



**KEMENTERIAN PEKERJAAN UMUM**  
**BADAN PENGEMBANGAN SUMBER DAYA MANUSIA**

Jl. Pattimura No. 20, Kebayoran Baru - Jakarta Selatan, 12110, Tlp./Fax (021) 27515702

Nomor : *SM 04-Ms/589*  
Sifat : Segera  
Lampiran : 1 (satu) berkas  
Hal : Penawaran Program Pelatihan *JICA Practical IWRM (Integrated Water Resources Management) to Resolve Water related Issues in The Regions*

Jakarta, 8 Mei 2025

Yth.

1. Sekretaris Direktorat Jenderal Sumber Daya Air;
2. Sekretaris Direktorat Jenderal Cipta Karya;
3. Sekretaris Direktorat Jenderal Prasarana Strategis;
4. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU dan Perumahan;
5. Kepala Pusat Pengembangan Kompetensi Sumber Daya Air dan Permukiman;
6. Direktur Politeknik PU

Di tempat

Sehubungan dengan surat dari Kepala Biro Kerja Sama Teknik Luar Negeri Nomor 004/GI/04/2025 tanggal 14 April 2025 hal *Information on Group and Region Focused for Knowledge Co-Creation Program for JFY 2025* dengan hormat kami sampaikan penawaran program sebagai berikut :

1. Pelatihan *JICA Practical IWRM (Integrated Water Resources Management) to Resolve Water related Issues in The Regions* akan diselenggarakan di Jepang pada 15 Juli 2025 – 16 Agustus 2025.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang/JICA.
3. Kuota peserta 1 orang dari Indonesia dengan kualifikasi dasar peserta :
  - a) Diutamakan yang memiliki pengalaman di bidang perencanaan dan implementasi IWRM selama 10 tahun.
  - b) Minimal berpendidikan S1 dari program studi Teknik atau setara
  - c) Sehat secara fisik dan mental;
  - d) Usia 30 s/d 50 tahun;
  - e) Mampu berbahasa Inggris lisan dan tulisan (dilampirkan sertifikat kemampuan Bahasa Inggris dengan score minimum TOEFL IBT 100 )
4. Kelengkapan Dokumen peserta :
  - a) *JICA Application Form*;
  - b) *Fotocopy* Paspur yang masih berlaku;
  - c) *English Score Sheet*;
  - d) *Job Report & IAS*
5. Informasi, *application form* serta keterangan lebih lanjut terkait program pelatihan ini sebagaimana terlampir.
6. Diutamakan calon peserta yang berprestasi dan memiliki kinerja baik;
7. Calon peserta yang memenuhi syarat **beserta dokumen persyaratan lengkap** dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya tanggal 20 Mei 2025** (hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan. Atas perhatiannya kami ucapkan terima kasih.

**Plt. Sekretaris Badan Pengembangan  
Sumber Daya Manusia,**

**Drs. Rudy Ridwan Effendi, M.T.**

NIP. 196801081998031002

**Tembusan :**

1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.



**KEMENTERIAN SEKRETARIAT NEGARA  
REPUBLIK INDONESIA**

Jalan Veteran No. 17-18, Jakarta 10110, Telepon (021) 3845627, 3442327  
Faksimile (021) 3813583, Situs: [www.setneg.go.id](http://www.setneg.go.id)

Nomor : B-04/S/KTLN/LN.03.00/05/2025

2 Mei 2025

Sifat : Segera

Lampiran : Satu Berkas

Hal : Penawaran Pelatihan Pemerintah Jepang  
(JICA) *Practical IWRM (Integrated Water  
Resources Management) to Resolve Water-  
related Issues in The Regions (202411736J001)*

Yth. Kepala Biro Perencanaan Anggaran dan Kerja Sama Luar  
Negeri, Kementerian Pekerjaan Umum  
di tempat

Berkenaan dengan surat *Chief Representative*, JICA Indonesia Office nomor 001GI/04/2025 tanggal 8 April 2025, dengan hormat kami sampaikan bahwa Pemerintah Jepang/JICA menawarkan beasiswa bagi 1 (satu) orang peserta dari Indonesia untuk mengikuti pelatihan mengenai *Practical IWRM (Integrated Water Resources Management) to Resolve Water-related Issues in The Regions (202411736J001)* yang akan diselenggarakan mulai tanggal 15 Juli 2025 s.d. 16 Agustus 2025 di JICA Kyushu Center, Jepang.

Terlampir kami sampaikan dokumen *General Information (GI)* pelatihan dimaksud. Informasi lebih lanjut dapat dilihat melalui laman resmi Biro Kerja Sama Teknik Luar Negeri, Kementerian Sekretariat Negara di <https://ktln.setneg.go.id>. Sekiranya terdapat pertanyaan dapat dikirimkan ke *email kstasia.ktln@gmail.com*. Calon peserta dapat menyampaikan pencalonannya melalui <https://ktln-scholar.setneg.go.id> paling lambat tanggal 26 Mei 2025 dengan melampirkan dokumen sebagai berikut:

1. Surat Pencalonan dari *focal point* bidang pendidikan dan pelatihan atau bidang kerja sama luar negeri Kementerian/Lembaga pusat dimana calon peserta bekerja.
2. *JICA Application Form* yang telah diisi lengkap disertai pasfoto dan disahkan Instansi Saudara.
3. Dokumen tambahan berupa *ANNEX1 Job Report*, *ANNEX2 Issue Analysis Sheet (IAS)*, salinan paspor, dan *English Score Sheet* terbaru.

Atas perhatian dan kerja sama yang baik, kami ucapkan terima kasih.

Kepala Biro Kerja Sama Teknik  
Luar Negeri,



Noviyanti

Tembusan:

1. Sekretaris Kementerian
2. Chief Representative, JICA Indonesia Office



No. 001/GI/04/2025

Jakarta, 8 April 2025

**Ms. Noviyanti**  
Head of Bureau for Foreign Technical Cooperation  
Ministry of State Secretariat  
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR  
KNOWLEDGE CO – CREATION PROGRAM FOR JFY 2025**

Dear Madam,

We are glad to inform you that Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **Practical IWRM (Integrated Water Resources Management) to Resolve Water-related Issues in the Regions (On-site Program) [202411736J001]**
2. Period of Program : July 15, 2025 ~ August 16, 2025 (onsite in Japan)  
*(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)*
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Kyushu Center
5. Deadline : **May 26, 2025**  
*(JICA Indonesia must receive all required documents through the Ministry of State Secretariat)*
6. Documents for submission :
  - a. JICA Application Form : 1 set
  - b. Photocopy of Passport\* : 1 set
  - c. English Score Sheet\* : 1 set
  - d. Job Report & IAS\* (see GI p. 13-15: ANNEX I & II) : 1 set*\*Should be submitted together with Application Form*

7. Proposed Target Institution : **Ministry of Public Works**

8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications, by consultation with JICA Expert(s)/Project(s) who are being assigned:

**Essential Qualifications:**

- 1) Current Duties: be responsible for plans for implementing of IWRM in their organization and have more than 10 years of work experience in water resources management.
- 2) Educational Background: be a university graduate from the faculty of engineering or equivalent level.
- 3) 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)

- 4) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

**Recommended Qualifications:**

- 1) Age: between the ages of 30 and 50 years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, 40% female participation is encouraged in all training courses, except for the training courses with only one quota.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications would be disqualified in the selection processes, regardless of multiple or single quota of participant.
- Please understand that final acceptance is decided based on the result of examination process by each JICA Domestic Center in consultation with implementing organizations in Japan. In case that applying nominees do not meet the required qualifications, there is a strong possibility that such nominees would be rejected in the selection processes, regardless of multiple or single quota of participants.
- When the number of qualified applicants exceeds the quota, there is a strong possibility that some of them would be rejected even if they satisfied the qualification.

JICA will provide the following costs based on JICA's regulation:

- Round trip international airfare from/to the designated airports
- Accommodation and Daily Allowance in Japan during the program

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.

The Document can be downloaded through the following address:

[http://www.jica.go.jp/indonesia/english/office/others/data\\_AF.html](http://www.jica.go.jp/indonesia/english/office/others/data_AF.html)

{Application Form for Knowledge Co-Creation Program GRF and CF (November 2023) in WORD/PDF}.



Japan International Cooperation Agency  
JICA Indonesia Office  
Sentral Senayan II, 14th Floor  
Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA  
Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

It would be appreciated if you could convey the above information to the authorities concerned.  
Thank you for your kind attention and cooperation.

Sincerely yours,

  


TAKEDA Sachiko  
Chief Representative  
JICA Indonesia Office

Cc:

**1. Ministry of Public Works**

- Director General for Water Resources
- Director for Water Resources Management System and Strategy
- Director for Water Resources Engineering Development
- Head of Bureau of Budget Planning and International Cooperation
- Head of Human Resources Development Agency

**2. JICA Project for Integrated Water Resources Management Policy**

- Mr. YAMAMOTO Hiroyuki

**3. Embassy of Japan**

- Minister for Economic Development Affairs



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

General information on

**Practical IWRM (Integrated Water Resources  
Management) to Resolve Water-related Issues  
in the Regions**

**課題別研修「地域の水問題を解決する実践的統合水資源管理」**

**JFY 2025**

**Course No.: 202411736J001**

**Course Period in Japan: July 15, 2025 to August 16, 2025**

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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *“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.

# I. Concept

## **Background**

This program is part of "the Global Agenda for Sustainable Water Security and Water Supply", which aims to achieve a society where water resources are properly managed and available for drinking water and other uses for all people, and to contribute to implement integrated water resources management as stated in Target 6 of the SDGs, by developing entities responsible for water resources management in the regions and establishing multi-stakeholder partnerships to work which forms part of "the practical integrated water resources management cluster".

## **For what?**

This course aims at the capacity development of the participants on the planning and implementation of IWRM.

## **For whom?**

This program is offered to officials who are responsible for plans for implementing IWRM in River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM.

## **How?**

Participants shall have opportunities in Japan to build up the capacity of planning and implementing IWRM and coordinating stakeholders, through lectures, site visits and discussions. Participants also formulate their own "Action Plan" at the end of this course that describes what they will carry out for the improvement of water resource management in their own countries after they return from Japan.

## II. Description

**1. Title (Course No.)**

**Practical IWRM (Integrated Water Resources Management) to Resolve Water-related Issues in the Regions (202411736J001)**

**2. Course Period in Japan**

July 15, 2025 to August 16, 2025

**3. Target Regions or Countries**

Brazil, Cuba, Ethiopia, Indonesia, Madagascar, Mexico, Philippines, Solomon Islands, Sudan, Tanzania, Viet Nam, and Yemen

**4. Eligible / Target Organization**

River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities related to IWRM

**5. Capacity (Upper limit of Participants)**

12 participants

**6. Language**

English

**7. Objective**

This program aims at the capacity development of the participants on the planning and implementation of IWRM.

**8. Overall Goal**

The implementation of IWRM is promoted in each participating country.

**9. Output and Contents**

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



<b>(1) Preliminary Phase</b> <i>Participating organizations make required preparation for the program in the respective country.</i>	
Expected Module Output	Activities
Job Report Issue Analysis Sheet	Applicants must prepare the following documents. <ul style="list-style-type: none"> <li>• Job Report and Issue Analysis Sheet (IAS): All applicants are asked to fill out Annex I &amp; II.</li> <li>• IAS should be signed and approved by your supervisor.</li> </ul>

<b>(2) Core Phase</b> <i>Participants dispatched by the organizations attend the program.</i>		
Expected Module Output	Contents	Means
(1) To understand the concept of IWRM	Outline of IWRM	Lecture
	Water resources and environment	Lecture
(2) To understand the hydrological and water-demand-supply balance, the methods of monitoring, assessment and analysis for planning and implementing IWRM	Surface and ground water	Lecture
	Monitoring water table and land subsidence	Lecture Site visit
	Weather data monitoring	Lecture
	Water supply and demand control in waterworks side	Lecture Site visit
	Water demand management (domestic and agricultural water)	Lecture
(3) To understand the water resource development plan, the fair and efficient water utilization plan, the planning methods and the practice of IWRM	Outline of water resources policy in Japan	Lecture
	Integrated dam operation and drought management	Lecture Site visit
	Application of Japanese efficient water use and advanced water-related technologies to foreign countries	Lecture
(4) To understand the causes of water conflicts among different sectors and regions and the ones between upstream and downstream, thereby getting clues to resolve those conflicts	Consensus building for comprehensive river development	Lecture Site visit Discussion Workshop
	Implementation of IWRM in international rivers	
	Case study of water conflict management	

<p>(5) To formulate “Action Plan” to implement IWRM in the certain river basin, which is identified as the suitable river basin for IWRM practice in “Job Report”</p> <p><i>*Note:</i> These contents may be subject to minor changes.</p>	<p>“Job Report” presentation “Action Plan” presentation</p>	<p>Discussion Presentation</p>
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<p><b>(3) Finalization Phase</b> <i>Participating organizations produce final report by making use of results brought back by participants. This phase marks the end of the program.</i></p>	
<p>Expected Module Output</p>	<p>Activities</p>
<p>Action Plan and/or Revised Strategic Plan and Guidelines are approved in the participants’ organization.</p>	<p>Application and implementation of Action Plan back in the participants’ country</p>

## III. Eligibility and Procedures

### 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) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, applying organizations are expected to make preparations before dispatching their participants by carrying out the activities of Preliminary Phase describes in section II-9.
- (4) Applying organizations are also expected to be prepared to make use of results achieved by their participants by carrying out the activities of the Finalization Phase described in section II-9.

### 2. Nominee Qualifications

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

#### (1) Essential Qualifications

- 1) Current Duties: be responsible for plans for implementing of IWRM in their organization and have more than 10 years of work experience in water resources management.
- 2) Educational Background: be a university graduate from the faculty of engineering or equivalent level.
- 3) 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)
- 4) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## **(2) Recommendable Qualifications**

- 1) Age: between the ages of 30 and 50 years
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## **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 STATUSRESTRICTION (1 c )) of the application form. Information will be reviewed and used for reasonable accommodation.

**(2) Photocopy of Passport:** You should submit it 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.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex (and Passport 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 and Issue Analysis Sheet (IAS) (Annex I & II):**

- To be submitted with application form. Job Report and IAS are necessary documents for screening of applicants. Those documents should be typewritten in English for the selection purpose in Japan.
- An applicant should submit an IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.
- The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course.

## **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 26, 2025**, and **late submission is unacceptable.**)

**(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 15, 2025**.

## **5. Conditions for Participation**

The participants of KCCP are required.

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and

(12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan)

(1) **Name:** JICA Kyushu Center (JICA KYUSHU)

(2) **Contact:** Ms. Kazumi KAWANO, Training program Division  
(e-mail: [kicctp@jica.go.jp](mailto:kicctp@jica.go.jp))

### 2. Implementing Partner

(to be determined)

### 3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

During stay in Tokyo:

JICA Tokyo Center (JICA Tokyo)

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

TEL: +81-3-3485-7051

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

During stay in Kitakyushu:

JICA Kyushu Center (JICA Kyushu)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka 805-8505 JAPAN

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

Please refer to facility guide of JICA Kyushu at:

<https://www.jica.go.jp/kyushu/english/office/index.html>

If there is no vacancy at JICA centers, JICA will arrange alternative accommodations for the participants.

### 5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish):

[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)

## 6. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

<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 Center in Japan</b>	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>
JICA Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a>



## V. Other Information

### 1. Reports

#### (1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction.

#### (2) Theme Report

Accepted participants are required to submit Theme Report following the instruction to be given at the Acceptance Notice.

#### (3) Action Plan

Accepted participants will have a presentation on their Action Plan at the end of the program to show their ideas and plans, which will be carried out in their countries, reflecting the knowledge and method acquired from the program.

### 2. Remarks

This training is designed for participants from multiple countries to acquire knowledge and skills of Japan, not for specific participating countries. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

**ANNEX- I**

**Job Report**

**Practical IWRM (Integrated Water Resources Management)  
to Resolve Water-related Issues in the Regions  
(JFY 2025)**

Name:

Country:

Organization and present post:

E-mail:

FAX:

**Remarks 1:** The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 3 pages (not including organization chart).

**Remarks 2:** Please itemize your answer and make them specific.

**1. Organization and main tasks (up to 1 page)**

(1) Main tasks of the organization

(2) Organization chart

- 1) Please draw a chart of your organization including the names of the department (section) with the number of staffs in it and mark where you are positioned. The chart should be attached and not be counted in this page limit.
- 2) Please describe a duty of each department (section) briefly.

(3) Brief description of your assignments

**2. Expectations for the training course (up to 1 page)**

(1) Your purpose of participating in the course

(2) Subjects of the course which you are interested in the most

(3) Introduction and application plans of the obtained techniques / knowledge from the training course

(4) Other matters which you are expecting to obtain from the course

**ANNEX- II****Issue Analysis Sheet (IAS)**

Country \_\_\_\_\_

Name \_\_\_\_\_

No.	<b>【A】* Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
1			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
2			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】Issues that you confront.</b>	<b>【B】 Actions that you are taking.</b>	
3			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

**【 I 】,【 II 】,【 III 】** These columns will be filled during the training course.

**\*You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.**

**\*You shall describe challenges you are facing in your department also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge that will be delivered in this training course.**

## ANNEX- III

### **Issue Analysis Sheet (IAS) Guidelines**

#### **1. What is IAS?**

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's participation through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program.

#### **2. How to fill out IAS?**

- (1) Please describe the issues you confront in column "**A: Issues that you confront**".  
You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**".  
This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) It's not necessary to fill in column "**I : Task or the information that I need**", column "**II : Useful information that I obtained/found**" and column "**III: Lecturer**". These columns shall be filled out during the training.
- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.
- (5) "**Column II**" and "**Column III**" shall be filled out during the training.

## ANNEX- IV

## Tentative Schedule

\*The schedule is subject to change without notice.

Date	Agenda
July. 15	-Arrival in Tokyo
July. 16	-Briefing at JICA Tokyo -Program orientation -Course orientation
July. 17	-Japan's experiences of water resources development -JICA's cooperation in IWRM -Theme report presentation -Discussion on JICA's cooperation policy
July. 18	-Introduction to water resources management -Water resources management and SDGs -Practical IWRM approach
July. 19	(Holiday)
July. 20	(Holiday)
July. 21	-Water environment in Kitakyushu City and river law in Japan -Observation of Sumida River waterfront environmental improvement (Water-bus tour from Asakusa to Odaiba)
July. 22	-Rainwater storage -Move to Kitakyushu city
July. 23	-JICA PROGRAM /Japanese language class
July. 24	-Problem solution using IAS and task extraction
July. 25	-Explanation on Action plan/Job report presentation
July. 26	(Holiday)
July. 27	(Holiday)
July. 28 -31	Study tour
Aug. 1	-Climate change and water resources -Site visit to Water Purification Plant, Water and Sewer Bureau, City of Kitakyush
Aug. 2	(Holiday)
Aug. 3	(Holiday)
Aug. 4	-Introduction of environmental education
Aug. 5	-Weather data monitor Monitoring of hydro-meteorological data. -IWRM and governance
Aug. 6	-Watershed management of international rivers and consensus building -OD method sewage treatment

Aug. 7	-Site visit to River information center/ Seawater desalination center (Mamizu Pia)
Aug. 8	-Instruction for Action Plan presentation
Aug. 9	(Holiday)
Aug. 10	(Holiday)
Aug. 11	-Management of Agricultural Reservoir
Aug. 12	-Water leakage inspection training in Kitakyushu City -Site visit to Merged septic tank manufacturing plants
Aug. 13	-Monitoring of water environment
Aug. 14	-Site visit to functions of water treatment plants and water testing laboratories. -Water environment of Murasaki River
Aug. 15	-Action plan presentation -Evaluation meeting -Closing ceremony
Aug. 16	Return to home country

## **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, 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.





**Contact Information for Inquiries**

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

**JICA Kyushu Center (JICA KYUSHU)**

**Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan**

**TEL: +81-93-671-6311 FAX: +81-93-671-0979**

## ANNEX- I

### **Job Report**

#### **Practical IWRM (Integrated Water Resources Management) to Resolve Water-related Issues in the Regions (JFY 2025)**

Name:

Country:

Organization and present post:

E-mail:

FAX:

**Remarks 1:** The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report should be limited to 3 pages (not including organization chart).

**Remarks 2:** Please itemize your answer and make them specific.

#### **1. Organization and main tasks (up to 1 page)**

(1) Main tasks of the organization

(2) Organization chart

- 1) Please draw a chart of your organization including the names of the department (section) with the number of staffs in it and mark where you are positioned. The chart should be attached and not be counted in this page limit.
- 2) Please describe a duty of each department (section) briefly.

(3) Brief description of your assignments

#### **2. Expectations for the training course (up to 1 page)**

(1) Your purpose of participating in the course

(2) Subjects of the course which you are interested in the most

(3) Introduction and application plans of the obtained techniques / knowledge from the training course

(4) Other matters which you are expecting to obtain from the course

**ANNEX- II****Issue Analysis Sheet (IAS)**

Country \_\_\_\_\_

Name \_\_\_\_\_

No.	<b>【A】* Issues that you confront.</b>	<b>【B】Actions that you are taking.</b>	
1			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】Issues that you confront.</b>	<b>【B】Actions that you are taking.</b>	
2			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

No.	<b>【A】Issues that you confront.</b>	<b>【B】Actions that you are taking.</b>	
3			
	<b>【 I 】 Task or The information that I need.</b>	<b>【 II 】 Useful information that I obtained /found.</b>	<b>【 III 】 Lecturer</b>

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