



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

Capacity Building for Policy Staff regarding Kyoto Mechanisms

集団研修「京都メカニズム担当者養成コース」

JFY 2010

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J10-00840 / ID. 1080793

From May 1, 2010 to October 15, 2010

Phase in Japan: From May 31, 2010 to July 17, 2010

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

In view of sustainable development, environmental quality has come to worldwide attention. There is a growing recognition of the need to exploit every possible measure in order to protect the global and living environment through the effective and efficient means in accordance with the specific needs of each local area.

In December 1997, the Third Conference of the Parties (COP3) to the UN Framework Convention on Climate Change (UNFCCC) was held in Kyoto and the Kyoto Protocol was adopted. Since then, there have been many conferences setting out detailed rules for the implementation of the Kyoto Protocol. It is essential that economic growth shall be compatible with the environment in order to find a solution to the global warming problem. To achieve this, it is necessary to develop innovative technology and transfer technology efficiently and effectively to developing countries.

Through many negotiations and more ratified Parties, the Kyoto Protocol to the UNFCCC finally came into force on 16 February 2005. It is vitally important as the top of global agenda to have all countries participate in the effort to reduce greenhouse gases emission worldwide. The Clean Development Mechanism (CDM) will encourage a developing country to implement projects that limit emissions while promoting sustainable development.

For what?

This program aims to strengthen the capacity of potential host countries for the implementation of CDM projects and to contribute to both the prevention of global warming and the sustainable development of developing countries.

For whom?

This program is offered to administration officers who belong to Designated National Authorities (DNA) or other corresponding organizations like National Focal Points (NFP) and CDM related offices.

How?

Participants shall have opportunities to get a better understanding of Kyoto Mechanisms and roles of the developing countries in CDM projects and to learn some examples of Japanese efforts against global warming especially in mitigation approach. Participants will also formulate an action plan describing what they will do after going back to home countries, putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. **Title (J-No.): Capacity Building for Policy Staff regarding Kyoto Mechanisms (J1000840)**

2. **Period of program:**

Duration of whole program: May 1 to October 15, 2010

Preliminary Phase: May 1 to May 30, 2010

(in a participant's home country)

Core Phase in Japan: May 31 to July 17, 2010

Finalization Phase: July 18 to October 15, 2010

(in a participant's home country)

3. **Target Regions or Countries:**

Argentina, Brazil, Ethiopia, Kenya (2), Indonesia (2), Thailand, South Africa, Kazakhstan, Ukraine (2)

4. **Eligible / Target Organization:**

This program is designed for organizations designated as Designated National Authorities (DNA) or other corresponding organizations like National Focal Points (NFP) and CDM related offices.

5. **Total Number of Participants:**

12 participants

6. **Language to be used in this program:**

English

7. **Program Objective:**

To promote solutions of the problems which CDM related organizations have in the process of policy making through the capacity development of the policy staff.

8. **Overall Goal:**

- To help improve the system to host Kyoto Mechanism projects in respective countries
- To accumulate the know-how to formulate the CDM/JI projects

9. Expected Module Output and Contents:

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

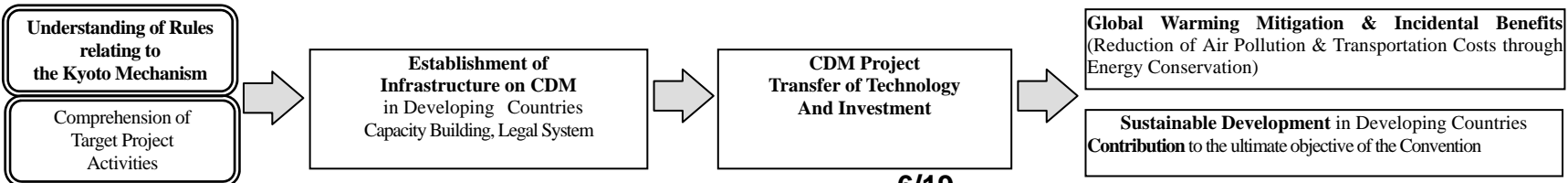
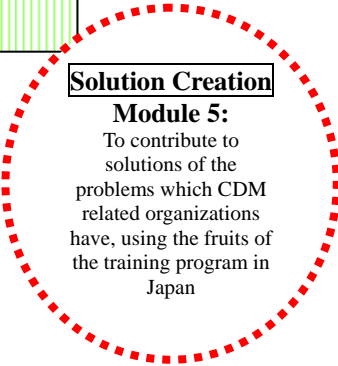
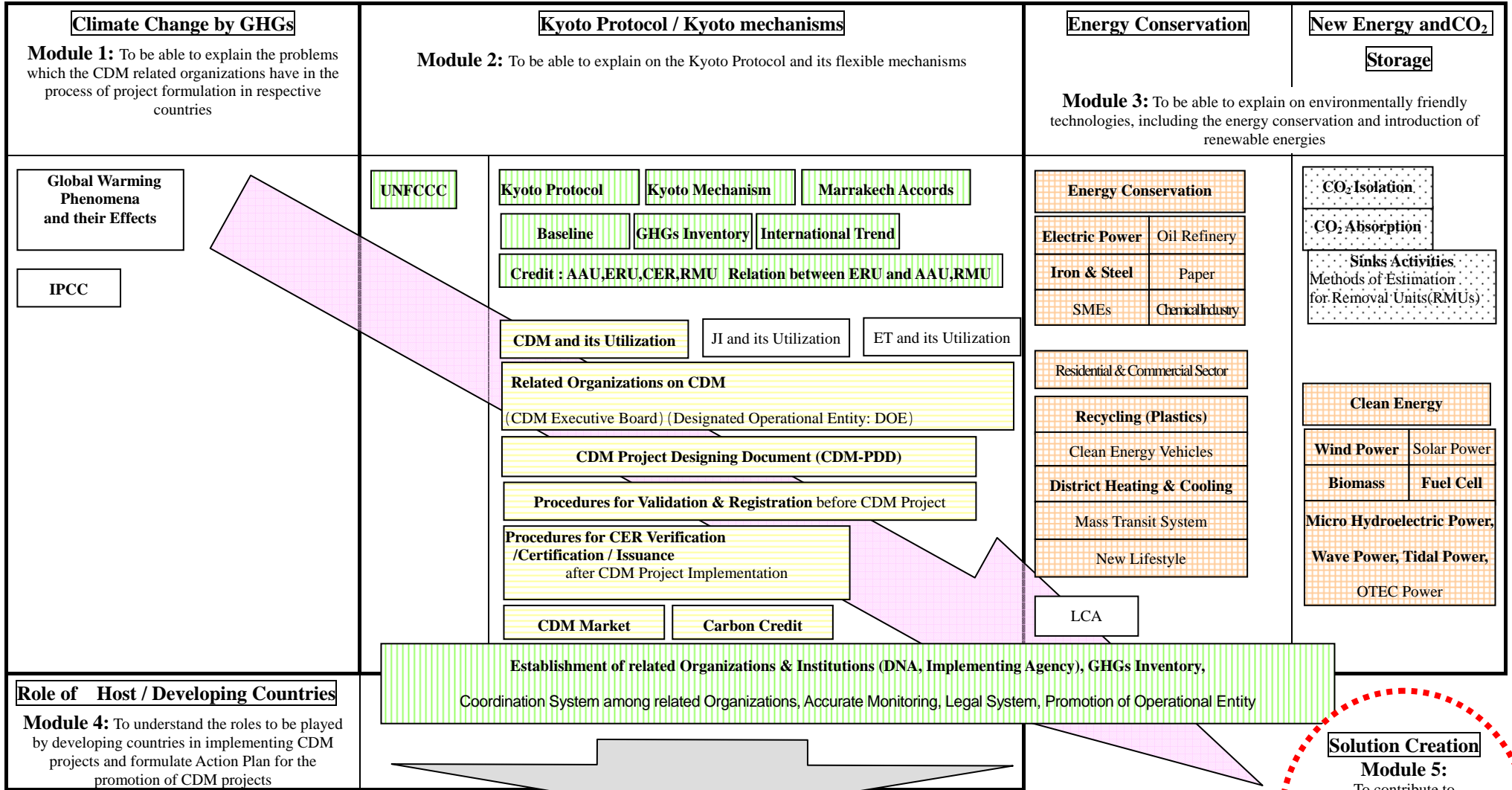
(1) Preliminary Phase in a participant's home country (May 1, 2010 to May 30, 2010) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Module Output	Activities	
To be able to explain the problems which the CDM related organizations have in the process of project formulation in respective countries	Preparation for the presentation of Country and Job Report Preliminary learning: Checking the Websites listed on ANNEX 3	
(2) Core Phase in Japan (May 31, 2010 to July 17, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To be able to explain the Kyoto Protocol and its flexible mechanisms	<ul style="list-style-type: none"> ➤ UNFCCC ➤ Kyoto Protocol (History, Target and Kyoto Mechanisms) ➤ Introduction of Kyoto Mechanisms (CDM, JI and ET) ➤ Detailed rules of CDM ➤ CDM project design documents (PDD) 	Lecture and Exercise
To be able to explain environmentally friendly technologies, including the energy conservation and introduction of renewable energies	<ul style="list-style-type: none"> ➤ Measures taken by industries against global warming ➤ Energy and resource saving for CO₂ reduction in major energy intensive industry such as an electric power plant and steel industry ➤ Global issues and development of clean-energy vehicles ➤ New energy development and its economic efficiency 	Lecture and Observation
To understand the roles to be played by developing countries in implementing CDM projects and formulate Action Plan for the promotion of CDM projects	<ul style="list-style-type: none"> ➤ Sustainable development and CDM ➤ Participation requirement (organization, national communication) ➤ Designated National Authority (DNA) ➤ Approval system (organization, procedure and criteria) ➤ Case study on experience of host country of CDM project ➤ Viewpoints of buyers of Certified Emission Reduction (CER) 	Lecture and Discussion

	<ul style="list-style-type: none"> ➤ Action Plan guidance ➤ Presentation of Action Plan 	Discussion Consultation Presentation
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(4)Finalization Phase in a participant’s home country
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 contribute to solutions of the problems which CDM related organizations have, using the fruits of the training program in Japan	Application and implementation of the action plan (interim report) back in the participant’s country and submission of its final report by October 15, 2010 based on the follow-up questionnaire to be provided during the Program. The sample of Completion Report is at Annex 4.

<Structure of the program>



【Reference: Training Schedule of 2009】

Tentative Training Schedule for Capacity Building for Policy Staff Regarding Kyoto Mechanisms, Fiscal 2009		
Date	Morning	Afternoon
June 8	Mn	Arrival at Central Japan International Airport (Centrair)
9	Tue	Briefing at JICA Chubu
10	Wed	Move to ICETT, General Orientation, Computer Orientation
11	Thu	Opening Session, Program Orientation
12	Fri	Introduction of ICETT, Video "An Inconvenient Truth"
13	Sat	
14	Sun	
15	Mn	L: Development and Climate Change / Co-benefit Approach
16	Tue	D: Country & Job Report Presentation
17	Wed	L: UNFCCC & Kyoto Protocol (Historical Background)
18	Thu	L: Outline of Kyoto Mechanism & Marrakech Accords
19	Fri	L: Baseline Methodology
20	Sat	Move to Tokyo
21	Sun	O: Environment and Energy Museum
22	Mn	L: CDM(Emission Source)
23	Tue	L: Small Scale CDM
24	Wed	L: Japanese Policy for Global Warming Measures
25	Thu	L: Sink CDM/Rules & Credit of Afforestation
26	Fri	L: Energy Conservation Promotion System in Japan
27	Sat	O: Solar Photovoltaic Power Generation Facility (Sanyo Solar Ark) / Back to ICETT
28	Sun	
29	Mn	L: Outline of Renewable Energy
30	Tue	L: CDM/JI Projects (Cases of Feasibility Study)
July 1	Wed	D: Capacity Building
2	Thu	L: CO2 Reduction Measures by Electric Power Co.
3	Fri	O: Global Environmental Issues & Development of Clean Energy Vehicles at Toyota Motor Corp.
4	Sat	Move to Hiroshima
5	Sun	O: Hiroshima Peace Memorial Park Museum
6	Mn	L: CDM Project by Electric Power Co. (Casestudy)
7	Tue	P: Group Work for PDD Exercise
8	Wed	FL&O: Livestock Waste Biomass
9	Thu	L: CO2 Underground Storage & Sequestration Technology
10	Fri	O: Aoyam Highland Wind Farm
11	Sat	
12	Sun	
13	Mn	L: Effect of Reduction and Adaptation Measures
14	Tue	P: Group Work for PDD Exercise
15	Wed	L: Credit Buyer's Perspective
16	Thu	L: CDM Projects in India
17	Fri	D: Roles of Host Countries
18	Sat	
19	Sun	
20	Mn	National Holiday (Marine Day)
21	Tue	P&D: Preparation and Presentation of CDM-PDD
22	Wed	Preparation of Final Report & Action Plan
23	Thu	D: Action Plan Presentation
24	Fri	Course Evaluation Meeting
25	Sat	Leaving Japan from the Central Japan International Airport (Centrair)

Note 1: L: Lecture FL: Field Lecture, O: Observation, P: Practice, D: Discussion

Note 2: This schedule may change due to unavoidable situations.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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 dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be an administration officers who belong to Designated National Authorities (DNA) or other corresponding organizations like National Focal Points (NFP) and CDM related offices
*This program is NOT intended for those who are engaged in meteorology nor environmental monitoring, please read carefully the course object and others.
- 2) be experts who are specializing in CDM and working in the field of energy sectors
- 3) Educational Background: be a graduate of university and working experience more than five (5) years
- 4) Language: have a competent command of spoken and written English (This program includes active participation in discussions, action plan (interim report) development, thus requires high 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.

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 letter of the participant's consent to bear economic and physical risks letter of consent from the participant's supervisor letter of consent from your Embassy in Japan, medical certificate. Please ask National Staffs in JICA office for the details.

6) Must not be serving any form of military service.

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) **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), please attach it (or a copy) to the application form.

(3) **"Country & Job Report" and "Summary of Job Report":** to be submitted with the application form. The application form without reports will not be accepted. Follow the instructions in Annex of this General Information.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **April 2, 2010**

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 document(s) 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 April 30, 2010.**

5. Conditions for Attendance:

(1) to observe 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 Japan according to 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 the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7)** to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section -9 and section -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Chubu International Center (CBIC)

(2) **Contact:** Mr. ICHIEDA Takeo (cbictp1@jica.go.jp)

2. Implementing Partner:

(1) **Name:** International Center for Environmental Technology Transfer (ICETT),
Ms. KISE Akiko

(2) **URL:** <http://www.icett.or.jp>

(3) **Remark:** ICETT was established in 1990 with the active support of the national government (Ministry of Economy, Trade and Industry), local government, Japanese leading industrial companies and academic institutions in Japan. The purpose of ICETT is to contribute to global environmental conservation through a wide range of activities for transferring industrial pollution control technologies and administrative measures to developing countries.

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:

International Center for Environmental Technology Transfer (ICETT)

Address: 3690-1 Sakura-cho, Yokkaichi, Mie Prefecture 512-1211, Japan

TEL: 81-593-29-3500 FAX: 81-593-29-8115

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52- 533-0220 FAX: 81-52- 564-3751

(where "81" is the country code for Japan, and "593" or "52" is the local area code)

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

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

“KENSHU-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. For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities, including school and university students as a part of development education program. The JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentation on the society, economy and culture of their home country.

VI. ANNEX:

Guidelines for Country & Job Report

1. Making Country & Job Report

The nominee should prepare both “**Country & Job Report**” and “**Summary of the Job Report**” to explain the present situation in his/her country as well as to introduce his/her job description and own interest. These reports should be typewritten in accordance with the attached form (ANNEX 1 and ANNEX 2) and submitted **together with the Application Form**.

***These papers are used for screening nominees. Therefore, applications without a completed set of the papers will not be accepted.**

2. Country & Job Report Presentation

A presentation meeting on the Country & Job Report is scheduled at the beginning of the training course and it is attended by lecturers and people concerned with this course. To comprehend and utilize the effectiveness of the training course, we will share and make clear the present situations and issues each other and adjust the general goal and specific objectives to be achieved throughout the training course.

(1) Time allocation

Time allocation for each presentation is about 10 minutes, followed by a 5-minute questions & answers session.

(2) Requirement

To make their presentations more understandable and attractive, the participants are advised to bring and make effective use of visual references such as Power Point data files, pamphlets of their organizations, photos, DVD or videos, which illustrate the report.

ANNEX 1:

Country & Job Report Format

This report should be typewritten in English on A-4 size paper in Times New Roman font (12 point) and single-spaced lines. Page number should be at the bottom as -1-, -2-, -3-. Tables and figures should be annexed.

[Contents]

Please indicate the following information on the cover page:

- Name of participant
- Name of organization
- Department/Division you belong to and your position
- E-mail Address (if available)

* The approximate number of pages required for each item is shown in parentheses. The total number of pages will be around 8.

1. Introduction (2 pages)

Briefly describe the work of your organization, services provided and your own job with organization charts and information on the functions of the organization. Especially please describe any experiences regarding CDM and/or CDM projects you have dealt with before.

2. Present State of Global Warming and Measures to Limit Emissions of Green House Gases (GHGs) such as Energy-Saving in your Country (2 pages)

Describe the following with available documents or statistical data.

- (1) Basic policy
- (2) Laws or regulations
- (3) Constrains/difficulties to solving these problems

3. Priority Action Areas regarding to Kyoto Mechanisms and Potential CDM Projects in Your Country (2 pages)

- (1) Priority action areas
- (2) National Focal Point to UNFCCC and DNA, and their activities
- (3) Present state of the system to host a CDM project: Number of staff in DNA, budget and your task related with CDM projects
- (4) Ongoing and/or potential CDM projects

4. Your Experiences with Difficulties in Promoting Kyoto Mechanisms in your Country (1 page) Except financial problems

5. Your Most Interesting Subjects in this Training Course and the Reasons behind (1 page)

ANNEX 2

SUMMARY OF THE JOB REPORT (to be made on a computer)

* For the convenience of information collection, please try to make it in only one page of A-4 size paper.

* The Summary of Job Report should be shown by a run of the item.

Name of Nominee	
Country	
Name of Organization	
Type of Organization	Government/Public/Private
Establishment (Year)	
Major Activities of your Organization	
Present Post (Years of Experience) Your task related with CDM projects * Please attach organization chart.	
Detailed description of CDM projects you have been involved with or any experiences regarding CDM	
Basic policy and priority action areas regarding Kyoto Mechanisms in your country (Please name your national focal point to UNFCCC, the year your country ratified or accepted the Kyoto Protocol, and the authorized organization as DNA.)	
Ongoing and/or potential CDM Projects in your country	
Your most interesting subjects in this training course and the reasons behind that	

ANNEX 3: (for your reference)

Useful Websites for Climate Resources

- IPCC Web site:

<http://www.ipcc.ch/>

- UNFCCC Web site:

http://unfccc.int/kyoto_protocol/items/2830.php

http://unfccc.int/essential_background/feeling_the_heat/items/2918.php

http://unfccc.int/essential_background/glossary/items/3666.php

- CDM Web site:

<http://cdm.unfccc.int/Reference/Guidclarif/index.html>

- CDM Pipeline:

<http://cdmpipeline.org/>

- CDM in Charts:

<http://www.iges.or.jp/en/cdm/report01.html>

- CDM/JI Manual:

http://gec.jp/gec/gec.nsf/en/Publications-Others-CDMJl_Manual

- CER Estimation Tool Kit:

http://gec.jp/gec/gec.nsf/en/Publications-Others-CER_Toolkit

- CDM Methodologies Guidebook:

http://gec.jp/gec/gec.nsf/en/Publications-Others-CDM_Meth_Guidebook

- International Emissions Trading Association (IETA) Web site:

<http://www.ieta.org/ieta/www/pages/index.php>

- The World bank - Carbon Finance Unit Web site:

<http://carbonfinance.org/>

ANNEX 4:

Sample
-Completion Report-

October 22, 2010

To Resident Representative of JICA Bangladesh

Completion Report of Group Training Program “School Health” in JFY2010

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program “School Health” which was implemented from June to August 2010. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth’s smoking has been authorized by our director general as attached.

2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

3. Future actions

(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2008.

4. Comments on this program, if any

Best regards,

Signature:

Name: Ms. XXXX. XXXX

Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

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

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

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: 81-52- 533-0220 FAX: 81-52- 564-3751

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