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**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



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 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.



ප්‍රධාන ලේකම් பிரதான செயலாளர் Chief Secretary	} දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 ෆැක්ස් / பெக்ஸ் / Fax - 011 - 2092601 ඊ-මේල් / இணைப்புகள் / E-mail - chiefsecretary@wpc.gov.lk	} සාමාන්‍ය දුරකථන தொலைபேசி இலக்கம் General Telephone } 011 - 2093000
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**Urban Solid Waste management (A) (Emphasis on Collection ,Transportation and Final Disposal ) ( Online)**  
**Online Session from 01<sup>st</sup> July 2022 to 20<sup>th</sup> September 2022**

ඉහත පුහුණු වැඩසටහන සම්බන්ධයෙන් විදේශ සම්පත් දෙපාර්තමේන්තුවේ අධ්‍යක්ෂ ජනරාල්ගේ අංක TA/JICA/S/1401 හා 2022.03.25 දිනැති ලිපිය මගින් නාමයෝජනා අයදුම්පත් ඉදිරිපත් කරන ලෙස දන්වා ඇත. අදාල ලිපියේ පිටපතක් මේ සමඟ අමුණා ඇති අතර, අදාල අයදුම්පත්‍රය [www.erd.gov.lk](http://www.erd.gov.lk) වෙබ් අඩවියෙන් බාගත කර ගැනීමට හැකියාව ඇත.

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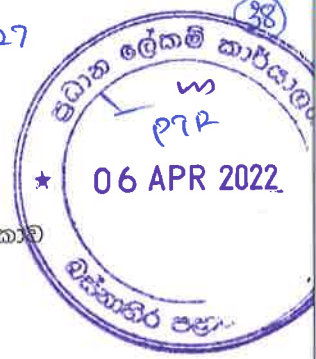
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 வெளிநாட்டுவளங்கள்திணைக்களம்  
 Department of External Resources

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මුදල් අමාත්‍යාංශය  
 இலங்கைக் குடியரசு (3වන මහල), ත.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව  
 நிதி அமைச்சு  
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මගේ අංකය  
 எனது இல  
 My No

TA/JICA/S/1401

ඔබේ අංකය  
 உமது இல  
 Your No

දිනය  
 திகதி  
 Date

25 March 2022

Secretary/ Public Services, Provincial Councils & Local Government  
 Secretary/ State Ministry of Provincial Councils & Local Government

Attn: Officer In-charge of Foreign Trainings

Dear Sir

**Urban Solid Waste management (A) (Emphasis on Collection, Transportation and Final Disposal) (Online)**

**Online Session from 01<sup>st</sup> July 2022 to 20<sup>th</sup> September 2022**

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to take necessary action to circulate this programme among the Departments/Divisions/Institutes under your purview, and make necessary arrangements to send nominations in line with the required qualifications mentioned in the GI Booklet submitted by JICA. Each of the nominees has to submit two sets of applications along with the following documents on or before **06<sup>th</sup> May 2022**.


1. Duly filled Application Form for "JICA Knowledge Co-Creation Programme" - New official Application Form can be downloaded from ERD public website ([www.erd.gov.lk](http://www.erd.gov.lk))  
**(Hand written applications will not be accepted)**
2. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
3. Job Report (Annex 01)
4. Questionnaire on Internet Environment (Annex 3)
5. Copy of the Passport or other official ID if do not possess a passport  
 (P.S – should include Name, Date of Birth, Nationality and Sex)
6. Duly filled ERD Form

Minist L.G. P

Please note that an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated.

Yours faithfully,

  
Udeni Udugahapattuwa  
Additional Director General  
for Director General

Copies to:

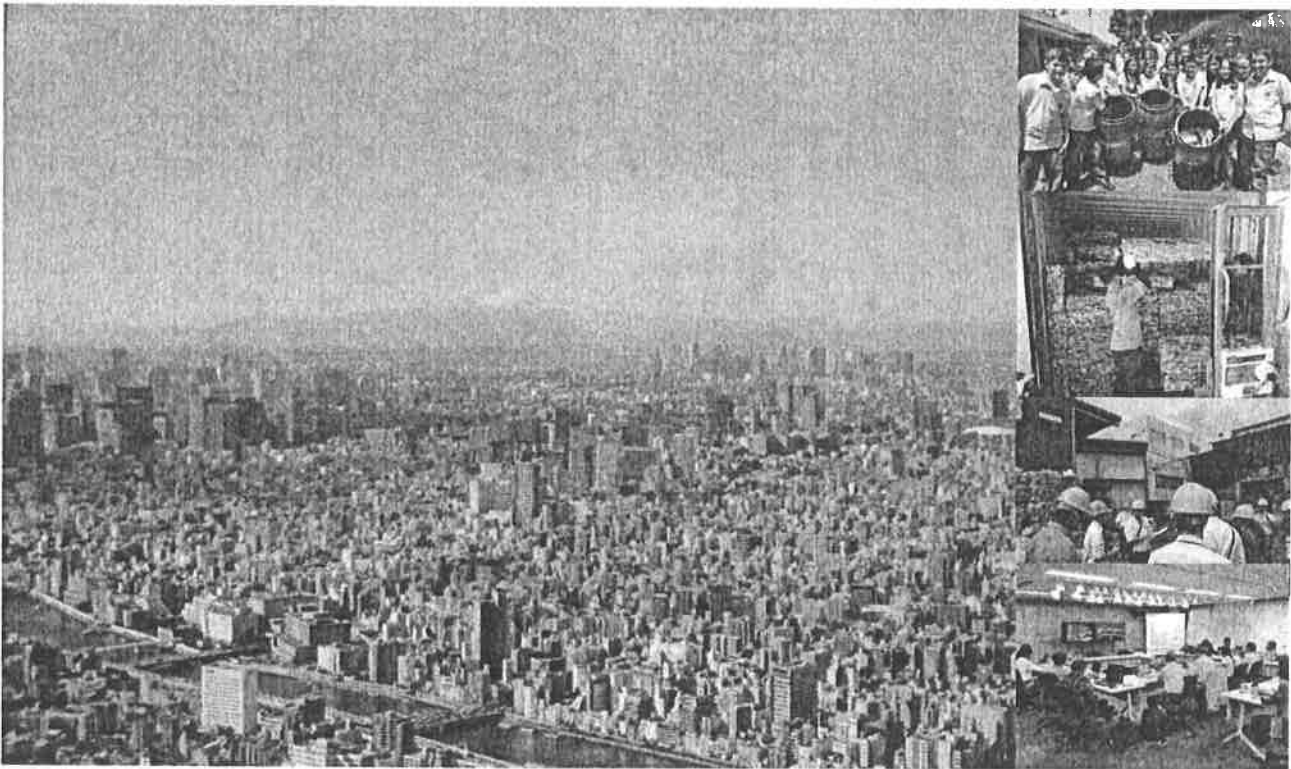
Chief Secretaries, All Provincials Councils  
Director General, National Solid Waste Management Support Centre

PI. send nominations with  
recommendations of the relevant line  
Ministry.

Knowledge Co-Creation Program (Group and Region Focus)

# Urban Solid Waste Management (A)

## Emphasis on Collection, Transportation and Final Disposal



Course Number: 202107947J001

Course Period: July 1- September 20, 2022

Department of A2A3  
JICA  
09/25/2022



NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

都市の固形廃棄物管理の実務（収集、運搬、最終処分に重点を置いた）（A）



# How do we improve urban solid waste management?

Gain insight to an essence of effective and  
efficient urban solid waste management  
from Japanese experiences.



# Outline



This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of urban solid waste management.



The sessions will be held online and will include self-study and discussion with web conference.

All sessions are carried out in English.

The period of the program is from July 1 to September 20, 2022.



Course Capacity: 12 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, 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.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

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## Background

Most familiar day-to-day public services are, in general, the responsibility of local government. Local governments play a significant role in the improvement of public health and welfare of local residents, by implementing the local administration in an autonomous and comprehensive manner. A series of solid waste management such as planning, collection, intermediate treatment, recycling and final disposal is one of the most important public services supporting the healthy and comfortable life of local residents. In reality, however, various factors such as improved standards of living, expansion of heavily populated urban area have led to a rapidly increased volume of waste with wider varieties.

## Objectives

This program aims to develop the capacity for municipal solid waste management of local government to practice more appropriate solid waste management (waste amount

reduction, collection, transportation, final disposal, etc.)

# To Whom?

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## Job Areas and Organizations

This program is offered to departments/sections at local governments (or national governments' sections which support local governments' organizations, or private sectors who are entrusted solid waste management by local governments) in charge of municipal solid waste management.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

## Targeted Countries

Dominican Republic, Haiti, Iran, Nepal, Pakistan, Sri Lanka

Participants who have successfully completed the program will be awarded a certificate by JICA.

# When?

## Online Program Period



From July 1 to September 20, 2022

### 1. The first Phase (July 1 - 31):

Total learning hours\*: **50**

- Self-study on on-demand materials: **40** hours
- Online realtime lecture/workshop: **10** hours

### 2. The Second Phase

(August 15 - September 20):

Total learning hours\*: **50**

- Self-study on on-demand materials: **30** hours
- Online realtime lecture/workshop: **20** hours

\*Average under stable internet connection for working on the key contents (Except for homework)

\*The schedule and content is subject to change

## Start Time of Online Realtime lectures/workshops

The participants are required to attend every online realtime lecture/workshop at designated date

and time.

All participants will be connected via Zoom in following time zones. Due to time difference, attending countries are divided into two groups.

Asia group

- Iran : 10:30AM
- Nepal : 12:45AM
- Pakistan:12:00AM
- Sri Lanka : 12:30AM

(Japan : 4:00PM)

Central America and the Caribbean group

- Dominican Republic: 7:00PM
- Haiti : 6:00PM

(Japan : 8:00AM next day)

# Where?

This course is carried out totally online, organized by JICA Kansai Center. You will watch/read essential on-demand materials for your self-study at your own pace. As the online realtime lectures/workshops and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 14.

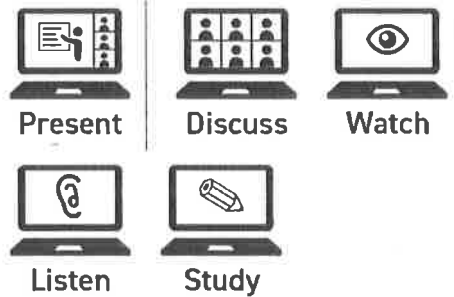


# How?

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## How to Learn

- Online Self-Study
- Online Realtime Sessions
  - Online Interactive Q&A Session
  - Lecture
  - Workshop
  - Discussion
  - Presentation



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## Language

English

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## Commitment to the SDGs

**SUSTAINABLE  
DEVELOPMENT  
GOALS**



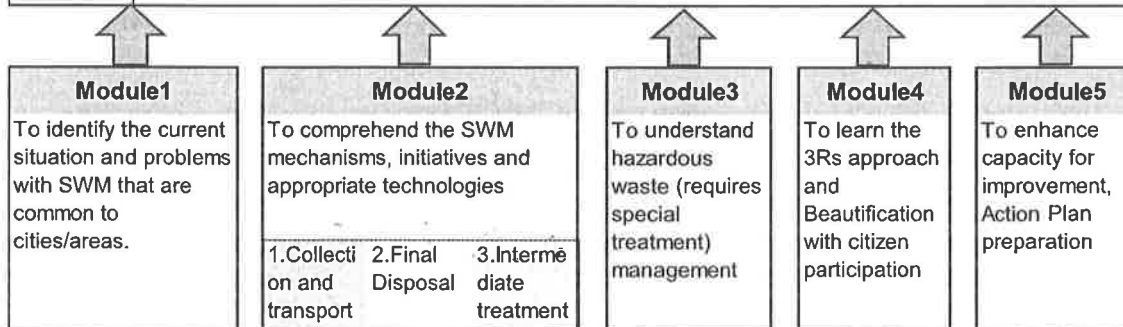
## Program Structure

### Overall Course Objectives:

Each participant proposes an action plan for central/local government of participating country to practice appropriate solid waste management (waste amount reduction, collection, transportation, final disposal, etc.)



<b>Out-comes</b>	<ol style="list-style-type: none"> <li>1. Acquire a comprehensive understanding on the urban SWM issues.</li> <li>2. Understand about appropriate technologies for             <ol style="list-style-type: none"> <li>1) collection and transportation,</li> <li>2) final disposal and</li> <li>3) intermediate treatment such as incineration, crushing, sorting and recycling</li> </ol> </li> <li>3. Understand the theory of generation of hazardous waste (including medical waste), and the methodology of proper treatment.</li> <li>4. Understand 3Rs approach and how to encourage citizens to take part in SWM activities.</li> <li>5. Enhance capacity to analyze current challenges and examine countermeasures by preparation of the "Action Plan" for practical and feasible actions to mitigate waste problems.</li> </ol>
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<p><b>Module1: Current situation and problems with solid waste management system</b></p> <p>&lt;Objectives&gt; Through the Job Report presentation as well as the introduction of solid waste problems that are common to cities/areas, each participant recognizes and shares the problems.</p> <p>Participants also gain an overall view of mechanism and initiatives in contemporary solid waste management in the world.</p>
<p>Job Report Presentation</p> <p>Information Sharing of Faced Problems and Challenges</p> <p>Identification and Analysis of Problems</p> <p>Solid Waste Management System in Japan and Other Countries</p> <p>Preparation and Implementation of Solid Waste Management Plan in Local Government</p>

<p><b>Module 2-I Collection and transport</b></p> <p>&lt;Objectives&gt; Participants learn about issues and problems concerning collection/transport service and Improvement methods for better waste haulage system.</p>
<p>Outline of Collection/Transport Service in Local Government</p> <p>Improvement Methods on Collection/Transport service</p> <p>Minimization of Scatter of Waste</p> <p>Introduction of 'Time and Motion Study'</p> <p>Collection Service and Management System in Japan</p> <p>Transfer Facilities and Transfer Operation</p>
<p><b>Module 2-II Final disposal</b></p> <p>&lt;Objectives&gt; Participants learn about theories and practical methods for planning, construction and operation of final disposal site as well as developing sanitary landfills to minimize the negative impact on the environment for residents living in the neighborhood.</p>
<p>Fundamental Theories on Sanitary Landfill</p> <p>Planning and Selection of Final Disposal Site</p> <p>Operation and Maintenance of a Final Disposal Site</p> <p>Improvement Methods of Existing Open Dump Site</p> <p>Introduction of 'Fukuoka Method'</p>
<p><b>Module 2-III Intermediate treatment</b></p> <p>&lt;Objectives&gt; Participants learn about types and characteristics of intermediate treatment such as composting, incineration, recycling and others.</p>

Types and Characteristics of Intermediate Treatment Systems

Outline of Composting & Recycling

Practice of 'Takakura Composting Method'

Introduction of Intermediate Treatment Facilities (Incineration, Recycling and Others)

### **Module 3: Hazardous waste (requires special treatment)**

<Objectives> Regarding hazardous waste (including medical waste) that pollutes the environment as well as affects human health, participants learn about the theory of their generation and the methodology of proper treatment.

Outline of Hazardous Waste Management and Disposal

Outline of Industrial Waste Treatment in Japan

Management and Disposal of Medical Waste

Disaster Waste Management

Disposal of Industrial (Hazardous & Construction) Waste Subject to Special Management

### **Module 4: 3Rs approach and Beautification with citizen participation**

<Objectives> Participants learn about an example of 3Rs approaches by local government and citizen participation as well as environmental education.

Waste Reduction Policy of a Local Government by Means of Collaboration with Citizens

Public Awareness Campaigns Regarding 3Rs Promotion as well as Environmental Education

Town-beautification Partnership

### **Module 5: Action Plan preparation**

<Objectives> Through a series of lectures and workshops, participants find out a feasible way for improvement and make an Action Plan.

Discussion How to Minimize Problems on Solid Waste Management and Methods for Improvement

Workshop for Formulating the Draft Action Plan

## Management Members

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### Course Leader

#### Mr. HIRAGA Ryo

Senior Technical Adviser, EX Research institute

37 years' experience on solid waste management in Osaka city government and 11 years' in EX Research institute, a private consultant company in Japan, and my major concern is how to improve solid waste management in developing countries.



### Implementing Partner

#### The Tutors

#### Dr. TANAKA Shinichi

Senior Programme Officer, Global Environment Centre Foundation (GEC)

About 10 years' involvement in the JICA projects including the training program with the experience as an environmental engineer in a private research company helps me to understand the actual waste situation in developing countries and to provide you the technical advice and suggestion appropriately in each participating country.



#### Ms. NAKAJIMA Nao

Assistant Manager, Global Environment Centre Foundation (GEC)

I have conducted a variety of environmental projects in the field of solid waste management, climate change and water treatment. In particular, I have a lot of experiences related to climate change, but also have been involved in solid waste-related projects such as creating waste to energy projects that contribute to climate change and the waste management project in Laos.



#### Ms. HIGASHI Saori

Programme Officer, Global Environment Centre Foundation (GEC)

I am in charge of logistical support and assist your daily study in this course. I would be happy if I could help each of you to finish this distance learning without any trouble.



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Applying organizations are also expected to support participants so that they can fully concentrate on the online lectures/workshops (including learning with on-demand course materials under appropriate self-disciplined learning environment).

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: Engineers or engineering officials of solid waste management at local governments.  
\* The priority is given to local government's staffs; however a staff of national government or public companies can be selected if they are in charge of support to local governments' solid waste management.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of solid waste management.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written



English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible)

5) Technical Requirements:

a. Technology Proficiency

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, LMS(Learning Management System) “JICA Virtual Academy Network (JICA-VAN)”based on IBM Cornerstone, Zoom, Online Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

b. Internet Connection

- High Speed Broadband Connection (at least 2Mbps).
- \* Internet access charge incurred for this course shall be borne by your organization.

c. Hardware (Minimum Requirement)

- Regular access to a computer, either from home or office.
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

d. Software (which may be required)

- [OS] Latest version of Windows 10 / iOS / Android
- [Web browser] Latest version of Google Chrome/ Firefox/ Microsoft Edge Chromium/ Apple /Safari.
- \*IE11 is NOT recommended.
- Zoom Client for Meeting (<https://zoom.us/download>)
- YouTube

\* In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

## (2) Recommended Qualifications

1) Expectations for the Participants

- Age : between the ages of twenty-five (25) and fifty (50) years

- Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

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### 3. Required Documents for Application

- (1) Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
  - \* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the Application Form. Information will be reviewed and used for reasonable accommodation.
- (2) Photocopy of Passport or ID:** If you have, you are requested to submit its photocopy.
  - \*The following information should be included in the photocopy:  
Name, Date of Birth, Nationality, Sex, Passport(ID) Number and Expiry Date
- (3) English Score Sheet:** to be submitted with the Application Form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) Job Report:** Applicants should prepare Job Report (using MSWord) according to Annex 1 and submit it with the Application Form. The Application Form without the Inception Report will be rejected.
- (5) Questionnaire on Internet Environment:** to be submitted with the Application Form. Fill in Annex 3 of this General Information.

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### 4. Procedures for Application and Selection

#### (1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).

(All required material must arrive at JICA Center in Japan by May 16, 2022)

Deadline of A2A3 application in  
JICA Sri Lanka office is 09/05/2022

#### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of

Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

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

The JICA overseas office (or the Embassy of Japan) will notify the results not later than June 2, 2022.

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## **5. Additional Document(s) to Be Submitted by Accepted Participants**

Presentation material on Job Report (using PowerPoint): Participants will be requested to make a presentation (within 15 minutes) and discuss on their Job Report in a discussion session at the beginning of the program. Only accepted participants are requested to submit the presentation material not later than July 1st, 2022, preferably by e-mail to JICA Kansai (Namba.Midori@jica.go.jp).

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## **6. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments, and
- (4) not to record or share the online contents without JICA's permission.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Kansai Center (JICA Kansai)
- (2) Program Officer: Ms. NAMBA Midori ([Namba.Midori@jica.go.jp](mailto:Namba.Midori@jica.go.jp), [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

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## 2. Implementing Partner

- (1) Name: Grobal Enviroment Centre Foundation (GEC)
- (2) URL: <https://gec.jp/>

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## 3. Expenses

The following expenses may be provided by JICA.

- (1) Allowances for commute, living expenses at designated local accommodations where JICA overseas office provides, only if JICA deems indispensable for a participant to complete the course.
- (2) Expenses for program implementation, including materials.
- (3) For more details, please consult the JICA overseas Offices

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<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

If the link of these URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAchannel02>

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## 4. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf)



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



# Annex 1

## Job Report

<b>A. Preparation of Job Report</b>
Job Report will be used for the selection.
Submission: <b>To be submitted together with your Application Form.</b>
Note: <u>Application without this Job Report shall not be duly considered for selection.</u> Please submit in form of Microsoft word data so that JICA Kansai can translate it into Japanese more efficiently.

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

### 1. Personal Profile

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

### 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 the program activities such as presentation of Job Report, practical sessions, discussion, preparation of Action Plan, and others.

#### (1) Outline of your responsibility

Name of area (city/municipality)	
Population of the area (city/municipality)	
Total area of the city/municipality	km <sup>2</sup>
Total generated amount of solid waste in your area	tons/year
Problems on solid waste management	(Please specify)

#### (2) Waste collection services

Target waste to be collected and transported	<input type="checkbox"/> Household waste, <input type="checkbox"/> Waste by business activities, <input type="checkbox"/> Office waste <input type="checkbox"/> Industrial waste, <input type="checkbox"/> Others (please specify):
Providers who collect and transport waste  What kinds of waste are collected by respective provider?	<input type="checkbox"/> Local government, <input type="checkbox"/> Private sector, <input type="checkbox"/> Others (please specify):
Waste discharging/collection system	<input type="checkbox"/> Door to door collection, <input type="checkbox"/> Station collection, <input type="checkbox"/> Bell collection, <input type="checkbox"/> If you may have special collection system, please specify:
Collection vehicle type(s) and numbers  If you use another equipment for collection service, please specify	Type:  Number:
Collection fee system and how to charge the collection	US\$/month/household



fee	
Coverage rate of waste collection services in the area	%
Remarks	(Please specify)

**(1) Intermediate Treatment**

Composting	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Recycling facility	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Waste to energy plant	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Other intermediate treatment applied in your area(s)	(Please specify)
Remarks	(Please specify)

**(2) Final disposal site**

Type of final disposal site	<input type="checkbox"/> Open dumping, <input type="checkbox"/> Sanitary landfill, <input type="checkbox"/> Others (please specify):
Name and Location of FDS (GPS data)	Name of FDS: (N/S:                      / W/E:                      )
Total area/capacity of FDS	ha /                      m <sup>3</sup>
Disposal amount of waste	t/day
Remaining period of the final disposal site	year and                      month

Are there waste pickers in the final disposal site and its surroundings?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Remarks	(Please specify)

**(3) 3Rs (Reduce, Reuse, and Recycle)**

What action(s) are you taking to promote 3Rs in your area(s)?	(Please specify)
Is there any law/regulation to promote 3Rs in your country?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
If yes, please itemize the name of the law/regulation and the year enacted.	
Remarks	(Please specify)

**(4) Hazardous waste**

Are there any special treatment methods for medical waste?	(Please specify)
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Are there any special treatment procedures for industrial waste? (eg., heavy metals, toxic chemicals, construction waste, etc.)	(Please specify)
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**(5) Others**

What is the most serious problem / challenge to fulfill your task?	(Please specify)
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<b>B. Presentation of Job Report</b>	
<ul style="list-style-type: none"> <li>- Accepted participants are requested to prepare for making a presentation of Job Report at the beginning of the first phase. Their draft presentation data shall be submitted not later than July 1st, 2022,</li> <li>- The objectives of 'Job Report Presentation' session is sharing the current situation of your services in order to explore further improvement by exchanging knowledge among other participants, Japanese lecturers and concerning attendants.</li> </ul>	

**Format:**

- Please modify your Job Report (made in the section A above) into presentation using Microsoft PowerPoint®.
- Please visualize it by using pictures or maps etc.
- One presentation per one participant
- Number of slides: Up to 8 slides.

**Language:** English

**Presentation Time :** A presentation time per a participant is within 15 minutes. The presentation session will be held at the beginning of the program. Details are to be informed after acceptance notifications.

**Audience of your presentation:** Some of Japanese lectures/experts, officers of Osaka city or other municipalities, private firms and other organizations involved in the program.

# Annex 2

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- **Action Plan**

- **What is Action Plan?**

During the 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 and in their organization after completion of the program.

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. The participants are recommended to focus on one topic she/he is able to carry out under the support of their organization.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Explanation of target area and your office
- c. Problems and causes
- d. Stakeholders
- e. Objectives (Goals)
- f. Activities and responsible bodies
- g. Policies
- h. Budget
- i. Implementation schedule
- j. Others

## **Tips for making more implementable Action Plan**

According to the JICA Institution's research report '*An Empirical Study of the Conditions for Successful Knowledge Transfer in Training Programs*' ([https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q00000025y5-att/JICA-RI\\_WP\\_No.85.pdf](https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q00000025y5-att/JICA-RI_WP_No.85.pdf)), more APs were observed to have been implemented in the participating organizations when;

- the organizations had identified problems to be solved and encouraged the participants to explore on it through the program, and
- The participants communicated with their organization bilaterally during the program period (2014, Mikami and Furukawa).

It is recommendable for the participants to consult their superior and/or colleagues about which topics she/he will choose for the AP as well as to communicate with them while preparing their draft of AP.

**Note:**

Participants will have more detailed guidance during the program.

# Annex 3

## • Questionnaire on Internet Environment

This sheet is required to be submitted with the Application Form.

<p>Please check all you think applicable for your house, working place or other place where you will mainly work on this online program*.</p> <p>Based on your answer, JICA will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer frankly.</p> <p>* Internet access charge incurred for this program shall be borne by you or your organization.</p>		
1-1 Do you have a following system to attend online program at your home or office etc.?		
①	Desktop or laptop PC	Yes or No (OS version:        )
②	i-Pad	Yes or No
③	Smart Phone	Yes or No
④	Stable Internet connection (5Mbps speed)	Yes or No
⑤	Does ①/②/③ has an audio input-output device?	Yes or No
⑥	Does ①/②/③ has a web camera?	Yes or No
1-2 Have you ever attend online / web-based training?		Yes or No
①	When: Duration:                Weeks	
②	Organizer:	
③	Course Name:	
1-3 Have you ever used those online systems below?		
①	Zoom	Yes or No
②	Microsoft Teams	Yes or No
③	You Tube	Yes or No

④	Giga Pod	Yes or No
⑤	Corner Stone (Learning Management System)	Yes or No
⑥	Other (Please specify):	
1-5 Can you watch a video with one to three hours length through one of applicable media listed above in your PC without serious problem?		Yes or No*
*If above answer is No, please specify the situation (i.e. obstacles to connect internet etc.):		
1-6 Do you have an email address available for communicating with the Japanese tutors?		Yes or No*
*If above answer is No, please specify the situation:		
1-5 Please let us know if you have any concerns or questions for participating the program.		

# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



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



## **Correspondence**

For enquiries and further information, please contact the JICA overseas office or the Embassy of Japan.

Further, address correspondence to:

### **JICA Kansai Center (JICA Kansai)**

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

TEL: +81-78-261-0388/0341 FAX: +81-78-261-0465

("81" is the country code for Japan, and "78" is the local area code)