding foreign training programmes, DEA hosts training schedules and proforma required to be filled in the web page: <http://finance.nic.in>

7.4.2 Information is uploaded as soon as it is received from the sponsoring agencies.

7.4.3 The site can be utilized for down loading required forms and guidelines.

Nominating Central Ministries / State Governments / Departments should ensure that following instructions on foreign training programmes are strictly adhered to.


(Prabodh Saxena)
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/IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA

DEA PROFORMA FOR FOREIGN TRAINING

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Phone Number (with STD Code) :
5. Fax Number (with STD Code) :
6. E-mail :
7. Service to which officer belongs. :
8. Year of appointment/allotment :
9. Present Post with date :
10. Details of Posts held during the last five years (*starting from present*):

Sl. No.	Post held	Ministry/Department	Nature of work.

11. Relevance of the course to the candidate (*Maximum 100 words*):

12. Papers etc. published by the candidate (Please attach separate sheet, if necessary).

13. List of training courses attended abroad during the last two years.

Sl. No.	Dates & Duration of training.	Subject / title of training.	Name of the training Institution.	Source of funding.

Signature of the Candidate

Shri / Ms _____ is cleared / not cleared
from vigilance angle.

Countersigned by:

Signature of Competent Authority
Name, Designation (with seal)

To be filled only in case the Training Programme is not fully sponsored

UNDERTAKING

(A) This is to certify that in the event of selection, Ministry / Department / State Government of _____ undertakes to bear the cost of round trip airfare in respect of Shri /Ms. _____ Designation _____ working in this Department / Ministry / State Government for attending Training Programme sponsored by _____ from _____ to _____.

Signature of Competent Authority
Name _____
Designation _____
(SEAL)

-----OR-----

UNDERTAKING FOR SELF FINANCING

(B) This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry / Department / State Government of _____ undertake to bear the cost of round trip airfare and other related expenses for attending Training Programme sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (SEAL)

DEA PROFORMA FOR FOREIGN TRAINING

1. Name
2. Date of Birth
3. Educational Qualifications
4. Phone Number (with STD Code)
5. Fax Number (with STD Code)
6. E-mail
7. Service to which officer belongs
8. Year of appointment/allotment
9. Present Post with date
10. Details of Posts held during the last five years (*starting from present*):

Sl.No.	Post held	Ministry/Department	Nature of Work

11. Relevance of the course to the candidate (Maximum 100 words)
12. Papers etc., published by the candidate (Please attach separate sheet, if necessary).
13. List of training coursed attended abroad during the last two years:

Sl.No.	Dates & Duration of training	Subject/Title of training	Name of the training Institution	Source of funding
	-----NIL-----			

Signature of the Candidate

(Name of the candidate) is cleared / not cleared from vigilance angle.

Countersigned by:

Signature of Competent Authority
Name, Designation (with seal)



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 and Training related to ODA Loan

Part B including Medical History and Examination will be submitted. Part A needs 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.

**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:						
	Telephone:	Fax:		E-mail:			

Confirmation by the organization in charge (if necessary)

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

Date:				Signature:			
Name:							
Designation / Position					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.



Japan International Cooperation Agency

CONFIDENTIAL

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)**

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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

[illegible]

First Name

[illegible]

Middle Name

[illegible]

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

--

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

**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)

--

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.

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 have 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 a 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 said 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 any copyright holder's rights for documents or products produced during 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**

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness (), Name of medicine () <i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy (months)
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ()
-----------------------------	---

(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. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	--

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	--

3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

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
Date:	Signature:
	Print Name:



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Integrated Water Resources Management (A) 課題別研修「統合水資源管理(A)」

JFY 2018

NO. J18-04145 / ID. 1884461

Course Period in Japan: From 20th May to 9th June 2018

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

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I. Concept

1. Program Background:

"Integrated Water Resources Management (IWRM)" is the process by which development and management will be carried out while coordinating stakeholders and related resources such as water and land, in order to achieve fair and reasonable distribution and usage of water. Recently, the importance of IWRM is increasing in many countries especially in which severe conflicts are caused by water issues. Those countries, which have not established IWRM yet, have difficulty in planning and implementing water management. On the other hand, Japan has resolved many water issues by rapidly implementing effective water management in the area where precipitation pattern is variable, and by realizing efficient water use and highly sophisticated land utilization. Therefore, plenty of knowledge and experiences concerning IWRM are accumulated in Japan.

2. For what?

This program aims to help participants gain the knowledge and plan countermeasures against Water Resources Management issues in the respective countries by applying the concept of IWRM.

3. For whom?

This program is offered to officials who are responsible for plans to implement IWRM in River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM.

4. How?

Participants shall have opportunities in Japan to build up the capacity of planning and implementing IWRM and coordinating stakeholders, through lectures, site visits and discussions.

Participants also formulate their own "Action Plan" at the end of this course. "Action Plan" describes what participants will carry out to improve water resource management in their own countries after they return from Japan.

II. Description

1. Title (J-No.):

Integrated Water Resources Management (A) (J1804145)

2. Course Period in JAPAN:

20th May to 9th June, 2018

3. Target Regions or Countries:?

Iran, India, Indonesia, Egypt, Ethiopia, Cambodia, Kenya, Sudan, Sri Lanka, Thailand, Tajikistan, Tanzania, Tunisia, Nepal, Palestinian Authority, Viet Nam, Malawi, Myanmar, Laos

4. Eligible / Target Organization:

River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM

5. Course Capacity (Upper Limit of Participants):

20 participants

6. Language to be Used in This Program:

English

7. Course Objective:

This program aims at the capacity development of participants to plan and implement IWRM.

8. Overall Goal:

The implementation of IWRM is promoted in each participating country.

9. Expected Module Output and Contents:

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

(1) Preparation in participants' home countries (January to May, 2018)		
Nominees make required preparation for the program in the respective countries.		
Modules	Activities	
To identify and define work-related problems on IWRM beforehand	For all nominees Deadline: 9th March (Fri), 2018	To formulate and submit "Job Report" *This report will be used as one of the nominees' screening materials. (*See p.13 and Attachment 1)
	For accepted participants Deadline: 2nd May (Wed), 2018	To formulate and submit "Job Report Presentation" (*See p.14 and Attachment 2)

(2) Course in Japan (20th May to 9th June, 2018) Participants dispatched by their organizations attend the program in Japan.		
Module Outputs	Contents	Means
(1) To understand the concept of IWRM	Outline of IWRM	Lecture
	Water resources and environment	Lecture
(2) To understand the hydrological and water-demand-supply balance, the methods of monitoring, assessment and analysis for planning and implementing IWRM	Surface and ground water	Lecture
	Monitoring water table and land subsidence	Lecture/ Site Visit
	Sustainable groundwater use including groundwater simulation	Lecture
	Water supply and demand control in waterworks side	Lecture/ Site Visit
	Water demand management (domestic and agricultural water)	Lecture
(3) To understand the water resource development plan, the fair and efficient water utilization plan, the planning methods and the practice of IWRM	Outline of water resources policy in Japan	Lecture
	Integrated dam operation and drought management	Lecture/ Site Visit
	Application of Japanese efficient water use and advanced water-related technologies to foreign countries	Lecture

(4) To understand the causes of water conflicts among different sectors and regions and the ones between upstream and downstream, thereby getting clues to resolve those conflicts	Consensus building for comprehensive river development	Lecture/ Site Visit/ Discussion
	Implementation of IWRM in international rivers	
	Case study of water conflict management	
(5) To formulate "Action Plan" to implement IWRM in the certain river basin, which is identified as the suitable river basin for IWRM practice in your "Job Report"	"Job Report" Presentation (*See "V Annex") "Action Plan" Presentation (*See "V Annex")	Discussion/ Presentation
*Note: These contents may be subject to minor changes.		

10. Planned Schedule:

As shown in the table below, this course includes field trip to Kanto Region in Japan, where participants can learn one of the best Japanese practical case studies of IWRM .

* TYPES of each program are as follows:

L: Lecture, O: Observation, P: Presentation, D: Discussion

DATE		TYPE	PROGRAM
20-May			<i>Arrival</i>
21-May	AM		Briefing
	PM		Program Orientation
		L	Overview of Japan
22-May	AM	P	"Job Report" Presentation
	PM	P	"Job Report" Presentation
		L	Preparation for Action plan
23-May	AM	L	Outline of IWRM and Case Studies
	PM	L	Outline of JICA and its Cooperation in water sector
		L, D	Case Study of IWRM projects in JICA
24-May	AM	L	Water Resource Policy in Japan
	PM	L	Ground Water Use in Japan
		L	Legal Framework of River Management in Japan
25-May	AM	L, D	Conflict Management of International Rivers
	PM	L	Development, Utilization, Management of Ground Water
26-May			
27-May			
28-May	PM	L, O	Observation of Ground Water Monitoring Well
	AM	L	Water Resource Development Plan –Master Plan of Tonegawa river and Arakawa river Systems
29-May	AM	L, O	Operation and Maintenance of Rock-Filled Dam – Naramata Dam
	PM	L, O	Integrated Management of Dam
30-May	AM	L, O	Water Intake and Water Distribution Facilities – Tone Barrage
	PM	L, O	Management of Water Distribution Facilities – Case Study of Minuma Canal

31-May	AM	L, O	Flood Control by Retarding Basin – Watarase Retarding Basin
	PM	L, O	Management of Estuary Barrage – Tone Estuary Barrage
1-June	AM	L, O	Urban Water Supply – Okubo Water Treatment Plant
	PM	L, O	Water Quality Conservation of River Basin – Arakawa Sewerage Treatment Plant
2-June			
3-June			
4-June	AM	L	Preparation for Action Plan
	PM	L	Environmental Impact Assessment and Consensus Building
5-June	AM		Move from Tokyo to Nagaoka
	PM	L, O	Maintenance of Pumping Facilities
6-June	AM	L	Preparation for Action Plan
	PM	L	Efficient Irrigation Techniques
		L	Hydrological observation equipment for water resource management
7-June	AM	L	Non-Conventional Water Resources
	PM	P	Action Plan Presentation
8-June	AM	P	Action Plan Presentation
	PM	P	Action Plan Presentation, Evaluation Meeting, Closing Ceremony
9-June			Departure
*Note: The details of the program and the schedule are subject to change.			

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 issues or problems identified in their operation. Participating organizations are expected to use the program 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 program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) 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.
- (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

- (1) be nominated by their government in accordance with the procedure mentioned in III -4,
- (2) be responsible for plans for implementing of IWRM in their organization,
- (3) be university graduates or equivalents,
- (4) have more than 10 years of work experience in water resources management,
- (5) be fluent in **English** enough to participate discussion and presentation,
- (6) be from 30 to 45 years of age (preferred),
- (7) be in good health (both physically and mentally), enough to participate in the program in Japan. (Pregnant nominees are not recommended to apply due to the potential risk of health and life issues of mother and fetus)

3. Required Documents for Application:

(1) **Application Form:** available at the JICA office (or the Embassy of Japan).

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

* Photocopy should include the followings:

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

(3) **Nominee's English Score Sheet:** to be submitted with Application Form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) **Job Report:** to be submitted with Application Form. This report will be used as one of the nominees' screening materials. (*See "Attachment 1")

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by 9th March (Fri), 2018)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan)
not later than 6th April (Fri), 2018.

5. Document(s) to be Prepared by Accepted Participants:

The accepted participants are expected to make **visual materials for their “Job Report Presentation” (Attachment 2)** and submit them to ticttee@jica.go.jp (JICA Tokyo) **by 2nd May (Wed), 2018.** The accepted participants will have to do presentations regarding “Job Report” at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session.

(*See “Attachment 2”)

6. Conditions for Attendance:

The accepted applicants are required;

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo International Center (JICA Tokyo)

(2) **Contact:** Mr. OSAWA Hideki (tictree@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Japan Water Agency(JWA), Incorporated Administrative Agency

(2) **URL:** <http://www.water.go.jp/honsya/honsya/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 Tokyo International Center (JICA Tokyo)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

Please refer to facility guide of TIC at its URL:

<https://www.jica.go.jp/english/about/organization/domestic/pdf/welcome.pdf>

* If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants.

* The course includes field trips outside Tokyo in Japan. JICA will arrange hotels for the participants.

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 field trips (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

* Rain gears, clothes, pen-and-pencil set and camera will not be provided to participants. PC can be rented.

* For more details, please see the brochure for participants titled "KENSU-IN GUIDE BOOK" (III. ALLOWANCES), which will be given before the departure.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Annex

« For ALL Nominees – With Application Form »

1. Job Report:

- by 9th March (Fri), 2018

(1) What is “Job Report”?

All nominees are required to submit “Job Report” with Application Form to the respective countries’ JICA offices (or Embassies of Japan). This report will be used as one of the applicants’ screening materials.

(2) Why do we need “Job Report”?

The role of “Job Report” is to share the information about your organization with other participants and lecturers. Moreover, “Job Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of your professional careers, present challenges and expectation toward the program.

(3) Contents of “Job Report”

“Job Report” should be typewritten in English on A4 size paper (about 5 pages). It is highly recommended to include graphs, figures and maps in your report, which should be useful for other participants and lecturers.

Please describe “Part 1. General Information” briefly and focus on detailed information of “Part 2. Current Issues Related to IWRM in your Organization” and “Part3. Current Issues Related to IWRM in Your Work”. Part 2 and Part 3 are the main parts of “Job Report” and should be useful for other participants and lecturers.

(4) Form of “Job Report”

Please use “Attachment 1: Job Report”

« **For Accepted Participants-After receiving Acceptance Notification** »

2. “Job Report Presentation”:

- by 2nd May (Wed), 2018

(1) What is “Job Report Presentation”?

The accepted applicants are expected to **submit visual materials for their “Job Report Presentation”** (Attachment 2) since participants will have to do presentations regarding “Job Report” at the beginning of the course in Japan. Each participant has about 10 minutes for the presentation including Q&A session.

(2) Requirements of “Job Report Presentation”

Regarding the visual materials for “Job Report Presentation”, it is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

Contents include the following 4 topics about you and your organization. Please make sure to describe the contents based on the 4 topics:

1. Conditions about IWRM of Your Organization
2. Details about Your Organization
3. Challenges regarding IWRM and Water Basin Management in Your Organization
4. Challenges regarding IWRM and Water Basin Management in Your Work
5. Initial Expectations for this Program

In the presentation, please briefly explain the background information on your country, your organization and your job. Please put your emphasis on the challenges your organization and yourself are facing.

(3) Form of “Job Report Presentation”

Please use “Attachment 2: **Job Report Presentation**”

« **For Accepted participants – At the end of the program in Japan** »

3. Action Plan:

(1) What is “Action Plan”?

By the end of the training course in Japan, all participants are required to formulate “Action Plan”. The plan should focus on something you may carry out after you return to your organization. The plan should be related to the knowledge and skill which you have gained during this course. The contents of “Action Plan” should be both concrete and practical. Participants are expected to make the plan by utilizing existing human and financial resources in your organization in the most efficient and effective way.

(2) Why do we need “Action Plan”?

The role of “Action Plan” is to apply knowledge obtained in the course to your own actual situation upon returning to your country. The preparing process itself will help you turn your ideas into feasible actions to improve the current situation.

(3) Contents of “Action Plan”

“Action Plan” should focus on how to address challenges and to set one specific goal. The detail of how to formulate the “Action Plan” will be explained during the course. The final version of “Action Plan” will be elaborated through discussions with other overseas participants and Japanese experts during the program in Japan.

(4) Form of “Action Plan”

For more details, please refer to “Attachment 3: **Action Plan**”.

«For Knowledge Co-Creation – Active Learning»

For Your Information

1. 'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn each other and grow and develop together." We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

2. Approach for Knowledge Co-Creation – Active Learning

For "Knowledge Co-Creation", all the participants are expected to actively participate in lectures, discussions or field trips during the program. In order to promote interactive and proactive learning among participants, specific learning method called "Active Learning" is adopted in KCCP. There're three specific approaches focusing on "output" and "collaboration" to achieve Knowledge Co-Creation. .

(1) Sharing Time – Verbal Output

Share what you learned, your idea, as well as learn from other participants.

★How to do?

At the end of each day, make a pair and share what you have learnt and ideas you got during the lecture or activities (within 1 minute/person).

(2) Weekly Feedback Sheet – Manual Output

Summarize what you learned, as well as give feedbacks for lecturers and JICA.

★How to do?

Write out what you have learned and your findings through a week, and share among participants and lecturers.

(3) Today's Leader – Collaboration

Be the leader of participants and representative of your countries.

★How to do?

One of the participants will be assigned as a leader of each day, and lead the program.

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.

For

All Nominees < by 9th March (Fri), 2018 >

Attachment1: Job Report

(5) What is "Job Report"?

All nominees are required to submit "Job Report" with Application Form to the respective countries' JICA offices (or Embassies of Japan). This report will be used as one of the applicants' screening materials.

(6) Why do we need "Job Report"?

The role of "Job Report" is to share the present issues of water resources management related to participants' organization with other participants and lecturers. Moreover, "Job Report" is supposed to assist Course Organizer, Implementing Partner and other lecturers to know about the details of participants' professional careers, present challenges and expectation toward the program.

(7) Contents of "Job Report"

"Job Report" should be typewritten in English on A4 size paper (about 5 pages). It is highly recommended to include graphs, figures and maps in your report.

Please describe "Part 1. General Information" briefly and focus on detailed information of "Part 2. Current Issues Related to IWRM in your Organization" and "Part 3. Current Issues Related to IWRM in Your Work. Part 2 and Part 3 are the main parts of "Job Report" and should be useful for other participants and lecturers.

(8) Format of "Job Report"

Please use the below table as a format.

Part 1 General Information
1-1 Country Profile
(1) Environmental Conditions
- Geographical background (proportion of land use, etc.)
- Type of available water resources (surface, ground, etc.) and details of available water resources (volume, ratio, etc.)
- Precipitation per month, season and year etc.
(2) Social Conditions
- Population
- Economic condition (economic structure, main industry, etc.)
- Policies regarding water resources and surface/groundwater use (name, main purpose, related organizations)
- Regulations regarding water resources and surface/groundwater use (name, main purpose, etc.)
- Type of water usage (agricultural, industrial, domestic) and the details (volume,

ratio, etc.)

- Technology regarding water resources

etc.

1-2 Organization Profile

- Name
- Organization chart
- Total number of the staffs
- Annual budget
- Mission, Vision and Values

1-3 Career Profile

(1) Present Position and Current Duties

- Title and role
- Number of staffs in your department
- Work period
- Details about your daily tasks

(2) Professional Career

- Organization, position and role of the past jobs
- Achievements of the past jobs
- Details of the academic career (degree, theme of theses, etc.)

Part 2 Current Issues Related to IWRM in Your Organization

- * It is highly recommended to explain **in detail**, such as the target river basin where the issues are occurring, the background, causes, stakeholders, etc.
- * It is highly recommended to focus on three key elements of this course:
 - (a) Data Collection and Analysis
 - (b) Planning Methods and Practices
 - (c) Conflict Management.

2-1 Current Situation of IWRM

- History of development and the present conditions of water resources (water disasters, water utilization and water environment in the target areas)
- National policies, plans, regulations and institutions regarding IWRM
- Procedures of planning and implementing water related projects including participation of stakeholders

etc.

2-2 Problems and Challenges of Water Resources

- Most critical issues of water resources management

- Countermeasures against those issues in the past
- Stakeholders taking part in the decision making of measures against the issues
- Possible reasons of failures (if the countermeasures haven't worked up to now)

etc.

2-3 Future Perspective toward IWRM

- Under-implementing or planning measures against the issues
- Things needed not to repeat the same mistakes (if necessary)

etc.

Part 3 Current Issues Related to IWRM in Your Work

3-1 Problems and Challenges of Water Resources

- Most critical issues of water resources management
- Countermeasures against those issues in the past
- Possible reasons of failures(if the countermeasures haven't worked up to now)

3-2 Future Perspective toward IWRM

- Under-implementing or planning measures against the issues
- Things needed not to repeat the same mistakes (if necessary)
- Key for Success

3-3 Expectations toward this program

- Things you would like to learn in order to improve your future plan

etc

(Please add sheets of paper for the description if necessary.)

END.

For
Accepted Participants Only <by 2nd May (Wed), 2018>

Attachment 1: Integrated Water Resource Management (A)

Job Report Presentation

- 1. Country:**
- 2. Name:**
- 3. Position:**
- 4. Organization:**



Job Report Presentation

- Each applicant is kindly requested to make presentation of Job Report (M/S Power Point file with **less than 10 slides** which cover the following 4 topics about the individual River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM, which the participant belongs to.
- Presentation time: **10 minutes including Q/A**
- **4 topics:**
 - **1. Data Collection and Analysis**
 - **2. Planning Methods and Practices**
 - **3. Conflict Management**
 - **4. Other Critical Issues of Water Resources Management**
- **4 topics should include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.**

*It is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.



General Country Profile: Background

- Body sentence of the profile / Background

(1) Environmental Conditions

- Type of available water resources (surface, ground, etc.) and details of available water resources (volume, ratio, etc.)
- Precipitation per month, season and year etc.

(2) Social Conditions

- Population
- Policies and Regulations regarding water resources and surface/groundwater use (name, main purpose, etc.)
- Type of water usage (agricultural, industrial, domestic) and the details (volume, ratio, etc.)



My Mission (sharing among participating friends)

- Mission of my organization is
- My mission in the organization is
- My actual job to achieve the mission is



1. Data Collection and Analysis

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



2. Planning Methods and Practices

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



3. Conflict Management

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



4. Other Critical Issues of Water Resources Management

- Body sentence

(It is recommended to include the content of (1)Current situation and major problems, (2)Current actions against the problems and any achievement.)



For
Accepted Participants Only << Prepare during course in Japan >>

Attachment 3: Integrated Water Resource Management (A)

Action Plan Presentation

1. Country:

2. Name:

3. Position:


4. Organization:

Action Plan Presentation

- ◆ Each applicant is kindly requested to make presentation of Improvement Plan (M/S Power Point file with **less than 10 slides** which cover the following 4 topics about the participants and their organization.
- ◆ Presentation time: **10 minutes including Q/A**
- ◆ **4 topics:**
 - **1. Data Collection and Analysis**
 - **2. Planning Methods and Practices**
 - **3. Conflict Management**
 - **4. Other Critical Issues of Water Resources Management**
- ◆ "Action Plan" should focus on **how to address challenges and to set one specific goal**. The detail of how to formulate the Action Plan will be explained during the course.

*It is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

Contents of Action Plan Presentation

- 1. Title**
 - 2. Problems in your job**
 - 3. Lessons and knowledge learned
in Japan to resolve your problems**
 - 3. How to resolve or
improve the problems**
 - 4. Implementation schedule**
- 



CORRESPONDENCE

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

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