

Letter 2



【Online & In Japan】 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

PROMOTION OF ENERGY EFFICIENCY AND CONSERVATION (B)

課題別研修 エネルギーの高効率利用と省エネの推進(B)

(遠隔+本邦研修分)

JFY 2020

NO. 201905861J001

Total Period: From February 1st, 2021, to November 13th 2021

★Remote training period: From February 1st, 2021 to March 5th 2021

Tentative Period of training in Japan: October 17th 2021, to November 13th 2021

***In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.**

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 Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Under the Paris Agreement, an international framework on climate change from 2020, significance of low-carbon socio-economic development has become a major development issue not only in developed countries, but also in developing countries, which contribute remarkable economic growth.

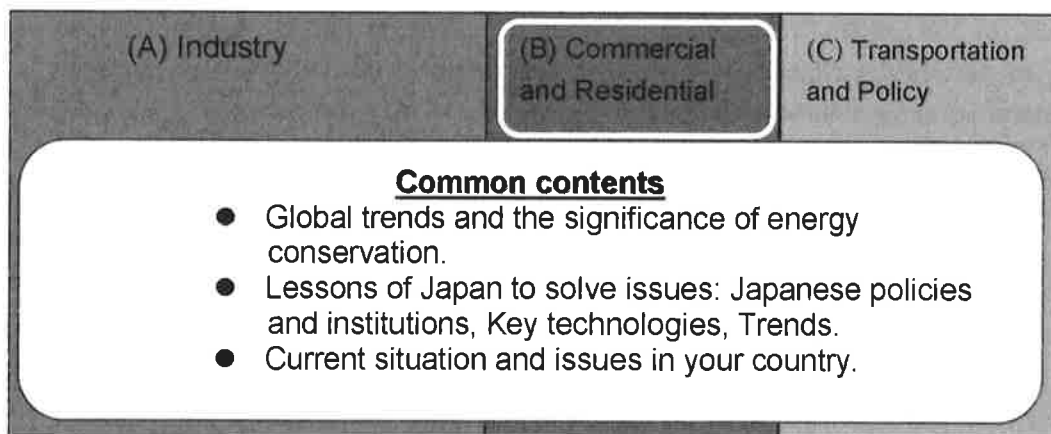
As the International Energy Agency (IEA) predicts most of the global increase in greenhouse gas emissions will come from developing countries for the next two decades.

In order to address the global goal of reducing carbon dioxide and, in the long term, decarbonizing without hindering economic growth, it is necessary to promote energy efficiency more strongly than ever, along with promoting the introduction of renewable energy.

Japan highly depends on energy resources abroad and has long history of commitment on energy efficiency. In the wake of two oil crises in the 1970s, the society came together to improve energy efficiency which led Japan's energy conservation to the highest level amongst the world. Through the experience, Japan holds a great comparative advantage in the field of energy efficiency and conservation in terms of policy, institution and technology.

The Knowledge Co-Creation Program has three courses: (A) Industry, (B) Commercial and Residential, and (C) Transportation and Policy development.

Regardless of which course a participant attends, two-thirds of the training content is common to all courses and the rest is sector-specific, so that all participants can learn a certain amount of shared content.



Two-thirds of the training content is common subjects in three courses

For what?

The (B) Course is specialized in the **commercial and residential sector**. In

addition to the core curriculum common to all courses; (A), (B) and (C), the participants obtain knowledge on specific measures and cases to focus on the commercial and residential sector from the aspect of energy saving technologies, facilities, energy management, control technologies and operation.

For whom?

This program is targeted to **government officials** in charge of promotion of energy efficiency and conservation in particular in commercial and residential sectors at central government, local government organization and public service corporations.

How?

1. Remote Training (From February 1st , 2021 to March 5th 2021)

In remote training, lectures, discussions, and presentations will be given online live and on demand, and students will mainly learn about the current state and issues related to energy and problem-solving efforts. In addition, homework (submission of assignments) and simple tests will deepen your understanding.

Participants for the training in Japan will be selected from among those who have completed remote training.

2. Training in Japan (From October 17th 2021, to November 13th 2021)

In Japan, you can attend lectures, participate in experiments, practice, visit private companies, and discuss technologies.

In this program, you not only learn Japanese technology, but also learn from each other's experiences. Through these activities, participants will learn a systematic approach to the following topics, especially their views and issues regarding energy efficiency and conservation in their commercial and residential sectors.

1. Global trends and the significance of energy conservation.
2. Lessons of Japan to solve issues: Japanese policies and institutions, key technologies, trends. (Tokyo, Kitakyushu, etc.)
3. Energy efficiency technology, energy management and control technology in commercial and residential sector.
4. Current situation and issues in your country.

II. Description

1. Title (Course No.)

Promotion of Energy Efficiency and Conservation (B) (201905861J001)

2. Period of program

Total Period : From February 1st 2021 to November 13th 2021

(1). Remote training : From February 1st, 2021 to March 5th 2021
(Live + On demand)

- A group : Fiji, Kyrgyz, Pakistan, Uzbekistan
- B group : Cabo Verde, Dominican Republic, Iraq, Moldova, Serbia

(2). Training in Japan : From October 17th 2021, to November 13th 2021

*In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

	A Group	B Group	Local Time A	Local Time B
-13 hours		Dominican Republic		8:00~10:00
-12 hours				9:00-11:00
-11 hours				10:00-12:00
-10 hours		Cabo Verde		11:00-13:00
-9 hours				12:00-14:00
-8 hours		Serbia		13:00-15:00
-7 hours		Moldova		14:00-16:00
-6 hours		Iraq,		15:00-17:00
-5 hours				16:00-18:00
-4 hours	Pakistan, Uzbekistan		12:00-14:00	17:00-19:00
-3 hours	Kyrgyz		13:00-15:00	18:00-20:00
-2 hours			14:00-16:00	19:00-21:00
-1 hour			15:00-17:00	20:00-22:00
Japan	16:00-18:00	21:00-23:00	16:00-18:00	21:00-23:00
+1 hour			17:00-19:00	
+2 hour			18:00-20:00	
+3 hours	Fiji		19:00-21:00	

3. Target Countries : 9 countries

Cabo Verde, Dominican Republic, Fiji, Iraq, Kyrgyz, Moldova, Pakistan, Serbia, Uzbekistan

4. Eligible /Target Organization:

Energy-related public institution in charge of promotion of energy efficiency and conservation in particular in the commercial and residential sectors at central government, local government organization and Public Service Corporation.

5. Course Capacity (Upper limit of Participants):

Remote Training (Live + On demand) :15 participants
Training in Japan :9 participants

6. Language to be Used in This Program:

English

7. Whole Course Outputs:

- (1) Study the energy situation and policies of their home countries and identify their own issues.
- (2) Understand Japan's energy conservation policies, regulations, energy conservation methods and promotion of energy efficiency.
- (3) Understand specific methods of energy efficiency, effectiveness and benefits through good practices for energy conservation in commercial and residential sector and then understand differences and applicability of measures by comparing them with current situation of home country.

Outputs for Remote Course:

- (1) Understand the world situation and trends regarding energy, and recognize the significance of efficient use of energy.
- (2) Systematically understand the energy situation of the country based on the data, and sort out the issues and countermeasures for efficient use of energy.
- (3) Understand Japan's energy conservation policies, measures, and energy conservation promotion methods, and consider their applicability in comparison with the actual situation in their own countries.
- (4) Understand typical energy-saving technologies in the commercial and residential sector and start studying their application in their own countries.

8. Course Objective:

Participants formulate action plans to be implemented by their own organizations to improve energy efficiency in commercial and residential sector.

Remote Course Objective:

Participants will acquire the basics of energy conservation in the commercial and residential sector, which is essential for achieving the course objectives, as a pre-training of training in Japan.

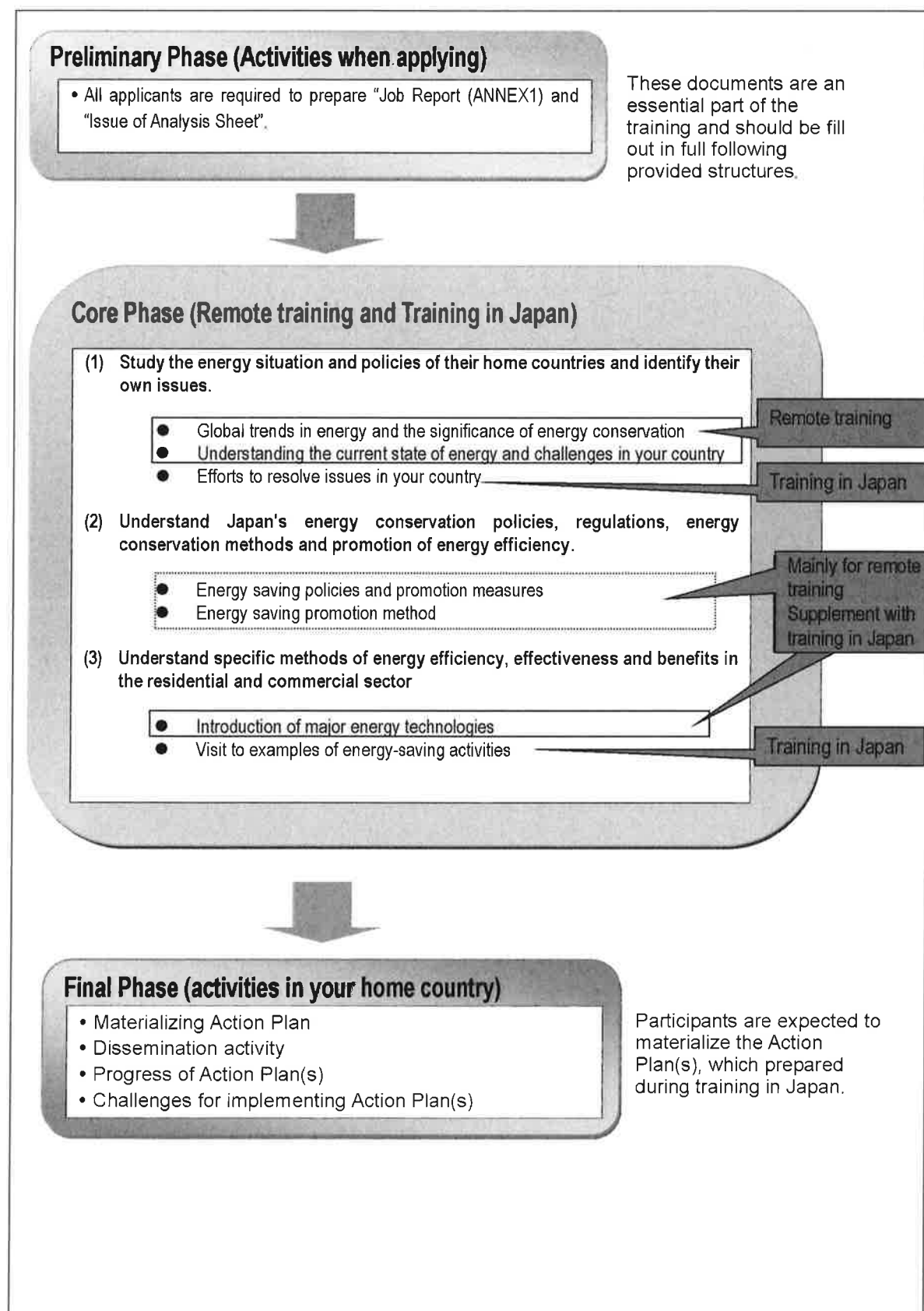
Attention: The formulation of the action plan will be carried out in earnest in the training course in Japan.

9. Overall Goal

Energy consumption per unit of GDP in the commercial and industrial sector in participating countries will be reduced.

10. Expected Module Output and Contents:

<Structure of the program>



<Expected Module Output>

The subjects in red are for remote training (Live online + On demand)

Other items in black will be learned in Japan training.

Core Phase <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Aims	Subjects/Agendas	Methodology
1. Learning the world trends and significance of energy conservation	World energy situation and challenges <ul style="list-style-type: none"> Compliance with Paris Agreement & Achievement of SDGs Energy intensity improvement World energy trends Montreal Protocol International standards on energy conservation Energy consumption trends International Energy Agency's suggestion 	On demand Lecture On line(live) Review, Q&A, Discussion
2. Learning the current situation and issues in your country	Energy data management <ul style="list-style-type: none"> Introduction of tools such as IEA Energy balance flow of your country Energy balance of your country Current situation and issues in your country 	On demand Lecture Practice (assignment) On line(live) Review, Q&A, Discussion
3. Learning from Japan to solve issues in Tokyo	<ul style="list-style-type: none"> Transportation, Zero Energy Building (ZEB) EMS, ESCO Multi-fold approach to low carbon society Financial resources Energy statistics Greenhouse gas reduction strategies of local governments 	Lecture Discussion Observation
4. Learning from Japan to solve issues in Kitakyushu city	<ul style="list-style-type: none"> Overview of Japan's energy policy Japan's energy conservation law system Concept, viewpoint and effects of energy conservation promotion Energy management standard Energy intensity concept Measures to promote energy conservation in industrial, commercial & residential sectors 	On demand Lecture, Practice (assignment) On line(live) Review, Q&A, Discussion

	<ul style="list-style-type: none"> • Introduction to energy conservation technology • Global warming prevention measures and energy savings in Kitakyushu City 	
5. Energy efficiency technology in the commercial and residential sector	<ul style="list-style-type: none"> • Office building energy conservation activities example • Energy saving of lighting equipment <ul style="list-style-type: none"> ➢ Basics of energy saving ➢ Energy saving technology for lighting equipment & practice (in Japan) • High efficient energy use by utilizing heat pumps • Initiatives to realization of ZEB for existing building • Fundamentals of energy saving using Inverter • Energy saving of air conditioning equipment • Example of supermarket energy-saving activities (energy-saving tuning) • Energy Diagnosis • Building energy diagnosis exercise 	<p>On demand Lecture, Practice (assignment)</p> <p>On line(live) Review, Q&A, Discussion</p> <p>Lecture Discussion Observation</p>
6. Formulation of action plan	<ul style="list-style-type: none"> • Problem solving using IAS • Problem recognition and problem analysis method • Confirmation of issue & tasks based on Job report • Job report presentation • Action plan formulation guidance • Group discussion on a specific theme • Action plan presentation 	<p>On demand Lecture, Practice (assignment)</p> <p>On line(live) Review, Q&A, Discussion Lecture Discussion</p>

✓ Please also refer to Annex III sample course schedule for online program

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

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

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Target Organization:

Department of energy policy of central government, local government organization and public service corporations

2) Target personnel:

<Position>

Applicants in charge of energy efficiency and conservation at the target organizations mentioned above.

* It is not for the following people engaged in:

- Research on energy at universities.

<Experience>

Applicants are engaged in policy or promotion for energy efficiency and conservation for more than 1 year.

<Education Background>

Applicants must have a good command of energy efficiency engineering in general.

<Language>

Have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible).

<Health>

Must be in good health, both physically and mentally, to participate in the

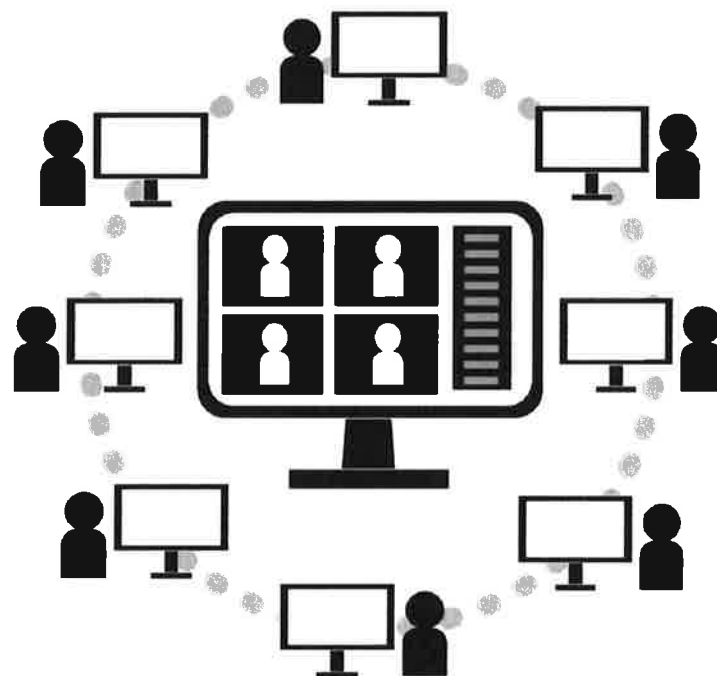
Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

< Basic Knowledge of Computer Skills>

Participants are required to prepare several documents in MS Word and MS PowerPoint. Therefore, it is essential to handle these computer soft wares to complete this training program activities.

3) **Remote** training implementation requirements:

- Stable network environment
- To be able to access to 2-**3GB** of data every day.
 - * Please consider daily consumption under the same internet environment
- Install Zoom <https://zoom.us/download>
- To be able to attend a Zoom Meeting at a designated time.
- Preparation of PC with camera and earphone with microphone
- **Please refer to the following for PC specifications.**
8 GB memory; 250 GB External Storage, Microsoft Office (Excel, Word, PowerPoint)



(2)Recommendable Qualifications

- 1) <Experience> Applicants are engaged in energy efficiency and conservation for more than 3 years and must have general knowledge of engineering such as energy conservation in commercial & residential sector, energy management, air conditioning system, lighting, blower or pump and Inverter system

- 2) Expectations for the participants: Preferably, be in relation with past or on-going JICA projects targeting energy efficiency and conservation.
- 3) Age: be between the ages of thirty and fifty years old.

4) Gender Consideration:

JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the JICA office (or the Embassy of Japan).
*If you have any difficulties/disabilities, which require assistance, please specify necessary assistances in the Medical History of the application form. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) 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.
- Each participant will be required to present IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them.
- When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background.
- 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.
- The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phase from prior to a participant's arrival in Japan through the end of training.
- Participants accepted to the course are requested to bring this IAS in electronic file when coming to Japan.

(3) Photocopy of passport

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

*Photocopy should include the followings:

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

(4) Nominee's English Score Sheet

To be submitted with the application form, if you have any official

documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

3. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for applications: Please inquire at 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 Kyushu in JAPAN by **December 2, 2020**).

(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 shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Government not later than **December 26, 2020**.

(4) Remote Training Environment Check

After issuing notification, we will contact Participants to confirm the ZOOM environment, required equipment status and training location

(5) Notice of Acceptance of Training in Japan

Participants for the training in Japan will be selected from among those who have completed remote training.

Criteria is followings as listed below:

- Understanding level of current situation in your country
- English level
- Consistency between your current duty and the course
- Well motivated personnel to complete and implement Action Plan(s) after the training in Japan

Notification of results shall be made by the respective country's JICA office to the respective Government not later than **March 27th, 2021.**

4. Conditions for Attendance

- (1) To strictly adhere to the program schedule.
- (2) Not to change the program topics.
- (3) Participants must understand the following data teaching materials handling and sign a pledge before starting distance training.
 - ✓ Respect for copyright, protection,
 - ✓ Sharing without permission on SNS,
 - ✓ Unauthorized upload prohibition,
 - ✓ Unauthorized modification,
 - ✓ Prohibition of redistribution,
 - ✓ Approval required for recording
 - ✓ Prohibition of unauthorized citation

<For the Training in Japan>

- (4) Not to extend the period of stay in Japan.
- (5) Not to be accompanied by family members during the program.
- (6) To return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (7) To refrain from engaging in any political activities, or any form of employment for profit or gain.
- (8) 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.
- (9) 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 Kyushu
- ② **Contact:** kictp@jica.go.jp

2 Implementing Partner:

- ① **Name:** Kitakyushu International Techno-cooperative Association
- ② **URL:** <http://www.kita.or.jp/english/>

Remote Training: From February 1st, 2021 to March 5th 2021

- **Restraint time** : 2 hours daily (Monday to Friday)
- **Number of people** : 15 people (9 countries)
- **Online method** : Zoom is used. Live online + on line On demand
- **Challenge exchange** : Create and use the mailing list.
- **Participants Comrades** : Using WhatsApp or Line.
- **Training place** : Participants' Workplace or home
- **Check Wi-Fi environment** : We will check in advance whether Zoom can be used.

Training in Japan: From October 17th 2021, to November 13th 2021 (Tentative)

✧ Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

✧ Accommodation in Japan:

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

1. 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

2. 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

("81": country code for Japan, "93" and "3": local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC/TIC at,

<http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

<https://www.youtube.com/watch?v=ZgbdfsaEGi4&feature=youtu.be>

<https://www.youtube.com/watch?v=jWYCOMj3IjE&feature=youtu.be>

✧ **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.

✧ **Pre-departure Orientation:**

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

V. Other Information

1. Report and Presentation

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

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the training in Japan in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan that you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

In addition, participants are required to complete IAS by the end of the training in Japan and present it at the Action Plan Presentation.

2. Participants who have successfully completed the program including the training in Japan will be awarded a **certificate by JICA**.

3. Participants must understand the following **data teaching materials handling** and sign a pledge before starting distance training.

- ✓Respect for copyright, protection,
- ✓Sharing without permission on SNS,
- ✓Unauthorized upload prohibition,
- ✓Unauthorized modification,
- ✓Prohibition of redistribution,
- ✓Approval required for recording
- ✓Prohibition of unauthorized citation

4. [Rules for attending online classes]

In this course, Zoom is used for live online learning. In an online class, unexpected problems may occur, such as outsiders entering the room or leaking information on classes and participants to the outside.

In order to prevent such troubles and not to infringe copyright or portrait rights, please follow the rules below.

- ✓ The meeting ID and password should not be given to anyone.
- ✓ Be sure to turn on the camera and show the participants the face.
- ✓ When you enter the room, mute the microphone (mike off) to facilitate communication through the screen.
- ✓ Let's use the reaction function with "applause" and "like" marks
- ✓ Use the "chat" or "raised hand" marks to request a question.
- ✓ Whether you're online or real, it's important to be considerate of the other person as

well as to value yourself. Please be careful so as not to make people around you uncomfortable.

<For the Training in Japan>

5. For the promotion of mutual friendship, JICA Kyushu encourages **international exchange between JICA participants and local communities**, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
6. Participants are recommended to bring **laptop computers** for your convenience. During the program, participants are required to work on the computers, including preparation of Action Plans, finalizing Country report etc.
7. Allowances will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to **bring some cash** in order to spend necessary money for the first 2 to 5 days stays after your arrival.
8. It is very important that your currency must **be exchanged to Japanese Yen** at any transit airport, Narita International Airport in Tokyo. It is quite difficult to exchange money after that, due to no facility or time during the training program.
9. The field trip is arranged during the training program. It would be convenient if you **bring small bag**.
10. **The General orientation** is programed to provide basic knowledge of Japanese general situation to Participants and to promote technical training before the start of technical training.
11. **Remarks:**
JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. ANNEX

- I. Job Report
- II. Issue Analysis Sheet
- III. Issue Analysis Sheet (IAS) Guidelines
- IV. Sample Training Schedule (for reference)

Annex I

Name of Training Course	PROMOTION OF ENERGY EFFICIENCY AND CONSERVATION (B)
Name of Applicant	
Name of Country	

Job Report

Remarks 1: The Report should be typewritten in English (11-point font, A4 size paper) and total pages of the report should be limited to 4 pages (not including organization chart).

Remarks 2: Each one of you is required to have presentation of 10 minutes based on this Job Report at the early stage of training in order to share knowledge and background with other participants as well as instructors. Visual materials such as PowerPoint and pictures may be helpful for your presentation to bring with you.

Remarks 3: The following is an example of the contents of the Job Report;

1. Energy Situation in your country (up to 1 page)

- (1) Primary energy supply mix (circle graph)
- (2) Self-sufficient rate of energy supply
- (3) Final energy consumption mix (circle graph)
- (4) Electric power supply mix (circle graph)
- (5) Electrification cover rate
- (6) Enactment & enforcement situation of energy conservation law &/or regulation

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

- (1) Main tasks of the organization
- (2) Organization chart:
Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.
- (3) (The chart should be attached and not be counted in this page limit.) Please describe a duty of each department (section) briefly.
- (4) Brief description of your assignments
- (5) Explain the relation of your assignments and "energy efficiency and conservation technology in commercial and residential sector".
- (6) Problems in your job

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

- (1) Your purpose of participating in the course
- (2) Subjects of the course which you are interested in the most
- (3) How do you expect to apply skills and knowledge for your problem solving according to listed items in curriculum (p. 3) after you return to your home country?
- (4) Other matters which you are expecting to obtain from the course
- (5) Have you ever learned the following subjects in your work? We want to know your work experience. Please check either "Yes" or "No".
- (6) If your answer "Yes", please fill in "Years" column as to the length of your application on the respective items.

	Yes	No	Years
a) Energy administration			
b) Energy Conservation Sector in Commercial & Residential Sector			
c) Energy Management			
d) Air Conditioning System			
e) Lighting equipment			
f) Fan, blower or pump			
g) Inverter system			
h) Renewable Energy			
i) Other*			

*Other: please specify subject associated with energy saving technique, not covered by any of the items "1" to "8"

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

Name: _____

[I], [II], [III] These columns will be filled during the training course.

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

No	[A]* Issues that you confront.	[B] Actions that you are taking.
2	<div><div>[I] Task or The information that I need.</div><div>[II] Useful information that I obtained /found.</div><div>[III] Lecturer</div></div>	

No	[A]* Issues that you confront.	[B] Actions that you are taking.
3	<div><div>[I] Task or The information that I need.</div><div>[II] Useful information that I obtained /found.</div><div>[III] Lecturer</div></div>	

*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.

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 arrival 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 in Japan.

2. How to fill out IAS?

- (1) Please describe the issues you confront in column " **A: Issues that you confront**".
- (2) 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.
- (3) In column " **B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in " **Column A**".
- (4) This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (5) 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.
- (6) " **Column I**" shall be clarified and filled out in the subject " **Task extraction using IAS**" implemented at the earlier time in the training.
- (7) " **Column II**" and " **Column III**" shall be filled out during the training and you are required to present completed IAS in the subject " **Action Plan Presentation**".

ANNEX IV
Sample Schedule (Remote training program)

(Specified viewing period, required time: 90 minutes)

Local Time for "Live training"			A Group :Japan 16:00-18:00			B Group: Japan 21:00-23:00		
			12:00-14:00	13:00-15:00	19:00-21:00	8:00-10:00	11:00-13:00	13:00-15:00
			Pakistan, Uzbekistan	Kyrgyz	Fiji	Dominican Republic	Cabo Verde	Sebia
Month	Day		Subject					
Feb	1	Mon	Course orientation (Live - Interactive)					
	2	Tue	<On demand> Online courses are delivered asynchronously where participants learn on their own schedule (self-paced learning) without any real time lecturers <ul style="list-style-type: none"> Action plan lecture World energy situation and challenges Problem recognition based on energy data ①② 					
	3	Wed						
	4	Thur						
	5	Fri						
	6	Sat	(Holiday)					
	7	Sun	(Holiday)					
	8	Mon	Review (Live - Interactive)					
	9	Tue	<On demand> <ul style="list-style-type: none"> Problem solving method using IAS Overview of Japan's energy conservation policy Major energy conservation promotion measures in the industrial and consumer sectors Japan's Energy Conservation Law System 					
	10	Wed						
	11	Thur						
	12	Fri						
	13	Sat	(Holiday)					
	14	Sun	(Holiday)					
	15	Mon	Review (Live - Interactive)					
	16	Tue	<On demand> <ul style="list-style-type: none"> Energy management standard Energy diagnosis Introduction to energy saving technology ①② 					
	17	Wed						
	18	Thur						
	19	Fri						
	20	Sat						
	21	Sun						
	22	Mon	Review (Live - Interactive)					
	23	Tue	<On demand> <ul style="list-style-type: none"> Concept and practice method of energy saving promotion Highly efficient use of energy by utilizing HP Basics of energy saving by inverter 					
	24	Wed						
	25	Thur						
	26	Fri						
	27	Sat						
	28	Sun						
March	1	Mon	Review (Live - Interactive)					

March	2	Tue	<On demand> <ul style="list-style-type: none"> ● Energy saving of air conditioning equipment ①② ● Basics of energy saving for lighting equipment
	3	Wed	
	4	Thur	
	5	Fri	Overall review (Live - Interactive)

- Every Monday and March 5th (last day), it will be held online at the time set for each group.
- Participants can watch on-demand lectures at any time until the designated date and time, and send homework and questions by e-mail.

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

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