



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **The Regional Executive Directors**
DENR Region 1-13, CAR and NCR

The Director
Environmental Management Bureau

FROM : **The Undersecretary**
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **INVITATION TO NOMINATE ONE (1) CANDIDATE TO THE TRAINING PROGRAM ON SOLID WASTE MANAGEMENT TOWARDS RECYCLE ORIENTED SOCIETY (EMPHASIS ON PARTNERSHIP BETWEEN PUBLIC ENTITIES AND CITIZENS) ON 13-27 AUGUST FOR ONLINE TRAINING AND 27 SEPTEMBER – 06 NOVEMBER 2021 FOR THE COURSE PROGRAM IN JAPAN**

DATE : **MAY 06 2021**

This pertains to the attached invitation of Japan International Cooperation Agency (JICA), in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate one candidate to the **Training Program on Solid Waste Management (SWM) towards Recycle Oriented Society (Emphasis on Partnership between Public Entities and Citizens) on 13-27 August 2021 for Online Training and 27 September – 06 November 2021 for the Course Program in Japan.**

The program will provide the participants with knowledge on Solid Waste Management policy instruments, technologies, stakeholder participation based on Japan's experience through online workshops and exercises/observations in Japan. It also aims to strengthen the human and institutional capacity for sustainable SWM, especially in the field of raising social awareness, environment education, and promotion of 3Rs (reduce, reuse, and recycle).

In this regard, please nominate one (1) candidate with the following qualifications:

1. current duties include strong involvement in solid waste management;
2. more than three (3) years experience in the relevant field/s;
3. good command of the English language;
4. preferably between the ages of 26 and 50 years old;
5. be in good health, both physically and mentally

The nominees shall submit the following requirements to HRDS-Training and Development Division **not later than 18 May 2021**;

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office with statement on how the subject training complies with the minimum criteria for official travel abroad;
 - the purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - the projected expenses for the trip are not excessive;
 - the trip is expected to bring substantial benefit to the country; and
 - the travel shall not hamper the operational efficiency of said agency.
2. Service Record (at least two (2) years as a permanent employee);
3. Certifications stating that the nominee:
 - has no pending administrative and/or criminal case;
 - has no pending scholarship nomination;
 - has at least a very satisfactory performance ratings for two (2) immediate rating periods;
 - is physically and mentally fit to travel.
4. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior; and
5. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended).

The JICA shall shoulder the costs of roundtrip airfare, travel insurance, allowances for accommodation, meals, living expenses, study tours, outfit, and shipping.

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

TESDA's deadline of submission of nomination and documentary requirements is on **24 June 2021** and interview is scheduled on **8 July 2021**. Attached are the invitation letter, application form, and other details of the program, for reference.

For information and appropriate action.


ATTY. ERNESTO D. ADOBO, JR., *CESO I*



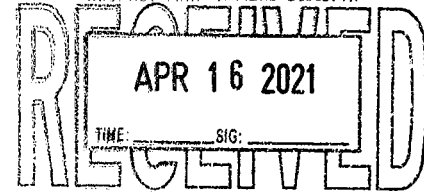
Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 ISO 9001: 2015 Certified



13 April 2021

SECRETARY ROY A. CIMATU
 Department of Environment & Natural Resources
 DENR Building
 Visayas Avenue
 Diliman, Quezon City

DEPT. OF ENVIRONMENT AND NATURAL RESOURCES
 RECORDS MANAGEMENT DIVISION



Attention: **Dir. Ric G. Enriquez**
 Director, Human Resource Development Service

Dear Secretary Cimatu:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/agency/organization to nominate one (1) candidate for the online training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet At 2:00 pm
Solid Waste Management towards Recycle Oriented Society (Emphasis on Partnership between Public Entities and Citizen)	August 13 to 27, 2021 (Online) and September 27 to November 06, 2021. (course program in Japan)	June 24, 2021	July 08, 2021

In nominating your candidate, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3rd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,


SEC. ISIDRO S. LAPEÑA, PhD., CSEE
 Director General

Attention: DENR, DENR-EMB & DENR Regional Offices – NCR, VII and XI

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

II. Documentary Requirements – Nominees must submit TWO (2) SETS of the following (D – I) on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE

Director General

Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

B. Certification from the Head/Manager of the Human Resource Department

(Please see attached **CERTIFICATION format**)

C. Nominee Data Sheet (please see attached format)

D. Personal Data Sheet to include list of training programs and seminars attended

E. Statement of PRESENT Actual Duties and Responsibilities (including past involvement) **RELEVANT** to the course/program signed by the immediate superior

F. Medical Certificate indicating that the nominee is **FIT TO TRAVEL AND UNDERGO FOREIGN TRAINING IN JAPAN** (must be strictly followed)

G. JICA Application Form with Japanese visa size photos on white background
(Handwritten application forms will not be accepted; please use A4 paper)

H. Reports required by the Course

I. Photocopies of Passport (official or personal / old or new)

NOTE: A copy of the **JICA Knowledge Co-Creation Program General Information (GI)** is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

The nominees **MUST BE PROVIDED** with copies of the **JICA GENERAL INFORMATION** (for format of reports), **ANNEX A** (for the requirements), (for the required reports) to avoid delay in the processing of documents.

SHIELA PAKINGAN
Desk Officer
Telefax: 88179095
Email: fstp.unit@tesda.gov.ph

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant
and Mr. / Ms. _____ referred hereto as the Personnel
Manager certify that:

The Department of _____ thru its Scholarship Committee
endorses the nomination of Mr. / Ms. _____
to the _____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete
the course and not be allowed to cancel or terminate the scholarship/training without
justifiable reason and without giving prior notice to and getting the approval from the
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non
degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20_____.

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course: IMPROVEMENT OF RICE CULTIVATION TECHNIQUES

Name	Agency	Position	Age	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities

**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)**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:		SEC. ISIDRO S. LAPEÑA, PhD., CSEE	
Designation / Position		Director General	
Department / Division		TESDA	
			Official Stamp



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]



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.



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)

[Empty box for Number]

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]



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)

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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		



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.



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.

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

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

***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 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.
- (f) 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.
- (g) 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



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 follow the Term of Use for the Online KCCP shown in the JICA Website :

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

Date:	Signature:
	Print Name:



MEDICAL HISTORY

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? (_____)
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

<input type="checkbox"/> No	<input type="checkbox"/> Yes: (_____)
<i>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.</i>	

2. Past Medical History

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

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



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

GENERAL INFORMATION ON

**Solid Waste Management towards Recycle Oriented Society
(Emphasis on Partnership between Public Entities and Citizens) (B)**

**課題別研修「循環型社会構築のための固形廃棄物管理
(行政と市民の協働に重点を置いた)(B)」**

JFY 2021

Course No. 202006493J001

Course Period:

Online: From August 13, 2021 to August 27, 2021

In Japan : From September 27, 2021 to November 6, 2021

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "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." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

Background

Population increase and economic growth have brought with them increasing amounts of waste. Especially in developing countries where solid waste management (hereinafter SWM) system is not fully developed, a variety of problems such as illegal dumping, open dumping of untreated waste, improper treatment of hazardous waste are threatening public health and sanitation conditions, and resulting in the loss of precious natural resources and ecosystem.

In the global context, UN General Assembly adopted 'Transforming our world: the 2030 Agenda for Sustainable Development' with the 17 Sustainable Development Goals and 169 targets in 2015. Solid Waste Management is addressed in the related SDGs goals and targets. G11 articulates, "Make cities and human settlements inclusive, safe, resilient and sustainable." Target 11.6 goes "By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management." G12 is about "Ensure sustainable consumption and production patterns." Target 12.5 says "By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse." Target 14.1 states the importance of reducing marine pollution in particular from land-based activities, including marine debris and nutrient pollution.

Japan experienced similar waste problems with developing country and it has come close to achieve a sound material-cycle society in recent years. This has been realized through joint efforts of national government, local governments, private companies, associations, and citizens who have worked and played respective roles to optimize collection, transport, recycling, intermediate treatment, final disposal of waste, and more. In the course of these efforts, Japan has also set up extensive systems to promote technological innovation and 3R (reduce, reuse and recycle) initiatives while raising social awareness on waste reduction.

In 2019, G20 Osaka Summit, which was hosted by Japan, G20 members and invited 8 countries shared "Osaka Blue Ocean Vision" that we aim to reduce additional pollution by marine plastic litter to zero by 2050. In order to realize the vision, the Government of Japan has launched the "MARINE Initiative" which supports capacity development in developing countries to promote sustainable waste management, recovery of marine litter, innovation and empowerment.

This course provides participants with knowledge on SWM policy instruments, technologies, stakeholder participation based on Japan's experience through online workshops and exercises/observations in Japan.

For what?

This program aims at strengthening of human and institutional capacity for sustainable SWM, especially in the field of raising social awareness, environment education, and promotion of 3Rs (reduce, reuse and recycle) in participating countries.

For whom?

This program is offered to administrators/municipal officers, who are in charge of SWM. The most suitable personnel is local or regional government officers. Central government officers who support local government for improvement of SWM, or staffs of other organizations such as NGOs or public corporations which are engaged in SWM at local level can be applicable.

How?

Participants shall have opportunities to learn Japan's experiences, knowledge and technologies related to SWM by means of online (specified on-demand materials provided by the lecturers through internet or other media and online real-time exchange session among the participants and the lectures) and observations/exercises provided during their visit in Japan.

Participants will also formulate an action plan describing what the participant will do after completion of the course, based on the knowledge and ideas acquired and discussed in this course.

Sustainable Development Goals (SDGs)

JICA is committed to achieving the SDGs. This program is to contribute to the following goals.



II. Description

1. Title (Course No.)

Solid Waste Management towards Recycle Oriented Society (Emphasis on Partnership between Public Entities and Citizens) (B) (202006493J001)

2. Course Duration

Online: From August 13, 2021 to August 27, 2021

In Japan : From September 27, 2021 to November 6, 2021

<Important Note>

-In the context of the COVID-19 pandemic, please note that there is a possibility

the course period, especially the session in Japan, may be, changed, shortened, or the course itself cancelled.

-Participation in the sessions both online session and the session in Japan is an essential requirement for the completion of the course.

3. Target Regions or Countries

Bangladesh, Belize, Cambodia, Cote d'Ivoire, Guyana, Honduras, Indonesia, Laos, Philippines, Serbia, Sudan and Zambia

* Please be kindly noted the "Border enforcement measures to prevent the spread of novel coronavirus (COVID-19)" which leads denial of permission to entry for any foreign passengers who have stayed in the listed countries/regions within 14 days prior to the application for landing continues as of 12 March, 2021.

The session in Japan would be considerably restricted before the "measure" is not lifted for each participating country.

4. Eligible / Target Organization

This program is mainly designed for organization as follows;

- 1) local government and/or regional government who are in charge of SWM
- 2) central government and governmental agencies which support local and regional government for improvement of SWM
- 3) other organizations such as NGOs or public corporations which are engaged in SWM at local level.

5. Capacity (Upper limit of Participants)

12 participants

6. Language to be used in this program

English (including English translated from/to Japanese through interpreters)

7. Objective

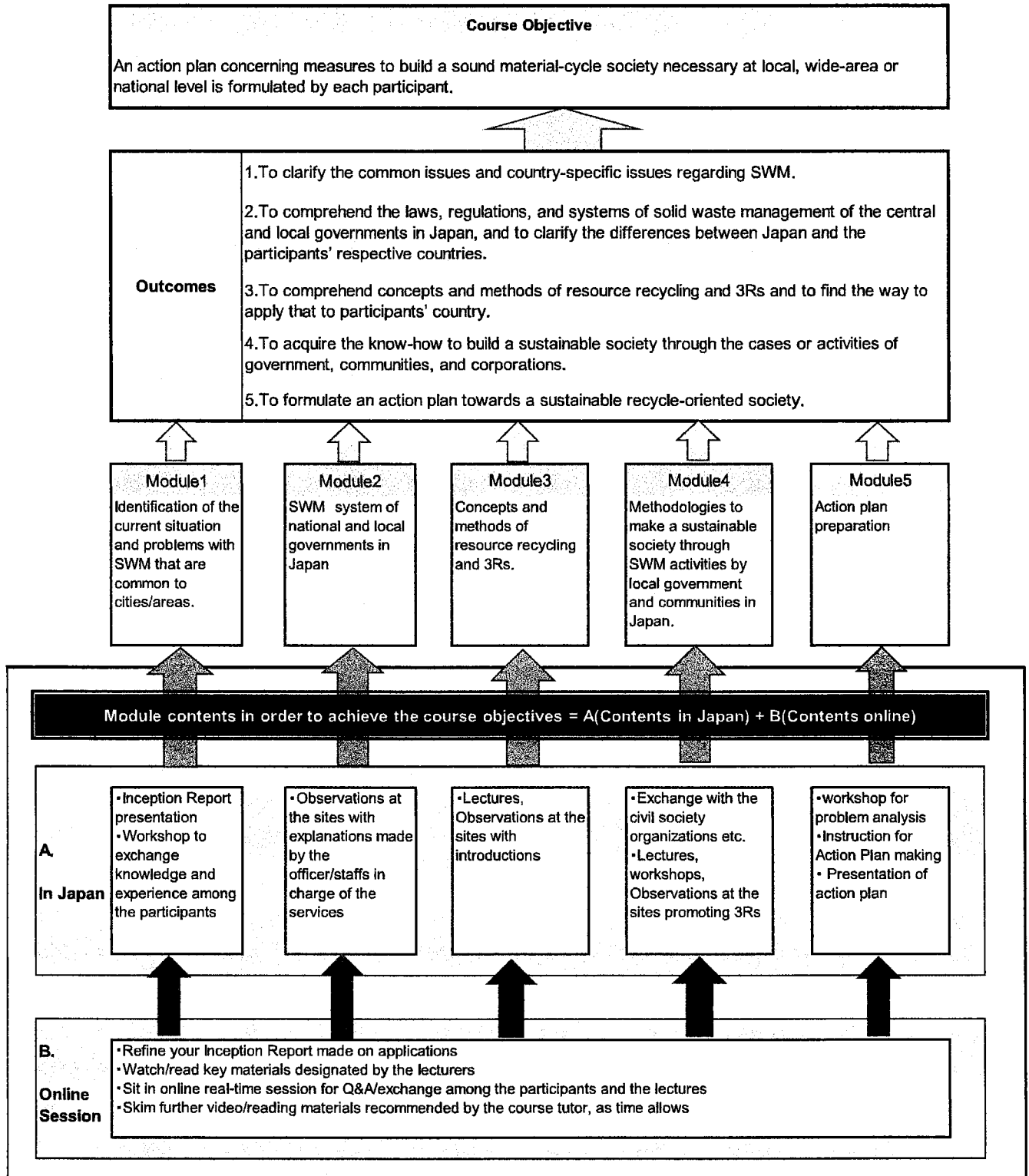
An Action Plan concerning measures to build a sound material-cycle society necessary at local, wide-area or national level is formulated by each participant.

8. Overall Goal

Human and institutional capacity for sustainable SWM in participating countries is strengthened.

9. Outcomes and Contents

This course consists of the following components. Details on each component are given below. (Detailed information will be given for the accepted participants.)



(1) Online session	
1) Outcomes	
<ul style="list-style-type: none"> - To acquire basic information on SWM system and an overview of social institutions underlining the system in Japan. - To obtain information necessary for the visit to Japan, such as the purpose and system of JICA KCCPs, so that the participants can complete the course more effectively. 	
2) Contents	
<ul style="list-style-type: none"> - Basic/theoretical information on contents of the modules (Regarding outcomes of each modules, please refer to (2)). 	
Module 1	<ul style="list-style-type: none"> - Orientation by the tutors - General information on Japanese society, education and local administration - Global environmental Issues - Environment and economy
Module 2	<ul style="list-style-type: none"> - History of waste management and treatment, recent trends - Solid waste treatment in Japan - Technical expertise of Japan in SWM - Japan's experience in promoting 3Rs
Module 3	<ul style="list-style-type: none"> - SWM policy in Kyoto city - Current condition survey and management plan - Kyoto city recycling society promotion basic plan - Kyoto city waste reduction promotion council - Efforts of green purchasing and green consumers - Environmental management system KES - Efforts of Kyoto city eco school district
Module 4	<ul style="list-style-type: none"> - Creating a system for citizen participation, training and management of citizen volunteers - Introduction to environmental education and methods for planning environmental education programs

3) Tentative schedule			
Self-Study Period (From August 13 to August 22, 2021)			
<ul style="list-style-type: none"> ✓ The materials are delivered in a style of on-demand digital contents (movies, document data etc.) through internet on 13 August. ✓ There is no designated time and place to watch/read the materials. ✓ The participants can decide the pace of learning and learning environment by themselves based on their individual situation. 			
Objectives		Activities	
<ul style="list-style-type: none"> - To acquire basic/theoretical information on solid waste management - To prepare for online real-time session 		<ul style="list-style-type: none"> - Read/watch materials provided online or other styles of media. - Organize her/his topics (questions or comments about the materials etc.) for the online real-time sessions - Contact with an ex-participant, if possible, in the respective countries to get more idea about the course. 	
Online real-time sessions (From August 23 to August 27, 2021)			
<ul style="list-style-type: none"> ✓ One to two hours real-time online meetings par a day (24 Aug. has no meeting.) are held at fixed time in response to the time differences. ✓ Every meeting has corresponding theme and subject materials, which Q&A and discussions will cover. Participants shall read/watch the materials designated by the tutors beforehand. 			
Group	Country name	Local time	
		Date	time (fixed)
Group 1 (Asia, Africa and Europe)	Philippines	23 Aug., Mon.	16:00~18:00
	Cambodia, Indonesia, Laos		15:00~17:00
	Bangladesh	25 Aug., Wed.	14:00~16:00
	Sudan, Zambia,	26 Aug., Thu.	10:00~12:00
	Serbia		9:00~11:00
	Cote d'Ivoire		8:00~10:00
Group 2 (Latin America and the Caribbean)	Guyana	27 Aug., Fri.	19:00~21:00
	Belize, Honduras		17:00~19:00
Objectives		Activities	
<ul style="list-style-type: none"> - To clarify questions about materials - To deepen knowledge through exchange ideas among others 		<ul style="list-style-type: none"> - Reviewing contents learnt from the materials - Q & A session - Discussions, exchange of knowledge 	

N/B:

- ✓ Contents and the schedule are subject to change.
- ✓ Online real time sessions are not lectures, but focused on discussion and Q&A.
- ✓ The participants are expected to study in advance, and participate fully prepared for the discussion.
- ✓ During the program, the participants are responsible for time management. Please make sure that you discuss this with your superior in your organization, so that you can have enough time to focus on your course work.

(2) Session in Japan (From September 27, 2021 to November 6, 2021)		
Modules	Subjects/Agendas	Methodology
1	Regarding SWM, common issues in participants' countries are clarified and shared through a presentation of Inception Report* and following discussions. *see VI. ANNEX	Presentation, Discussion
	<Examples of activities> - Inception Report Presentation - Exchange comments and opinions among participants and lecturers	
2	To comprehend the laws, regulations, and systems of solid waste management of the central and local governments in Japan.	Field Visit, Exercise
	<Examples of activities> - Lectures and workshop about outline on global environment issues, resources recycling, municipal administration, and history and lessons about Japanese SWM experiences. - Instruction of waste management system by national and local governments-National government / Kyoto city / united municipals (integrated administration of large region) etc	
3	To comprehend concepts and methods of resource recycling and 3Rs and to find the way to apply that to participants' country.	
	<Examples of activities> - Lectures and observations on waste collection work, treating waste and recycling. Observation of landfill site, incinerator, recycling center and biodiesel facility - Introduction of sanitary landfill method and compost technology	

	<p>To understand the methodologies to make a sustainable society through SWM activities by local government and communities in Japan.</p> <p><Examples of activities></p> <ul style="list-style-type: none"> - Waste management / reduction of waste activities in community - Lectures and observations about linkage between solid waste and economic activities, social contribution activities by corporations - Outline of Environmental education as enlightenment to a citizen - Lectures about formulation of sustainable recycle-oriented society, life cycle assessment - Exercise for environmental education program formulation 	
4	<p><Examples of activities></p> <ul style="list-style-type: none"> - Waste management / reduction of waste activities in community - Lectures and observations about linkage between solid waste and economic activities, social contribution activities by corporations - Outline of Environmental education as enlightenment to a citizen - Lectures about formulation of sustainable recycle-oriented society, life cycle assessment - Exercise for environmental education program formulation 	
5	<p>Action plans concerning measures necessary at local, wide-area or national level for building a sustainable material-cycle society are formulated.</p> <p><Examples of activities></p> <ul style="list-style-type: none"> - Workshop for problem analysis - Instruction for action plan making - Presentation of Action Plan 	Lecture and Exercise

III. Eligibility and Procedures

1. Expectations for the Participating Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course 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) During the online session, applying organization should support the participant so that she/he can learn the course materials under appropriate self-disciplined learning environment.

2. Nominee Qualifications

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

(1) Essential Qualifications

1) Current Duties:

- Officers of local government/municipality and/or regional government who are in charge of SWM,
- Officers of central government and governmental agencies which support local and regional government for improvement of SWM, and/or
- Staff of other organizations such as NGOs and/or public corporations which are engaged in SWM at local level

2) Experience in the relevant field: have more than 3 years' experience in the field of solid waste management or have equivalent level of knowledge

3) Educational Background: be a graduate of university or equivalent

4) Completion Requirement: Participation in both sessions (the online session and the session in Japan) is an essential requirement for the completion of the course.

5) Language Proficiency : have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

6) Health : must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-six (26) and fifty (50) years old
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.
- 3) Technical Requirements for the online session (Computer)
 - ✓ Technology Proficiency:
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Online session may be delivered using the following services, Web Conferences (Zoom, Google Meets, Microsoft Teams), Cloud Storage (Google Drive, Gigapod), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)
 - ✓ Internet Connection:
 - High Speed Broadband Connection (at least 2Mbps).
 - ✓ Hardware (Minimum Requirement):
 - Regular access to a computer, either from your home or from your office.
 - Operating System: Windows or Mac OS (Updated version is preferred).
 - Processor: Intel Core 2 Duo or higher; 2GHz or higher
 - Memory: 4GB of RAM or higher
 - Hard Drive Space: 5GB free disk space
 - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
 - Others: Webcam Microphone, and Audio output Device (a speaker or headset)
 - *In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.
 - ✓ Software (which may be required):
 - Zoom Client for Meeting (<https://zoom.us/download>)
 - *In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application. Before the actual program, JICA will conduct a connectivity test where you will be asked to join a short online meeting. Dates and links will be notified along with other course information.

3. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please

specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) **Inception Report:** each participant is required to submit an Inception Report together with Application Form. Inception Report will be used for screening of applicants, and applications without completed Inception Report will not be considered as duly qualified.

※See VI ANNEX for more detail

- (3) **Photocopy of passport:** You should submit it with the Application Form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

- (4) **English Score Sheet (photocopy):** to be submitted with the Application Form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan by July 1, 2021**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 20, 2021**.

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

For the session in Japan, only accepted participants are required to prepare:

(1) Presentation data of Inception Report

Please see 'B. Presentation of Inception Report' in VI. ANNEX 1 (p.17) for details.

(2) An updated "Medical history" sheet

"Medical history" sheet is a specified form submitted with the application form. In addition to it, JICA will check the latest health condition of accepted participants before departure to Japan, so that they can complete the session in Japan where is very different living environment from their countries as smooth as possible.

* Depending on the COVID-19 pandemic, international passengers may be required to submit medical certificate on their entry in Japan.

6. Conditions for Participation

Participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA),
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- (4) not to bring or invite any family members,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) not to discontinuequit the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in

schedule, and
(13) to comply with the use conditions of copyrighted works by each copyright holder,
when using texts and other materials distributed for KCCP.

IV. Administrative Arrangements

1. Organizer(JICA Center in Japan)

(1) Center : JICA Kansai Center (JICA Kansai)

(2) Program Officer: Ms. NAMBA Midori (Namba.Midori@jica.go.jp,
jicaksic-unit@jica.go.jp)

2. Implementing Partner

(1) Name: Kyoto Environmental Activities Association

(2) URL: <https://keaa.or.jp/en/>

3. Travel to Japan

(1) Air Ticket: In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kansai Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
TEL: 81-78-261-0383/0341 FAX: 81-78-261-0465
(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL,
<https://www.jica.go.jp/kansai/english/office/index.html>

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.

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

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

6. Pre-departure Orientation

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

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

V. Other Information

Only for the session in Japan:

1. Participants who have successfully completed the program, in terms of completion of both sessions; online session and the session in Japan, will be awarded a certificate by JICA.
2. Allowances, such as for living, outfit, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
3. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
4. It would be convenient to bring a small bag for short trips of a few days away from JICA Kansai, which are planned in this course. During short trips, participants will mainly use the public transportation system for traveling, including trains, public buses, etc. It is recommended to bring comfortable walking/sport shoes for traveling.
5. Preparation of personal computer (note/laptop)
During the program, participant will have some opportunities to use a computer for individual work, including preparation of Action Plan, etc. Therefore, it is recommended for each participant to bring his/her PC (equipped with Microsoft Office programs -Word, Excel, Power point). Most of the accommodations have internet access.

VI. ANNEX 1

Inception Report

This Inception report is considered to be very useful not only for adjusting the details of course items to fit for the needs of each participant but also for understanding the different situations among the participating organizations/countries. The volume may be no more than 10 pages of slide or 1,500 words.

This Inspection Report is required to be submitted with the Application Form. Inception report will be used for screening of applicants, and application without completed Inception Report will not be considered as dully qualified.

Required Contents in Inception Report

- (1) Name of applicant and email address
- (2) Name of your organization and your professional job status
 - ** Please attach an organizational chart and indicate the division which you belong to.
- (3) Detailed description of your duties
- (4) Current situation and problems/issues in your country/State/Municipality (it depends on which area your organization covers) regarding promotion of Solid Waste Management. Please also describe actions or countermeasures being taken in your organization to deal with the such situation.
 - * Please describe the existing practical programs for solving said problems and cooperative relationships among citizen, administration and industry.
 - < Necessary items >
 - Current situation of solid waste management
 - Legislative and administrative systems for SWM
 - Quantity and composition (Organic, plastic...) of country's/State's/municipal waste discharge (if possible, by dischargers/ e.g. households, businesses, etc...)
 - How to obtain data for waste composition survey (who, how often, and how)
 - Systems and methodologies of collection, transportation, intermediate treatment, storage, final disposal
 - Effort for 3R promotion (reduce, reuse, recycle) and promotion of citizen awareness/ participation
 - Collaboration with private enterprises and so on.
- (5) Subjects in the curriculum of this program that you would like to learn and you think important for your job

Inception Report Presentation (ONLY FOR ACCEPTED PARTICIPANTS)

The presentation of the inception report for about 15 minutes per participant will be carried out at the beginning of the session in Japan. The detail and submission date will be later informed to accepted participants.

VII. ANNEX 2

Action Plan

What is Action Plan?

During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program in Japan and in your organization after returning to your country.

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. You are recommended to focus on one topic you are able to carry out after returning to your country.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Explanation of target area and your office
- c. Problems and causes
- d. Stakeholders
- e. Objectives (Goals)
- f. Activities and responsible bodies
- g. Policies
- h. Budget
- i. Means of Verification
- j. Implementation schedule
- k. Others

Tips for making more implementable Action Plan

According to the JICA Institution's research report '*An Empirical Study of the Conditions for Successful Knowledge Transfer in Training Programs*' (https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q00000025y5-att/JICA-RI_WP_No.85.pdf), more APs were observed to have been implemented in the participating organizations when;

- the organizations had identified problems to be solved and encouraged the participants to explore on it in Japan
- the participants communicated with dispatching organizations bilaterally during the course (2014, Mikami and Furukawa)

It is recommendable to consult your superior and/or colleagues about which topics you will choose for your AP before departure as well as to communicate with them while preparing your draft of AP.

Note:

Participants will have more detailed guidance during the program.

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies

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

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



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified



Contact Information for Inquiries

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

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0465

September 2020

Japan International Cooperation Agency (JICA)

Required Specification of Devices for Online Program in KCCP

1. Required Specification in General

The following information is a model of specification of devices for our online program. As it depends on the contents of program, please refer more details in the information in each course.

1) Windows

Hardware Specifications	Software Specification (Windows)
Storage : Minimum 5GB of available space Memory (RAM): 4GB or more (Zoom needs minimum 4 GB) Processor (CPU) : Minimum requirement is 1 GHz Processor or Higher. Dual Core processor 2GHz or Higher (i3/i5/i7 or AMD Equivalent) is recommended. Wi-Fi or Ethernet Port for internet connection Web Camera Speaker and Microphone AC Adopter	Operating System (OS): Windows 8.1 or 10 Web Browser: Google Chrome (recommended) Firefox, Microsoft Edge Applications: PDF Reader (Adobe, etc.) (1)Microsoft Office 2013, 2016, 2019 (including MS Words, Excel, PowerPoint) Anti-Virus Software (Kaspersky, McAfee, etc) Optional: MS Teams, Zoom *In case the MS Office is not available, Google's G Suite, may be used for working.

2) Apple

-Any model build later than MacBook Mid2010 should have minimum specification.

Hardware Specifications	Software Specification (Apple)
Storage : Minimum 5GB of available space Memory (RAM): 4GB or more Processor (CPU): Minimum requirement is 1 GHz Processor or Higher. Dual Core processor 2GHz or Higher (i3/i5/i7 or AMD Equivalent) is recommended. Wi-Fi or Ethernet Port for internet connection Camera Speaker and Microphone AC Adopter	Operating System (OS): mac OS 10.9(Mavericks) or higher (Currently mac OS Catalina) Web Browser: Google Chrome (recommended) Firefox, Safari Applications: PDF Reader (Adobe, etc) (1)Microsoft Office 2013, 2016, 2019 (including MS Words, Excel, PowerPoint) (Preferred) Anti-Virus Software (Kaspersky, McAfee, etc) Optional: MS Teams, Zoom *In case the MS Office is not available, Apple's Pages, Numbers, Keynote, or Google's G Suite, may be used for working.

2. How to check the specification of Processor, Memory, Windows

1) Hardware

Top window>Control Panel>System

Windows edition:

Processor:

Memory (RAM):

Windows Activation:

View basic information about your computer

Windows edition

Windows 10 Pro

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System

Processor: Intel(R) Core(TM) i3 CPU M 330 @ 2.13GHz 2.13 GHz

Installed memory (RAM): 4.00 GB (2.93 GB usable)

System type: 64-bit Operating System, x64-based processor

Pen and Touch: No Pen or Touch input is available for this Display

Computer name, domain, and workgroup

Computer name:

Full computer name:

Computer description:

Workgroup:

Change settings

Windows activation

Windows is not activated. Read the Microsoft Software License Terms.

2) Software

Open Microsoft Office>File>Account

⇒"Product Activated"

