



TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON
Promotion of Cleaner Production for
Southeast European Countries
地域別研修「南東欧地域 クリーナープロダクション振興」
JFY 2011**

<Type: Solution Creation / 課題解決促進型>

NO. J11-04166 / ID.1184076

From: July 2011 to May 2012

Phase in Japan: From September 27, 2011 to November 19, 2011

This information pertains to one of the Training and Dialogue Programs 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.

I. Concept

Background

As global warming becomes more serious on global scale, energy-use efficiency has attracted attention as a countermeasure. "Cleaner Production (CP) " is a productive technology system that satisfies both reduction of environmental contamination and productivity enhancement. This technology is designed to save energy and resources, and to enhance corporate energy-use efficiency.

In southeast European countries legal regulation to companies does not work well due to undeveloped environmental legal system. On the other hand companies recognize that it is necessary to follow EU standards of environmental measures in order to expand production activities. In this context CP is drawing attention as one of the countermeasures. In Serbia and Macedonia cleaner production center was established in 2007 with support of UNIDO and now operates in house trainings and experts education for promotion of CP, reflecting a growing demand for CP.

Our training site, Kitakyushu city is one of Japan's four largest industrial zones. The city has a history in which the serious pollution problems occurred in the period of high economic growth 1950's to 70's, and the city has controlled the pollution by addressing it with the administration, companies and citizens as one. Especially, companies have achieved both industrial development and environmental conservation by developing CP which makes pollution measures consistent with energy/resource saving with the guidance and support from the administration.

For what?

This training program is designed to support participants introduce CP and promote activities by learning concept of CP, element technologies such as reduction of environmental burden, energy saving, resource saving and recycling, and CP cases in Japan.

For whom?

This program is offered to governmental organization, university, research institution, Cleaner Production Center, energy-intensive companies which currently working on CP.

How?

This training program aims to help participants formulate action plans for CP in the respective organizations by understanding overall definition and concept of CP, production technologies (productivity enhancement, reduction of environmental load, energy saving, resource saving, recycling), examples of CP in Japan, and roles of public and private sectors for the promotion.

II. Description

1. Title (J-No.)

Promotion of Cleaner Production for Southeast European Countries (J11-04166)

2. Period of program

Duration of whole program: July 2011 to May 2012

Preliminary Phase: July 2011 to September 2011

(In a participant's home country)

Core Phase in Japan: September 27, 2011 to November 19, 2011

Finalization Phase: November 2011 to May 2012

(In a participant's home country)

3. Target Regions or Countries

Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, and The former Yugoslav Republic of Macedonia

4. Eligible / Target Organization

This program is offered to governmental organization, university, research institution, Cleaner Production Center, energy-intensive companies NGOs which currently working on CP.

5. Total Number of Participants

10 participants

6. Language to be used in this project

English

7. Program Objective

CP promotion plan is formulated in participants organization.

8. Overall Goal

CP promotion plan is implemented in participants' organization and CP activities are promoted in the respective organization.

9. Expected Module Outputs and Contents

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

(1) Preliminary Phase in a participant's home country

(July 2011 to September 2011)

Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.

Expected Module Output	Activities
Job Report & IAS is formulated	Formulation and submission of the job report and the Issue Analysis Sheet (IAS) with the application form

(2) Core Phase in Japan

(September 27, 2011 to November 19, 2011)

Participants dispatched by the organizations to attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
1) To understand definition and concept of CP and role of government and private sector for promoting CP, and to propose a solution for problems on productivity enhancement based on reduction of environmental contamination.	To learn that CP is an effective measure for productivity enhancement and reducing environmental burden. (1) Definition and concept of CP (2) In-house activities supporting CP promotion (3) Quality improvement and productivity enhancement by introducing CP (4) Good practices of CP	Lecture Observation Field Study
2) To be able to explain knowledge, techniques and actual cases of low environmental burden technologies	To learn measures and efforts for reduction of environmental pollution and creation of sustainable society by introducing CP. (1) Cases of overcoming industrial pollution (2) Environmental administration in Japan (3) Measures against global warming (4) Site visits	Lecture Observation Field Study
3) To be able to explain knowledge, techniques and actual cases of energy saving and multiple usage of energy	To learn meaning, measures and current situation of energy conservation (1) Energy conservation measures in Japan (2) Promotion of Energy conservation and low carbon society (3) Energy conservation in SMEs (4) Renewable energy development	Lecture Observation Field Study

4) To be able to explain knowledge, techniques and actual cases of resource saving and recycle	To learn creation of sustainable recycle-oriented society by waste administration, 3R and recycling techniques (1) Measures and techniques supporting recycle-oriented society (2) Necessity of 3R promotion and technology development (3) Actual cases of 3R techniques in companies	Lecture Observation Field Study
5) To be able to propose an action plan for promotion of CP	Presentation, discussion, tutorial, and self-study for preparing action plan (1) Job report presentation (2) Issue analysis (3) Action Plan preparation and discussion	Lecture Presentation Discussion Self-study

(3)Finalization Phase in a participant's home country

(November 2011 to May 2012)

Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
To report the progress of action plan after 6 months of core phase in Japan	To consider action plan in participant's organization and to submit progress report. (1) Consideration and Discussion on action plan (2) Implementation of Action Plan (3) Submission of progress report by May 19, 2012 to JICA Kyushu

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project 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 submitting applications 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:

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

- (1) Be nominated by their governments in accordance with the procedures mentioned in below.
- (2) Be governmental administrators involved in CP or registered experts in CP center, engineers in companies actively involved in CP, NGO leaders
- (3) Be under fifty (50) years of age, and in management position or equivalent.
- (4) With more than 5 years working experience related to CP.
- (5) Be university graduates or have the equivalent academic background
- (6) Language: have a sufficient command of spoken and written English
 - * This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.
- (7) Be in good health, both physically and mentally, to undergo the training.
- (8) Not be serving in the military.

※Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks. ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) Job Report & Issue Analysis Sheet (IAS): to be submitted with the application form. Job Report and IAS are necessary documents for screening of nominees and each nominee is required to submit his/her Job Report and IAS together with an Application Form. The documents should be completed in accordance with descriptions of Annex-4(Job Report) and Annex-5(Issue Analysis Sheet). **Each applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.**

4. Procedure for Application and Selection

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **August 1, 2011.**

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection.

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 27, 2011.**

5. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA,

- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer

- (1) **Name:** JICA Kyushu International Center (JICA KYUSHU / KIC)
- (2) **Contact:** Mr. Kojiro YOSHIOKA (Yoshioka.Kojiro@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)
- (2) **Address:** 1-1-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, 805-0062 Japan
- (3) **URL:** http://www.kita.or.jp/english/e_index.html
- (4) **Remark:**
KITA has carried out JICA training programs since 1980, and over the period from FY1980 to 2010 has accepted a total of 4,840 JICA participants. The training programs cover environmental policies, promotion of a recycling-oriented society, production techniques and facility maintenance as well as programs related to the improvement of work training management ability.

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:** Term of Insurance: From arrival to departure in Japan.
*the traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

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

JICA Kyushu International Center (JICA KYUSHU / KIC)
 Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi,
 Fukuoka, 805-8505 Japan
 TEL: 81-93-671-6311 FAX: 81-93-671-1350
 URL: <http://www.jica.go.jp/kyushu/index.html>

5. Expenses:

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

- (1) Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

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. Reports and Presentation

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

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

(2) Action Plan

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

2. Certification

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

3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals nor private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

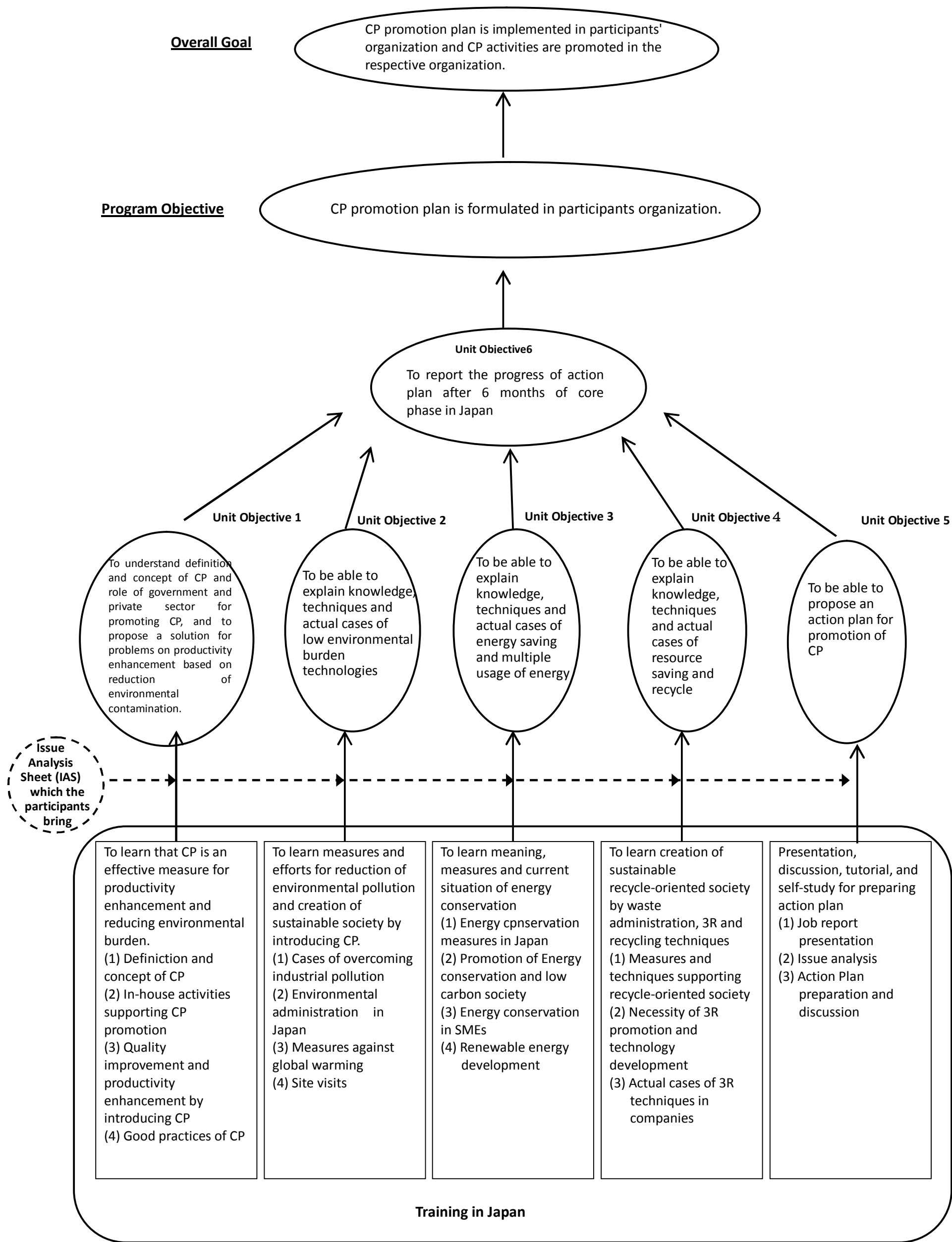
VI. Annex:

- 1. Structure of the program**
- 2. Conceptual Diagram of the Course**
- 3. Training schedule**
- 4. Job Report**
- 5. Issue Analysis Sheet**

Objective	Contents	training subject	days	
			L	F
1) To understand definition and concept of CP and role of government and private sector for promoting CP, and to propose a solution for problems on productivity enhancement based on reduction of environmental contamination.	To learn that CP is an effective measure for productivity enhancement and reducing environmental burden. (1) Definition and concept of CP (2) In-house activities supporting CP promotion (3) Quality improvement and productivity enhancement by introducing CP (4) Good practices of CP	①Explanation of conditions of industrial location in Kitakyushu and visit (KITA)	0.5	5.0
		②Concept of Cleaner Production (KITA)	0.5	
		③The history and actual results of CP in Japanese industry (KITA)	1.0	
		④Social responsibility of corporation (Kitakyushu Univ)	0.5	
		⑤Quality control for enterprise management ①、② (KITA)	1.0	
		⑥Work improvement techniques (New QC 7 tools) ①、② (KITA)	1.0	
		⑦Management of workplace(Genba) ①,② (KITA)	1.0	
		⑧Management support for Small & Medium Enterprises (Org, SME)	0.5	
		⑨Relation companies study tour (10 companies) • YASUKAWA,CO (Robot prod) • Nakashima turret Co. (5S) • MURAKAMI SEIKI .CO (5S,IE) • Nishinohon Seiki .CO (CAD-M.Mold) • TOTO,Ltd,Kokura,No.2 (Cell mf) • TOTO,Ltd,Kokura,No.1 (TPM) • Matsumoto industry Co. (5S, KAIZEN) • KOMATU • Osaka works (KAIZEN) • Nami Unit CO (Precision machinery) • Mitsui Sugar Co. (high-quality)		
		Sum	6.0	
2) To be able to explain knowledge, techniques and actual cases of low environmental burden technologies	To learn measures and efforts for reduction of environmental pollution and creation of sustainable society by introducing CP. (1) Cases of overcoming industrial pollution	①The history of Kitakyushu-city's pollution control and the progress to the world eco capital. (Kitakyu city)	0.5	
		②Environmental administration of Kitakyushu-city (Air, Water quality)	1.0	
		③Creation of Low Carbon Society (Ministry of the Environment)	0.5	

4) To be able to explain knowledge, techniques and actual cases of resource saving and recycle	To learn creation of sustainable recycle-oriented society by waste administration, 3R and recycling techniques (1) Measures and techniques supporting recycle-oriented society (2) Necessity of 3R promotion and technology development (3) Actual cases of 3R techniques in companies	①3R administration in Japan (Kyushu Bureau of Economy, Trade and Industry)	0.5	
		②Industrial waste administration in Kitakyushu-city (Kitakyushu-city)	0.5	
		③Relation enterprise study tour (8 companies)		
		• OJI PAPER Co. (cardboard)		0.5
		• Kowa Seiko Co. (recycling Non-ferrous metal)		0.5
		• Dsiseki Co (industrial waste disposal factory)		0.5
		• Mitsubishi Materials Co. (resource technology at cement plant)		0.5
		• Sumitomo metal mining (Zn recovery from EF dust)		0.5
		• Kitakyushu Eco-Town Center		0.5
		• Riken Nosankako Co (vegetable oil manufacture & recycling oilcake)		0.5
		• NIKKA WHISKY distilling Co (recycling of SHOCHU fermentation Wastewaters)		0.5
		Sum	1.0	4.0
5) To be able to propose an action plan for promotion of CP	Presentation, discussion, tutorial, and self-study for preparing action plan (1) Job report presentation (2) Issue analysis (3) Action Plan preparation and discussion	①Problem analysis procedures (KITA)	0.5	
		②Presentation of Job Report (KIC,KITA)	0.5	
		③Instruction in preparing and in presenting Action Plan (KITA)	2.0	
		④Presentation of Action Plan (KIC,KITA)	0.5	
		⑤Others (KIC,KITA) • program orientation • evaluation meeting	1.0	
		Sum	4.5	
		Total (days)	17.5	14.5
	Lecture + Field study (days)		32.0	

Promotion of Cleaner Production for Southeast European Countries (JFY2011)



2011 "Promotion of Cleaner Production for Southeast European Countries"
Training Schedule

2011	Day of the week	Morning (9:30-12:30)		Afternoon (13:30-16:30)		Notes
		Training item/Destinations to visit	Instructor	Training item/Destinations to visit	Instructor	
Sep.27 ~ 30	Tue. ~ Fri.	Introductory training (Briefing, General Orientation, Discussion of Job Report)				JICA
Oct. 3	Mon.	Briefing, program orientation	KIC・KITA	Presentation of Job Report	KIC・KITA	
Oct. 4	Tue.	Problem analysis procedures (IAS・IES-Deciding on a theme of AP)	KITA	Explanation of conditions of industrial location in Kitakyushu and visit	KITA	
Oct. 5	Wed.	The history of Kitakyushu-city's pollution control and the progress to the world eco capital.	Kitakyushu-city	Concept of Cleaner Production (Comams, Introduction of CP technology of enterprise that visits it)	KITA	
Oct. 6	Thu.	The history and actual results of CP in Japanese industry ①	KITA	The history and actual results of CP in Japanese industry ②	KITA	
Oct. 7	Fri.	Social responsibility of corporation (CSR)	THE UNIVERSITY OF KITAKYUSHU	Instruction in preparing Action Plan ①	KITA	
Oct. 8	Sat.					
Oct. 9	Sun.					
Oct. 10	Mon.					
Oct. 11	Tue.	Quality control for enterprise management ①	KITA	Quality control for enterprise management ②	KITA	
Oct. 12	Wed.	Visit to Industrial-use robot production factory	YASUKAWA Co. (Kurosaki)	Visit to Precision machine parts processing (5S activity)	NAKASHIMA Turret co (Onga)	
Oct. 13	Thu.	Work improvement techniques (New QC 7 tools) ①	KITA	Work improvement techniques (New QC 7 tools) ② →moving from KIC to OITA	KITA	
Oct. 14	Fri.	Study tour of Environmental measures in Oil factory	JX nippon Oil & Energy Corporation	Study tour of CP in cardboard factory (resource saving ,energy-saving and environment)	OJI PAPER Co.,Ltd・OITA Works	
Oct. 15	Sat.	Yamaga City/Biomass power generation (Kumamoto)	Yamaga City Biomass Center	Moving from Kumamoto to Kitakyushu		
Oct. 16	Sun.					
Oct. 17	Mon.	Management of workplace (Genba) ①	KITA	Management of workplace (Genba) ②	KITA	
Oct. 18	Tue.	Study tour of Cer manufacturing and Sman group activities in Production of metal fittings of washing	TOTO, Ltd., Kokura Plant No.2	Study tour of TQM and TPM activities in Production of Sanitary earthenware	TOTO, Ltd., Kokura Plant No.1	
Oct. 19	Wed.	Methodology of energy conservation diagnosis	KITA	Methods and examples of energy-saving in manufacture ① ; Air conditioning ,Lighting	CE Engineering	
Oct. 20	Thu.	Visit to Manufacturer of electric appliances (5S, IE)	MURAKAMI SEIKI MFG.CO.,LTD	Visit to manufacturer of Metal mold to build plastic (precision machine processing)	Nishinihon Seiki .CO.,LTD	
Oct. 21	Fri.	Methods and examples of energy-saving in manufacture ② ; Heat , Steam	KITA	Methods and examples of energy-saving in manufacture ③ ; Fluid machine	KITA	
Oct. 22	Sat.					
Oct. 23	Sun.					
Oct. 24	Mon.	Environmental administration of Kitakyushu-city (Water quality)	Kitakyushu-city	Visit to metal-plating plant (high-quality, environmental measures)	Ishikawa Metal Finishing Co.,Ltd	
Oct. 25	Tue.	Visit to WATER PLAZA Kitakyushu (Membrane Bio Reactor & Reverse Osmosis)	Kitakyushu-city	Instruction in preparing Action Plan ②	KITA	
Oct. 26	Wed.	Environmental administration of Kitakyushu-city (Air quality)	Kitakyushu-city	Tour of Kitakyushu-city Pollution Monitoring Center	Kitakyushu-city	
Oct. 27	Thu.	Energy-saving administration in Japan (Promotion of the Use of New Energy)	Kyushu Bureau of Economy, Trade and Industry	3R administration in Japan (creation of a recycling society)	Kyushu Bureau of Economy, Trade and Industry	
Oct. 28	Fri.	Industrial waste administration in Kitakyushu-city	Kitakyushu-city	Industrial waste disposal plant tour (recycling of non-ferrous metal)	Kowa Seiko Co., Ltd.	
Oct. 29	Sat.					
Oct. 30	Sun.					
Oct. 31	Mon.	Visit to automobile industry (higt productivity , energy saving)	Nissan Motor Co.,LTD (Kyusyu Factory)	Visit to Production factory of automobile parts (high-quality,high productivity and kaIZEN)	MATUMOTO INDUSTRY (Buzen)	

Nov.1	Tue.	visit to Coal-fired power plant (environment, energy-saving in power generation business)	TOBATA Coopeative Th emal CO., Ltd.	Instruction in preparing Action Plan ③	KITA	
Nov.2	Wed.	Visit to a breadmaking factory to observe CP (productivity, safety/sanitation, energy saving and wastewater treatment)	Kyushu Fuji Baking Co., Ltd. Fukuoka Factory	Study tour of resource recovery technology from waste and energy saving at cement plants	Mitsubishi Materials Corp. Kyushu Plant (Kurosaki)	
Nov.3	Thu.					
Nov.4	Fri.	Wastewater treatment of chemical Plant	Mitsubishi chemical Co., Kurosaki Plant	visit to Industrial waste disposal factory (disposal & Recycling ; waste water, sludge, waste oil , etc)	Daiseiki Co., Kyushu	Submitting AP
Nov.5	Sat.					
Nov.6	Sun.	Moving from Kitakyushu to Hiroshima, Hiroshima Peace Memorial Museum, Miyajima		Moving from Hiroshima to Himeji		
Nov.7	Mon.	Moving from Himeji to Tutiyaama, Osaka		Visit to Zn recovery factory (Sumitomo metal mining)	Sumitomo metal mining (Harima)	
Nov.8	Tue.	Visit to Manufacturing of Construction machinery (shovel, bulldozer : Small group activity,KAIZEN)	KOMATU・Osaka Works	Tour of environmental measurement and analyses equipment manufacturer	Shimadzu Corp. Sanjo Works	
Nov.9	Wed.	Kyoto morning tour		Moving from Ibaragi, Kyoto to Tokyo		
Nov.10	Thu.	Management support for Small & Medium Enterprises	Organization for Small & Medium Enterprises and Regional Innvation	Japan's environmental policy ; Creation of Low Carbon Society	Ministry of the Environment	
Nov.11	Fri.	Promotion of energy saving poliy in Japan	Agency for Natural Resources and Energy	Approach of biomass energy use in Japan	Agency for Natural Resources and Energy	
Nov.12	Sat.			Movingl from Tokyo to Kitakyushu		
Nov.13	Sun.					
Nov.14	Mon.	Kitakyushu-city Eco-Town tour (center, automobiles, Eco Wood and wind generation)	Kitakyushu-city Eco-Town Center	Visit to Special manufacturer of automobile parts (high-quality,high productivity & precision machinery)	Nami Unit Co.,Ltd	
Nov.15	Tue.	Visit to a sugar factory to observe CP (high-quality/high productivity and environmental measures)	Mitsui Sugar Co., Ltd. (Fukuoka Factory)	Visit to vegetable oil manufacture and oilcake fertizer plant (high-quality/high productivity, waste recycling)	RIKEN Nosan-kako Co., Ltd. (Fukuoka Factory)	
Nov.16	Wed.	History of solid waste landfill technology in Japan	Fukuoka Research Center for Recycling Systems	Tour of city waste incineration plant (combined power generation)	Kitakyushu-city Kougasaki Factory	
Nov.17	Thu.	Visit to distilled liquor plant (high productivity, waste recycling and environmental measures)	NIKKA WHISKY DISTILLING CO,	Instruction in presenting Action Plan	KITA	
Nov.18	Fri.	KIC evaluation meeting	KIC	Presentation of Action Plan/Closing ceremony	KIC, KITA	
Nov.19	Sat.	Departure				

Promotion of Cleaner Production for Southeast European Countries
JFY 2011

Job Report

- **Name:**
- **Country:**
- **Organization**
- **Present post:**

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper) , and total pages of the report should be limited up to 5 pages (not including organization chart).

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report and Issue Analysis Sheet (IAS) at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 3: Please itemize your answer and make them specific.

1. Country Profile

- (1) Characteristics of main industries in your country
- (2) Current situation of Industrial promotion in your country
- (3) National strategy/challenges for promotion of CP

2. Organization and main tasks

- (1) Main tasks of the organization (company)
- (2) Organization chart: Please draw or attach a chart of your organization and mark where you are positioned.
- (3) Brief description of your assignments

3. Problems which your department is facing

- (1) Problems
- (2) Measures to the problems
- (3) Obstacles to solve the problems

4. Expectations for the training course

- (1) Most interesting subjects and places to visit.
- (2) How do you expect to apply or spread the results of the training after you return to your country?
- (3) Other matters you are expecting for this course, if any.

5. Action Plan for promotion of CP

- (1) Theme of Action Plan: Please choose one or two theme of Action Plan you think of, and describe the idea, if possible.
- (Note) The theme can be changed during the program in Japan.

= Questionnaire =

(1) Your work experience

- Please describe your work experience chronologically.

(2) About promotion of CP

- 1) Whichi organization is in charge of CP promotion in your country? (multiple answers allowed.)
- 2) Have you ever experienced CP training or the like? At what organization?

3) At what organization has your organization (company) taken CP training?

4) Please fill in the following table about CP activities in your country.

Kind of industry	Name of organization or company	Category	contents	Results
Example: Cement	〇〇 Cement company, Inc.	3 R/ Energy-saving	Waste tire recycling for fuel	1) Saving in the cost of waste tire disposal 2) Reduction of fuel unit consumption 〇〇%

(Note) In this course, curriculum structure for CP is classified into the following four categories.

1. Realize a profit and competitiveness
 - a. Base activities to support the spread of CP in companies (3S/5S, KAIZEN(improvement) / small group activities, TQC/TPM)
 - b. Improvement of the productive technology (high quality and high productivity, yield improvement, reducing subsidiary materials, business/organization efficiency, etc.)
2. Environmental conservation (global warming, air, water quality, soil/groundwater contamination, stench, etc.)
3. Energy-saving and development and utilization of various energy sources (natural energy, biomass, etc.)
4. Resource-saving/3R (including disposal of agricultural/industrial waste)

Annex-5 Issue Analysis Sheet (IAS) <Example>

Course objective	Category	A: problems in your Country or organization	B: Backgrounds that cause the problems	C: Measures taken in Japan	D: Proposal to your country
1 To understand definition and concept of CP and role of government and private sector for promoting CP, and to propose a solution for problems on productivity enhancement based on reduction of environmental contamination	i Coexistence of higher productivity and lower environmental burden by introducing CP concept into companies	1) Company executives' little interest in introduction and spread of CP 2) Administration's lack of PR about the need for the spread of CP	1) Company executives' absence of knowledge of enjoying the benefit by the spread of CP 2) Lack of in-house education 3) Administration's insufficient CP promotion measures		
	ii Coexistence of higher productivity and lower environmental burden	1) Absence of project section for considering the introduction of CP techniques 2) Due to outdated and aging facilities, lack of equipment technology to realize the coexistence	1) Lack of information of CP techniques 2) Lack of facility maintenance by insufficient maintenance systems 3) Lack of funds for the renewal of aging facilities	You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.	
2 To be able to explain knowledge, techniques and actual cases of low environmental burden technologies	i Air-environment conservation in coal thermal power plant	1) Emission of smoke dust, SOx and NOx exceeds environmental standard value. 2) Insufficient monitoring systems 3) Environmental standard value is more lenient than that of EU.	1) Generation amount of smoke dust and SOx is high, due to the use of lignite 2) Facilities are outdated and aging. Lack of equipment for environmental measures 3) Poor administrative leadership, absence of the authority of on-site inspections		
	ii Measures against river water pollution by discharged dyeing chemical substances from textile mills	1) Discharged water from textile mills is a pollution problem. 2) Lack of a grasp of component and concentration of pollutants by monitoring systems	1) Insufficient treatment for discharged water from dyeing procedures 2) Companies' lack of awareness of environmental conservation 3) Insufficient discharge regulation		

3. To be able to explain knowledge, techniques and actual cases of energy saving and multiple usage of energy	i Delay in energy-saving measures in the steel companies	1) Lack of electric-saving measures. Absence of electric-saving equipment for big motors 2) Absence of exhaust heat recovering (waste heat recovery power generation)	1) Lack of knowledge and database of energy-saving (electric-saving) technology 2) Companies' lack of awareness of energy-saving		
	ii Delay in utilizing renewable energy (natural energy)	1) Delay in the spread of photovoltaic and wind power generation 2) Biomass power generation from farm waste is small scale and inefficient.	1) Flaw in the energy-related legal systems 2) Administration's lack of promotion measures (support for subsidies, etc) 3) Difficulty in fund procurement for introducing facilities	You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.	
4. To be able to explain knowledge, techniques and actual cases of resource saving and recycle	i Industrial waste issue	1) Abandonment of hazardous wastes 2) Valuable resources in industrial wastes are not recycled. 3) Health damages by environmental pollution	1) Flaw in the legal system for wastes 2) Absence of database on companies' waste matters and total discharge 3) Lack of knowledge of 3R and disposal techniques for industrial wastes		
	ii Promotion of eco-town project (creating recycling complex)	1) There are a small number of companies which dispose of industrial wastes. Valuable resources are not collected. : Slag, sludge, dust, waste car, waste appliances, grease 2) Lack of various waste disposal techniques Recycling efficiency is low.	1) Companies' lack of awareness of 3R by waste generator 2) Insufficient sound material-cycle society by recycling wastes : Improvement of waste management system		

Annex-5 Issue Analysis Sheet (IAS)

<Name>

<Country>

<Organization & present post>

< Notice >

- 1) Applicants are required to fill in the required blanks on this IAS and submit it with Application Form and Job Report by due process
- 2) This IAS will be necessary for Job Report Presentation at the beginning of the training course and Action Plan Presentation at the end of the course.
- 3) Please get prior approval from your supervisor for what you write on the IAS
- 4) Participants accepted to the program are requested to bring this IAS in electronic file when coming to Japan.

Course objective	Category	A: problems in your Country or organization	B: Backgrounds that cause the problems	C: Measures taken in Japan	D: Proposal to your country
1 To understand definition and concept of CP and role of government and private sector for promoting CP, and to propose a solution for problems on productivity enhancement based on reduction of environmental contamination	i				
	ii			You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.	
2 To be able to explain knowledge, techniques and actual cases of low environmental burden technologies	i				

	ii				
3. To be able to explain knowledge, techniques and actual cases of energy saving and multiple usage of energy	i			You don't have to fill in these blanks. You will have to fill in these blanks during the training course and make an Action Plan Presentation on the final day.	
	ii				
4. To be able to explain knowledge, techniques and actual cases of resource saving and recycle	i				
	ii				

Name of Superior Officer _____

Designation/Position of superior officer _____

Signature _____

For your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



CORRESPONDENCE

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