



บันทึกข้อความ

ส่วนราชการ สำนักงานเลขานุการกรม ส่วนบริหารทรัพยากรบุคคล โทร. ๐ ๒๒๗๑ ๖๐๐๐ ต่อ ๖๖๒๒

ที่ ทส ๐๖๐๑.๒/วิวิธ

วันที่ ๒๓ กรกฎาคม ๒๕๖๔

เรื่อง ทุนฝึกอบรมของรัฐบาลญี่ปุ่น หลักสูตร Sewerage and Water Environment Management: Basic (JFY2026)

เรียน อธิบดีกรมทรัพยากรน้ำ รองอธิบดีกรมทรัพยากรน้ำ หัวหน้ากลุ่มงานจริยธรรม หัวหน้าผู้ตรวจราชการกรม
ผู้อำนวยการกอง ผู้อำนวยการศูนย์ ผู้อำนวยการกลุ่ม ผู้อำนวยการสำนักงานทรัพยากรน้ำที่ ๑ - ๑๑
และผู้อำนวยการส่วนในสำนักงานเลขานุการกรม

ด้วยกรมความร่วมมือระหว่างประเทศ มีหนังสือ ที่ กต ๑๖๐๒.๓/ว ๒๓๙๖ ลงวันที่ ๖ กรกฎาคม ๒๕๖๔ รัฐบาลญี่ปุ่นเสนอให้ทุนฝึกอบรมหลักสูตร Sewerage and Water Environment Management: Basic (JFY2026) โดยมีกำหนดการจัดฝึกอบรมระหว่างวันที่ ๔ พฤศจิกายน - ๑๖ ธันวาคม ๒๕๖๔ ณ ประเทศญี่ปุ่น ทั้งนี้ สามารถดูรายละเอียดเพิ่มเติมได้ที่เว็บไซต์กรมทรัพยากรน้ำ www.dwr.go.th หัวข้อ อบรมสัมมนา

สำนักงานเลขานุการกรม จึงขอความร่วมมือในการพิจารณาเสนอชื่อข้าราชการที่มีคุณสมบัติเหมาะสม และส่งใบสมัครพร้อมเอกสารและหลักฐานต่าง ๆ ถึงส่วนบริหารทรัพยากรบุคคล สำนักงานเลขานุการกรม ภายในวันที่ ๗ สิงหาคม ๒๕๖๔ เพื่อจะได้ดำเนินการในส่วนที่เกี่ยวข้องต่อไป

จึงเรียนมาเพื่อโปรดพิจารณา

(นายกิตติ จันทร์ส่อง)

เลขานุการกรม

สำนักงานรองอธิบดี ๓
เลขที่รับ ๒๓๐๐
วันที่ ๑๕ ก.ค. ๒๕๖๙
เวลา ๑๖.๕๗ น.



สำนักงานอธิบดี
เลขที่รับ ๖๘๐๐
วันที่ ๑๕ ก.ค. ๒๕๖๙
เวลา ๑๐.๐๙ น.

กรมทรัพยากรน้ำ 3149
(ภายนอก)
รับที่ 004114
วันที่ ๑๕ ก.ค. ๒๕๖๙
เวลา ๑๐.๑๐ น.

ที่ กต ๑๖๐๒.๓/ว ๒๓๙๖

ส่วนบริหารทรัพยากรบุคคล
เลขที่รับ 1004
วันที่ ๑๖ ก.ค. ๒๕๖๙
เวลา ๑๔.๕๘

กรมความร่วมมือระหว่างประเทศ

ศูนย์ราชการเฉลิมพระเกียรติ ๘๐ พรรษา
อาคารรัฐประศาสนภักดี ชั้น ๘ ทิศใต้
ถนนแจ้งวัฒนะ กทม. ๑๐๒๑๐

๖ กรกฎาคม ๒๕๖๙

เรื่อง ทูลเกล้าทูลกระหม่อมถวายร่างโครงการศึกษาและจัดทำแผนแม่บทการจัดการน้ำ
เรียน อธิบดีกรมทรัพยากรน้ำ

- สิ่งที่ส่งมาด้วย ๑. สำเนาหนังสือองค์การความร่วมมือระหว่างประเทศของญี่ปุ่น (JICA) ประจำประเทศไทย
ที่ ๒๐๒๖๐๗๐๒๐๐๐๖ ลงวันที่ ๒ กรกฎาคม ค.ศ. ๒๐๒๖ พร้อมรายละเอียดหลักสูตร
๒. รายละเอียดเกี่ยวกับการสมัครขอรับทุน
๓. รายละเอียดเกี่ยวกับผู้สมัครรับทุน
๔. ใบสมัครรับทุนรัฐบาลญี่ปุ่น

ด้วยรัฐบาลญี่ปุ่นเสนอให้ทุนฝึกอบรมหลักสูตร Sewerage and Water Environment Management: Basic (JFY2026) โดยมีกำหนดการจัดฝึกอบรมระหว่างวันที่ ๔ พฤศจิกายน - ๑๖ ธันวาคม ๒๕๖๙ ณ ประเทศญี่ปุ่น ทั้งนี้ แหล่งทุนจะรับผิดชอบค่าใช้จ่ายต่าง ๆ รวมถึงบัตรโดยสารเครื่องบินระหว่างประเทศ (ไป - กลับ) ชั้นประหยัด ดังมีรายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย ๑

กรมความร่วมมือระหว่างประเทศพิจารณาแล้วขอเรียนว่า หลักสูตรดังกล่าวจะเป็นประโยชน์ต่อการพัฒนาองค์ความรู้และเสริมสร้างศักยภาพของหน่วยงานและบุคลากรของท่าน ในการนี้ จึงขอความร่วมมือพิจารณาเสนอชื่อผู้สมัครที่มีคุณสมบัติเหมาะสม มีประสบการณ์ในด้านที่เกี่ยวข้องอย่างน้อย ๓ ปี มีอายุไม่เกิน ๔๕ ปี และมีทักษะภาษาอังกฤษดี โดยมีผลการทดสอบภาษาอังกฤษ TOEFL iBT IELTS TOEIC หรือ DIFA TES ของสถาบันการต่างประเทศเทวะวงศ์วโรปการ กระทรวงการต่างประเทศ เทียบเท่าระดับ B1 ขึ้นไป (อย่างน้อยอย่างหนึ่งเพื่อประกอบการพิจารณา) และผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ ดังปรากฏตามสิ่งที่ส่งมาด้วย ๒ โดยขอให้ผู้ที่ได้รับการเสนอชื่อจัดทำรายละเอียดเกี่ยวกับผู้สมัครรับทุนและใบสมัครรับทุนรัฐบาลญี่ปุ่นดังปรากฏตามสิ่งที่ส่งมาด้วย ๓ และ ๔ พร้อมเอกสารที่รัฐบาลญี่ปุ่นกำหนดในสิ่งที่ส่งมาด้วย ๑ ให้กรมความร่วมมือระหว่างประเทศ ภายในวันที่ ๒๑ สิงหาคม ๒๕๖๙ ด้วย จักขอบคุณมาก ทั้งนี้ กรมความร่วมมือระหว่างประเทศขอสงวนสิทธิ์ที่จะไม่ดำเนินการในกรณีที่ได้รับใบสมัครเกินกว่าระยะเวลาที่กำหนด

จึงเรียนมาเพื่อโปรดพิจารณา

เรียน คนก
- พิจารณาดำเนินการ

ขอแสดงความนับถือ

เรียน ทนอรรถยุทธ
เพื่อพิจารณา

อรุณ

(นางอรุณี ไชยม)

รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมความร่วมมือระหว่างประเทศ

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(นายธีระชุน บุญสิทธิ์)
อธิบดีกรมทรัพยากรน้ำ



สิ่งที่ส่งมาด้วย ๑ - ๔

<https://shorturl.at/a51Jj>

๑๕ ก.ค. ๒๕๖๙

(นางสาวบุญธิดา เปล่งแสง)

รองอธิบดีกรมทรัพยากรน้ำ

กองความร่วมมือด้านทุน

โทร. ๐ ๒๒๐๓ ๕๐๐๐ ต่อ ๔๓๓๐๕ (สีกขมา)

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เรียน ☐ ผอ.สสб. ☒ ผอ.สบค. ☐ ผอ.สค.
☐ ผอ.สชอ. ☐ ผอ.สพด. ☐ ผอ.สอย.
☐ ผอ.สปส. ☐ ผอ.สวน.
☐ เพื่อทราบ ☐ ถือปฏิบัติ
☒ พิจารณาดำเนินการ ☒ เวียน
☐ อื่นๆ.....



(นางสาวศิริณี เอี่ยมมน)

ผู้อำนวยการส่วนช่วยอำนวยความสะดวก รักษาราชการแทน

เลขานุการกรม

๑ ๖ ก.ค. ๒๕๖๕

เรียน ☐ ผ.บริหาร ☐ ผ.สรรหา ☐ ผ.ทะเบียน
☒ ผ.พัฒนา ☐ ผ.โครงสร้าง ☐ ผ.สวัสดิการ
☐ เวียน ☐ เพื่อทราบ ☐ ดำเนินการ
☐ อื่นๆ.....



(นางสาวสินนภัสร์ ก้านิเทศกุล)

นักทรัพยากรบุคคลชำนาญการ ปฏิบัติหน้าที่แทน

ผู้อำนวยการส่วนบริหารทรัพยากรบุคคล

๑ ๖ ก.ค. ๒๕๖๕

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Leading the world with trust

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No. 2026 0702 0006

The Japan International Cooperation Agency presents its compliments to the Ministry of Foreign Affairs and has the honour to inform the latter that the Government of Japan is preparing to grant a fellowship for Knowledge Co-Creation Program (Group & Region Focus) to be held in Japan in accordance with the attached details (General Information).

If the Government of Thailand is interested in sending a participant(s) in this programme, it is requested that the Application Forms be sent to the Japan International Cooperation Agency before the date mentioned in the attached details.

The Japan International Cooperation Agency avails itself of this opportunity to renew to the Ministry of Foreign Affairs the assurances of its highest consideration.



馬可橋 珠吟

July 2, 2026

Thailand International Cooperation Agency
Ministry of Foreign Affairs
The Government Complex, Bangkok

1. Title of Training Course granted by the Government of Japan

Knowledge Co-Creation Program (Group & Region Focus) on Sewerage and Water Environment Management: Basic, JFY2026

2. Number of Participants (alternative number of participants could be consider by JICA center)

One (1)

3. Date of Course: 4 November – 16 December 2026

4. Latest date by which the Applications should be received by the Japan International Cooperation Agency 28 August 2026

Required Document

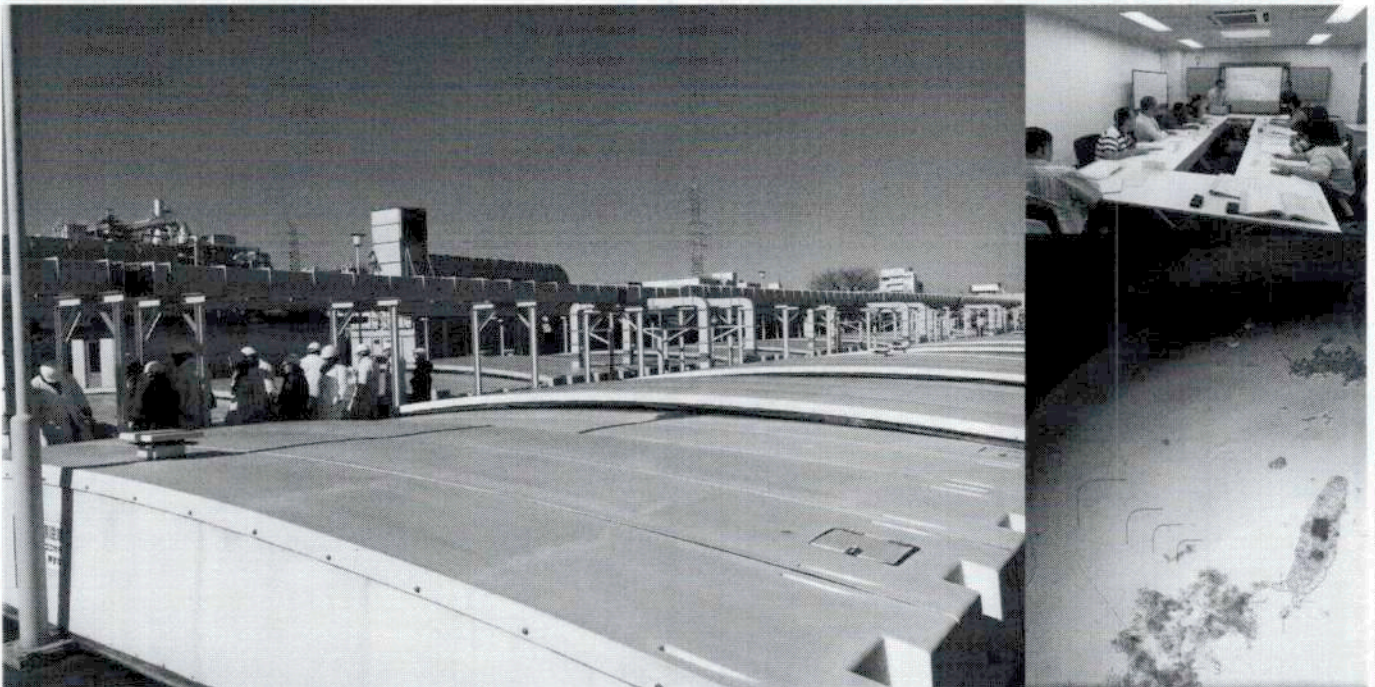
- 1) JICA's Application Form
- 2) Photocopy of Passport
- 3) English Score Sheet (e.g., TOEFL, TOEIC, IELTS)
- 4) Information Sheet (Annex 1 of the General Information)



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Sewerage and Water Environment Management : Basic (A)



Course Number : 202515130J001

Course Period : November 4 - December 16, 2026



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

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

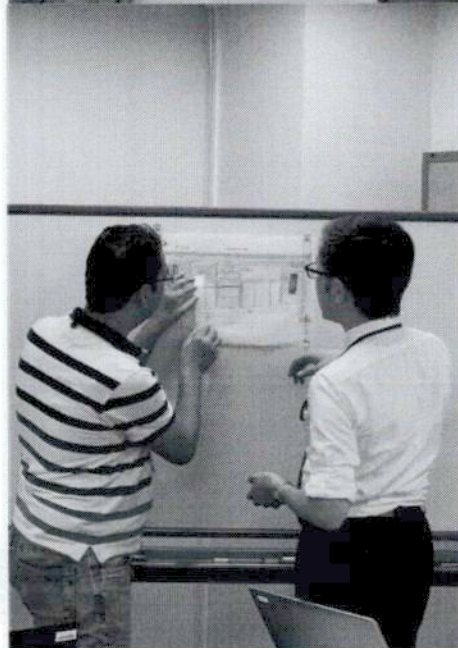
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

下水道マネジメント

How do we plan, implement, and manage the appropriate sewerage system?

Gain insight into the essence of
a more practical, interactive,
and inspirational approach to
sewerage and water environment management,
including inland water countermeasures.

Outline



This program aims to provide the general knowledge of Japanese experience in sewerage and urban drainage* management. Specifically designed for technical officers in central or local governments, or government-related organizations.

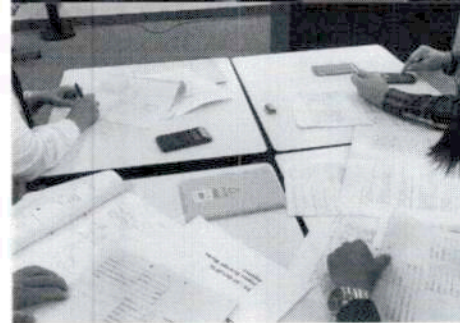
*Please note that this program mainly focuses on sewerage management. The secondary focus is on urban storm water countermeasures.

The sessions will be held via a face-to-face program in Japan. It will include site visits, individual presentations, and group discussions.

All sessions will be carried out in English.

The program will be held from November 4 - December 16, 2026.

Course Capacity:
12 participants



JICA Knowledge Co-Creation Program (KCCP)

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

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For What?

Background

Insufficient number of wastewater treatment facilities and the lack of capacity for its maintenance have caused serious water pollution, which also can affect human health. In addition, rapid urbanization which accelerates the reduction of stormwater permeable area has induced frequent flooding. Therefore, water quality management is a fundamental issue for sustainable development. For this purpose, comprehensive sewerage systems and stormwater drainage systems are broadly required. This also includes integrated effective measures, rational planning, implementation and management of those systems.

Objectives

Through this program, participants are expected to acquire basic knowledge on the necessary planning for sewage and urban stormwater drainage*. Also, participants will be able to examine approaches and processes to formulate master plans in the future.

*This program mainly focuses on sewage management. The secondary focus is on urban storm water countermeasures.

*Please see the "Program Structure" on pages 8–11 for detailed information.

To Whom?

Job Areas and Organizations

This program targets the engineers of central/local governments, municipalities or public institutions engaged in wastewater treatment, sewage works, and stormwater drainage.

*Please see the Nominee Qualifications on pages 14–16.

Targeted Countries

Bangladesh, Cambodia, Indonesia, Laos, Nepal, Papua New Guinea, Philippines, Rwanda, Tajikistan, Thailand, Yemen, Zambia

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



When?

Program Period



From November 4, 2026
to December 16, 2026

Arrival date in Japan: November 3, 2026

Departure date from Japan: December 17, 2026

Where?

This program is carried out entirely face-to-face and is organized by the JICA Tokyo Center.

It will mainly be held in and around the Tokyo metropolitan area but will also include some site visits to regional cities in Japan.

How?

How to Learn

- Lectures
- Field Visits
- Practices
- Discussions
- Interpersonal Interactions
- Presentations
- Individual Consultations



Watch



Listen



Study



Experience



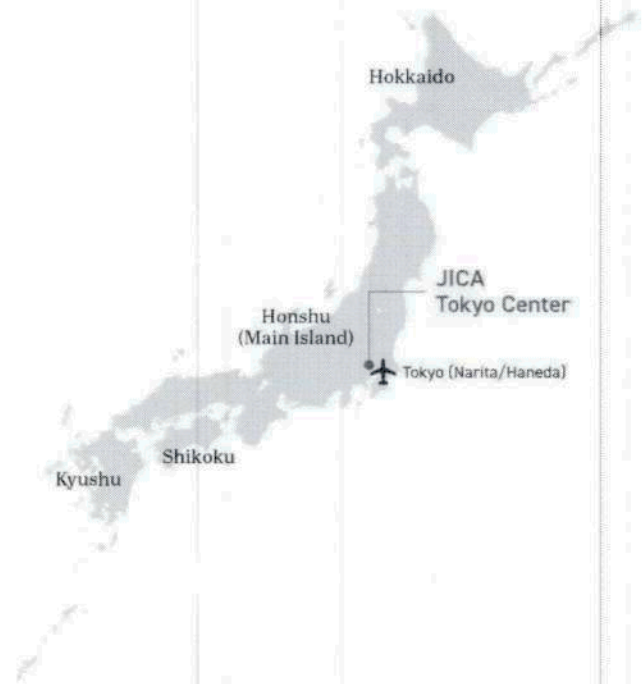
Discuss



Interact



Present



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

Language

English

Commitment to the SDGs



Program Structure

<Expected Result>

- To be able to explain the approaches and processes from planning to maintenance of sewerage and urban stormwater drainage management as well as to understand the necessity for dissemination and awareness raising and human resource development.
- To understand the history of the development of sewage treatment facilities and to gain an overview of sewerage development in Japan.
- To identify issues and challenges in the participants' countries and consider how to adopt or adapt the knowledge acquired from the program through guidance and discussions.

<Contents of the program>

The tentative schedule for FY2026 is as follows. Please note that the schedule is subject to change. Additionally, there may be travel arrangements for site visits scheduled on weekends (Saturday and Sunday).



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

Day		Type	Contents / Theme of Lecture
	Tue		Arrival date in Japan
1	Wed		•Briefing •Program Orientation
2	Thu	PRS	•Country Report Presentation
		DSC	Discussion for final Report (Theme Selection)
3	Fri		•Courtesy Call
		LCT	•Special Lecture: Sewerage Administration in Japan
	Sat		Weekly Holiday
	Sun		Weekly Holiday
4	Mon	LCT	•Basic Planning of Sewerage System
		LCT	•Basics of Biological Wastewater Treatment
5	Tue	LCT	•Sewerage Administration and Finances in Japan
		OBS	•Site Visit (TBD)
6	Wed	OBS	•Site Visit (TBD)
7	Thu	LCT	•Design of Wastewater Treatment Facilities
		PRC	•Water Quality Analysis
8	Fri	PRC	•Water Quality Analysis
	Sat		Weekly Holiday
	Sun		Weekly Holiday
9	Mon	LCT	•Sludge treatment facility design
		LCT	•Sludge Treatment Process and Reusing
10	Tue	PRC	•Water Quality Analysis
11	Wed	PRC	•Water Quality Analysis
12	Thu	PRC	•Water Quality Analysis
13	Fri	LCT	•Plan, Design and Operation of Pumping station
		PRS	•Final Report guidance and consultation
	Sat		Weekly Holiday
	Sun		Weekly Holiday
	Mon		Public holiday
14	Tue	OBS	•Study Trip (TBD)



15	Wed	OBS	•Study Trip (TBD)
		OBS	•Study Trip (TBD)
16	Thu	OBS	•Study Trip (TBD)
		OBS	•Study Trip (TBD)
17	Fri	OBS	•Study Trip (TBD)
	Sat		Weekly Holiday
	Sun		Weekly Holiday
18	Mon	LCT	•Design of Sewers
		LCT	•Sewers Construction
19	Tue	LCT	•Urban Storm Water Drainage Planning
		LCT	•Rainwater Discharge Prevention
20	Wed	LCT	•Industrial Wastewater and Detoxification facility
		OBS	•Site Visit (TBD)
21	Thu	LCT	•Faecal sludge treatment and management
		LCT	•On-site: Night Soil Treatment and Disposal - Septage Management -
22	Fri	PRC	•Final Report guidance and consultation
		PRC	•Maintenance Management and Inspection Practice of Sewerage Facilities
	Sat		Weekly Holiday
	Sun		Weekly Holiday
23	Mon	OBS	•Study Trip (TBD)
24	Tue	OBS	•Study Trip (TBD)
25	Wed	LCT	•Human resource development
		LCT	•Citizen Awareness and publicity
26	Thu	LCT	•JICA's Correspondence to Wastewater Management
		LCT	•Overseas support activities and CWIS
27	Fri		•Company Seminar / Networking



	Sat		Weekly Holiday
	Sun		Weekly Holiday
28	Mon	PRS	•Final Report Presentation
29	Tue	PRS	•Final Report Presentation
30	Wed		•Evaluation Meeting •Closing Ceremony
	Thu		Departure date from Japan

*1 Curriculum is subject to change.

*2 Abbreviation

PRS: Presentation

LCT: Lecture

PRC: Practice

OBS: Observation

DSC: Discussion



Management Members *

Implementing Member

Mr. TANAKA Matsuo

Environment Management & Climate Change Group,
Japan International Cooperation Agency (JICA)

Message:

“Thank you for planning to participate this program. We hope that this program will be a good opportunity for all of you to acquire knowledge and other country’s experience of sewerage system. Let’s discuss together what is inclusive sustainable sanitation and how the system can contribute water environment in your countries!”



Program Officer

Ms. WAKITA Atsuko

Japan International Cooperation Agency (JICA)
Tokyo Center

Message:

“Hello everyone! Would you like to explore practical solutions for sewerage and water environment challenges together with colleagues from around the world?”

In this program, you’ll gain useful knowledge and experience through site visits and discussions based on Japan’s practices.

We hope you’ll join us and share your ideas—applications are very welcome!”



*The implementing partner, the organization responsible for implementing the program, will be determined at a later stage.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

Voice

Past Program Alumni Comments

Participants from the Philippines, 2017

Through this program, I am equipped with knowledge, skills and experiences that will allow me to steer and lead/facilitate the preparation of Wastewater and Septage Management Plan to be implemented by my organization in coordination with the City Government. The course also helps me prepare for possible new assignment related to sewerage when my organization takes more active steps in fulfilling its mandate relative to sanitation which for a long time have been sidetracked.

Participants from the Côte d'Ivoire, 2023

I would like to express my heartfelt gratitude to each and every one of you for the incredible experience I had during the one-month training in Tokyo. It was an unforgettable journey, and I wanted to take a moment to convey my appreciation.

The knowledge and insights I gained during this training program have been invaluable, and I am truly thankful for the efforts put forth by JICA staff, SBMC, JS and MLIT. Your dedication to providing us with a memorable and enlightening experience did not go unnoticed.

I also want to extend my appreciation to all the fellow participants. Our time together in Tokyo was not only educational but also a lot of fun, and I am grateful for the friendships and connections we formed.

Tokyo will forever hold a special place in my heart, and I look back on this training with the fondest memories. Thank you for making it a remarkable and rewarding experience.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are therefore expected to use the program fully for enhancing capabilities of technical officers in central or local governments, or government related organizations regarding Sewerage Management in their countries.
- (2) Applying organizations are expected to nominate the most qualified candidates who suit the said purposes, carefully referring to the qualifications described in the following section.

2. Nominee Qualifications

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

【 Remarks 】 Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

- 1) Current Duties: Technical officers with relatively limited experience who are engaged in sewerage works in central or local governments, or government-



related organizations.

2) Experience in the Relevant Field: At least three (3) years of experience in sewerage works and/or the development of urban sanitation infrastructure.

3) Educational Background: University graduates or individuals with equivalent technical qualifications in the field of sewerage works and/or water environment.

4) Language: Sufficient command of English.

(During the program, participants are required to give presentations and actively participate in discussions. Strong communication skills in English are essential.)

5) Computer Skill:

- Basic computer skills such as sending and receiving emails with attachments and using a web browser.
- Proficiency in MS Word, Excel, and PowerPoint.

6) Health : must be in good health to participate in the program in Japan.

Participant's health and safety should be most respected. Pre existing conditions* and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out of pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

* Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)



d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

- 1) Age: Preferably under forty-nine (49) years of age (candidates in their thirties are preferred).
- 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 ensures equal opportunities for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application

Application Form: Available at the JICA local office (or the Embassy of Japan)



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Attachments:

- 1) **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, Passport Number and Expiry Date

- 2) **English Score Sheet:** to be submitted with the application form, if the nominee has any official English examination scores (e.g., TOEFL, TOEIC, IELTS)
- 3) **Information Sheet:** to be submitted with the application form. This sheet will be used as one of the nominees' screening documents.

* Please refer to ANNEX 1 and fill in the sheet.

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 **September 1, 2026**)

(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 September 25, 2026.

5. Additional Document(s) to Be Submitted by Accepted Candidates

Accepted participants are required to prepare and submit “Country Report” presentation to the JICA Tokyo Center in Japan **by October 19, 2026.**

(Email address: Wakita.Atsuko@jica.go.jp, tictreedoc@jica.go.jp)

* Please refer to ANNEX 2.

In addition, participants are required to give a presentation on their report during the program.

6. Conditions for Participation

The participants of KCCP are required to strictly observe the course schedule. 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 Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, 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 “3.Expenses”, “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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
 - (2) Program Officer: Ms. WAKITA Atsuko (Wakita.Atsuko@jica.go.jp)
-

2. Implementing Partner

Will be determined at a later stage

3. 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 “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

4. 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.



Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

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

<https://www.youtube.com/user/JICAChannel02>

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Annex 1

(Due date of submission: September 1, 2026)

Information Sheet All the applicants are required to make and submit the Information Sheet with the Application Form to JICA local office (or the Embassy of Japan). It will be used as one of the screening documents.

Attached “Information Sheet” should be made along the agenda below. Please fill in following items.

Contents of Information Sheet;

1. Country Overview (area, population, etc.) /City Overview (area, population,etc.)
2. Current Status of Sewerage Development in the City
3. Organizational Overview
4. Your Current Duties / Involvement in Sewerage Development
5. Issues Faced by Your Organization
6. Expectations for This Program



Country:

Name:

<Information Sheet>

Please fill in following items.

1. Country/City Overview (including population, geographical features, etc.)

- (1) Overview of Your Country

- (2) Overview of the City*

* The city where the applicant's organization is located

2. Current Status of Sewerage, Drainage, and/or Sanitation Systems in the City* (facilities, finance, etc.)

*The city where the applicant's organization is located

(Example)

- Sewerage system coverage rate is XX% of the city.
- Wastewater fee is collected at XX% of clean water tariffs through the water supply companies.
- Existing On-site sanitation Systems

3. Organizational Overview

(Example)

- Legal framework:
- Organization name:
- Total number of employees:
- Mission:
- Challenges:



4. Current Duties / Involvement in Sewerage, Urban Drainage, and/or Sanitation Technologies

(Example)

- Three years as a staff in charge of XXX, Sewage Treatment Division.
- Two years as a staff engineer, Sewage System Management Division.
- One year as a Staff Chief Engineer, Sewage Projects Division. (present position)

5. Issues Faced by Your Organization*

*One of the expected outcomes of this program is to identify key issues and challenges in the participants' countries and to consider how to adopt or adapt the knowledge acquired through the program.

Participants will prepare a Final Report addressing these challenges at the end of the program. Please describe the issues you have identified as particular challenges, with a view to developing your Final Report.

(Example)

There are approximately 200 municipalities in our country. They have sanitation problems due to the lack of sewage infrastructure. This causes contamination of drinking water sources and is a serious health hazard for the residents.

6. Expectations for This Program*

Please indicate the specific knowledge (e.g., sewerage technologies, management practices, etc.) you would like to acquire in order to gain insights into the issues described in Section 5.

(Example)

I would like to obtain knowledge and information on the following.

- 1) The actual situation of small-scale sewage treatment methods in Japan (number of sites, main treatment technologies, etc.)
- 2) The financial and human resources support system.
- 3) The collection, transport and treatment of sludge from septic tanks and its return to farmland as an immediate measure.



Annex 2

(Due date of submission: October 19, 2026)

Country Report *

* For Accepted Applicants Only

The Country Report should be prepared based on the same information as the "Information Sheet," using PowerPoint, with approximately 6 pages, in English.

The presentation session at the beginning of the program is intended to share basic information about the participants' countries and backgrounds among participants and implementing partners, and to guide the lectures and discussions in the most beneficial direction.

Contents of the Country Report ;

1. Country Overview (area, population, etc.) /City Overview (area, population,etc.)
2. Current Status of Sewerage Development in the City
3. Organizational Overview
4. Your Current Duties / Involvement in Sewerage Development
5. Issues Faced by You (or Your Organization)
6. Expectations for This Program

Accepted participants are required to submit their Country Report to JICA Tokyo Center in Japan by October 19, 2026.

(Email address: Wakita.Atsuko@jica.go.jp, tictreedoc@jica.go.jp)



For Your Reference

JICA and Capacity Development

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

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

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



JICA Knowledge Co-Creation Program (Group and Region Focus)
Sewerage and Water Environment Management: Basic (A)
Course NO. 202515130J001

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



Correspondence

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

Further, address correspondence to:
JICA Tokyo Center (JICA Tokyo)

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

ข้อมูลเกี่ยวกับการสมัครขอรับทุน

ชื่อหลักสูตร Sewerage and Water Environment Management: Basic (JFY2026)

วิธีการเสนอชื่อผู้สมัครขอรับทุน คุณสมบัติของผู้สมัครขอรับทุน หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน และผลการพิจารณาให้ทุน จะต้องปฏิบัติตามหลักเกณฑ์และวิธีการ ดังนี้

๑. วิธีการเสนอชื่อผู้สมัครขอรับทุน

- ๑.๑ หน่วยงานที่ได้รับการจัดสรรจะต้องมีหนังสือเสนอชื่อผู้สมัครขอรับทุน พร้อมทั้งส่งแบบพิมพ์รายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) ที่ติดรูปถ่ายขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป ไปยังกรมความร่วมมือระหว่างประเทศ ภายในวันที่ ๒๑ สิงหาคม ๒๕๖๙ ในกรณีที่หนังสือเสนอชื่อและเอกสารประกอบการสมัครรับทุน (ต้นฉบับ) ไม่สามารถนำส่งได้ภายในกำหนดระยะเวลาดังกล่าว ขอให้แนส่งรายละเอียดของผู้สมัครขอรับทุนพร้อมเอกสารที่เกี่ยวข้องทางไปรษณีย์อิเล็กทรอนิกส์ tica.foreignscholarshipsunit@gmail.com เป็นการล่วงหน้า และกรุณานำส่งต้นฉบับทางไปรษณีย์ในโอกาสแรก
- ๑.๒ จำนวนผู้สมัครขอรับทุนที่ได้รับการเสนอชื่อจะต้องไม่เกิน ๓ ราย ในกรณีที่หน่วยงานเสนอชื่อผู้สมัครขอรับทุนมากกว่าจำนวนที่ได้กำหนดไว้ข้างต้น กรมความร่วมมือฯ ขอความร่วมมือหน่วยงานของท่านเรียงลำดับการเสนอชื่อผู้สมัครตามลำดับความสำคัญของหน่วยงานต้นสังกัด ทั้งนี้ หากพิจารณาตรวจสอบสถานะ/เงื่อนไขการรับทุนของผู้สมัครแล้ว รวมทั้งมีเอกสารประกอบการสมัครครบถ้วนตามที่กำหนด กรมความร่วมมือฯ จะเสนอชื่อผู้สมัครให้แหล่งทุนพิจารณาโดยเรียงตามลำดับความสำคัญต่อไป
- ๑.๓ ให้ผู้ที่ได้รับการเสนอชื่อต้องแนบผลการทดสอบภาษาอังกฤษ TOEFL iBT IELTS TOEIC หรือ DIFA TES ของสถาบันการต่างประเทศเทวะวงศ์วโรปการ เทียบเท่าระดับ B1 ขึ้นไป หรือ ผลการทดสอบภาษาอังกฤษอื่น ๆ ตามที่แหล่งทุนกำหนด ซึ่งต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ

๒. คุณสมบัติของผู้สมัครขอรับทุน

๒.๑ ก. สำหรับผู้ที่เป็นข้าราชการ

- ผู้สมัครขอรับทุนจะต้องเป็นข้าราชการพลเรือนที่ไม่อยู่ในระหว่างทดลองปฏิบัติหน้าที่ราชการ หรือมีคุณสมบัติอื่น ๆ ตามที่กำหนดไว้ในระเบียบว่าด้วยการให้ข้าราชการไปศึกษา ฝึกอบรม และดูงาน ณ ต่างประเทศ (กขต.) หรือมีคุณสมบัติตามที่แหล่งทุนกำหนด
- จะต้องได้รับการบรรจุเป็นข้าราชการหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้ว ไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

ข. สำหรับพนักงานรัฐวิสาหกิจ และองค์กรมหาชน

- จะต้องปฏิบัติงานหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๒ ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือฯ {ทุนประเภท ๑ (ข)}

๒.๓ ผู้สมัครขอรับทุนจะต้องมีประสบการณ์อย่างน้อย ๓ ปี มีอายุ ๔๙ ปี หรือตามที่หลักสูตรกำหนด

๒.๔ กรณีเคยได้รับทุนประเภท ๑ (ข) ไปศึกษา ณ ต่างประเทศ จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๒ ปี (ยกเว้นอาจารย์ในมหาวิทยาลัย หรือสถาบันการศึกษาที่เทียบเท่ามหาวิทยาลัย ต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี) และในกรณีที่เคยได้รับทุนไปฝึกอบรม จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี และในกรณีที่เคยได้รับทุนสัมนา/ดูงาน ที่มีระยะเวลาเกินกว่า ๑ เดือน จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๕ กรณีเคยสละสิทธิ์การสมัครรับทุนที่ดำเนินการผ่านกรมความร่วมมือฯ จะต้องสละสิทธิ์มาแล้วไม่ต่ำกว่า ๑ ปีนับแต่วันที่ที่ยินยอมให้สละสิทธิ์ถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๖ กรณีที่เคยได้รับทุนและได้ยุติการรับทุนก่อนที่จะสำเร็จหลักสูตร โดยไม่มีเหตุผลอันสมควรและไม่ได้รับอนุญาตจาก กรมความร่วมมือฯ และส่วนราชการที่เกี่ยวข้อง จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๒ ปี นับแต่วันที่ผู้รับทุนได้ยุติการรับทุน ถึงวันปิดรับสมัครของกรมความร่วมมือฯ และในกรณีที่แหล่งทุนแจ้งยุติการให้ทุนศึกษา ฝึกอบรม ดูกาน/สัมมนา หรือปฏิบัติการวิจัย จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๕ ปี นับจากวันที่กรมความร่วมมือฯ แจ้งหน่วยงานที่ผู้รับทุนสังกัด

๒.๗ ต้องมีคุณสมบัติตามที่รัฐบาลและสถาบันของต่างประเทศกำหนดไว้ในสิ่งที่ส่งมาด้วย ๑

๒.๘ กรณีที่แหล่งผู้ให้ทุนกำหนดระดับของผู้สมัครรับทุนไว้ ให้ถือเกณฑ์เปรียบเทียบระดับ ดังนี้

- ระดับต้น (Junior Level)	เทียบเท่าข้าราชการระดับปฏิบัติการ
- ระดับกลาง (Middle Level)	เทียบเท่าข้าราชการระดับชำนาญการ
- ระดับอาวุโส (Senior Level)	เทียบเท่าข้าราชการระดับชำนาญการพิเศษ
- ระดับบริหาร (Executive Level)	เทียบเท่าข้าราชการระดับเชี่ยวชาญ

๓. หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน

๓.๑ จำนวนผู้สมัครที่จะได้รับการเสนอชื่อให้แหล่งทุนพิจารณาในขั้นสุดท้ายสำหรับหลักสูตรนี้ มีจำนวนไม่เกิน ๑๐ ราย

๔. ผลการพิจารณาให้ทุน

เมื่อกรมความร่วมมือฯ ได้เสนอชื่อและใบสมัครของผู้ที่ได้รับการคัดเลือกไปยังแหล่งผู้ให้ทุนแล้ว ผลการพิจารณาคัดเลือกผู้สมัครเข้ารับทุนในขั้นสุดท้ายขึ้นอยู่กับดุลยพินิจของแหล่งผู้ให้ทุน

หมายเหตุ: ขอความกรุณาผู้สมัครจัดเตรียมแบบพิมพ์ทุน ๑ (สิ่งที่ส่งมาด้วย ๓) ตามที่กรมความร่วมมือระหว่างประเทศ กระทรวงการต่างประเทศขอรับ และเอกสารประกอบการสมัครสำหรับรัฐบาลญี่ปุ่นให้ครบถ้วนตามสิ่งที่ส่งมาด้วย ๑ ได้แก่ ๑) ใบสมัครขอรับทุนรัฐบาลญี่ปุ่น ๒) สำเนาหนังสือเดินทาง ๓) ผลการทดสอบภาษาอังกฤษ และ ๔) ข้อมูลภาพรวมภารกิจงาน (Annex: Information Sheet) ซึ่งสามารถศึกษารายละเอียดดังกล่าวจากรายละเอียดหลักสูตร (General Informaiton: GI) หน้าที่ ๑๖ – ๑๗ โดยขอรับ soft file ทางไปรษณีย์อิเล็กทรอนิกส์ tica.foreignscholarshipsunit@gmail.com ด้วย จักขอบคุณมาก

แบบพิมพ์ทุน ๑
กรมความร่วมมือระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ
ระหว่างประเทศ

ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว

☐ มีสิทธิ์สอบ ☐ ไม่มีสิทธิ์สอบ

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ..... E-mail Address:
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ.....โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว).....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว.....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
เลขที่บัตรประชาชน (13 หลัก)
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: ☐ โสด ☐ สมรส ☐ อื่น ๆ
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์กร/รัฐบาลอื่นหรือไม่

☐ ไม่อยู่ระหว่างการสมัครรับทุนอื่น

☐ อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....

(.....)

...../...../.....

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	• To be filled by applicant and supervisor of the applicant* • To be signed by supervisor of the applicant • Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

Please be advised;

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in English,
- (d) To attach applicant's photograph (data/actual photograph),
- (e) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms.

In submitting the Application Forms and attached documents, please make sure;

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	Select
2. Applicant's signature	Form 2, 3, 4	Select
3. Signature of supervisor of the applicant*	Form 1	Select
4. Official stamp of your organization	Form 1	Select
5. Applicant's photo	Form 3	Select
6. Relationship with the Military	Form 2	Select
7. Dietary Restrictions	Form 3	Select
8. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	Select

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If applicant is from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of applicant's passport (i.e., the two pages that include the applicant photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If applicant is from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of the applicant's passport (i.e., the two pages that include the applicant's photograph and the applicant's detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by the applicant's supervisor (the head of the relevant department / division of the applicant's organization).

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration (DD/MONTH/YYYY)

From

-- Select--

/ -- Select--

/ -- Select--

To

-- Select--

/ -- Select--

/ -- Select--

4. Country

5. Name of Applying Organization

6. Name of the Nominee(s)

1)	
2)	
3)	
4)	

7. Reason for nominating the Applicant

Please describe the reason(s) why the applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the applicant after the KCCP, 4) Future plan of your organization and 5) Others.

8. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems

--

9. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							
Office Address and Contact	Address:						
	Tel:		E-mail:		Fax:		

(If necessary) Confirmation by the organization in charge

I, as a supervisor, 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:	-- Select--	/	-- Select--	/	-- Select--	Signature:	
Name:							Official Stamp
Title / Position							
Department / Division							

By Nominator (head of relevant department/division)

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					



Application form for the JICA Knowledge Co-Creation Program:

Form2. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

Attach applicant's
photograph
(data/actual
photograph)

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)

3) Sex (for VISA application)

Select

4) Date of Birth

Day	Month	Year	Age (as of the date of the form)
-- Select--	March		-- Select--

5) Passport/Visa

Passport possession	-- Select--	Expiry date	Day	Month	Year
USA visa possession*	-- Select--	of passport	-- Select--	-- Select--	-- Select--

*Applicants from Latin American and the Caribbean Countries only.

6) Contact Information

Private	Address:				
	TEL*:		Mobile*:		
	FAX*:		E-mail:		
Office	Address:				
	TEL*:		Mobile*:		
	FAX*:		E-mail:		
Emergency Contact	Name:				
	Relationship to you:				
	Address:				
	TEL*:		Mobile*:		
	FAX*:		E-mail:		

7) Present Position

Organization	Please Select	
Year that entered the organization	-- Select--	
Department / Division		
Title		
No. of years of service in the present position	Number of Years	From (Year)
	-- Select--	
Type of Organization	Please select	
Number of employees	-- Select--	
Website URL		

8) Questionnaire on Relationship with the Military (FOR ALL THE APPLICANTS)

Must select!

-- Select--	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
-- Select--	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
-- Select--	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
-- Select--	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
-- Select--	Personnel of civilian organizations which have divisions to conduct military-related activities

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period				Position or Title and Department/Division	Brief Job Description
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period				Degree	Major
		From Month/Year		To Month/Year			
		-- Select--		-- Select--			
		-- Select--		-- Select--			
		-- Select--		-- Select--			

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

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

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)		
Listening	Select	
Speaking	Select	
Reading	Select	
Writing	Select	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)		()
2) Mother Tongue	()	
3) Other languages	()	

[Criteria for Assessment of Language Proficiency]

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.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:

Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant:

Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant:

Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal:

Elaborate on the applicant's plans to apply the lessons learned from this program to the applicant's organization.

5) Area of Interest and/or your expectation:

Specify the applicant's particular interest with reference to the contents of this program.

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	



Application form for the JICA Knowledge Co-Creation Program:

Form3. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION**(Self-Declaration)**

Please notify JICA staff of any changes in your health condition after submission of the form. This information is important for ensuring appropriate support during your stay in Japan. Please provide accurate details.

1. Present Medical Status

- (a) Have applicant taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

Please Select "No" or "Yes"			
Name of illness		Name of medicine	
If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's illness, and gives agreement to the travel to Japan and your participation in the program. Even conditions requiring long-term periodic follow-ups such as annual check-ups need to be listed as well.			

- (b) Does applicant have any allergies with medicine, food, pollen, etc.?

Please Select "No" or "Yes"
What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? If you have had anaphylaxis in the past, please specify.

- (c) Please indicate any needs arising from disabilities that may require additional support or facilities.

<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

- (a) Have applicant had any illness including heart, hepatic, kidney disease or other serious conditions?

Please Select "No" or "Yes"	
Please specify	
If yes, please attach doctor's letter (preferably, written in English) that gives agreement to the travel to Japan and your participation in the program.	

- (b) Have applicant or/and the applicant's family members had tuberculosis?

Please specify	
----------------	--

- (c) Have applicant ever been a patient in a mental clinic or been treated by a psychiatrist?

Please specify	
----------------	--

- (d) Have applicant ever had any sleeping, eating or other disorders?

Please specify	
Name of medicine	

3. Dietary Restrictions

Are there any dietary restrictions? (e.g., beef, pork, etc.)

If you have any allergies, please provide detailed information to question 1(b)

Please specify	
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4. Pregnancy

Is applicant pregnant?

Please Select "No" or "Yes"

If yes, please attach doctor's letter (preferably, written in English) that describes the current status of the applicant's pregnancy, and gives agreement to your participation in the program. If you find out that you are pregnant after submitting this form, please make sure to inform the JICA office immediately.

Weeks of pregnancy -- Select -- weeks

5. Other Medical Issues/Conditions

If applicant have any medical issues/conditions that are not described above, please indicate below.

--

The applicant certify that have read the above instructions and answered all questions truthfully and completely to the best of the applicant's knowledge.

The applicant understand that medical conditions resulting from pre-existing conditions and pregnancy will not be financially compensated by JICA, and may be a reason for termination of the program.

The applicant understand that this questionnaire will be checked by the people who are engaged in the program during stay in Japan.

The applicant may not be possible to purchase pharmaceuticals, medical equipment, etc. in Japan, due to Japanese laws.

By Applicant

Date	-- Select--	/	-- Select--	/	-- Select--
Name					
Title/Position					
Signature					

You are required to report your up-to-date medical condition, and promptly report any changes to your medical condition, to the JICA office prior to participation in the program.

This obligation exists to prevent health risks that may arise if reporting is not completed.



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

I understand and fully agree to the following terms and conditions set forth below, and hereby declare by sign and date at the bottom.

1. General Rules

The participants are requested:

- (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 Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, 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 "3.Expenses", "Administrative Arrangements" in General Information,
- (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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

The definition of sexual harassment, the KENSHUIN GUIDEBOOK, and the reference video are available at the link below:

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects. The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);
JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

- (1) The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

- (2) All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
- (3) The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
- (4) JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

5. Health condition

It is evident that moving to a different environment can affect your physical and mental health compared to living in your home country, even under normal circumstances.

Pregnancy—regardless of the stage—may pose health risks to both mother and child.

Our approach prioritizes the health and safety of both. In addition, medical expenses related to pregnancy, childbirth, and care for the child (or fetus) are not covered by the insurance provided by JICA. If the participant's stay in Japan needs to be extended, the associated living expenses will also not be covered, which could result in a significant financial burden on the participant.

Given the above circumstances, pregnant applicants are required to promptly schedule a consultation meeting with JICA.

All individuals with pre-existing conditions must notify JICA in advance. (Please complete Form 3)

Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

It is required to submit a medical certificate from your doctor confirming that you are medically cleared to take part in the KCCP in Japan.

Medical expenses related to pre-existing conditions are not covered by the insurance provided by JICA

It is important to understand that failing to provide your health information in advance may lead to situations where, despite our best efforts to prioritize your safety, effective intervention could become extremely difficult.

For further details, please refer to KENSHUIN GUIDE BOOK Medical Services.

DECLARATION (to be signed by the Applicant)

• I understand and fully agree to the formentioned terms and conditions stipulated article 1 to 5.

• I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

• I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as described in "4":

• I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

☒ Agree ☐ Disagree

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

Country: _____ Name: _____

<Information Sheet>

Please fill in following items.

1. Country/City Overview (including population, geographical features, etc.)

- (1) Overview of Your Country

- (2) Overview of the City*

* The city where the applicant's organization is located

2. Current Status of Sewerage, Drainage, and/or Sanitation Systems in the City* (facilities, finance, etc.)

*The city where the applicant's organization is located

(Example)

- Sewerage system coverage rate is XX% of the city.
- Wastewater fee is collected at XX% of clean water tariffs through the water supply companies.
- Existing On-site sanitation Systems

3. Organizational Overview

- Legal framework:
- Organization name:
- Total number of employees:
- Mission:
- Challenges:

4. Current Duties / Involvement in Sewerage, Urban Drainage, and/or Sanitation Technologies

(Example)

- Three years as a staff in charge of XXX, Sewage Treatment Division.
- Two years as a staff engineer, Sewage System Management Division.
- One year as a Staff Chief Engineer, Sewage Projects Division. (present position)

5. Issues Faced by Your Organization*

*One of the expected outcomes of this program is to identify key issues and challenges in the participants' countries and to consider how to adopt or adapt the knowledge acquired through the program.

Participants will prepare a Final Report addressing these challenges at the end of the program. Please describe the issues you have identified as particular challenges, with a view to developing your Final Report.

(Example)

There are approximately 200 municipalities in our country. They have sanitation problems due to the lack of sewage infrastructure. This causes contamination of drinking water sources and is a serious health hazard for the residents.

6. Expectations for This Program*

Please indicate the specific knowledge (e.g., sewerage technologies, management practices, etc.) you would like to acquire in order to gain insights into the issues described in Section 5.

(Example)

I would like to obtain knowledge and information on the following.

- 1) The actual situation of small-scale sewage treatment methods in Japan (number of sites, main treatment technologies, etc.)
- 2) The financial and human resources support system.
- 3) The collection, transport and treatment of sludge from septic tanks and its return to farmland as an immediate measure.