



Japan International Cooperation Agency

JICA Indonesia  
Sentral Senayan II, 14th Floor  
Jl. Asia Afrika No. 5, Jakarta 10270, INDONESIA  
Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

No. 026/GI/03/18

Jakarta, March 29, 2018

**Ms. Nanik Purwanti**

Head of Bureau for Technical Cooperation  
Ministry of State Secretariat  
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR  
KNOWLEDGE CO-CREATION PROGRAM JFY 2018**

Dear Madam,

We have the pleasure to inform you that the Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **On-Site Wastewater Treatment System (J1804375)**
2. Period of Program in Japan : August 20, 2018 ~ September 14, 2018
3. Number of Candidate : **One (1) person**
4. Training Institution : JICA Kyushu International Center
5. Deadline : **June 8, 2018**
6. Documents for submission :
  - a. Application Form\* : 1 set
  - b. Job Report\* : 1 set
  - c. Questionnaire\* : 1 set
  - d. Issue Analysis Sheet (IAS)\* : 1 set
  - e. Photocopy of Passport\* : 1 set
  - f. English Score Sheet (TOEFL, TOEIC, IELTS)\* : 1 set\*Should be submitted together with Application Form

7. Proposed Target Institution : **1. Ministry of Public Works & Housing**  
-Directorate General Human Settlement  
**2. DKI Jakarta Province**  
-PD PAL Jaya

8. Target of Applicant :

**Nominee Qualifications:**

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

**(1) Essential Qualifications**

1) Current Duties:

- a) to nominate the appropriate candidates who are directly engaged in technical cooperation concerned by consultation with the JICA Project who is/are assigned to the related ministries.
- b) Engineering officers in charge of wastewater treatment.

2) Experience in the relevant field: have more than three (3) years of experience in the field mentioned above

3) Education Background: be a graduate of university or equivalent level

4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussion, which requires high



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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) Be in relation with past or on-going JICA projects focusing on water management.
- 2) Be familiar with engineering background.
- 3) Be familiar with PC operation, as there will be many chances for report writing and presentations.
- 4) Occupational experience of more than three (3) years in relevant field
- 5) Age: between the ages of twenty-five (25) and Forty-five (45) years.

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat

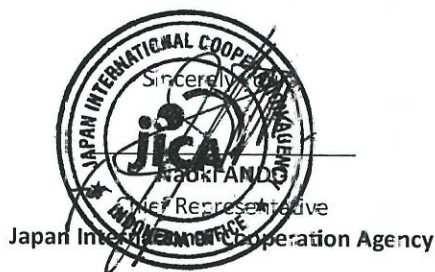
The Document can be downloaded through the following address:

[http://www.jica.go.jp/indonesia/english/office/others/data\\_AF.htm](http://www.jica.go.jp/indonesia/english/office/others/data_AF.htm)

{Application Form for Knowledge Co-Creation Program for GRF/CF (Renewed June 2015) in WORD / PDF}

It would be appreciated if you could convey the above information to the authorities concerned.

Thank you for your kind attention and cooperation.



Cc:

**1. Ministry of Public Works and Housing**

- Director General of Human Settlement
- Head of Human Resource Development Agency
- Head of Bureau for Budgeting Planning and International Cooperation

**2. DKI Jakarta Province**

- Head of Bureau of Gubernatorial and Cooperation Affairs
- Head of Agency of Local Own Enterprise Development and Investment
- President Director of PD PAL Jaya

**3. Embassy of Japan**

- Minister for Economic and Development Affairs





# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

ON-SITE WASTEWATER TREATMENT SYSTEM

課題別研修「分散型污水处理システム導入・普及」

JFY 2018

NO. J1804375 / ID. 1884915

Course Period in Japan: From August 20, 2018 to September 14, 2018

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

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

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

## ***I. Concept***

### **Background**

Due to rapid population growth and expansion of residential area, untreated night soil and wastewater discharge caused serious social problems: pollution to river, groundwater, or closed water area. Construction of sewerage system requires time and huge amount of money. The sanitary treatment of night soil and wastewater on-site (Johkasou) is cost effective and possible countermeasures against various kinds of water pollution due to domestic wastewater; and will contribute to improve safe water environment.

This program offers comprehensive wastewater treatment systems: laws and regulation to control water pollution, methodology of night soil and wastewater treatment and operation and maintenance of Johkasou.

### **For what?**

This program is designed to improve on-site wastewater treatment (measure for domestic wastewater, biological treatment, operation and maintenance system) in participating countries and regions.

### **For whom?**

This program is offered to administrative, engineering officers in charge of wastewater treatment with occupational experience of more than three (3) years in relevant field.

### **How?**

Participants will learn techniques and know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested present an action plan, utilizing contents of the program.



## **II. Description**

- 1. Title (J-No.): On-Site Wastewater Treatment System (J1804375)**
- 2. Course Period in JAPAN**  
August 20, 2018 to September 14, 2018
- 3. Target Regions or Countries**  
Brazil, Ethiopia, Fiji, Indonesia, Laos, Lebanon and Viet Nam
- 4. Eligible / Target Organization**  
This program is designed for governmental organization engaged in waste management.
- 5. Course Capacity (Upper limit of Participants)**  
10 participants
- 6. Language to be used in this program**  
English
- 7. Course Objective**  
After successfully completed the course, participants will be able to formulate and propose action plans improve on-site wastewater treatment measure for domestic wastewater, biological treatment, operation and maintenance system).
- 8. Overall Goal**  
The formulated action plan is actually implemented in the organizations.

## 9. Expected Module Outputs and Contents

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

(1) Preliminary Phase in a participant's home country Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.	
Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet (IAS)

(2) Core Phase in Japan Participants dispatched by the organization to attend the Program implemented in Japan		
Expected Module Output	Subjects/Agendas	Methodology
Be able to explain the outline of policy and implementation system about municipal wastewater countermeasure in the national government and local government in Japan	<ol style="list-style-type: none"> <li>1. System of municipal wastewater treatment</li> <li>2. Concept plan of municipal wastewater treatment</li> <li>3. National government tackling to protect river water quality as upper water source</li> <li>4. About the Johkasou policy in Japan</li> <li>5. Formulation of municipal wastewater plan</li> </ol>	Lecture Field visit and Exercise
Be able to explain the outline of Johkasou, manufacturing, installation, maintenance and water quality management	<ol style="list-style-type: none"> <li>6. Overview of Johkasou</li> <li>7. Maintenance of Johkasou</li> <li>8. Overview of waste water treatment technology</li> <li>9. Observation of Johkasou manufacturing</li> <li>10. Techniques of waste water treatment (Gappei Johkasou, sprinkling filtration)</li> <li>11. Techniques of waste water treatment (oxidation ditch)</li> <li>12. Treatment and effective use of Johkasou sludge</li> <li>13. About structural standards of Johkasou</li> <li>14. About qualification system of Johkasou management vendor et al.</li> <li>15. Theory of sludge treatment</li> <li>16. Observation of night soil treatment center</li> <li>17. Observation of sewerage treatment plant</li> </ol>	Lecture Field visit and Exercise

Be able to explain diffusion and expanding of Johkasou	18. Situation and problem of decentralized treatment system in developing country 19. Role and efforts of all japan private sewerage treatment association 20. Problem of promoting overseas of Johkasou 21. Citizen activity to protect nearby river	Lecture Field visit and Exercise
Be able to formulate municipal wastewater treatment plan utilizing Johkasou	22. Job report presentation 23. Action plan lecture 24. Extraction of tasks based on IAS 25. Discussion (look back curriculum) 26. Action plan rehearsal 27. Solution of problem 28. Action plan presentation	Lecture Field visit and Exercise
Be able to examine and identify possible ideas to be applied for technical improvement.	29. Task Extraction Work from Submitted IAS 30. Instruction I for Action Plan I, II, III 31. Action Plan Presentation	Lecture Field visit and Exercise

(3) Finalization Phase in a participant's home country Participants will apply knowledge and skills acquired in the training in their respective countries. This phase marks the end of the program.	
Expected Module Output	Activities
Implementation of the action plan	Proposals (Action plans) formulated by participants are shared within their organizations, and discussed towards implementation.

Please refer to the attached schedule (Annex IV). The schedule is subject to minor changes.



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

#### **1. Expectations from the Participating Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: Engineering officers in charge of wastewater treatment.
- 2) Experience in the relevant field: have more than three (3) years of experience in the field mentioned above.
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop 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) Be in relation with past or on-going JICA projects focusing on waste management.
- 2) Be familiar with engineering background.
- 3) Be familiar with PC operation as there will be many chances for report writing and presentations.
- 4) Occupational experience of more than three (3) years in relevant field.
- 5) Age: between the ages of twenty-five (25) and forty-five (45) 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

\*The 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 the application form, if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

- (4) **Job Report, Questionnaire and Issue Analysis Sheet (IAS):** to be submitted with the application form. Fill in Annex I, II and III of this General Information, and submit it along with the Nomination Form. Job Report, Questionnaire and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job Report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted. The purpose of an IAS is to logically organize relationships between issues participants are facing and contents covered in the training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan.

#### 4. 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 June 15, 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 July 13, 2018.**

**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 training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.



## IV. Administrative Arrangements

### 1. Organizer

(1) **Name:** JICA KYUSHU

(2) **Contact:** Training Program Division (kictp@jica.go.jp)

### 2. Implementing Partner

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** [http://www.kita.or.jp/english/e\\_index.html](http://www.kita.or.jp/english/e_index.html)

### 3. Travel to Japan

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan

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

**JICA Kyushu International Center (JICA KYUSHU)**

Address: 2-1, Hirano 2-chome, Yahata Higash-ku, Kitakyushu City,

Fukuoka Prefecture 805-8505 Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at <https://www.jica.go.jp/kyushu/english/office/c8h0vm0C00a0ccx5-att/kyushu01.pdf>

### 5. Expenses

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

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

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

### 6. Pre-departure Orientation

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

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

### **1. Reports and Presentation**

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

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

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

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

### **2. International Exchange Program with local communities**

Participants will have opportunities to visit elementary schools or junior high schools. Therefore, it is recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

### **3. Remarks**

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

Annex I

**On-Site Wastewater Treatment System  
(JFY 2018)  
Job Report**

Name: \_\_\_\_\_  
Country: \_\_\_\_\_  
Organization and present post: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

- Remarks 1: The Report should be typewritten in English (12-point font appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).
- Remarks 2: Please don't forget checking the analysis sheet.
- Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report and Issue Analysis Sheet (IAS). With regard to IAS kindly make a presentation in detail so that all training staff will understand how you are facing challenges and why you attend this training course.
- Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.
- Remarks 5: Please itemize your answer and make them specific.

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

**(1) Description of the organization**

Name of organization:

Number of staff:

Main task of the organization:

Your task in the organization:

**(2) Organization chart**

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)



(3) Description of your assignments to the training

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

(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

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

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according to the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any  
(Basically this training program is fixed and cannot be changed upon your request.)

Annex II

**On-Site Wastewater Treatment System  
(JFY 2018)  
Questionnaire**

Name: \_\_\_\_\_  
Country: \_\_\_\_\_  
Organization and present post: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

Remarks 1: The Questionnaire should be typewritten in English (12-point font, appropriately spaced, A4 size paper), and total pages of the report should be limited to 2 pages.

Remarks 2: Please itemize your answers and make them specific.

1. How has wastewater (night soil and gray water) been treated?

- ☐ Treated by sewage plant
- ☐ Night soil has been treated by septic tank while gray water left untreated
- ☐ Night soil has dipped out from latrine while gray water left untreated
- ☐ Both night soil and gray water have left untreated
- ☐ Others ( )

2. Has sewage been installed?

- ☐ Yes ☐ No

If "yes," what is the diffusion rate of sewage?

3. Has sewage treatment plant been installed?

- ☐ Yes ☐ No

If "yes," what is the method of treatment? (e.g., activated sludge process)

4. Is there any problem of getting safe water from river or groundwater because of pollution by night soil or gray water?

- ☐ Yes ☐ No

5. Are there septic tanks in use?

☐ Yes ☐ No

If "yes," what types are they?

( )

How are the septic tanks maintained; and what are the methods of sludge withdrawal?

( )

6. Have you ever heard of Johkasou which is capable of treating both night soil and gray water at the same time?

☐ Yes ☐ No

Thank you for cooperation!



## Annex III

### Issue Analysis Sheet (IAS) Guidelines

#### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

#### 2. How to fill out IAS?

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

# Issue Analysis Sheet (IAS)

No.	Country	Name	[A] Issues (Your Challenges) that you (your organization) confront(s).	*No.	[B] Actions that you (your organization) are (is) taking.
1					
			[ I ] Task or The information that I need.		[ II ] Useful information that I obtained /found. [ III ] Lecturer

No.			[A] Issues (Your Challenges) that you (your organization) confront(s).	*No.	[B] Actions that you (your organization) are (is) taking.
2					
			[ I ] Task or The information that I need.		[ II ] Useful information that I obtained /found. [ III ] Lecturer

No.			[A] Issues (Your Challenges) that you (your organization) confront(s).	*No.	[B] Actions that you (your organization) are (is) taking.
3					
			[ I ] Task or The information that I need.		[ II ] Useful information that I obtained /found. [ III ] Lecturer

\*Please write the subject "No" you most expect to get the information you need. For the subject "No," please refer the "Number of Subject/Agenda" shown in the tables of this General information (Page 3- 4)

[Superior Name, Signature] \_\_\_\_\_

# Annex IV

## Tentative Schedule

\*The schedule is subject to minor changes.

Day	Contents	
1 Mon	Arrival to Japan	
2 Tue	JICA Briefing	Program orientation
3 Wed	International exchange program	Course orientation /Japanese Language Class
4 Thu	System of municipal wastewater treatment	Concept plan of municipal wastewater treatment
5 Fri	Coverview of Johkasou	Job report presentation
6 Sat	Holiday	
7 Sun	Holiday	
8 Mon	Maintenance of Johkasou	Maintenance of Johkasou
9 Tue	Action plan lecture	Observation of Johkasou manufacturing
10 Wed	Extraction of tasks based on IAS	National government facility to protect river water quality as upper water source
11 Thu	Techniques of waste water treatment(gappei johkasou, sprinkling filtration)	Techniques of waste water treatment(oxidation ditch)
12 Fri	Treatment and effective use of Johkasou sludge	Treatment and effective use of Johkasou sludge
13 Sat	(Departure for study trip)	
14 Sun	Holiday	
15 Mon	Situation and problem of decentralized treatment system in developing country	About qualification system of Johkasou management vendor et al.
16 Tue	Formulation of municipal wastewater plan	Role and efforts of all japan private sewerage treatment association
17 Wed		(Move to Kitakyushu)
18 Thu	Small-scale waste water treatment facility design	Small-scale waste water treatment facility design
19 Fri	Discussion(look back curriculum)	Theory of sludge treatment
20 Sat	Holiday	
21 Sun	Holiday	
22 Mon	Observation of night soil treatment center	Observation of sewerage treatment plant
23 Tue	Problem of promoting overseas of Johkasou	Citizen activity to protect nearby river
24 Wed	Action plan rehearsal	Solution of problem
25 Thu	Action plan presentation	Evaluation meeting
26 Fri	Leave from Japan	



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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

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



**ENGLISH**

**Note on the Application Form  
for the Knowledge Co-Creation Program**

Dear Candidates in Indonesia,

(1) For Medical History and Language Proficiency, please fill in the Application Form by:

- ✓ carefully reading instructions in the Application Form,
- ✓ disclosing your true condition of your health, particularly pre-existing illness.
- ✓ answering all questions of the Medical History and Language Proficiency

If you don't write pre-existing illness in the Application Form, even if you are accepted as a participant, due to JICA rules,

- you may not be allowed to continue the training in Japan.
- your medical expense may not be covered by insurance,

For Visa to enter Japan (when you are accepted as a participant), you should obtain "KCCP- Visa". If your passport has an existing valid visa such as multiple entry visas for business, sightseeing and family visit, this existing visa will not become valid when the new KCCP- Visa is issued on the same passport.

JICA Indonesia Office

**BAHASA  
INDONESIA**

Catatan untuk Pengisian Formulir Aplikasi KCC Program JICA:

Yang terhormat Para Calon Peserta KCC Program dari Indonesia

(1) Dalam hal pengisian Riwayat Medis serta Kemampuan Bahasa (Inggris), mohon agar memperhatikan hal-hal penting sbb :

- ✓ Membaca dengan seksama serta memahami instruksi-instruksi yang tertera di formulir aplikasi.
- ✓ Mengungkapkan dengan sejujur-jujurnya mengenai kondisi kesehatan anda, khususnya gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan).
- ✓ Menjawab dengan benar semua pertanyaan yang tertera dalam Riwayat Medis dan Kemampuan Berbahasa.

Apabila anda tidak menulis/mencantumkan gangguan kesehatan/penyakit yang sudah dialami sebelumnya (penyakit bawaan) di formulir aplikasi ini, ketika anda diterima sebagai peserta pelatihan, maka sesuai peraturan JICA :

- Anda tidak diizinkan untuk melanjutkan program pelatihan,
- Biaya pengobatan anda tidak ditanggung oleh asuransi.

(2) Terkait Visa untuk masuk Jepang (apabila anda diterima sebagai peserta), anda harus memperoleh "Visa KCCP". Apabila di dalam paspor anda terdapat tercantum visa yang masih berlaku, seperti multiple entry visa untuk bisnis wisata dan kunjungan keluarga, maka visa tersebut tidak akan berlaku lagi ketika dikeluarkan Visa KCCP yang baru pada passport yang sama.



## Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) 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 KCCP you are applying for.

##### >Application for KCCP (Group and Region Focus)

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

##### >>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History 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**

This part is to be completed by the person who is nominated by the organization applying. The applicants for KCCP (Group and Region Focus) are required to fill in every item. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified 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 KCCP that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of KCCP 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**

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

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

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

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

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

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

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

### **4. Copyright policy**

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Participants of KCCP 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 KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. 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 KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.





Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

**Application Form for the JICA Knowledge Co-Creation 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(GI))

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

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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)

**INSTITUTION/DIVISION**

Our organization hereby applies for Knowledge Co-Creation program (KCCP) 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:	

**MINISTRY (When this application is through a ministry.)**

Our ministry 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			

**MINISTRY OF STATE SECRETARIAT**

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)

**A.1. Profile of Organization****A.1. 1) Name of Organization:****A. 1. 2) The mission of the Organization and the Department / Division:****A.2. Purpose of Application**

**A.2.1) Current Issues:** Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

**A.2.2) Objective:** Describe what your organization intends to achieve by participating in KCCP.



**A.2.3) Future Plan of Actions:** Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

**A.2.4) 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 KCCP, 4) Plan of organization and A.2.5) Others.





**B.3.8) Outline of duties: Describe your current duties**

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**B.3.9) 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:

**B.3.10) Others (if necessary)**

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**B.4. Career Record**
**B.4.1) Job Record (After graduation)**

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

**B.4.2) Educational Record (Higher Education) (required)**

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



**B.4.3) 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	

**B.5. Language Proficiency (required)**

B.5.1) 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)					
B.5.2) Mother Tongue					
B.5.3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

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

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

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

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

**B.6. Passport Information (Please tick)**

This information is used for air ticket issuance, when accepted.

Note : For Government Officers. (Pegawai Negeri) please use Official Passport

For non-Government Officers (BUMN, NGO, etc) please use Ordinary Passport.

[ ] I have Passport	[ ] Green Passport / [ ] Official
	Passport No:
	Name on the Passport:
	Expiry date :
	Please attached the copy, even it was expired.
[ ] I don't have passport (Not yet)	



**B.7. Expectation on the applied KCCP**

**B. 7.1) Personal Goal:** Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

**B.7.2) Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

**B.7.3) Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

**B. \*8. 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 KCCP to the participants from developing countries.
  2. To provide KCCP to the participants 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 KCCP 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:
	Name (Type out):



## MEDICAL HISTORY/ RIWAYAT MEDIS

1. Present Medical Status/ Kondisi Medis Saat Ini :

(1.a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?/ Apakah sekarang ini Anda sedang menggunakan (konsumsi) obat atau menjalankan pemeriksaan medis secara teratur oleh dokter atas penyakit Anda?

[ ] No/Tidak	<input type="checkbox"/> Yes/Ya      Name of illness/ Nama penyakit ( ), Name of medicine/ Nama obat ( )
<p><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></p> <p><i>Jika ya, silahkan melampirkan surat dari dokter anda (sebaiknya, ditulis dalam bahasa Inggris) yang menjelaskan status/kondisi sekarang mengenai penyakit Anda serta persetujuan dokter yang menjelaskan bahwa anda dapat mengikuti program ini.</i></p>	

(1.b) Are you pregnant? /Apakah anda dalam keadaan hamil ?

[ ] No/Tidak	[ ] Yes: Months of pregnancy/ Bulan kehamilan (                      months/Bulan)
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(1.c) Are you allergic to any medication or food?/ Apakah anda alergi terhadap obat atau makanan?

[            ]	[    ] Yes/Ya.	What are you allergic to?/Anda alergi terhadap apa ?
No/Tidak	(	)

(1.d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities./ Mohon sebutkan apabila ada hal-hal yang dibutuhkan akibat cacat tubuh yang kemungkinan memerlukan bantuan atau fasilitas tambahan.

( )

*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.* Cacat tubuh tidak mengarah kepada pengecualian untuk peserta penyandang cacat program ini. Namun, mengingat situasi, dalam hal ini, Anda dapat langsung menanyakan kepada staff JICA yang menangani program ini untuk penanganan yang lebih rinci tentang kondisi Anda.



## 2. Past Medical History/ Riwayat Medis Sebelumnya

(2.a) Have you had any significant or serious illness?/ Apakah Anda mempunyai penyakit yang signifikan atau serius?

[ <input type="checkbox"/> ]	[ <input type="checkbox"/> ] Yes/Ya. Please specify/ Mohon perjelasan rinci.
No/Tidak	( )

Continue to the next page.

(2.b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?/ Apakah Anda pernah menjadi pasien di klinik penanganan mental atau dirawat oleh psikiater ?

[ <input type="checkbox"/> ]	[ <input type="checkbox"/> ] Yes/Ya. Please specify/ Mohon penjabaran.
No/Tidak	( )

## 3. Other Medical Problems/ Masalah Medis Lainnya

If you have any medical problems that are not described above, please indicate below./ Apabila Anda memiliki masalah medis yang tidak dijelaskan di atas, mohon di jelaskan di bawah ini

--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge./ Saya menyatakan bahwa saya telah membaca petunjuk di atas dan menjawab semua pertanyaan dengan sejujur-jujurnya dan benar untuk yang terbaik dari pengetahuan saya.

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./ Saya memahami dan menerima bahwa hasil kondisi medis yang ternyata akibat dari kondisi medis/penyakit yang sudah ada sebelumnya, namun tidak diungkapkan dalam form ini, biayanya tidak akan ditanggung oleh JICA dan dapat berakibat pada pemberhentian sebagai peserta program.

Date/Tanggal	Signature/ Tanda Tangan
	Name(Type out) :/Ketik Nama Anda: