



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Comprehensive Waste Management (D) 課題別研修「総合的な廃棄物管理(全般)(D)」 JFY 2015

NO. J15-04323/ ID. 1584808

Course Period in Japan: From January 11th to March 5th, 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 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

In developing countries, the volume of amount of waste generated 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 required to take countermeasures against those wastes urgently.

Though efforts for waste treatment are carried out in those countries, their treatment system is still insufficient. As a form of assistance by Japan in response to these issues, JICA has been conducting a Knowledge Co-Creation Program in cooperation with local government and related institutions for waste management.

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 draw applicable solution for waste management by learning from Japanese cases of waste management policy, appropriate technology of solid waste management, social awareness and citizen participation. In addition to the above, it is expected to share good examples of respective country's solid waste management and finally make action plan.

For whom?

This program is designed for official in charge for solid waste management in central/local government or in equivalent organization and person who is a graduate of university or equivalent level.

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, field visits and exercises. In the end they will formulate an action plan for improvement of solid waste management in their countries.

II. Description

- 1. Title (J-No.): Comprehensive Waste Management (D) (J15-04323)**
- 2. Course Period in JAPAN**
January 11th to March 5th, 2016
- 3. Target Regions or Countries**
Bosnia and Herzegovina, Egypt, Kazakhstan, Kenya, South Africa, Serbia
- 4. Eligible / Target Organization**
This program is designed for department responsible for solid waste management in local or central government, or equivalent organization
- 5. Course Capacity (Upper limit of Participants)**
8 participants
- 6. Language to be used in this program:** English
- 7. Course Objective**
Action plan which aims that the central/local government practice appropriate waste management (reduction of discharge, collection, transportation, disposal, etc.) and promote social awareness and active participation regarding waste management will be proposed.
- 8. Overall Goal**
The improvement plan for solid waste management (Disposal and 3R) is actually implemented in the participant's respective organizations.

9. Expected Module Output and Contents:

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

Expected Module Output	Subjects/Agendas	Methodology
Understanding and sharing the situation, activities and good examples of waste management in respective countries to get idea for the solution of each difficulty.	<ul style="list-style-type: none"> • Job report presentation • Guidance for plan-making • Action plan presentation • Discussion toward regional cooperation etc. 	Presentation, Lecture, Discussion and Exercise
Understanding the history, outline and characteristics of waste management policy in Japan and extracting hints for improvement comparing with the status of respective country.	<ul style="list-style-type: none"> • Historical development of waste management and world trend • Cases of JICA's overseas assistance • Basic plan for waste management • Waste Flow • Consensus formation • Outsourcing to the private sector and private-public initiative • Organization of waste management • Legal system of waste management etc. 	Lecture, Field visit and Exercise
Understanding the appropriate technology for waste management including collection, transportation, waste incineration treatment, intermediate treatment and final disposals.	<ul style="list-style-type: none"> • Plan and system of collection and transportation of municipal waste • Intermediate waste transportation facility • Waste collection • Time and Motion Study • Collection vehicles • Waste incineration treatment • Intermediate treatment technology • Treatment facility for bulky waste • Resource recycling facilities • Treatment of biodegradable waste, compost and bio gas • Construction waste • Recycling of end-of-life vehicles • Type and structure of final disposal site • Use of closed disposal site etc. 	Lecture, Field visit, Discussion and Exercise
Understanding the management policy and activities for promoting social awareness, citizen participation and recycling-oriented societies through 3R.	<ul style="list-style-type: none"> • Environmental and waste education • Social awareness for the waste • Citizen participation etc. 	Lecture, Field visit, and Discussion

Understanding the policy, plan, treatment and resource recycling technology of Industrial waste including infectious medical waste.	<ul style="list-style-type: none"> ● Industrial waste management ● Field survey and plan for industrial waste ● Countermeasure for illegal dumping of industrial waste ● Infectious medical waste etc. 	Lecture and Discussion
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Finalization Phase in a participant's home country
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
Implementation of the action plan	Application and implementation of the action plan back in the participant's country and submission of its final report by September 2016.

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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) 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. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

(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 management or have equivalent level of knowledge.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This 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.
- 6) Must not be serving any form of military service.

(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).**

*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 permission of her program participation.

Please ask JICA Staff for details.

(2) Job Report: to be submitted with the Application Form. Fill in VI. Annex 1 of this General Information, and submit it along with the Application Form.

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

*Photocopy should include the followings:

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

(4) 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. 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 November 13, 2015**)

(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.*

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 4, 2015.**

5. Document(s) to be submitted by accepted candidates:

Before coming to Japan, only accepted candidates are required to prepare data for Job Report Presentation (detailed information is provided in the VI. ANNEX 1 "B. Presentation of Job Report.")

The presentation data should be sent to JICA by **January 4, 2016**, preferably via e-mail to Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Ms. Fukiko GOTOUA (Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Hyogo Environmental Advancement Association (HEAA)

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

4. Accommodation in Japan:

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

JICA Kansai

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

TEL: 81-78-261-0386 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, 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. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 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.
4. 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 course program.
5. It would be convenient to bring a small bag for short trips of up to a few days away from JICA Kansai, which are planned in this course. During short trips, participants will mainly use the public transportation system for traveling, including subways, public buses, etc. It is recommended to bring comfortable walking/sport shoes for traveling.
6. Preparation of personal PC (note/laptop)
During the program, participant will have some opportunities to use computer for individual work, including preparation of Action Plan (AP), etc. For smooth work, we recommend each participant to bring personal PC (equipped with Microsoft Office program -Word, Excel, Power point) to Japan. Most of the accommodations have internet access.

VI. ANNEX 1

Job Report

A. Preparation of Job Report
Job Report will be used for the selection.
Submission: <u>To be submitted together with your Application Form.</u>
<u>Note: Application that does not submit this Job Report shall not be duly considered for selection.</u>

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1. Personal Profile

Country / City:	
Name:	
E-mail address:	
Organization name:	
Position/title:	
Your experience on the Urban Solid Waste Management (*Not only your present position but also previous jobs related with solid waste management. Please write years that you had been engaged in those jobs too.):	

2. Organization Profile

Year of establishment:		Number of staff:		Annual budget(US\$):	
Purposes/Goals:					
Major target group/area:					
Major area/type of activities (*An itemized style):					
Major associated organizations:					

3. Organization Chart

Please indicate a structure chart of your organization. Describe responsibility/function of each section and the number of officers in each section. In addition, show breakdown

numbers of field workers such as waste collectors and operators at final disposal site.

4. Questionnaire sheet on your task on solid waste management

You are required to collect and specify the following information and data necessary for course activities such as presentation of Job Report, practical sessions, discussion, preparation of Action Plan, and others.

Following questions have been prepared assuming that you belong to a local government. If you belong to a central/national government, research institution or private company, you may edit your statement, however, please pay attention to the points below:

- Present situation on the waste management of the area(s) of your responsibility should be included
- Problems of the waste management should be clarified

1) Area(s) of your responsibility

Name of city/municipality	
Population of the city/municipality	
Total area of the city/municipality	() m ²
Disposal amount of municipal solid waste	() ton/year
Problems on solid waste management	(Please specify)

2) Waste collection services

Collection vehicle type(s) and numbers	Type: Number:
If there is no collection vehicle, please specify type(s) of equipment and numbers	
Providers of solid waste collection services	<input type="checkbox"/> local government, <input type="checkbox"/> private sector(s), <input type="checkbox"/> Others (please specify):
Coverage rate of waste collection services in the area	() %
Remarks	(Please specify)

3) Final disposal site

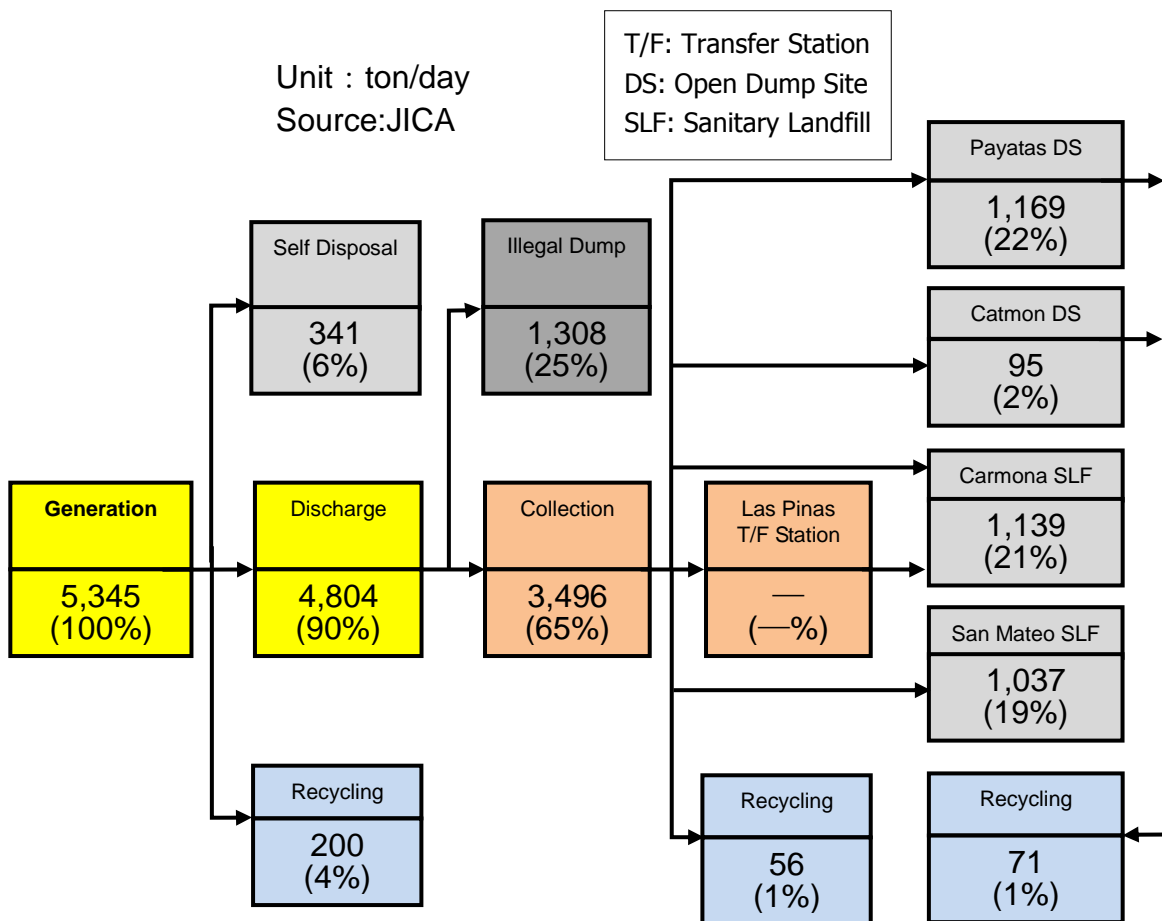
6) Waste Flow

Based on the information you filled in 1) to 5), (4.Questionnaire sheet on your task on solid waste management), please draw or insert figure(s) of the Waste Flow for the area(s) of your responsibility .

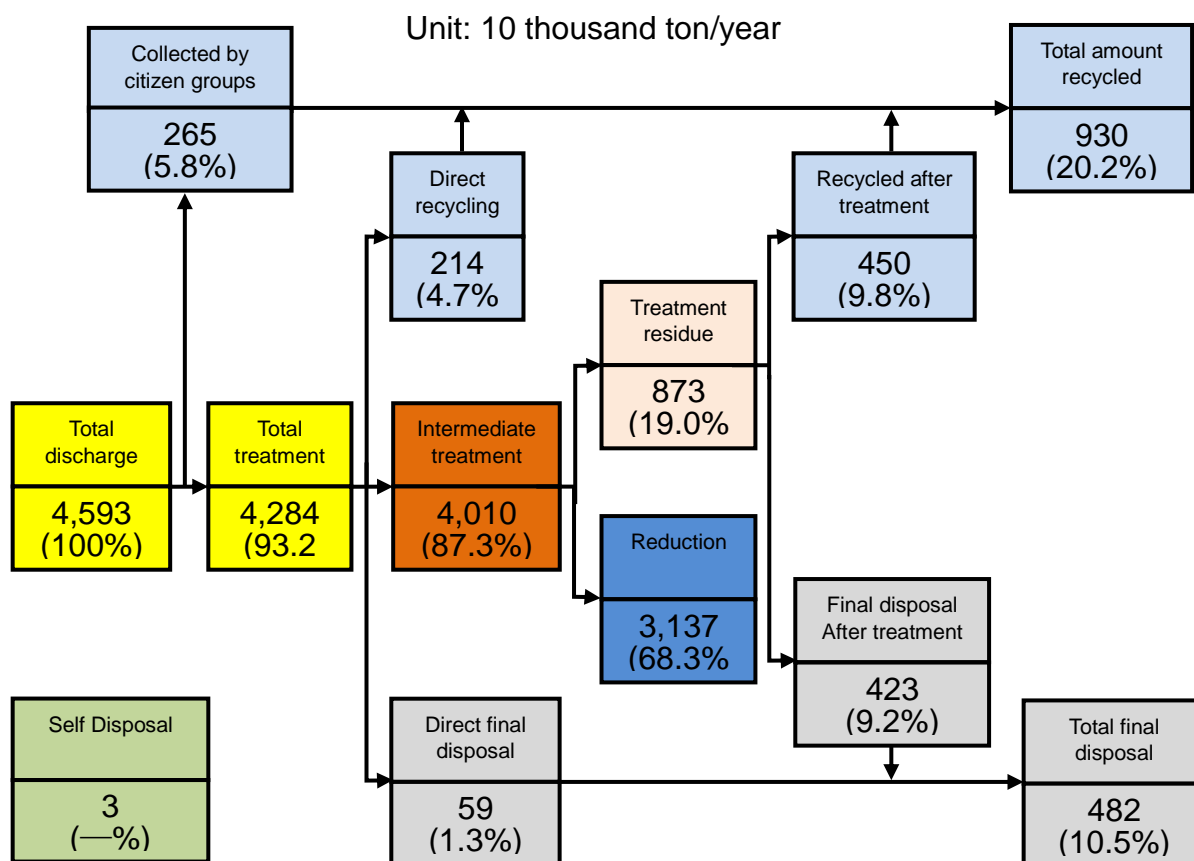
For your example, following Waste Flows show the process and amount of waste (Municipal Solid Waste) treated in Metropolitan Manila, the Philippines in 1997 and Japan in 2011.

Enter “uncertain” if you are not aware of the figure(s).

Waste Flow in Metro Manila in 1997



Waste Flow (Municipal Solid Waste) in Japan (2011)



7) Others

What is your function on decision-making process about solid waste management?	(Please specify)
What is the most serious problem to achieve your task?	(Please specify)
Do you have a long-term plan for solid waste management?	Yes/No
Have you received assistance from the Government of Japan in the past? If yes, please specify.	(Please specify)

B. Presentation of Job Report

After selection, accepted participants are requested to prepare for making a presentation of Job Report at the beginning of the program in Japan.

Format:

- Please modify your Job Report (made in the section A above) to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for easy understanding.
- One presentation per participant. Please try to elaborate both about waste management system in your country and also about your own duty.
- Number of slides: about 10~15 slides.

Language: English

Presentation time (temporary):

- Presentation: 10~15 minutes
(please be punctual with the duration of your presentation)
- Q&A session: 10 minutes
- Total: 20~25 minutes per participant

Submission: to be submitted no later than **January 4, 2016**, prior to your departure to Japan, via email to Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp

Presentation Date and Place: To be informed at the beginning of the program in Japan

Others:

- Please bring your presentation data saved in the USB (Flash Drive).
- Please bring environment-related white papers (annual reports), reports and pamphlets as well as materials such as slides, videotapes and photographs in order to visually understand the environmental situations in your country.

VII. ANNEX 2

Action Plan

What is Action Plan?

During the course program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific environmental problem and a concrete solution for it. You are recommended to focus on one topic you are able to carry out after returning to your country. Therefore, Action Plan should be both concrete and practical. Try to make your Action Plan by using the existing human and financial resources in your organization in the most efficient and effective way possible.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Outline of (1) Target area and (2) Your office
- c. Problems and causes
- d. Stakeholders
- e. Objective (Final Goal)
- f. Activities & Responsible Organizations
- g. Your own role in the Project
- h. Budget amount
- i. Schedule
- j. Others

<p>Note: Participants will have more detailed guidance during the program in Japan.</p>
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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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Kansai International Center (JICA Kansai)

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