



٤٤٧
٢٠١٦/١١/١٧



جمهورية مصر العربية
وزارة الإسكان والمرافق والتنمية العمرانية
مكتب رئيس قطاع
التمويل الخارجي والشؤون المالية والإدارية
السيد الدكتور الحاسب / مازن حسن عبده

نائب رئيس الهيئة لقطاع الشؤون المالية والإدارية

هيئة المجتمعات العمرانية الجديدة

تمية طبية وبعد...

أود أن أشير إلى كتاب وزارة الخارجية رقم ٦٠٩٠ الوارد إلينا بتاريخ ٢٠١٦/١١/١ بشأن قيام المكتب التمثيلي لهيئة التعاون الدولي اليابانية بالقاهرة JICA بطلب تقديم مرشحين للمشاركة في البرنامج التدريبي الذي سيعقد باليابان خلال الفترة من ٢٠١٧/٢/٢٦ - ٢٠١٧/٣/٢٥ في مجال:-

Bridge Maintenance

شروط المشاركة:

- إجادة اللغة الانجليزية تحدثاً وكتابه.
- الحصول على مؤهل جامعي في مجال الهندسة
- مده خبرة عملية في مجال الدورة التدريبية أكثر من ١٠ سنوات.
- أن يتمتع المرشح بصحة جيدة (مرفق الشروط الخاصة بالمنحة)

مستندات التقديم

- < استمارة التقديم والتقرير الطبي بعد استيفائهم واعتمادهم من جهة عمل المرشح (مرفق)
- < صورة جواز السفر
- < شهادة معتمدة من جهة رسمية تثبت مستوى المرشح في اللغة الانجليزية مثل (Toefl.. إلخ)
- < استيفاء Country Report الوارد بالمرفقات (على أن ترفق جميع هذه المستندات بإستمارة التقديم)

هذا وستحمل هيئة التعاون الدولي اليابانية بالقاهرة (الجايكا) تذاكر السفر الالكترونية ذهاباً وإياباً ومصاريف الإقامة والمعيشة والانتقالات والمواد العلمية المسددة بالكامل بالخارج.

برجاء التفضل بالاحاطة والتنبيه بإتخاذ اللازم نحو موافقتنا بمرشح واحد ممن تنطبق عليه الشروط سالفة الذكر في موعد اقصاه ٢٠١٦/١١/٣٠ وأيضاً استيفاء الاستمارات المرفقة بكتابنا هذا :-

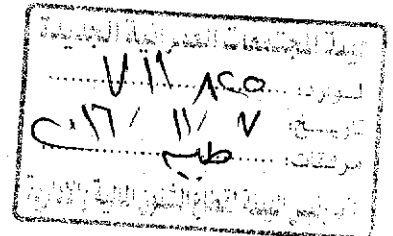
- < استمارة البيانات الوظيفية
- < استمارة استطلاع الرأي نحو السفر (ثلاث نسخ أصلية معتمدة ومختومة)
- مع احاطة علم سيادتكم بان الطلبات الغير مستوفاه لكافة الشروط السابقة او التي ترد بعد انتهاء الموعد المحدد سيتم استبعادها بدون الرجوع للمرشحين.

وتفضلوا بقبول وافر الاحترام

رئيس قطاع التمويل الخارجي
والشؤون المالية والإدارية والتنمية الإدارية

أستاذ

محمد عصام الدين رمضان
السيد الدكتور الحاسب / مازن حسن عبده





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Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

Application Form for the JICA Knowledge Co-Creation Program

OFFICIAL APPLICATION

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

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

--

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

J	0		-						
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3. Country Name:

--

4. Name of Applying Organization:

--

5. Name of the Nominee(s):

1)		3)	
2)		4)	

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

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

Confirmation by the organization in charge (if necessary)

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

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



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Part A: Information on the Applying Organization

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

1. Profile of Organization

1) Name of Organization:

[Empty text box for Name of Organization]

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

[Empty text box for Mission of the Organization and the Department / Division]

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

[Empty text box for Current Issues]

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

[Empty text box for Objective]



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

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



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Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program (KCCP) (Group and Region Focus) are required to fill in "Every Item". As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown below.

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

[Empty box for Title]

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

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

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

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

1) Name of Nominee (as in the passport)

Family Name

[Grid for Family Name]

First Name

[Grid for First Name]

Middle Name

[Grid for Middle Name]

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

6) Present Position and Current Duties

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

7) Type of Organization

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

8) Outline of duties: Describe your current duties

[Large empty box for Outline of duties]



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9) Contact Information

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

10) Others (if necessary)

--

4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education) (required)

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



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

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

5. Language Proficiency (required)

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

¹ 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.

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

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

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



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6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

[Empty box for Personal Goal]

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

[Empty box for Relevant Experience]

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

[Empty box for Area of Interest]

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

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

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.
 - JICA's Information Security Policy in relation to Personal Information Protection
 - JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
 - Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information



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provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.
2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
 - (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.
 - (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:



MEDICAL HISTORY

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1. Present Medical Status

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

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

(b) Are you pregnant?

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

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

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

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

(_____)

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

2. Past Medical History

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

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

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

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

3. Other Medical Problems

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

(_____)

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

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

Date	Signature
	Print Name

" سرى "

وزارة الإسكان والمرافق والمجتمعات العمرانية

الجهة:

استمارة

استطلاع رأي نحو سفر العاملين

.....

..... الاسم / اسم الشهرة /
..... تاريخ ومحل الميلاد / الجنسية / الديانة /
..... المؤهلات الدراسية /
..... الوظيفة الحالية / الدرجة أو الفئة /
..... محل الإقامة /
..... تاريخ التجنيد أو الخدمة بوزارة الحربية / تاريخ الانتهاء /
..... اسم الزوجة (الزوج) /
..... وظيفة الزوجة (الزوج) /
..... الجهة المسافر إليها /
..... أسباب السفر / تاريخ السفر /
..... السفريات السابقة وتاريخها /
.....
.....

السيد الأستاذ / رئيس الإدارة المركزية للأمن
بوزارة الاسكان والمرافق والمجتمعات العمرانية

تحية طيبة وبعد...

برجاء التكرم بأبداء الرأي نحو سفر سيادته.
وتفضلوا سيادتكم بقبول فانق الاحترام،،،

مدير عام

شنون العاملين

وزارة الإسكان والمرافق والمجمعات العمرانية
الديوان العام
لجنة البعثات والإجازات الدراسية

منحة مقدمة من:

فئسي مجال:

فترة المنحة:

ملاحظات	ت/موبايل	مدة خدمة المرشح الفعلية بالوزارة على درجة دائمة	التقارير السرية عن كفاية المرشح عسك العامين الآخرين	مجال الخبرة السابقة	الوظيفة الحالية	تاريخ الالتحاق بالعمل	الموئل الدراسي وتاريخ الحصول عليه وتقدير التخرج	تاريخ الميلاد	الاسم

يعتد ٠٠٠٠

ملاحظات:-

- ١- يراعى استيفاء البيانات الموضحة بالاستمارة بدقة.
- ٢- يراعى ضرورة استيفاء خاتمة الملاحظات.
- ٣- اعتماد الاستمارة وختمها بخاتم الجهة.
- ٤- قواعد الترشيح المقررة بجلسة اللجنة بتاريخ ١٩٩٤/٦/١٩.



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

BRIDGE MAINTENANCE
課題別研修「橋梁維持管理」

JFY 2016

NO. J16-04138 / ID. 1684555

Course Period in Japan: From February 26, 2017 to March 25, 2017

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

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

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

I. Concept

Background

A number of bridges have been constructed through Japanese ODA and those bridges function as fundamental infrastructures in recipient countries to secure smooth and safe traffic movement. These bridges significantly contribute to generating economic development of recipient countries and their surrounding region, and facilitating the cross-border trade. Once these bridges are being deteriorated and impassable, a considerable time is required for their recovery, which results in division of the regional economy and significant negative economic impact in the region.

Bridge maintenance and management requires a sufficient amount of investment, in addition to advanced techniques for inspection, evaluation and repair works. However, most of developing countries face budget constraint, and lack of human resources for bridge maintenance and management. For these reasons, appropriate bridge maintenance and management is a central issue in many developing countries.

In order to address above-mentioned issues, appropriate budget planning/allocation, strengthening of routine/periodic bridge maintenance and management system, improvement of technical capacity of concerned organizations and introduction of preventive maintenance approach all need to be realized to sustain proper bridge maintenance and management.

For what?

- The Bridge Maintenance course aims;
- To maintain and manage bridges appropriately in recipient countries
 - To improve technical level of bridge engineers in recipient countries

For whom?

Staff of competent government agencies or governmental organizations responsible for road bridge maintenance planning and management.

How?

Participants shall have opportunities to learn methods of effective bridge management and maintenance through lectures, observations, exercise and discussions, and understand the issues of their home countries through learning theoretical perspectives and experience of Japan.

Participants will prepare a Country Report which explores existing conditions and issues relating to bridge maintenance and management, and approaches to address these issues, and also develop an Action Plan towards establishment of proper bridge maintenance cycle, describing his/her tasks/duties/responsibilities the participants need to fulfil after he/she returns to home country, fully utilizing skills and knowledge acquired in Japan.

II. Description

- 1. Title (J-No.): Bridge Maintenance (J1604138)**
- 2. Course Period in JAPAN**
February 26 to March 25, 2017
- 3. Target Regions or Countries**
- 4.** Bangladesh, Cambodia, Democratic Republic of the Congo, Egypt, El Salvador, Ethiopia, Liberia, Malawi, Marshall Islands, Myanmar, Palau, Papua New Guinea, Philippines, Sri Lanka, Togo, Tunisia, Viet Nam, Zambia, and Zimbabwe
- 5. Eligible / Target Organization**
Competent government agencies or governmental organizations responsible for bridge maintenance planning and maintenance works.
- 6. Course Capacity (Upper limit of Participants)**
20 participants
- 7. Language to be used in this program:** English
- 8. Course Objective:**
 - (1) Understand bridge maintenance and management system including a concept of bridge maintenance and management cycle, in addition to approaches to formulation of bridge maintenance and management plan
 - (2) Understand bridge inspection and evaluation by bridge types and circumstances
 - (3) Understand methods of bridge repair and rehabilitation by deterioration patterns
 - (4) Formulate an Action Plan for bridge maintenance and management, describing his/her tasks/duties/responsibilities to establish proper bridge maintenance cycle.
- 9. Overall Goal**
To manage and maintain bridges appropriately in recipient countries

10. Expected Module Output and Contents:

This training program mainly focuses on bridge maintenance planning and maintenance technologies and consists of the following components.

Expected Module Output	Subjects/Agendas	Methodology
1 Understandings of bridge maintenance and management in Japan	<i>Bridge maintenance and management in Japan</i> Bridge maintenance and management policy, institutional arrangements, budget, funding, techniques in Japan	Lecture/ Tour
2 Increased understandings of maintenance and management of concrete structures	<i>Maintenance and management of concrete structures</i> Basic knowledges of concrete structure, Characteristics of concrete, Durability of concrete, Structure of concrete bridge (RC/PC, super/sub-structure), Bridge type, deterioration of concrete structure and their causes (structural factors, chemical factors)	Lecture/ Practice
3 Increased understandings of maintenance and management of steel structures	<i>Maintenance and management of steel structures</i> Basic knowledge of steel structure, Characteristics of steel, Durability of steel, type of bridge (girder, truss, rigid-frame, arch, cable-stayed, suspension bridge), types of deterioration of steel structure and their causes (structural/chemical factors)	Lecture/ Practice
4 Increased understandings of pavement and facility maintenance	<i>Maintenance of pavement and facility</i> Deterioration of bridge deck pavement and ancillary structure of bridge, examples of maintenance and management	Lecture
5 Understandings of bridge inspection and evaluation, framework of maintenance	<i>Bridge inspection and evaluation</i> Daily inspection (implementation entity, ordering method, budget, implementation, frequency, data accumulation method, equipment, etc.), detail inspection, evaluation method, inspection and evaluation manuals	Lecture/ Tour
6 Understandings of bridge repair and reinforcement	<i>Bridge repair and reinforcement</i> Repair/ reinforcement method by types of deformation or deterioration by structure type (responsible organization, ordering method, budget, technical level, equipment, standard/manuals, etc.)	Lecture/ Tour
7 Understandings of evaluation of seismic capacity and seismic strengthening	<i>Evaluation of seismic capacity and Seismic strengthening</i> Basic knowledge of earthquake and seismic damage, changes of seismic design method, patterns and degree of damage, requirement capacity and classification of strengthening methods	Lecture/ Tour
8 Understandings and logical framework of bridge maintenance and management system and plan	<i>Bridge maintenance and management system and Plan</i> Maintenance and management system (major functions/ inputs/ outputs), Effectiveness of the system (efficiency of work, database, contribution to the PDCA cycle, etc.), Issues of system management/ operation (data input, data update, technical level, maintenance of the system, relation to actual daily work, etc.), Asset management	Lecture
9 Increased understandings of tender/ procurement/ supervise of bridge maintenance and management	<i>Tender/ procurement/ supervise of Bridge maintenance and management</i> Tender conditions/ evaluation, Tender documents, Terms of Reference, Supervision/ Quality control/ Audit, Workflow of performance prescribed type maintenance	Lecture
10 Increased understandings of institutional setting/ funding/ budgeting of bridge maintenance and management	<i>Institutional setting/ Funding/ Budgeting of Bridge maintenance and management</i> Roles of responsible organization, Organization structure, Number of staff, Funding/ Budgeting and issues, Roles of relevant industries, government and academia	Lecture/ Discussion
11 Strengthening of human resource development	<i>Human resource development</i> Human resource development policy, Capacity development (Intelligibility, technical skill, understandings of importance of bridge maintenance and management etc.), capacity development of private sector (technical level, market size, etc.)	Lecture

*The training program might be changed subject to the needs of participants and availability of trainers/training facilities.

<Structure of the program>

1. Preliminary phase (activities in your home country).
Preparation of 2nd Draft Country Report based on 1st Draft Country Report, including collection of necessary data to prepare 2nd Draft Country report. All of necessary data are described in Annex 1 and Annex 2 of this document.

2. Core Phase (activities in Japan):
 - (1) 1st Week
 - General orientation (Japanese economy, culture etc.), exchange programs at JICA Kyushu
 - (2) 2nd Week
 - Reviewing the current situation of the maintenance and management of bridge in your home country (presentation, discussion based on 2nd Draft Country Report)
 - Lectures on bridge maintenance and management
 - Technical tour (Visiting sites of bridge maintenance, experiment facilities, etc.)
 - (3) 3rd Week
 - Lectures on bridge maintenance and management
 - Practice for inspection techniques of structure
 - Technical tour (Visiting sites of bridge maintenance, experiment facilities, etc.)
 - Finalizing Country Report
 - (4) 4th Week
 - Lectures on bridge maintenance and management
 - Preparation of Action Plan
 - Presentation of Action Plan
 - Closing Ceremony at JICA Kyushu

3. Final Output
 - Country Report (Prepared in home country and finalized in Japan)
 - Action Plan for bridge maintenance and management (Prepared in Japan)
 - Monitoring Report (Prepared in home country after the training in Japan)

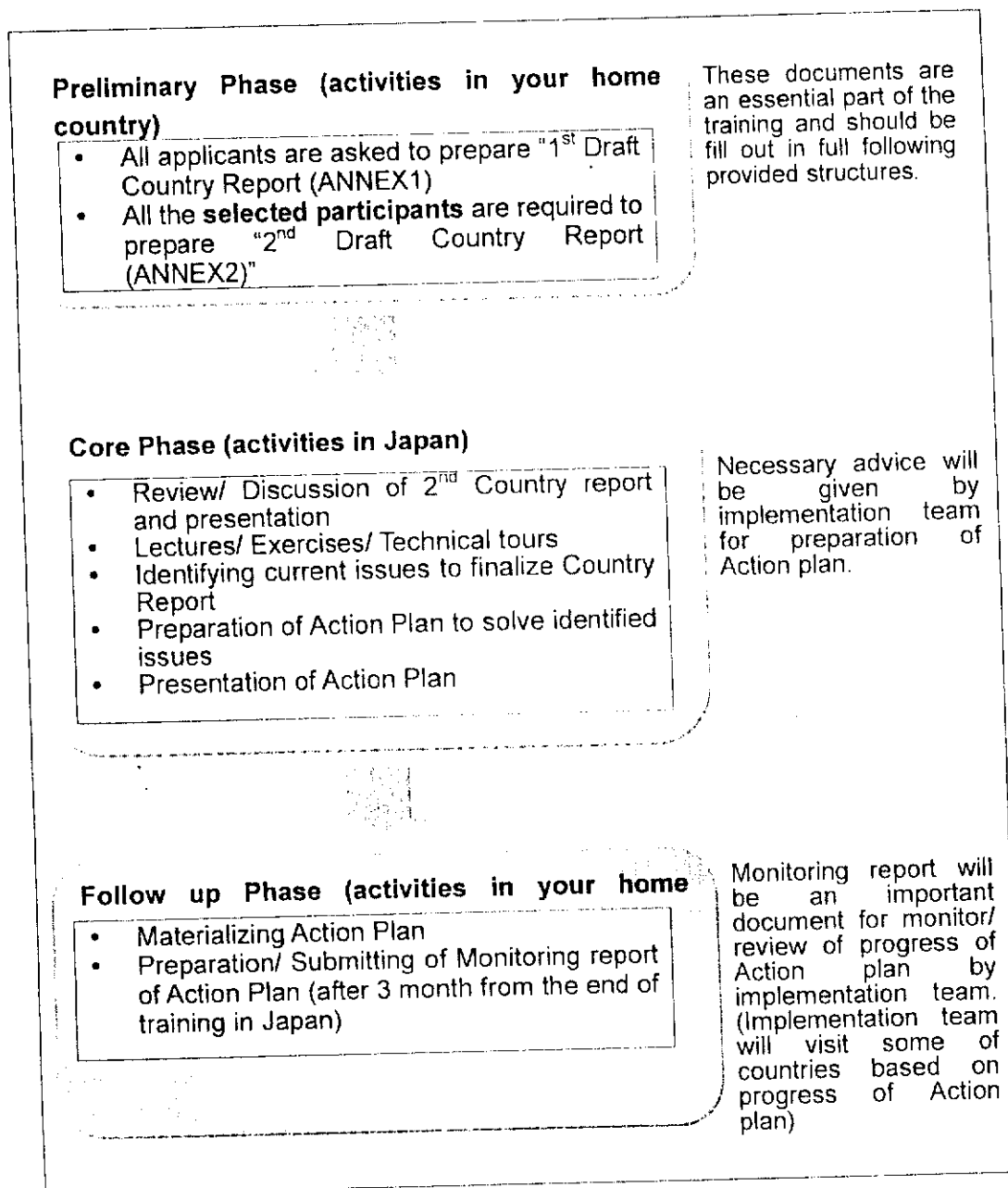


Fig. Activities in each phase of the program

11. Follow-up Cooperation by JICA:

In this program, training implementation team will review and monitor the progress of Actions plan proposed in the training in Japan. This review and monitoring work will be based on monitoring report prepared by participants after training in Japan. (Submission within 3-month after the end of training in Japan)

Based on the progress of Action Plan, implementation team will visit to assists the organization which the participants belong to, if necessary.

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 program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan.

2. Nominee Qualifications:

Recipient organizations are expected to select one nominee(s) who meets the following qualifications.

(1) Essential Qualifications

- 1) Current Duties:
 - Engineer(s) engaged in planning and/or implementation of bridge maintenance and management in central government organization.
 - Person who is able to implement his/her Action Plan after the training course in Japan.
- 2) Experience in the relevant field:
 - Have more than ten (10) years' working experience including the field of road or bridge management and maintenance.
 - Specify detailed job experience as much as possible (For Example, technical inspection for road maintenance XX years, tender and contract management YY Month, supervisor of bridge construction project ZZ Years)
- 3) Educational Background:
 - University graduates or persons who have equivalent technical qualifications in engineering/planning.
- 4) Language:
 - Have a competent command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This program includes active participation in discussions, country report/ action plan development, thus requires good competence of English ability. Please attach an official

certificate for English ability such as TOEFL, TOEIC etc., if possible).

5) 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.

3. Required Documents for Application

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

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

*Photocopy should include the followings:

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

(3) **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)

(4) **1st Draft Country Report:** to be submitted with the application form. Contents of *1st Draft Country Report* are described in *Annex 1*.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **December 26, 2016**).

(2) Selection:

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

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than January 26, 2017.

5. Document(s) to be submitted by accepted candidates:

2nd Draft Country Report -- to be submitted by February 17, 2017:

Before coming to Japan, only accepted participants are required to prepare a 2nd Draft Country Report (detailed information is provided in the Annex 2).

(1) Each participant has approximately 20 minutes (excluding Q&A session) for the presentation of the Country Report at the beginning of this course. Each participant must give the presentation respectively even though one participant belongs to the same organization as other's organization.

(2) Please bring along with you such audiovisual aids which may facilitate your presentation as the Microsoft PowerPoint files.

* This 2nd Draft Country report will be finalized in this training course with necessary instructions.

6. Conditions for Attendance:

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA KYUSHU
- (2) **Contact:** kicctp@jica.go.jp

2. Training Implementing Team:

- (1) **Name:** Graduate School of Engineering, Nagasaki University
Dr. Takafumi NISHIKAWA Course leader
- URL:** <http://www.eng.nagasaki-u.ac.jp/english/index.html>

3. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be 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.

4. Accommodation in Japan:

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

1. JICA Kyushu International Center (JICA KYUSHU)
Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505
Email: jicakic@jica.go.jp
TEL: 81-93-671-6311 FAX: 81-93-671-0979
(where "81" is the country code for Japan, and "93" is the local area code)
2. Alpha inn Nagasaki.
Address: 10-18, Hamaguchimachi, Nagasaki-shi, Nagasaki, 852-8107 Japan
TEL : 095-844-0533
FAX : 095-844-0573
(where "81" is the country code for Japan, and "95" is the local area code)

If there is no vacancy at JICA or Alpha inn Nagasaki, JICA will arrange alternative accommodations for the participants.

Please refer to facility guide of JICA Kyushu and Alpha inn Nagasaki at its URL,
<http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

<http://www.alpha-inn.com/>

5. Expenses:

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

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

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

6. 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, conditions of the workshop, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. 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.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plans, finalizing Country report etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kyushu where desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, 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 / traveler's check in order to spend necessary money for the first 2 to 5 days stays after your arrival.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport, Narita International Airport (NRT) in Tokyo or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.
6. The short trip is arranged during the program. It would be convenient if you bring small bag.
7. Participants mainly use public transportation system for traveling such as train, subway, public bus etc. On some occasion, participants take walking tour for on-site observation. Participants have to walk a maintenance way of a bridge for a long time in this training course. For the on-site observation, please note the following attentions.
 - Please bring and put on comfortable shoes with rubber-sole and easy-to-act clothes of yours. Wearing slippery shoes, sandals, high heels or skirt are not allowed during the on-site observation.
 - Please pay utmost attention not to drop any belongings of yours from bridges.
 - Please refrain from using a camera, cell-phone and tablet without a strap. Your camera, cell-phone and tablet must be fastened around your neck with a strap during the on-site observation.
8. **International Exchange Program with Local Communities:**

JICA encourages international exchange between JICA participants and local communities. Participants are recommended to bring their national costumes or crafts and materials such as CD and photographs that will make the exchange program more fruitful. In this course participants will visit the civic center of Izumidai, City of Kitakyushu

VI. ANNEX

Annex 1: Contents of 1st Draft Country Report

Bridge Maintenance
(JFY 2016)

1st Draft Country Report

All the applicants are required to prepare 1st draft Country Report and submit to with application form by December 26, 2016.

*The report should be typewritten

Name of Participant: _____

E-mail: _____

Organization: _____

Position: _____

Country: _____

Structure of 1st Draft Country Report

Please prepare your 1st draft Country report following by structure below in MS Word format.

1 Organizational Information (Please attach organization chart as Appendix) (Describe each item in detail as much as possible)

- (1) Name of organization
- (2) Number of branches and offices
- (3) Objectives or roles of the organization and your department
- (4) Number of staff (by administration, qualification and/or technical level)
- (5) Budgeting process
- (6) Characteristics of the organization
- (7) Organization chart (you can attach it as appendix at the end of this report)

2 Infrastructure, Budget and Expenditure

(1) Road Infrastructure Information (If necessary, you can add input items)

Type of Road	Total Length	Concrete Bridges		Steel Bridges		Total	
		Number	Total Length	Number	Total Length	Number	Total Length
Expressway	Km						
National Road	Km						
Local Road	Km						
Sub-total	Km						

(2) Budget for bridge maintenance and management (last 3years)

*If necessary, you can add/ modify table

i) Revenue, including local revenue and donor funding

	Year	Road maintenance	Bridge maintenance	Construction of bridge
1	FY2015			
2	FY2014			
3	FY2013			

ii) Expenditure

	Year	Road maintenance	Bridge maintenance	Construction of bridge
1	FY2015			
2	FY2014			
3	FY2013			

(3) Describe a special purpose budget, such as Road Maintenance Fund, if any

(4) Issues to ensure budget for bridge maintenance and management

Annex 2: Contents of 2nd Draft Country Report

Bridge Maintenance
(JFY 2016)

2nd Draft Country Report

All the selected participants are required to prepare this report and submit to JICA by February 17 2017.

This 2nd Draft Country Report requires more detail information/data compare to 1st Draft Country Report. Please collect necessary information/ data to prepare this 2nd draft Country Report. This 2nd Draft Country Report will be presented in the beginning of this course and finalized with necessary instructions through this training program.

Please send the 2nd Draft Country Report based on 1st Draft Country Report to JICA by **February 17, 2017** to following e-mail address before your arrival in Japan

kictp@jica.go.jp

If you fail to send it by e-mail because of large volume of data, please send it in PDF file or send submit to JICA office in your country.

* The report should be typewritten.

Name of Participant: _____

E-mail: _____

Organization: _____

Position: _____

Country: _____

Please prepare your 2nd draft Country report based on your 1st draft country report. The report following by structure below in MS Word format.

1 Organizational Information (Please attach organization chart as Appendix)

(Describe each item in detail as much as possible, if necessary, you can update data from 1st Draft Country Report)

- (1) Name of organization
- (2) Number of branches and offices
- (3) Objectives or roles of the organization and your department
- (4) Number of staff (by administration, qualification and/or technical level)
- (5) Budgeting process
- (6) Characteristics of the organization
- (7) Organization chart

2 Infrastructure, Budget and Expenditure

- (1) Road Infrastructure Information, if necessary you can update data from 1st Draft Country Report (you can add input items)

Type of Road	Total Length	Concrete Bridges		Steel Bridges		Total	
		Number	Total Length	Number	Total Length	Number	Total Length
Expressway	Km						
National Road	Km						
Local Road	Km						
Sub-total	Km						

- (2) Budget for bridge maintenance and management (last 3years, if necessary, you can update data from 1st Draft Country Report)

*you can add/ modify table

- iii) Revenue, including local revenue and donor funding

	Year	Road maintenance	Bridge maintenance	Construction of bridge
1	FY2015			
2	FY2014			
3	FY2013			

iv) Expenditure

	Year	Road maintenance	Bridge maintenance	Construction of bridge
1	FY2015			
2	FY2014			
3	FY2013			

(3) Describe a special purpose budget, such as Road Maintenance Fund, if any

(4) Issues to ensure budget for bridge maintenance and management

3 Inspection and Evaluation

(Describe each item in detail as much as possible)

- (1) Types of existing bridge inventory (computerized/ hard copy/ others)
- (2) Standard/ guideline of bridge inspection (availability)
- (3) Technical level of standard/ guideline
- (4) Utilization of standard/ guideline
- (5) Daily inspection (Implementation body, method of implementation, budget, frequency, data accumulation, equipment etc.,)
- (6) Routine inspection (Implementation body, method of implementation, budget, frequency, data accumulation, equipment etc.,)
- (7) Issues of technical level of bridge inspection
- (8) Implementation body of evaluation of bridge inspection
- (9) Methodology of evaluation and outputs of evaluation
- (10) Overall issues related bridge inspection and evaluation of inspection

4 Implementation of Bridge Maintenance and Management

(Describe each item in detail as much as possible)

- (1) Maintenance and rehabilitation (Implementation body, Procurement, budget, technical level, equipment, standard, manuals etc.,)
- (2) Repair and improvement (Implementation body, Procurement, budget, technical level, equipment, standard, manuals etc.,)
- (3) Issues of maintenance and management (organization, budget, institution)
- (4) Issues of maintenance and management (technical matters)

5 Bridge Maintenance and Management Plan

(Describe each item in detail as much as possible)

- (1) Contents of bridge maintenance and management plan
- (2) Responsibility organization to formulate bridge maintenance and management plan

- (3) Issues in preparation and implementation of bridge maintenance and management plan

6 Bridge Management System (BMS)

(Describe each item in detail as much as possible)

- (1) Objective and background of introduction of BMS
- (2) Outline of BMS (Developer, timing of introduction, cost, user, method of data collection, method of input data etc.,)
- (3) Major functions and items of input data
- (4) Effect of introduction of BMS (work efficiency, data availability, relation to PDCA cycle etc.,)
- (5) Issues of introduction of BMS (work load for data input, update of data, technical level, maintenance of BMS, collaboration of daily work etc.,)
- (6) Sustainability of BMS
- (7) Overall issues of BMS

7 Human Resource

(Describe each item in detail as much as possible)

- (1) Human resource at planning level
- (2) Human resource at inspection, repair work
- (3) Human resource of private sector in bridge maintenance and management (incl. consultants and contractor)