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 வெளிநாட்டு வளங்கள் திணைக்களம்
 Department of External Resources

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 இனமேல்கை அமைச்சு (3 වැනි මහල), නු.ප.ප. 277, කොළඹ 00100, ශ්‍රී ලංකාව
 தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவலகம் அமைச்சு
 செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of National Policies and Economic Affairs
 The Secretariat (3rd Floor), P.O. Box 277, Colombo-00100, Sri Lanka

Web Site: www.erd.gov.lk

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 எனது இல
 My No.

TA & UN/JICA/S/1003

මගේ අංකය
 உமது இல
 Your No.

Office of the Deputy Chief Secretary
 Personnel & Training
 20 JUN 2016
 20-06-2016
 Attn: Officer in-charge of Foreign Training

closing date 01.08.2016

Secretary, Ministry of Mahaweli Development and Environment
 Secretary, Ministry of Provincial Councils and Local Government

Dear Sir/Madam

Enhancement of Solid Waste Management Capacity (Advance, Planning & Policy)
 - From 24th October to 19th November 2016, 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 15th August 2016**.

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. (www.erd.gov.lk)
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Inception Report (Annex)
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
 Director / TA & UN Division
 for Director General

- Copies to:
1. Chief Secretaries, All Provincial Councils
 2. Director General, Central Environment Authority
 3. Director, Waste Management Authority
 4. Director, National Solid Waste Management Support Center

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

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 பணிப்பாளர் நாயகம்
 Director General

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 94-11-2434876

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 அலுவலகம்
 Office

94-11-2484500
 94-11-2484600
 94-11-2484724

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Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Decision of ARAS approval in
JICA Sri Lanka office: 11/08/2016

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 2016

NO. J16-04087/ ID. 1684799

Course Period in Japan : From October 24 to November 19 , 2016

11/08/2016

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 with them increasing amounts of waste. 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, associations, and citizens who have worked and played respective roles to optimize collection and transport, recycling and intermediate treatment, final disposal of waste, and more. In 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.

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 what the participant will do after they go back to 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) (J1604087)**
- 2. Course Period in JAPAN:**
From October 24 to November 19, 2016
- 3. Target Regions or Countries:**
Bangladesh, Philippines, Laos, Sri Lanka, Viet Nam
- 4. Eligible / Target Organization:**
This program is mainly designed for 1) local government and/or regional government in charge of SWM, 2) central government and governmental agencies which support local and regional government for improvement of SWM, and/or 3) other organizations such as NGOs and/or private companies which are engaged in SWM on a 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:**
A draft plan for improvement of solid waste management will be formulated by a local /central government.

By the end of the program, each participant will formulate an action plan to mitigate waste problems in consideration of environmental policy and economic structure in his/her country. The organization which the participant belongs to is required to support him/her for implementation of his/her action plan.
- 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	Regarding SWM, common issues in participants' countries are clarified and shared through a presentation of Inception Report* and following discussions. *see VI. ANNEX	Presentation
2	To understand the method to strengthen human and institutional capacity at the administrative level (central and local government).	Lecture, Field Visit and Exercise
3	To understand the methodologies to make a sustainable society through SWM activities of local government and communities in Japan.	Lecture, Field Visit and Exercise
4	Action plans concerning measures necessary in local, wide-area or national level for building a sustainable recycle-oriented society are formulated.	Lecture and Exercise

<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) Ways of thinking about the linkage between SWM (Solid Waste Management) and ESD (Education for Sustainable Development)
- (4) Lecture on the outline of the Solid Waste Management Plan at national and local government level.
- (5) Social contribution activities by corporations
- (6) Waste management activities in community
- (7) Linkage between solid waste and economic activities
- (8) Introduction of waste management by local government (Nishinomiya city)
- (9) Issues on waste collection work

- (10) Natural disaster and waste problem
- (11) Conservation of suburban agricultural land and resource circulation
- (12) Product life cycle (production to disposal of goods)
- (13) Strengthening capacity of administrative system and office 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 operation. Participating organizations are expected to utilize 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.

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 of 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 higher

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:** 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

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 18, 2016)

(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)

Department of JICA
JICA and Embassy office in 11/08/2016

not later than September 15, 2016.

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 KCC 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. Midori Namba (Namba.Midori@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 International Center (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)

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, <http://www.jica.go.jp/english/about/organization/domestic/index.html>.

5. Expenses:

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

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

Required Contents in Inception Report

- (1) KCC program course's name/ your name and email address
- (2) Organization's name/ your professional job status
 - * Please attach an organizational chart to which you belong, and indicate the division to which you belong.
- (3) Current situation in your country and your activities/interests in your duties regarding Solid Waste Management
 - * Please investigate and report the existence of practical programs for solving solid waste problems and cooperative relationships among citizen, administration and industry.
- (4) Subjects in the curriculum of this program that you would like to learn and you think important for your job

The presentation of the inception report for about 15 minutes per participant will be carried out at the beginning of the course period. **Please prepare your presentation with Microsoft Power Point slides before the program will start.**