



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON SOLID WASTE MANAGEMENT BY LOCAL GOVERNMENT (A)

**集団研修「地方自治体における廃棄物処理 (A)」**

***JFY 2013***

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

**NO. J13-00884 / ID. 1380091**

**From September 2013 to February 2014**

**Phase in Japan: From October 15 to December 6, 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, inappropriate solid waste management causes various issues such as increased breeding ground for vectors of diseases, environmental degradation, and unsanitary working environment. The volume and components of solid waste have been changed in accordance with increasing urban populations and their densities, and with newly introduced variety of life styles. And these changes make the issues more serious and complicated. Measures for appropriate solid waste management (SWM) are in urgent need in those countries.

## **For what?**

This program aims to enhance the capacity of local governments and/or offices of the national government supporting local governments for solid waste management.

## **For whom?**

This program is offered to local governments or related organizations engaged in urban solid waste management and to divisions of the national government supporting them

## **How?**

Participants are expected to;

- (a) analyze current situations of and issues on SWM in their home countries,
- (b) expand their knowledge on systems in Japan, and technologies relevant to municipal solid waste and hazardous waste management, considering how participants can address their SWM issue(s) by utilizing the knowledge, and
- (c) draft action plans which can be practically implemented within one or two years after returning to respective countries(**Please see Annex-2**).

## ***II. Description***

- 1. Title (J-No.): Solid Waste Management by Local Government (A) (J1300884)**
- 2. Period of program**
  - Duration of whole program: September 2013 to February 2014**
  - Preliminary Phase: September to early October 2013**  
(in each participant's home country)
  - Core Phase in Japan: October 15 to December 6, 2013**
  - Finalization Phase: December 2013 to February 2014**  
(in each participant's home country)
- 3. Target Regions or Countries**

Pakistan, Iran, Iraq (2), Egypt, Albania (2), Serbia (2), Bosnia and Herzegovina, Armenia, Tajikistan
- 4. Eligible / Target Organization**

This program is designed for (1) local governments and related organizations engaged in SWM and (2) national government offices supporting the organizations targeted in (1).
- 5. Total Number of Participants**

12 participants
- 6. Language to be used in this program:** English
- 7. Program Objective**

An action plan will be drafted for improved SWM by each of the participants and the responsible government office as a solution to the problems identified during the training course.  
The plan will be drafted during the course in Japan, and each participant is expected to play an important role in the finalization process of the plan making full use of various types of inputs from the course.
- 8. Overall Goal**

In participants' countries, more effective and efficient solid waste management will be planned and practiced.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details of each component are described below<sup>1</sup>:

### (1) Preliminary Phase

(September to early October 2013)

Preparation for the next phase in Japan, such as data collection for drafting an action plan and further discussions in the organization for better SMW

### (2) Core Phase in Japan

(October 15 to December 6, 2013)

Participants dispatched by the organizations participate in the program in Japan.

Expected Module Outputs	Subjects/Agendas	Methodology
1.To understand the current situation in order to identify issues on waste management, and to extract practical ideas and information for problem solution through exchanging views and information between participants	(1) Sharing information and ideas through report presentation and discussions (2) Presentation of information on solid waste (types and compositions)	Presentations and discussions by participants
	(3) Public administrations for SWM in Japan with historic views (4) Laws and regulations	Lectures and field trips
2. To understand measures taken by local governments. (Planning, effective collection and transportation methods, sanitary treatment/disposal methods, management of hazardous waste and others.)	(1) Current situation of waste management (2) Waste management planning (3) Reduction, reuse and recycle (3R) (4) Analysis of type, composition and volume of waste for future estimate (5) Collection and transportation (6) Purposes and methods of intermediate treatment	Lectures, field trips and exercises

<sup>1</sup> Details of the training course are subject to changes.

	(incineration, shredding, separation or resources-recovery) (7) Final disposal – landfill sites (8) Hazardous waste	
3. To understand the roles of and cooperation among citizens, businesses, and local governments for appropriate waste management	Local governments (1) Awareness raising (2) Promotion of 3R (3) Resource recovery by local governments	Lectures and field trips
	Citizens (1) Waste recycling (2) Waste segregation	
	Businesses (1) Recycling facilities for waste home appliances, end of life vehicle, PET/glass bottles (2) Hazardous waste treatment facilities for such as used battery, used fluorescent lamps and medical waste	
4. Action plan is drafted to solve problems related to waste management applicable to each country/region/city	(1) Guidance for planning (2) Drafting Action Plan (3) Presentation of the draft plans	Discussions, consultations and presentation of draft action plans

## **(2) Finalization Phase in participants' countries**

Expected Module Output	Activities
5. Action Plan will be finalized by each participating organization	Presentation of the draft action plan followed by its finalization in the participant's country, and submission of the finalized plan by the participating organization by February 26, 2014 to the implementing partner

### ***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 in their operations. Participating organizations are expected to make use of the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidate(s) to address the issues or problems, carefully referring to the qualifications described in the following section "Nominee Qualifications".
- (3) Applying organizations are also expected to make the best use of the achievements in Japan of their participants for the activities of the Finalization Phase described in section II-9.

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

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

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

- 1) Current Duties: to be a mid-career official in charge of SWM in a local government or related organization engaged in SWM. An official of the national government supporting relevant local government offices is also qualified.
- 2) Experience in relevant fields: to have more than 3 years' experience in the field of SWM or to have equivalent level of practical knowledge.
- 3) Educational Background: to be a graduate of university or equivalent.
- 4) Language: to have a competent command of speaking and writing English, roughly equal to 100 or more of TOEFL iBT score. (This training course includes active participation in discussions, and workshops for action plan drafting which requires high competence of English ability.) Please attach an official certificate or its photocopy for English ability, such as TOEFL, TOEIC if available.
- 5) Health: to be in so good health, both physically and mentally, as to participate in the Program in Japan
- 6) Civilian Status: not to be in any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Expectations for the Participants: to remain working in the field of SWM after completing the course.
- 2) Age: to be under forty-five (45) years old

#### **3. Required Documents for Application**

- (1) **Application Form:** A copy of the application form is available at the respective country's JICA office or the Embassy of Japan. An application form should be

typed in English.

※ Pregnancy : Pregnant participants are strictly requested to attach the following documents in order to minimize the risk from the participation;

- ✓ a written consent of an applicant to bear economic, mental and physical risks,
- ✓ a written consent of her supervisor, and
- ✓ a written consent of an obstetrician/gynecologist to her training participation.

Please ask JICA staff in charge for further 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) Country Report:** A copy of the report is required to be attached to the Application Form. Details of the Country Report are described in VI. ANNEX. A country report is preferably prepared based mainly on discussions in the section/division that the applicant works for, not only on personal views of the applicant. Please note that the report will be fully utilized at various occasions, such as for selection of the course participants, country report presentation and following discussions.

#### **4. Procedure for Application and Selection :**

##### **(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: August 29, 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) will make a preliminary selection, and transfer the selected documents to the JICA Center in charge in Japan, which organizes this program. The final selection will be made by the JICA Center, according to required qualifications in consultation with the organizations concerned in Japan. *An organization with an intention will be considered favorably in the selection to fully utilize the contents of this course to achieve the program objective and the overall goal in "II. Description".*

##### **(3) Notice of Acceptance**

Notification of results shall be made by the JICA office (or Embassy of Japan) in each country to the Government not later than September 13, 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 families,
- (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 the said laws and ordinances, participants may be required to bear 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 take relevant actions in the Section II-9 in this General Information.



## **IV. Administrative Arrangements**

### **1. Organizer:**

(1) **Name:** JICA Yokohama

(2) **Contact:** Mr. Yoshiharu YAMADA (Yamada.Yoshiharu@jica.go.jp)

### **2. Implementing Partner:**

(1) **Name:** Japan Environmental Sanitation Center

(URL: <http://www.jesc.or.jp/en/index.html>)

(2) **Contact person:** Mr. Takashi MIYAGAWA

([takashi\\_miyagawa@jesc.or.jp](mailto:takashi_miyagawa@jesc.or.jp))

### **3. Travel to Japan:**

(1) **Air Ticket:** The cost of a round-trip ticket between international airport designated by JICA and an airport in 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 accommodation for the participants in Japan:

JICA Yokohama International Center (JICA YOKOHAMA) Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan TEL: 81-45-663-3251 FAX: 81-45-663-3265 (where "81" is the country code for Japan, and "45" is the area code)
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If there is no vacancy at JICA YOKOHAMA, JICA will arrange alternative accommodations for the participants.

### **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 (usually provision of transport services)

(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 pp. 9-16 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 others.

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

1. A participant who has successfully completed the program will be awarded a certificate by JICA.
2. Participants are recommended to bring computers for your convenience. During the program, participants are required to work on the computers, including drafting action plans and others. Most of accommodations have internet access.
3. Allowances will be deposited to your temporary bank account in Japan several days after your arrival in Japan. It is advisable to bring with you cash / travelers' checks of major currencies for the first several days after your arrival. It is very advisable to exchange your money or checks into Japanese Yen at the arrival airport of Japan since you may not have time for the exchange once your program starts.
4. In order to facilitate cross-cultural understanding for training participants, JICA Yokohama prepares the following programs;
  - (1) Socializing activities such as playing sports with Japanese people and cultural activities, such as introducing Japanese cultures, and
  - (2) School visits for selected training courses.
5. Some folk crafts/relevant information of the participating countries would be useful to introduce their countries/cultures to participants from other countries and to Japanese people at some occasions like cross-culture programs.

## VI. ANNEX:

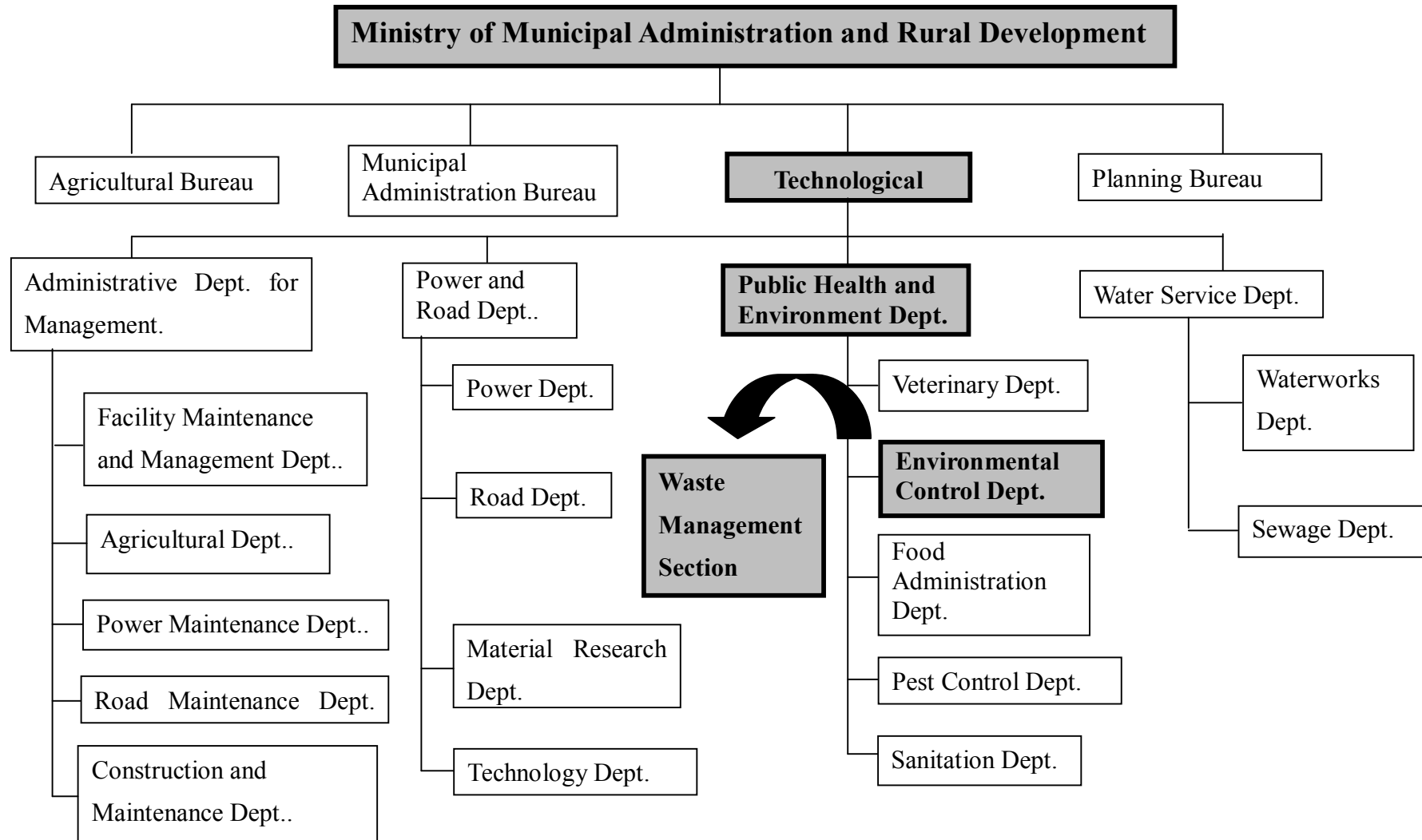
### Annex-1

#### Country Report Part-I

##### Description of the Applicant's Work (Example)

1. Full name and nationality in parenthesis (Capitalize the family name)	○○○ ○○○ (Nationality)			
2. Position • Type of work (Technical and/or administration including policy making/planning) • List the sections directly related to your daily operation with numbers of their staff	<p>Chief Manager of Waste Management Section</p> <ul style="list-style-type: none"> <li>• (Technical/administrative work)</li> <li>• Ministry of Municipal Administration and Rural Development (625)               <ul style="list-style-type: none"> <li>---Technology Bureau (150)</li> <li>---Environmental Service Dept. (30)</li> <li>---Waste Management Section (7)</li> </ul> </li> </ul> <p style="text-align: right;">↑ Number of Staffs</p>			
3. Please list the responsibilities of the section for which you work	<p>(Waste Management Section)</p> <ul style="list-style-type: none"> <li>• Planning and drafting of laws related to waste management</li> <li>• Planning and drafting of measures related to waste treatment and its total management</li> <li>• Guidance for municipal officials concerning proper treatment of waste</li> <li>• Management of information related to waste</li> <li>• Field survey of waste treatment businesses</li> </ul>			
4. Describe your own job in detail	<ul style="list-style-type: none"> <li>• Planning of solid waste treatment program</li> <li>• Survey of the actual situation of solid waste treatment</li> <li>• Training and instruction of municipal officials who are in charge of solid waste treatment</li> <li>• Planning of programs to promote environmental awareness</li> </ul>			
5. Organization Chart	<b>Prepare an attachment</b>			
6. Work Experience (After graduating from college or graduate school)	<b>From</b>	<b>to</b>	<b>Organization</b>	<b>Section</b>
	1990	1993	Public Health Center	Environmental Monitoring Section ---Environmental Dept.
1994	1997	Ministry of Education	Environmental Education Projects Section ---Municipal Bureau	

Organization Chart (Example)



## Country Report Part-II

Please describe the current situation, problems and countermeasures against them concerned with SWM in accordance with following items (**less than 5 pages, 12-point font, A4 size paper**)

Participants have 30 minutes per country for the presentation including Question and Answer session. Audio visual aids for the presentation are available, such as video player, Microsoft PowerPoint, video projector, and laser pointer.

1. Brief Description of the Country  
Information for a brief introduction of your country, such as topography, climate, national population, GDP per capita, the government, capital city and other relevant facts
2. Waste Management Administration
  - (1) Regulations on waste management
  - (2) Responsible/relevant organizations: roles of national and local governments, responsible ministry, agency, department, division etc.
  - (3) Definition/classification of waste
3. Waste Management Situation in the district, city or country for which you are responsible
  - (1) Brief introduction of the district or city of your responsibility
  - (2) Waste quantity and characteristic
  - (3) Finance for SWM: total budget, collecting charge, charging method
  - (4) Waste collection and transportation: collection coverage of the planned area, collection method (i.e. separation), types of collection vehicles, transfer station, direct operation or consignment with private sectors
  - (5) Intermediate treatment of waste: recycling, incineration
  - (6) Final disposal: number, types and structure of landfills. If your organization is familiar with Fukuoka method (semi-aerobic final disposal) for final disposal, pls. provide us relevant information on, such as how the method was introduced to your organization, and number of final disposal sites (planned and in operation) that employ the method.
  - (7) Hazardous waste: generation source, generation quantity by characteristic, method of hazardous waste disposal and management
  - (8) Activities for environmental education/public awareness
  - (9) Staff training
  - (10) Others for discussion
4. Past and present international (bi- and multi-lateral) aids in relevant fields; list of projects/activities with their brief descriptions
5. Problems in your division, department, and organization as a whole
  - (1) Responsibilities of your Division, Department, Organization
  - (2) Major Problems your organization is facing
  - (3) Theme which you want to highlight (or select) in the Action Plan

## Annex-2

### *Example of Action Plan*

During the Course, participants are expected to draft action plans, which can be practically implemented within one or two years after returning to respective countries. Before coming to Japan, participants and their organizations are requested to make sufficient preparation such as analysis of current situation, clarification of issue(s) to be addressed.

For making an action plan, each participant is requested to select an issue which is referred to in his/her country report and to propose solutions to the issue. An action plan should be specific on how the organization will implement it. Please make use of any information and knowledge acquired in the lectures, observations, discussions and others if any throughout the training course.

1. Steps to draft and present an action plan :
  - i. Action Plan Workshop
  - ii. Guidance on the Theme selection
  - iii. Preparation for Presentation
  - iv. Presentation
2. Contents of an action plan;
  - i. Theme
  - ii. Background Information of the Theme
  - iii. Improvement Target for the Theme
  - iv. Strategies in each aspect below to achieve the Target.
    - Activity
    - Human Resources
    - Organization
    - Schedule
    - Financial Resources
3. Summary action plan should be typed within 1 page in A4 paper, covering items i., ii. and iii. of 2. listed above.
4. A draft action plan needs to contain all items of 2. above and TYPED in 4 to 5 pages in A4 paper. You are asked to prepare an electronic file for the presentation near the end of the training course using PowerPoint materials separately for presentation.

## ***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 Yokohama International Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3251 FAX: 81-45-663-3265**