



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

SOLID WASTE MANAGEMENT BY LOCAL GOVERNMENT (C)

集団研修「地方自治体における廃棄物処理 (C)」

JFY 2013

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J1300816 / ID. 1380198

From July 2013 to March 2014

Phase in Japan: From August 12 to October 5, 2013

This information pertains to one of the Training and Dialogue Programs 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.

I. Concept

Background

In developing countries, the volume of general waste has been increased by the rapid concentration of the population with active consumption in urban areas. Those wastes have been accompanied by severe contamination of air and water environment. Therefore, it is an urgent need to take countermeasures against those wastes.

Though waste treatment measures are carried out in those countries, the waste treatment system is still insufficient. As a form of assistance by Japan in response to these issues, JICA has been conducting a training course in cooperation with Osaka City for upgrading the capacity for waste management.

According to the report on “State of World Population 2007” released by UN Population Fund, urban population is estimated to be over 4.9 billion and 80 % of the urban population is anticipated to reside in developing countries in 2030. Under the circumstances, there is a concern that such fast-paced population concentration in urban areas will worsen the environmental problems. Among others, issues related to waste management is serious and that is why it is of a great importance to continuously offer support for solving problems on waste management in developing countries.

Since local governments play a significant role in practical solid waste management, a program with its focus on the role of local governments has been proposed and approved for its effective use of accumulated expertise of Japan.

For what?

This program aims to enhance the capacity of local governments’ (or national government’s sections which support local governments) and related organizations in the field of urban solid waste management.

For whom?

This program is offered to local governments or related organizations engaged in urban solid waste management of a model area designated by each participating country.

How?

Participants shall have opportunities to identify issues and problems for solid waste management through workshop, and to learn about various countermeasures and the cooperation between local governments and citizens, through lectures, observations and exercises. In the end they will formulate an action plan for improving the situation. This plan will describe how to solve issues related to waste management, making use of what participants will have learned in this program.

II. Description

1. Title (J-No.): Solid Waste Management by Local Government (C) (J1300816)

2. Period of program

Duration of whole program:	July 2013 to March 2014
Preliminary Phase: (in a participant's home country)	July 2013 to August 2013
Core Phase in Japan:	August 12, 2013 to October 5, 2013
Finalization Phase: (in a participant's home country)	October 2013 to March 2014

3. Target Regions or Countries

Philippines, India, Botswana, Kenya, Tanzania, Albania, Former Yugoslav Republic of Macedonia, Bosnia and Herzegovina, Brazil

4. Eligible / Target Organization

This program is designed for local governments and related organizations engaged in solid waste management.

5. Total Number of Participants

9 participants

6. Language to be used in this program: English

7. Program Objective:

A draft plan for improvement of solid waste management will be formulated by a local government.

8. Overall Goal

Plan for improvement of solid waste management will be designed based on the trial result of the draft plan.

9. Expected Module Output 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 (July 2013 to August 2013) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report with Application Form (c.f. VI.ANNEX.) Collection of data and preparation for "Inception report presentation" held at the first stage of program in Japan

(2) Core Phase in Japan (August 12, 2013 to October 5, 2013) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1.To grasp the reality and issues on waste management and to extract practical hints for solution through exchanging views among participants	(1) Sharing the information and ideas through report presentation and discussion (2) Presentation of information on waste (type and composition)	Presentation Discussion
	(3) Waste administration in Japan (4) Laws and services	Lecture Observation
2. To be able to explain the current state of measures against waste taken by a local government for the effective use in each country. (Planning, effective collection and transportation method, sanitary treatment/disposal method, treatment of hazardous waste etc.)	(1) Current situation of waste treatment (2) Waste treatment planning (3) Waste reduction through recycling (3) Analysis of type, composition and amount of waste for future estimate (4) Collection and transportation (5) Current situation of sorting (6) Purposes and methods of Intermediate treatment (incineration, shredding, separation or resources-recovery) (7) Final disposal – landfill sites (8) Hazardous waste	Lecture Observation Exercise

3. To be able to explain the roles of and cooperation among citizens, businesses, and local governments for the appropriate waste management	Local government (1) Waste reduction activity (2) Sorting center	Lecture Observation
	Consumers ' participation (1) Waste reduction (2) Composting by Consumers' Co-op (3) "My Bag" campaign by supermarkets Business establishments' participation (4) Recycling facility for waste home appliances (5) Recycling of paper, glass bottles and used clothes (6) Treatment of Hazardous waste (7) Utilization at cement factory and steel factory	Lecture Observation
4. Action plan (interim report featuring the improvement plan) is formulated to solve issues related to waste management based on the reality of each country	(1) Action Plan formulation (2) Action Plan guidance (3) Presentation of Action Plan	Workshop Consultation Presentation

(2) Finalization Phase in a participant's home country

(October 2013 to March 2014)

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
5. Action Plan will be studied by each participating organization	Explanation of the action plan (interim report) as a start for the implementation back in the participant's country and submission of its final report compiled by the participating organization by March 31, 2014 to JICA.

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the country report.
2. Core phase (activities in Japan): Curriculum is subject to minor changes.

Curriculum		(L) and (D) (hours)	(O) (hours)
①	Current situation and problems of waste treatment in Japan		
Overview	▪ Waste treatment in Japan	3	
	▪ Current situation	5	
	▪ Laws and services	5	
	▪ Disaster waste treatment	2	2
	▪ Operation flow of waste treatment	3	
②	Particulars		
Waste reduction	▪ Waste home appliance depot and recycling facility		5
	▪ PET bottle compression, packing and recycling facility		5
	▪ Waste reduction measures of local governments	7	3
	▪ Cooperation of businesses / System for paid service	2	2
	▪ Analysis of refuse composition for future estimate	4	
	▪ Designing of municipal solid waste management plan and case study	10	
Sorted collection	▪ Present situation of sorted collection (classification etc.)	2	
	▪ Waste collection site (Sorted collection)		5
Intermediate treatment	▪ Purpose and method of intermediate treatment	5	
	▪ Disposal of hazardous medical waste	2	3
	▪ Heat and material recovery process		5
	▪ Human excreta	5	
	▪ Composting of kitchen garbage		2
Final disposal	▪ Type and control of landfill site	15	6
	▪ Cement factory (using incineration residue) etc.		2
Recycling	▪ Recycling facilities (paper, glass bottles, clothes, tires etc.)		11
③	Others		

▪ Course orientation / program and general orientation	2	
▪ Country report presentation session	5	
▪ Exchange of views	8	
▪ Workshop for Action Plan making / Presentation	30	
▪ Evaluation meeting / Ending ceremony	2	
Transfer	10	
Total hours	127	51

(L) Lecture (D) Discussion and Exercise (O) Observation

3. Finalization phase (activities in home country):

Participants are expected to present the action plan (interim report) for the study in the participating organization. The participating organization should submit final report containing the result of study to JICA local office in respective country by March 31, 2014.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications :

- 1) Current Duties: be an administrative officer/ technical officer of a model local government or related organization engaged in solid waste management. Officers of the national government, in charge of supporting local governments, are also qualified.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste treatment 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. (This training program includes active participation in discussions, and work shop for action plan (interim report), 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.
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications :

- 1) Age: be 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 respective country's JICA office or Embassy of Japan.

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health:

1. letter of the participant's consent to bear economic and physical risks,
2. letter of consent from the participant's supervisor, and
3. doctor's letter with agreement of her training participation.

Please ask National Staffs in JICA office for the details.

(2) **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), please attach it (or a copy) to the Application Form.

(3) **Inception Report:** to be submitted with the Application Form. Fill in Attachment of this General Information, and submit it along with the Application Form.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **June 14, 2013**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective Government, the respective country's JICA office (or Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center, according to qualifications in consultation with the organizations concerned in Japan, based on submitted documents. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than July 12, 2013**

5. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,

- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving the notice of acceptance for their nominees, are expected to carry out the actions in the Section II-9 in this General Information.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Kansai
- (2) **Contact:** Ms.Makiko NAEMURA (Naemura.Makiko@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Hyogo Environmental Advancement Association
- (2) **URL:** <http://www.eco-hyogo.jp/>

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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall 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)

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/contact/domestic/index.html>.

5. Expenses:

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

- (1) Allowances for accommodation, 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 pages 8-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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 Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where fourteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.
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 no facility or time during the training program.

VI. ANNEX:

Solid Waste Management by Local Government

(JFY 2013)

Inception Report

All the applicants are requested to prepare Inception Report on the following issues and submit e-data of **1. Personal Profile**, **2. Organization Profile**, and **3. Matrix** to JICA together with Application Form.

1. Personal Profile

Country / City:	Name:
Name of organization:	
Your present position / Title:	
Your experience on Urban Solid Waste Management (*Not only your present position but also previous jobs related with solid waste management. Please write years that you have been engaged in these jobs.):	

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget (US\$)	
Mission::					
Major target group/area:					
Major area / type of activities (By item):					

3. Matrix

Item		Present situation	Issues and problems	Related laws and regulations	What specific interests do you have?
Reduction					
Waste treatment planning					
Collection and transportation					
Intermediate treatment	Incineration				
	Shredding				
	Separation or resources-recovery				
	Composting				
Recycling					
Final disposal					

** Accepted participants are requested to explain their inception report at the start of the program. It is recommendable that participants utilize power-point, visual aids, etc. for the clear and more effective explanation.*

Since the next item is expected to contain a large volume of data, accepted participants are advised to bring CD-ROM or USB saving all the data, to Japan. It is not necessary to send Data to JICA Kansai in advance.

4. Relevant Data

- 1) Country data (area, population, population density, topography, climate, society, economic conditions, main industries, etc.)
- 2) Information on amount of waste output, type of waste and the current trend of a target area (if possible, past 5 years' data is preferable.)
- 3) Organization chart of waste management (each stage in the process including planning, construction of facilities, collection and disposal. Please specify your current position.)
- 4) Number of employees in each waste management division
- 5) Waste management method chart
- 6) Number and type of collection/haulage vehicles
- 7) Method of intermediate treatment and final disposal with the waste amount at each stage
- 8) Map with location of waste collection and disposal areas marked
- 9) Explanatory photos

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Kansai International Center (JICA Kansai)

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

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