



By E-mail / Speed Post

Govt of India, Ministry of Defence

Directorate General Defence Estates

Raksha Sampada Bhawan

Ulaanbaatar Marg Delhi Cantt-10

Tele: 011-25671737/ Email: ddgadm-dgde@nic.in

File No:124/ADM/DE/TP/A (FMS ID:4267)

Dated: 29 October, 2019

To,

The Principal Director,  
Defence Estates

Central/Eastern/Northern/Western/Southern/Southwestern Command  
Lucknow/Kolkata/Jammu/Chandigarh/Pune/Jaipur

Subject: **Knowledge Co-Creation Program on "Non Revenue Water Management (Leakage Control) (C)" in Japan from 26<sup>th</sup> January to 8<sup>th</sup> February, 2020**

Ministry of Finance has invited nomination of eligible officers for attending the Knowledge Co-Creation Program on "Non Revenue Water Management (Leakage Control) (C)" in Japan from 26<sup>th</sup> January to 8<sup>th</sup> February, 2020 vide letter No. 13/17/2019-BPC&TRG dated 21.10.2019 (copy enclosed).

2. This information may be disseminated to all eligible officers of STS and JAG Level for invitation of willingness for the course. The application received from eligible officers may be forwarded to this Directorate General latest by **30.10.2019.**

(Srikant Sharma)

Dy. Director (Admin)

Defence Estates

Encl: As above

Copy to:-

Director, NIDEM

DMS/Website/ AU & RC

54/A

No.13/17/2019-BPC&TRG.  
Government of India  
Ministry of Finance  
Department of Economic Affairs

North Block, New Delhi,  
21<sup>st</sup> October, 2019

**TRAINING CIRCULAR**

Subject:- Knowledge Co-Creation Program on “**Non-Revenue Water Management(Leakage Control) (C)**” in Japan from 26<sup>th</sup> January to 8<sup>th</sup> February, 2020.

The Government of Japan has invited nominations for the above mentioned training course to be held in Japan under the Technical Cooperation Programme with India. The course is intended for executive engineer or a promising assistant engineer who are engaged in non-revenue water management in water utilities. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one regular and one reserve candidate**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored** by the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:-

- (i) Sponsoring Government's application form together with the medical history questionnaire.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) Country Report (Two copies).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 8.11.2019** positively at the following address:-

**Shri R. Murali,**  
Section Officer(BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271 B, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5135  
Email- murali.r@nic.in

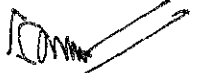
6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Toru Uemachi, Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

रक्षा सचयवा मन्त्रालय  
आयुजी संकाय  
दि. 24/10/19

3822 DMW

Nitin  
25/10/2019

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Ministries/Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at [www.dea.gov.in](http://www.dea.gov.in) under the link "Foreign Training and Employee Corner".



(Sanjay Kumar)

Under Secretary to the Govt. of India

Ph: 23093173

1. Joint Secretary(Water & Admn.), Ministry of Drinking Water & Sanitation, 4<sup>th</sup> Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi .
2. Joint Secretary(Admn.), Ministry of Housing & Urban Affairs, Nirman Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. JICA India Office (Mr. Toru Uemachi, Senior Representative), 16<sup>th</sup> Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.
6. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOF'S WEBSITE

List of Cadre Controlling Authorities

S. No.	Services	Cadre Controlling Authorities
1	Indian Police Service	Secretary M/o Home Affairs North Block, New Delhi
2	Indian Forest Service	Secretary Ministry of Environment, Forest & CC Indira Paryavaran Bhawan Jor Bagh Road, New Delhi
3	Indian Foreign Service	Secretary Ministry of External Affairs South Block, New Delhi
4	Indian Revenue Service (C&E)	Chairperson Central Board of Excise & Customs North Block, New Delhi
5	Indian Revenue Service (Income Tax)	Chairperson Central Board of Direct Taxes North Block, New Delhi
6	Indian Audit & Accounts Service	Comptroller and Auditor General Office of Comptroller and Auditor General of India 9, Deendayal Upadhyay Marg New Delhi-110124
7	Indian Railway Traffic Service	Chairman Railway Board
8	Indian Railway Personnel Service	Ministry of Railways
9	Indian Railway Accounts Service	Rail Bhawan, New Delhi
10	Indian Postal Service	Secretary Department of Posts Dak Bhawan, New Delhi
11	Indian Civil Accounts Service	Controller General of Accounts Mahalekha Niyantak Bhavan, M/o Finance, GPO Complex, Block 'E', Aviation Colony, INA, New Delhi
12	Indian Defence Accounts Service	Controller General of Accounts Ulaanbaatar Marg Delhi Cantt-110010
13	Indian Trade Service	Secretary Department of Commerce M/o Commerce & Industry Udyog Bhawan, New Delhi

14	Indian Defence Estate Service	Director General (Defence Estates) Directorate General of Defence Estates Raksha Sampada Bhawan Ulaanbaatar Marg, Delhi Cantt -110010
15	Indian Corporate Law Service	The Secretary Ministry of Corporate Affairs Shastri Bhawan, New Delhi
16	Indian Information Service	Secretary Ministry of Information & Broadcasting Shastri Bhawan, New Delhi
17	Indian P&T Accounts & Finance Service	Secretary D/o Telecommunication Sanchar Bhawan, New Delhi
18	Indian Ordnance Factory Service	Secretary Department of Defence Production South Block, New Delhi
19	Indian Economic Service	Secretary D/o Economic Affairs Ministry of Finance North Block, New Delhi
20	Indian Statistical Service	Chief Statistician of India & Secretary Ministry of Statistics and Program Implementation Sardar Patel Bhawan, New Delhi
21	Indian Legal Service	Secretary Department of Legal Affairs Ministry of Law & Justice Shastri Bhawan, New Delhi
22	Indian Administrative Service	Secretary Department of Personnel and Training North Block, New Delhi
23	Central Secretariat Service	Secretary Department of Personnel and Training North Block, New Delhi



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

## GENERAL INFORMATION ON

Non-Revenue Water Management (Leakage Control) (C)  
課題別研修「上水道無収水量管理対策(漏水防止対策)(C)」

*JFY 2019*

NO. 201984466J002

Course Period in Japan: From January 26 to February 8, 2020

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 is 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.

## Table of Contents

I.	Concept	— p.1
II.	Description	— p.2
III.	Conditions and Procedures for Application	— p.6
IV.	Administrative Arrangements	— p.9
V.	Annex	— p.11

# ***I. Concept***

## **Background**

The water leakage rates in distribution networks are considerably high in developing countries. It is the major cause of non-revenue water. In addition, the water leakage can be the potential cause of water contamination, low water pressure and intermittent water supply. Eventually, it may result in a water-borne disease outbreak or poor customer satisfaction. Despite such critical risk, proper countermeasures are not taken either in basic facility design nor daily maintenance (i.e. leakage detection and repair).

Thus, there is an urgent demand for technical capacity development in the field of non-revenue water management.

## **For what?**

The aim of this program is to obtain and upgrade knowledge and technical skills on non-revenue water management focusing on leakage prevention measures.

## **For whom?**

This program is offered to an executive engineer or a promising assistant engineer who are engaged in Non-Revenue Water management in water utilities.

## **How?**

Participants will have opportunities to learn non-revenue water management through lectures, field trips, practical work and discussion. In addition, participants are expected to formulate an Action Plan describing what they will do after they go back to home countries based on the program in Japan.

## **II. Description**

- 1. Title (No.)**  
Non-Revenue Water Management (Leakage Control) (C) (201984466J002)
- 2. Course Period in Japan**  
January 26 to February 8, 2020
- 3. Target Regions or Countries**  
Cambodia, India, Iran, Kenya, Malawi, Rwanda, South Sudan and South Africa
- 4. Eligible/ Target Organization**  
Department in charge of water supply in central/local government or public enterprise
- 5. Course Capacity (Upper limit of Participants)**  
8 participants
- 6. Language to be used in this program**  
English
- 7. Course Objective**  
Non-Revenue Water management of participant's organization is strengthened.
- 8. Overall Goal**  
Non-Revenue Water ratio of participant's organization is decreased.



## 9. Expected Module Output and Contents

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

<b>(1) Preparation in home country</b> (October, 2019 to January, 2020)		
Participating organizations make required preparation for the Program in the respective countries.		
<b>Modules</b>	<b>Activities</b>	
To identify and define work-related problems on Non-Revenue Water Management (Leakage Control) beforehand	For all nominees <b>Deadline: November 22 (Fri), 2019</b>	To formulate and submit " <b><u>Inception Report</u></b> " *This report will be used as one of the nominees' screening materials. (*Refer to the ANNEX)
	For accepted participants <b>Deadline: January 17 (Fri), 2020</b>	To formulate and submit " <b><u>Inception Report Presentation</u></b> " (*Refer to the ANNEX)

<b>(2) Course in Japan</b> (January 26 to February 8, 2020)	
Participants dispatched by their organizations attend the program in Japan.	
<b>Module 1: Concept</b>	
<b>Objective</b>	<b>Activities</b>
Participants can explain a comprehensive technique and knowledge on non-revenue water.	<b>Presentation</b> - "Inception Report"  <b>Lecture</b> - Overview and history of water supply systems in Japan - Comprehensive measures for NRW reduction  <b>Field visit</b> - Purification plant and other related facilities
<b>Module 2: Leakage Detection</b>	
<b>Objective</b>	<b>Activities</b>
Participants can operate leakage detection equipment.	<b>Lecture</b> - Outline of leakage preventive works in Tokyo  <b>Field Visit</b> - Leakage detection [practical work] - Mapping system of distribution pipeline

<b>Module 3: Leakage Volume Analysis</b>	
Objective	Activities
Participants can analyze distribution flow and leakage volume.	<b>Lecture</b> - Water meter and inspection
<b>Module 4: Leakage Prevention Plan</b>	
Objective	Activities
Participants can explain planning of leakage prevention.	<b>Lecture</b> - Outline of leakage preventive works in Tokyo - Comprehensive measures for NRW reduction - Water meter reading
<b>Module 5: Design and Construction Supervision</b>	
Objective	Activities
Participants can explain practical knowledge and techniques of design and construction supervision.	<b>Lecture</b> - Certification system for plumbers  <b>Field Visit</b> - Pipes and valves factory pipe material, Joints, Pipe connection - Repair work of leaking pipe [practical work] - Supervision of pipe installation and repair.
<b>Module 6: "Action Plan"</b>	
Objective	Activities
Action Plan on Non-Revenue Water management will be proposed for the respective organizations.	<b>Lecture</b> - "5 Whys Analysis" ~Problem Analysis~  <b>Presentation</b> - "Action Plan"

### 10. Program Schedule (Tentative)

Schedule shown below is subject to change without notice.

Date		Time	Type	Contents
26-Jan	Sun			Arrival in Japan
27-Jan	Mon	10:00 ~ 12:30		Briefing Session
		13:30 ~ 15:00		Program Orientation
28-Jan	Tue	09:00 ~ 9:10		Opening Remarks by Director General of Training and Technical Develop Center, Tokyo Metropolitan Government, Bureau of Waterworks
		09:10 ~ 13:00	Presentation	Inception Report Presentation
		14:00 ~ 15:00	Lecture	Outline of Waterworks in Japan
		15:10 ~ 16:10	Lecture	JICA's Cooperation in Water Supply Sector
		16:10 ~ 16:40	Lecture	DVD ~Further Development of Tokyo Waterworks~
29-Jan	Wed	09:00 ~ 12:00	Field visit	Pipe Manufacturing Factory
		13:00 ~ 15:00	Field visit	Pipe Manufacturing Factory
30-Jan	Thu	09:00 ~ 10:00	Lecture	Outline of Leakage Detection Technique
		10:00 ~ 10:30		Short tour in Training and Technical Develop Center, Tokyo Metropolitan Government, Bureau of Waterworks
		10:30 ~ 12:30	Lecture	Leakage Detection Orientation for formulating Action Plan
		14:00 ~ 16:30	Lecture	Water Purification Plant & PR Center of Waterworks
31-Jan	Fri	09:30 ~ 12:00	Lecture	Comprehensive Countermeasures for NRW Reduction
		14:00 ~ 16:00	Field Visit	Pipe Installation Site
1-Feb	Sat			
2-Feb	Sun			
3-Feb	Mon	09:30 ~ 12:00	Lecture	Water Meter and Inspection
		13:30 ~ 16:00	Practice	Leakage Repair Work
4-Feb	Tue	09:30 ~ 12:00	Lecture	Outline of Leakage Preventive Works in Tokyo
		13:00 ~ 14:00	Lecture	Mapping System
		14:00 ~ 16:00	Practice	Leakage Repair Work
5-Feb	Wed	09:30 ~ 11:00	Lecture	5 Why Analysis - Problem Analysis -
		09:00 ~ 16:00	Field visit	Valve Manufacturing Factory
6-Feb	Thu	10:00 ~ 12:00	Lecture	Certification System for Plumbers
		13:30 ~ 16:00	Discussion	Review, Preparing Action Plan, Free Discussion
7-Feb	Fri	08:45 ~ 12:00		Meeting with Private companies
		13:00 ~ 16:15	Presentation	Presentation of Action Plan
		16:30 ~ 17:30		Evaluation Meeting
		17:30 ~ 18:00		Closing Ceremony
8-Feb	Sat			Departure

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

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) 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.
- (4) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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

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

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

###### **1) Current Duties**

be an executive engineer or a promising assistant engineer who is in charge of Non-Revenue Water management in water utilities.

###### **2) Experiences**

have more than 5 years' experience in water supply field.

###### **3) Education**

be an university graduate from engineering department or the equivalent.

###### **4) Language**

have sufficient skill of English especially in reading and writing.

###### **5) Health**

must be in good health, both physically and mentally, to participate in the course in Japan. Pregnant nominees are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

##### **(2) Recommended Qualifications**

- 1) Expectations for the Participants: Have ability of human communication skills for

effective learning in amicable collaboration and have a high motivation.

- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

### 3. Required Documents for Application:

(1) **Application Form:** available at the JICA office (or the Embassy of Japan).

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

\* Photocopy should include the followings:

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

(3) **Inception Report:** to be submitted with Application Form. This report will be used as one of the nominees' screening materials. (\*Refer to the ANNEX)

### 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 22 (Fri), 2019

#### (2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

#### (3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 6 (Fri), 2019.**

**5. Document(s) to be Prepared by Accepted Participants:**

The accepted participants are required to deliver a 15 minutes presentation based on their Inception Report at the beginning of the program. The format will be informed with the Notice of Acceptance.

Please prepare the presentation material (PPT slides) and submit it (by USB Flash Drive) to the JICA Tokyo by January 17(Fri),2020. (Please see the ANNEX.)

**6. Conditions for Attendance:**

The accepted participants are required;

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

## IV. Administrative Arrangements

### 1. Organizer:

- (1) **Name:** JICA Tokyo Center (JICA TOKYO)  
Mr. Ito Ryuichi ([ticttee@jica.go.jp](mailto:ticttee@jica.go.jp))

### 2. Implementing Partner:

- (1) **Name:** Bureau of Waterworks, Tokyo Metropolitan Government  
(2) **URL:** <http://www.waterprofessionals.metro.tokyo.jp/>  
(3) **Remark:** Tokyo, the capital of Japan, is the largest city in Japan with 10 % of the country's entire population (as of August 1, 2019). The Bureau of Waterworks, Tokyo Metropolitan Government provides safe water to 13.4 million people in Tokyo for 24 hours 365 days. The capacity of water supply is 6.9 million m<sup>3</sup>/day with the total pipe length of 27,000 km (halfway round the Earth). Despite the huge water supply facilities, the ratio of non-revenue water is only 3.5 % in Tokyo.

### 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 covered 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 Tokyo Center (JICA Tokyo)**

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

Please refer to facility guide of JICA Tokyo at its URL:

[https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf)

<https://www.youtube.com/watch?v=jWyCOMj3ljE>

- \* If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants.
- \* The course includes field trips outside Tokyo in Japan. JICA will arrange hotels for the participants.

## **5. Expenses:**

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

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

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

※Rain gears, clothes, pen-and-pencil set and camera will not be provided to participants.

PC can be rented.

## **6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective countries' JICA offices or Embassies of Japan to provide participants with details on travel to Japan, conditions of the workshop, and other matters.



## **V. ANNEX:**

### **«For ALL Nominees – With Application Form»**

#### **1. Inception Report:**

**- by November 22 (Fri), 2019**

##### **(1) What is “Inception Report”?**

All nominees are required to submit “Inception Report” with Application Form to the respective countries’ JICA offices (or Embassies of Japan). This report will be used as one of the applicants’ screening materials.

##### **(2) Why do we need “Inception Report”?**

The purpose of “Inception Report” is to share present issues of water supply system and NRW situation of participants’ organization with other participants and lecturers. Moreover, “Inception Report” is supposed to assist Course Organizer, Implementing Partner and other lecturers to know the details of participants’ professional careers, present challenges and expectation toward the program.

##### **(3) Sample of “Inception Report”**

The Inception Report shall consist of the following sheet-A, sheet-B and sheet-C.

**Sheet-A: General Information**

Name,			
Brief description of; (1) Your country (2) Your job and your organization (3) Organization charts and function of each department			
Total Population in the Service Area		Water Pressure of Distribution Pipe	From Mpa ~ To Mpa
Population Served		Main Water Sources	
Service Ratio	%	Average Precipitation	mm/year
Service Hours	hours/day	Ratio of Unaccounted Water (%)	Total %
Water Supply Capacity	m <sup>3</sup> /day		Leakage %
Average Water supply Volume	m <sup>3</sup> /day		Illegal Use %
			Others %
Water Distribution System			
Type of Distribution Pipe	Jointing Type of Distribution Pipe	Distribution System	
		(e.g. Gravity flow, Pump-up system etc.)	
Water Supply System for House Connection			
Type of Service Pipe	Jointing Type of Service Pipe	Water Supply System for House Connection	
		(Ex. Direct Pressure, Water Tank etc.)	
Metering System		Water Charge	Mapping System
Type of Flow meter for Distribution Pipe	Type of Water Meter for Service Pipe	Water Charge Collecting Method	Scale for Pipe Drawings for Maintenance

**Sheet-B: Non-revenue Water Management (Leakage Control)**

Name of Section in Charge of Non-Revenue Water Management (Number of Personnel)
Your actual jobs or tasks related to non-revenue water management
Typical Work Flow of Leakage Detection
Typical Work Flow of Leakage Repair:
Name of Leakage Detection Instruments
Countermeasures for Illegal Use
Metering System
Problems Currently Faced
Ongoing Countermeasures or Projects on Non-Revenue Water Management
Good examples to be shared among participants
The strategy and the future plan of your organization

**Sheet-C: Expectations towards the Program**

Any comments and requests are appreciated.

END

«*For Accepted Participants Only*–After receiving Acceptance Notification»

2. Inception Report Presentation:

- by January 17 (Fri), 2020

**(1) What is “Inception Report Presentation”?**

At the beginning of the program in Japan, all participants are required to deliver a 15 minutes presentation (including Q and A session) about their Inception Report in order to share information regarding water leakage in their respective countries with others.

**(2) Requirements of “Inception Report Presentation”**

It is recommended to include photos, graphs, maps and statistic information to promote understandings and discussions among lecturers and participants.

Please briefly explain following 3 topics in your presentation:

- (1) outline of water supply service of your organization (especially about Non-Revenue Water situation),
- (2) success story of your non-revenue water management, and
- (3) recent challenges of non-revenue water management.

**(3) Format of “Inception Report Presentation”**

The format will be informed with the Notice of Acceptance.

Please prepare the presentation material (PPT slides) and submit it (by USB Flash Drive) to the JICA Tokyo by January 17(Fri), 2020.

The Inception Report Presentation should be prepared in English.

« *For Accepted participants – At the end of the course in Japan* »

**3. Action Plan:**

**(1) What is “Action Plan”?**

By the end of the program in Japan, all participants are required to formulate an “Action Plan”. After returning to their home countries, based on the plan, they are expected to take actions with their organizations in order to solve issues they face.

JICA is sure that the formulation of the plan itself will help them crystalize necessary actions to be taken.

In this context, JICA recommends participants to have a consultation with their supervisors and colleagues before their departure to share their problem awareness and make their plan successful.

**(2) Contents of “Action Plan”**

“Action Plan” should focus on how to address challenges and to set one specific goal. The detail of how to formulate the “Action Plan” will be explained during the course.

## *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 inquiries and further information, please contact the JICA office.

**JICA Tokyo Center (JICA TOKYO)**

**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**

**TEL: +81-3-3485-7652 FAX: +81-3-3485-7904**



SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY3. Filling up of application forms:-

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to Vigilance Clearance in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MITCP - Malaysian Technical Cooperation Programme

## DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which officer belongs		6. Date of regular appointment		
7. Details of Posts held during the last five years (starting from present):				
S.No.	Post held	Ministry/Department/Organization	Nature of work	
8. Name of training programme applied for and its relevance to the candidate				
9. Papers etc. if any published by the candidate				
10. Details of Foreign Training Programmes attended during the last two years				
S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding
Signature of the candidate:				
Office Phone: Mobile No.:				
E-mail:				
<b>CERTIFICATE</b>				
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent administrative authority of the applicant with Name, Designation, Phone Number and E-mail ( along with office seal)				

## **Guidelines of Application Form for the JICA Training and Dialogue Program**

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### **1. Parts of Application Form to be completed**

#### **1) Which part of the form should be submitted?**

It depends on the type of training and dialogue program you are applying for.

##### **>Application for Group and Region Focused Training Program**

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

##### **>>Application for Country Focused Training Program including Counterpart Training Program and Training related to ODA Loan**

Part B including Medical History and Examination will be submitted. Part A needs not to be submitted.

#### **2) How many parts does the Application Form consist of?**

The Application Form consists of three parts as follows;

##### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### **Part B. Information About the Nominee including Medical History and Examination**

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### **2. How to complete the Application Form**

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately



according to the GI, which you intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in block letters,
- (d) fill in the form in English,
- (e) use  or "x" to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

---

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

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

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

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

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

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

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

### **4. Copyright policy**

---

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



### Application Form for the JICA Training and Dialogue Program

## OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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

J	0		-					
---	---	--	---	--	--	--	--	--

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:			Signature:		
Name:					
Designation / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Telephone:	Fax:	E-mail:		

#### Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:			Signature:		
Name:					
Designation / Position				Official Stamp	
Department / Division					



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



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

4) **Selection of the Nominee:** Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.





**Part B: Information about the Nominee**

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) (required)

[Empty box for Title]

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

J 0 [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Attach the nominee's photograph (taken within the last three months) here. Size: 4x6 (Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty box for Family Name]

First Name

[Empty box for First Name]

Middle Name

[Empty box for Middle Name]

2) Nationality (as shown in the passport)			5) Date of Birth (please write out the month in English as in "April")			
3) Sex	( ) Male	( ) Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

8) Outline of duties: Describe your current duties

[Empty box for Outline of duties]

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

--

**4. Career Record****1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education)(required)**

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



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages (                    )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

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

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

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



**6. Expectation on the applied training and dialogue program**

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge.  
If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither

**MEDICAL HISTORY**

1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( _____ ), Name of medicine ( _____ )
<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>	

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy ( _____ months)
-----------------------------	---

(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ( _____ )
-----------------------------	---

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
-----------------------------	--

(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
-----------------------------	--

3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date	Signature
	Print Name
Date:	Signature:
	Print Name:

3



**CONFIDENTIAL**

provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extent of the violation.

(j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name: