



வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

Office of the Deputy Chief Executive
Personnel & Training

13 JUL 2017

Eastern Province
Trincomalee

உதிகை குழுவின் தலை அலுவலகம்
கிடைக்கக்கூடிய அலுவலகம் (3 ஆம் மாடல்), அ.ச.ப. 277, கொழும்பு 00100, ச.இ.ல.
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Ministry of Regional Policies and Economic Affairs
The Secretariat 8th Floor, P.O. Box 277, Colombo 00100, Sri Lanka

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මගේ අංකය
எனது இல.
My No

TA & UN/JICA/S/1143

මගේ අංකය
உமது இல
Your No.

දිනය
திகதி
Date

06th July, 2017

Attn: Officer In-charge of Foreign Training

Secretary/ Ministry of Mahaweli Development & Environment
Secretary/ Ministry of Provincial Councils and Environment

Dear Sir,

Enhancement of Solid Waste Management Capacity
(Advance, Planning & Policy) (B)

From 23rd October to 18th November, 2017 - Japan

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents on or before 08th August, 2017.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Inception Report (Annex I)
4. Copy of the relevant pages of the Passport
5. Copies of the certificates of Academic and Professional Qualifications
6. ERD Form 2 (Original only)

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated.

Yours faithfully

Noor Rizna Anees
Addl. Director General
for Director General of External Resources

Copies to: 1. Chief Secy./All Provincial Councils
2. Chairman/Central Environmental Authority

Pl. submit your applications with the recommendation of the relevant line Ministry.

2017
DCS/DPF
Forwarded
P & T Closing Date
2017/08/01



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Enhancement of Solid Waste Management Capacity (Advance,
Planning and Policy) (B)

課題別研修「廃棄物管理能力向上(応用、計画・政策編)(B)」

JFY 2017

NO. J17-04047/ ID. 1784799

Course Period in Japan : From October 23 to November 18, 2017

1 in
10/08/2017

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 was released from the Japanese Cabinet in 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

Population increase and economic growth have brought increasing amounts of waste emission. Especially in developing countries where solid waste management (hereinafter SWM) system is not fully developed, a variety of problems such as illegal dumping, open dumping of untreated waste, improper treatment of hazardous waste are threatening public health and sanitation conditions, and resulting in the loss of precious natural resources and ecosystem.

Japan experienced similar problems and it has come close to achieve a sound material-cycle society in recent years. This has been realized through joint efforts of national government, local governments, private companies, local associations, and citizens who have worked and played respective roles to optimize collection, transport, recycling, intermediate treatment, final disposal of waste, and more. During the course of these efforts, Japan has also set up extensive systems to promote technological innovation and 3R (reduce, reuse, recycle) initiatives while raising social awareness on waste reduction.

This program provides participants with knowledge on SWM policy instruments, technologies, stakeholder participation based on Japan's experience through lectures, exercises and observations.

For what?

This program aims at strengthening of human and institutional capacity for sustainable SWM, especially in the field of raising social awareness, environment education, and promotion of 3Rs (reduce, reuse, recycle).

For whom?

This program is offered to administrators/municipal officers, who are in charge of SWM.

How?

Participants shall have opportunities in Japan to learn Japan's experiences, knowledge and technologies related to SWM. Participants will also formulate an action plan describing how to promote SWM after they go back to their home country, based on the knowledge and ideas acquired and discussed in Japan.

II. Description

- 1. Title (J-No.): Enhancement of Solid Waste Management Capacity (Advance, Planning and Policy) (B) (J1704047)**
- 2. Course Period in JAPAN:**
From October 23 to November 18, 2017
- 3. Target Regions or Countries:**
Mauritius, Nepal, Pakistan, Sri Lanka, Thailand, Timor-Leste, Viet Nam
- 4. Eligible / Target Organization:**
This program is mainly designed for organization as follows;
 - 1) local government and/or regional government who are in charge of SWM
 - 2) central government and governmental agencies which support local and regional government for improvement of SWM
 - 3) other organizations such as NGOs or private companies which are engaged in SWM at local level.
- 5. Course Capacity (Upper limit of Participants):**
10 participants
- 6. Language to be used in this program:**
English (including English translated from Japanese through interpreter)
- 7. Course Objective:**
Action plan concerning measures to build a sound material-cycle society necessary at local, wide-area or national level is formulated by each participant.
- 8. Overall Goal**
Human and institutional capacity for sustainable SWM in participating countries is strengthened.

9. Expected Module Output and Contents:

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

Modules	Subjects/Agendas	Methodology
1	Common issues in participants' countries are clarified and experiences/knowledge on SWM practice of each country are shared among all participants through a presentation of Inception Report* and following discussions. *see VI. ANNEX	Presentation Discussion
	<Examples of activities> Inception Report Presentation Exchange comments and opinions among participants and lecturers	
2	To understand the method to strengthen human and institutional capacity on functional SWM at the administrative level (central and local government).	Lecture Observation Exercise Discussion
	<Examples of activities> Solid waste treatment and waste reduction plan in Nishinomiya City Composting at retailers, plastic and paper waste recycling, a compactor production manufacturer, green waste treatment and a waste-free factory so on.	
3	To understand the methodologies to make a sustainable society through SWM activities carried by local government and communities in Japan.	Lecture Observation Exercise Discussion
	<Examples of activities> Waste and environmental education at a nursery or primary school Waste reduction efforts in household and communities Environmental education and ESD (Education for Sustainable Development)	
4	Action plan concerning measures to build a sound material-cycle society necessary at local, wide-area or national level is formulated.	Exercise Presentation Discussion
	<Examples of activities> Instruction for preparing action plan Presentation of Action Plan	

<Structure of the program>

Topic outline (subject to minor changes)

- (1) Inception report presentation and discussion
- (2) Lectures and workshop about the present situation of solid waste management in participating countries.
- (3) Concept about the linkage between SWM (Solid Waste Management) and ESD (Education for Sustainable Development)
- (4) Outline of the Solid Waste Management Plan at national and local government level.
- (5) Social contribution activities by private companies
- (6) Waste management activities at community level
- (7) Linkage between SWM and economic activities
- (8) Introduction of SWM promotion activities by local government (Nishinomiya city)
- (9) Effective waste collection
- (10) SWM in case of natural disasters
- (11) Conservation of sub-urban agricultural land and resource circulation
- (12) Product life cycle (production to disposal of goods)
- (13) Strengthening capacity of government administrative system (including internal procedure)
- (14) Formulation of action plan

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 operations. Applying organizations are expected to utilize 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 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.

(1) Essential Qualifications:

1) Current Duties:

- Officers of local government/municipality and/or regional government who are in charge of SWM,
- Officers of central government and governmental agencies which support local and regional government for improvement of SWM, and/or
- Staff of other organizations such as NGOs and/or private companies which are engaged in SWM at local level

2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste management or have equivalent level of knowledge.

3) Educational Background: be a graduate of university or equivalent

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

5) Health: must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications:

1) Age: between the ages of twenty-six (26) and fifty (50) years

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is available at the **JICA office (or the Embassy of Japan)**.
- (2) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
*Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expiry date.
- (3) **Nominee's English Score Sheet (photocopy):** to be submitted(copy) with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).
- (4) **Inception Report:** to be submitted with the Application Form. Fill in the format of this General Information, and submit it along with the Application Form.
※See VI ANNEX for more detail

Deadline of ARAD in
JICA and Embassy 10/08/2017

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 August 25, 2017**)

(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 September 22, 2017.**

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program topics,
- (3) not to extend the period of stay in Japan,
- (4) not to be accompanied by family members during the program,
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation, and
- (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 Kansai
- (2) **Contact:** Ms. Fukiko GOTOUDA
(Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Learning and Ecological Activities Foundation for Children (LEAF)
- (2) **URL:** <http://leaf.or.jp/english/etop.htm>

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 Kansai Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan TEL: 81-78-261-0383 FAX: 81-78-261-0465 (where "81" is the country code for Japan, and "78" is the local area code)
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If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included), and
- (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 (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 desk-top computers are available with internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash / traveler's check in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

VI. ANNEX:

Inception Report

This Inception report is considered to be very useful not only for adjusting the details of course items to fit for the needs of each participant but also for understanding the different situations among the participating organizations/countries.

The volume may be no more than 5 pages or 1,500 words.

This Inception Report is required to be submitted with Application Form.

Required Contents in Inception Report

- (1) Name of applicant and email address
- (2) Name of your organization and your professional job status
 - * Please attach an organizational chart and indicate the division which you belong to.
- (3) Detailed description of applicant's duties
- (4) Current situation and problems/issues in your country regarding promotion of Solid Waste Management. Please also describe actions or countermeasures being taken in your organization to deal with the such situation.
 - * Please describe the existing practical programs for solving said problems and cooperative relationships among citizen, administration and industry.

<An example of items>

 - Current situation of solid waste management
 - Legislative and administrative systems for SWM
 - Quantity and composition (Organic, plastic...) of municipal waste discharge.
 - Systems and methodologies of collection, transportation, intermediate treatment, storage, final disposal
 - Effort for 3R promotion (reduce, reuse, recycle) and promotion of citizen awareness/ participation
 - Collaboration with private enterprises and so on.
- (5) Subject of your particular interest: What you would like to learn and bring back to your country from course participation

Inception Report Presentation (ONLY FOR ACCEPTED PARTICIPANTS)

The presentation of the inception report for about 15 minutes per participant will be carried out at the beginning of the course. The detail will be later informed to accepted participants.

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, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 Embassy of Japan.

Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383 FAX: +81-78-261-0465