



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

# Promotion of Energy Efficiency and Conservation(B)



Course Number: 202313578J001

Course Period: September 11, 2024- October 17 , 2024



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.  
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.  
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

エネルギーの高効率利用と省エネの推進 (B)



# How can we promote **Energy Efficiency** and conservation?

Acquire **theoretical and effective solutions**  
for Energy Efficiency and Conservation through  
practical training in Japan.

# Outline



This training course is designed for officials engaged in energy efficiency and conservation policies, promotion, and audits, and introduces the recognition of issues based on IEA energy data, the overall picture of energy efficiency and conservation policies, energy efficiency and conservation promotion measures **in the industrial, commercial and residential, transport sectors**, energy efficiency and conservation in lighting and air conditioning equipment, energy management and audits, and other initiatives to promote the government and private sectors' role in energy efficiency and conservation.



All sessions are carried out in Russian.

The period of the program is **from September 11 to October 17, 2024.**

Course Capacity: 5 participants

## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.



# Table of Contents

## **For What?**

(Background, Objectives) ..... 6

## **To Whom?**

(Job Areas and Organizations, Targeted Countries) ..... 6

## **When?**

(Online Program Period, Face-to-Face Program Period) ..... 7

## **Where?**

(Place Where the Program Take Place) ..... 7

## **How?**

(How to Learn, Language, Commitment to the SDGs) ..... 8

(Program Structure) ..... 8-11

(Course Leader, Coordinator, Program Officer) ..... 12

## **Voice**

(Past Program Alumni Comments) ..... 13

## **Eligibility and Procedures**

(Expectations to the Applying Organizations, Nominee Qualifications) .....14-15

(Required Documents for Application) ..... 15-16

(Procedures for Application and Selection) ..... 16

(Additional Document(s) to Be Submitted by Accepted Candidates) ..... 17

(Conditions for Participation) ..... 17

## **Administrative Arrangements**

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan, Accommodation in Japan, Expenses, Pre-departure Orientation, Reference) . 18-19

**Other Information** ..... 21

## **Annex**

(Job Report, IAS, Sample Schedule) ..... 22-28

## **For Your Reference**

(JICA and Capacity Development, Japanese Development Experience) ..... 29

## **Correspondence**

(For Enquiries and Further Information) ..... 30

# For What?

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## Background

As the International Energy Agency (IEA) predicts most of the global increase in greenhouse gas emissions will come from developing countries for the next two decades.

In order to address the global goal of reducing carbon dioxide and, in the long term, decarbonizing without hindering economic growth, it is necessary to promote energy efficiency more strongly than ever, along with promoting the introduction of renewable energy.

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## Objectives

Participants formulate an action plan to be implemented by their own organizations to improve energy efficiency in industrial, commercial or residential sectors.

# To Whom?

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## Job Areas and Organizations

The program is designed for people who plan, promote, and audit energy conservation policies at central ministries, local governments, public corporations, and other energy-related public organizations.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Targeted Countries

- Kyrgyz
- Tajikistan
- Turkmenistan
- Uzbekistan

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

# When?

# Where?

## Face to Face Program Period



From September 11, 2024  
to October 17, 2024

This training will be organized by JICA Kyushu Center. Participants will mainly stay at **JICA Kyushu Center** to attend the training, and if they leave JICA Kyushu Center for a short study tour, other JICA domestic centers or private hotels will be arranged for them.

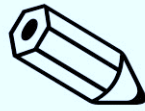


# How?

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## How to Learn

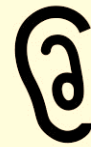
- Research
- Workshops
- Discussions
- Field Visits
- Presentations



Study



Discuss



Listen



Interact



Present



Experience

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## Language

Russian

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## Commitment to the SDGs

SUSTAINABLE  
DEVELOPMENT  
GOALS



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## Program Structure

### Job Report Presentation

Applicants shall prepare a "Report of Work (ANNEX 1)" and an "Issue Analysis Sheet (ANNEX 2)".

The job report shall describe the situation surrounding energy efficiency in the



applicant's country and the extent to which the applicant is or will be involved in promoting energy conservation.

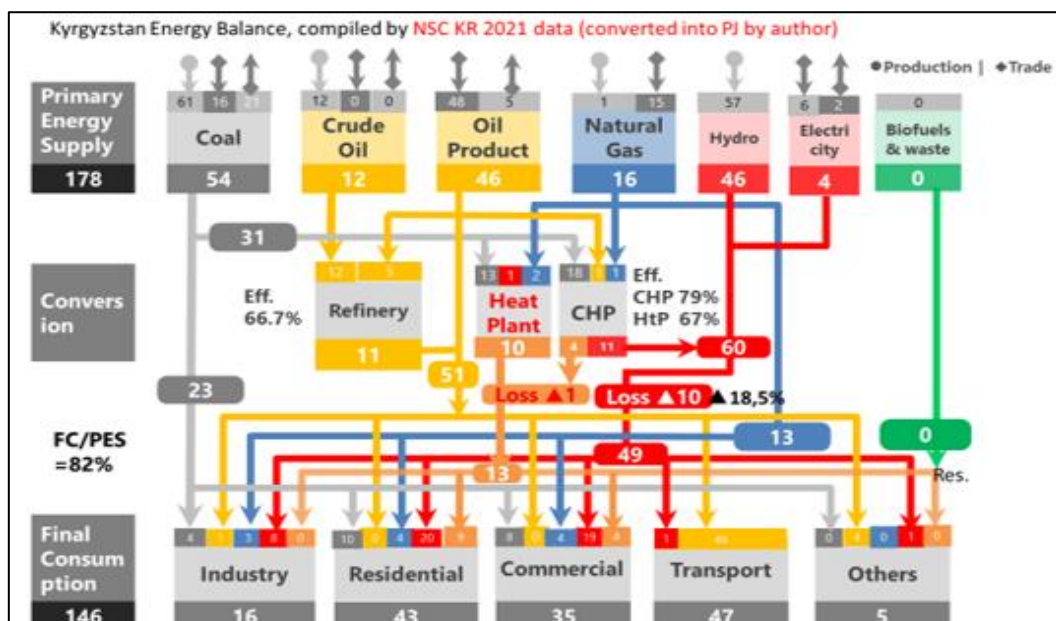
Participants who receive a **notice of acceptance** will prepare a **PowerPoint version of the job report** for presentation after their arrival in Japan and send it to us prior to their arrival in Japan. Details will be explained in the Welcome Letter at the time of notice of acceptance.

### General Orientation

As part of the general orientation, those who receive a notice of acceptance will receive a URL to a video on “**Japanese Administrative System and Local Governance**” for study prior to their arrival in Japan. The purpose of this pre-study is to understand Japan's system of interest coordination and decision-making, including the formulation of the "Basic Hydrogen Strategy" and the "Basic Energy Plan," as well as the political background necessary for the implementation of the plans.

### First Day:

Arrival briefing, Program orientation, Japanese language courses, cultural exchange programs and Course orientation



Energy balance diagram

## First Week ti Final Week

The subjects are subject to change.

| Expected Output  | Subjects/Agendas  | Methodology                              |
|--|---|--|
| <p>1. Understand the energy situation and policies in the industrial and commercial and residential and transportation sectors in own country and explain the issues in own country.</p> | <p>(1) Issue recognition based on energy data<br/>           (2) World Energy Situation and Issues<br/>           (3) Problem solving using Issue Analysis Sheet (IAS)<br/>           (4) Job report presentation</p> <p><b>■ The purpose of the job report presentation is as follows:</b></p> <ul style="list-style-type: none"> <li>· To understand the general situation of the <b>current state of the field in the participating countries</b>, the status of initiatives, and issues, etc.</li> <li>· To understand the <b>status and issues of the organization</b> to which the participant (applicant) belongs and the <b>tasks</b> he/she is in charge of.</li> <li>· Ask participants to submit a job report as a step toward creating the <b>final deliverable Action plan</b>.</li> <li>· In order to delve deeper into the issues in the field, we will give Participants a preliminary assignment and ask them to conduct research and analysis.</li> </ul> <p>(5) Case study of JICA energy saving program formation using energy balance<br/> <b>(6) Exercise for making energy balance diagram</b><br/>           (7) IAS-based Task Extraction<br/>           (8) Energy Balance Chart &amp; Summary Chart completed<br/>           (9) Action Plan Guidance<br/>           (10) Evaluation meeting/group discussion<br/>           (11) Action Plan Presentation</p> <p>Action Plan= Final Deliverables</p> <ul style="list-style-type: none"> <li>● Organize and summarize the findings of the training in Japan.</li> <li>● Summarize specific post-return activity plans that address the issues you are facing.</li> </ul> | <p>Lecture Presentation and Exercise</p> |
| <p>2. Understand Japan's energy conservation policies, regulations, energy conservation technologies, and energy conservation promotion measures.</p>                                    | <p>(12) Overall picture of energy conservation policy in Japan<br/>           (13) Japan's Energy Conservation Legislation<br/>           (14) Measures to promote energy conservation in industrial and commercial and residential sectors<br/>           (15) Concept of energy conservation promotion and energy conservation technologies<br/>           (16) Energy Statistics in Japan<br/>           (17) Energy conservation policies of local governments<br/>           (18) Public Relations for Energy Conservation<br/>           (19) Energy Management Standards<br/>           (20) Energy audit</p>  | <p>Lecture Field visit and Exercise</p>  |

|  |  |   |
|--|--|---|
| <p>3. Understand specific measures for energy efficiency, effectiveness, and benefits through good examples of energy conservation using specialized technologies in the industrial and commercial and residential and Transportation sectors.</p> | <p>(21) Basics of Energy Conservation for Lighting Equipment<br/> (22) ESCO business (ESCO Council)<br/> (23) Energy Conservation in the Transportation Sector<br/> (24) Energy whole area utilization (Japan Heat Supply Business Association)<br/> (25) Energy conservation in building and housing<br/> (26) Basics of Energy Saving by Inverter<br/> (27) Energy saving of air-conditioning equipment<br/> (28) Highly efficient use of energy through the use of heat pumps<br/> (29) Supermarket Energy Conservation Case Study<br/> (30) Virtual visit to district heat supply business</p> | <p>Lecture<br/> Field visit<br/> and Exercise</p> |
|--|--|---|

Course Leader

**Mr. KUBOTA Takuya**

Kitakyushu International Techo-cooperative Association



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**Coordinator**

To be determined in early May.

Training Coordinator of KCCP



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**Program Officer**

**Ms. Ogawa Yoko**

Japan International Cooperation Agency (JICA)

Kyushu Center

Message: Hello, friends! Have you ever experienced struggling with promotion of Energy Efficiency and Conservation ? In this program, we will focus on the recognition of issues by IEA energy data, overall energy efficiency and conservation policy, energy efficiency and conservation promotion measures in the industrial and consumer sectors, energy efficiency and conservation in lighting and air conditioning equipment, and energy management, and explore the keys to the contribution of government and engineers in solving the issues of promoting energy efficiency and conservation.



# Voice

## Past Program Alumni Comments

Ms.ASSANOVA Dinara

Republic of Kazakhstan

It was very meaningful to attend lectures and Field tours related to energy efficiency and conservation of housing, and to learn about energy efficiency and conservation laws.

The visualization of energy consumption, the reduction of greenhouse gas emissions in the transportation sector, and the use of IEA data including energy balance, regulations for large shippers, and measures to raise public awareness of energy conservation will be very useful for the work at hand.



Mr.KASIMOV Sandjar Magrupovich

Uzbekistan

In Uzbekistan, energy consumption in buildings and housing accounts for 50% of total consumption, and it has been noted that the energy intensity of heating and cooling is much higher than in other countries. Therefore, energy-efficient lighting, the use of heat pumps, leveling peak power by charging and discharging electric vehicles, ZEB and ZEH could be used to solve the problems in our country.

On overall, it was a very informative and important training course!



# Eligibility and Procedures

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## 1. Expectations to the Applying 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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- 

## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- Current Duties:  
Engineers in charge of energy efficiency and conservation at the departments of energy policy of central government, local government organization and public service corporations.
- Experience in the Relevant Field:  
At least 2 years of experience in policy or promotion for energy efficiency and conservation
- Educational Background:  
Applicants must have a good command of energy efficiency engineering in general.
- Language Proficiency:  
The training will be conducted in Russian with consecutive interpretation, but participants should have a **minimum level of English language** proficiency to be able to complete application forms and job reports.
- Technical Requirements:  
Participants are required to prepare several documents in MS Word and MS PowerPoint. Therefore, it is essential to handle these computer soft wares to

- complete this training program activities.
- **Health:**  
Be in good health and suitable 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.

In principle, JICA has a policy of not accepting pregnant participants from the viewpoint of prioritizing the health of the pregnant mother and fetus.

## (2) Recommended Qualifications

1) Age: be between the ages of thirty and fifty years old.

2) **Gender Equality and Women's Empowerment:**

**Women are encouraged to apply for the program.** JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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## 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.
  - \*Application documents should be in English, not Russian.
- (2) **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
- (3) **Job Report and Issue Analysis Sheet (IAS) (ANNEX I & II)**
  - To be submitted with application form. Job Report and IAS are necessary

- documents for screening of applicants.
- The language in which job reports and IASs are created shall be possible in Russian.
  - An applicant should submit an IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted.
  - The purpose of an IAS is to logically organize relationships between challenges of an applicant's organization and contents of fields to be covered in a training course.
- 

## 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 12 , 2024**)

### (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 August 9, 2024.**

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

**Job Report Presentation (PowerPoint)** -- Selected candidates must prepare a PPT version of the Job Report prior to departure.

Job reports PPT must be sent to JICA **by August 26, 2024**. Preferably by e-mail to [Ogawa.Yoko.4@jica.go.jp](mailto:Ogawa.Yoko.4@jica.go.jp).

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## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate 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 "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation.
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kyushu Center (JICA KYUSHU)
- (2) **Program Officer:** Ms. OGAWA Yoko (Ogawa.Yoko.4@jica.go.jp)

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## 2. Implementing Partner

- (1) **Name:** Kitakyushu International Techno-cooperative Association(KITA)
- (2) **URL:** <http://www.kita.or.jp/english/>

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## 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 to outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

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## 4. Accommodation in Japan

Basically, JICA will arrange the following accommodations for the participants in Japan outside of JICA Kyushu.

### JICA Kyushu Center

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505  
Tel: +81-93-671-6311 Fax: +81-93-671-0979  
Email: jicakic@jica.go.jp

### JICA Tokyo Center (JICA Tokyo)

Address: 49-5, Nishihara 2-chome, Shibuya-ku, Tokyo 151-0066  
Tel: +81-3-3485-7051 Fax: +81-3-3485-7904  
(where "81" is the country code for Japan, and "3" is the local area code. Please refer to facility guide of JICA Kansai at its URL.



If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodation(s) for the participants.

## 5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled **“KENSU-IN GUIDE BOOK,”** which will be given before departure for Japan.

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

[https://www.jica.go.jp/Resource/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/Resource/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.

| <b>Part I: Knowledge Co-Creation Program and Life in Japan</b> |   |
|--|---|
| English ver.   | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a> |
| French ver.  | <a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a> |
| Spanish ver.   | <a href="https://www.youtube.com/watch?v=m7l-WIQSDjI">https://www.youtube.com/watch?v=m7l-WIQSDjI</a> |
| Russian ver.   | <a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a> |
| Arabic ver.  | <a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a> |
| <b>Part II: Introduction of JICA Centers in Japan</b>          |   |



|             |   |
|-------------|---|
| JICA Tokyo  | <a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>   |
| JICA Kansai | <a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a> |
| JICA Kyushu | <a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a> |

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

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

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## 7. Reference



### Video: Introduction of JICA Kyushu

[Introduction of JICA Kyushu - YouTube](#)

# Other Information

## 1. Report 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 Japan 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 that you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

In addition, participants are required to complete IAS by the end of the training in Japan and present it at the Action Plan Presentation.

2. Participants who have successfully completed the program will be awarded a certificate by JICA. It requires 70% or more of training participation. If you do not create an action plan and submit a questionnaire, you will not be awarded a certificate.

3. Participants are recommended to bring a laptop computer for your convenience. During the program, participants are required to work on the computers, including preparation of Action plans, finalizing Job report etc.

4. Allowances will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash (100 USD etc.) in order to spend necessary money for the first 2 to 5 days stays after your arrival.

5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport, Narita International Airport in Tokyo. It is quite difficult to exchange money after that, due to no facility or time during the training program.

6. The field trip is arranged during the training program. It would be convenient if you bring small travel bag or small carry.

7. The JICA Center cafeteria has a menu of certified halal food, but it is very difficult to find genuine halal food on the streets. It is always a good idea to bring halal canned food, halal snacks, halal canned bread, etc. as emergency rations.



# Annex

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- I. Job Report
- II. Issue Analysis Sheet
- III. Issue Analysis Sheet (IAS) Guidelines
- IV. Sample Training Schedule (for reference)

# ***Job Report***

|                         |  |
|-------------------------|--|
| Name of Training Course | Promotion of Energy Efficiency and Conservation (B)<br>202313578J001 |
| Name of Applicant       |  |
| Name of Country         |  |
| E-Mail                  |  |

**1. Energy Situation in your country (up to 1 page)**

- ( 1 ) Primary energy supply mix (circle graph)
- ( 2 ) Self-sufficient rate of energy supply
- ( 3 ) Primary energy supply (present and forecasts)  
<https://www.iea.org/countries>
- ( 4 ) Final energy consumption mix (circle graph)
- ( 5 ) Electrification cover rate
- ( 6 ) Enactment & enforcement situation of energy conservation law &/or regulation

**2. Your organization and main tasks (up to 1 page)**

- (1) Main tasks of the organization
- (2) Organization chart:  
Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned.
- (3) Brief description of your assignments
- (4) Problems in your job

**3. Expectations for the training course (up to 1 page)**

- (1) Your purpose of participating in this course
- (2) Subjects of the course which you are interested in the most
- (3) How do you expect to apply skills and knowledge that you will gain through the module (refer to Annex III) to tackle problems in your home country?
- (4) Other matters which you are expecting to obtain from the course
- (5) Have you ever learned the following subjects in your work? We want to know your work experience. Please check either "Yes" or "No".  
If your answer "Yes", please fill in "Years" column as to the length of your application on the respective items.

| Subjects                 | Yes | No | Years |
|--------------------------|-----|----|-------|
| a) Energy administration |     |    |       |
| b) Energy Audit          |     |    |       |

|                            |  |  |  |
|----------------------------|--|--|--|
| c) Air Conditioning System |  |  |  |
| d) Lighting equipment      |  |  |  |
| e) Fan, blower or pump     |  |  |  |
| f) Inverter system         |  |  |  |
| g) Heat pump system        |  |  |  |
| h) Boiler                  |  |  |  |
| i) ZEB ZEH                 |  |  |  |
| j) Energy Balance          |  |  |  |
| k) Renewable Energy        |  |  |  |



**ANNEX II** *Issue Analysis Sheet ( IAS)*

Name: \_\_\_\_\_

|    |   |   |                       |
|----|---|---|-----------------------|
| No | <b>[A]* Issues that you confront.</b>   | <b>[B] Actions that you are taking.</b>                     |                       |
| 1  | <ul style="list-style-type: none"> <li>In column "A: Issues you are facing", please indicate the issues you are facing related to the use of hydrogen for decarbonization.</li> </ul> | Describe the actions you are taking to address the A issue. |                       |
|    | <b>[I] Task or The information that I need.</b>   | <b>[II] Useful information that I obtained /found.</b>      | <b>[III] Lecturer</b> |
|    | <ul style="list-style-type: none"> <li>Shaded areas need not be listed now. It will be described at the end of the training.</li> </ul>   |   |                       |
| No | <b>[A]* Issues that you confront.</b>   | <b>[B] Actions that you are taking.</b>                     |                       |
| 2  |   |   |                       |
|    | <b>[I] Task or The information that I need.</b>   | <b>[II] Useful information that I obtained /found.</b>      | <b>[III] Lecturer</b> |
|    |   |   |                       |
| No | <b>[A]* Issues that you confront.</b>   | <b>[B] Actions that you are taking.</b>                     |                       |
| 3  |   |   |                       |
|    | <b>[I] Task or The information that I need.</b>   | <b>[II] Useful information that I obtained /found.</b>      | <b>[III] Lecturer</b> |
|    |   |   |                       |

## Issue Analysis Sheet (IAS) Guidelines

### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

### 2. How to fill out IAS?

- (1) Please describe the issues you confront in column "**A: Issue that you confront**".
- (2) You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course. Prepare the separate rows for each problem; if necessary, please add new rows.
- (3) In column "**B: Actions that you are taking to deal with the issue now.**", please describe actions that you are taking to solve the issue shown in "**Column A**".
- (4) This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (5) It's not necessary to fill in column "**I: Task to solve the Issue**", column "**II: The information that I need to carry out the Task.**" and column "**Result**". These columns shall be filled out during the training.
- (6) "**Column I**" shall be clarified and filled out in the subject "**Confirmation of Task based on IAS**" implemented at the earlier time in the training.
- (7) "**Column II**" and "**Column Result**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**". **II**

**ANNEX IV**
**Sample Schedule**

| Month | Day | Day  | Training Contents                                 |   |
|-------|-----|------|---|---|
| Sep   | 11  | Wed  | Arrival at JICA Kyushu                            |   |
|       | 12  | Thur | Briefing for Arrival in Japan (formalities)       | Program Orientation<br>Japanese language Lesson No.1  |
|       | 13  | Fri  | Cultural Exchen Program                           | Course Orientation<br>Japanese language Lesson No.2   |
|       | 14  | Sat  | day off   |   |
|       | 15  | Sun  | day off   |   |
|       | 16  | Mon  | <b>Job Report Presentation</b>                    | What are Energy Saving Targets and Energy Conservation?   |
|       | 17  | Tue  | What are the global energy saving trends?         | Energy Balance Description  |
|       | 18  | Wed  | Guidance on EB/EF creation in your country        | <ul style="list-style-type: none"> <li>What is Japan's Energy Conservation Policy and Promotion?</li> <li>Action Plan Preparation Guidance (1)</li> </ul> |
|       | 19  | Thur | What is the Energy Conservation Law (1)-1         | What is the Energy Conservation Law (1)-2   |
|       | 20  | Fri  | Energy Management                                 | <ul style="list-style-type: none"> <li>Energy diagnostics and audits</li> <li>Building energy audit exercise</li> </ul>                                   |
|       | 21  | Sat  | day off   |   |
|       | 22  | Sun  | day off   |   |
|       | 23  | Mon  | Fundamentals of Energy Saving Technology1         | Fundamentals of Energy Saving Technology2   |
|       | 24  | Tue  | What is energy saving by inverter (1)             | Yaskawa Electric Robot Factory Tour   |
|       | 25  | Wed  | What is energy saving by inverter (2)             | What is energy saving by inverter (3)   |
|       | 26  | Thur | ZEB/ZEH   | Reflection (1)  |
|       | 27  | Fri  | Energy conservation in air conditioning equipment | <ul style="list-style-type: none"> <li>Waste Heat Utilization and HP and Cold Weather HP</li> <li>Flight Meeting</li> </ul>                               |
|       | 28  | Sat  | day off   |   |
|       | 29  | Sun  | day off   |   |
|       | 30  | Mon  | Kitakyushu City Energy Saving Measures            | Visit: Kitakyushu Eco-Town Center   |
| Oct   | 1   | Tue  | Economic evaluation of capital investment         | Action Plan Guidance (2)  |

|    |      |  |   |
|----|------|--|---|
| 2  | Wed  | <b>Travel from Kyushu to Hyogo</b>   | Vapor foundation and steam trap   |
| 3  | Thur | Lighting Equipment Basics and Exercises in Panasonic (1)   | <ul style="list-style-type: none"> <li>Lighting Equipment Basics and Exercises in Panasonic(2)</li> <li>Task Ambient Lighting Fixtures</li> <li>Move from Osaka to Kyoto</li> </ul> |
| 4  | Fri  | Kyoto Morning Tour   | <b>Move from Kyoto to Tokyo</b>   |
| 5  | Sat  |  |   |
| 6  | Sun  |  |   |
| 7  | Mon  | Action Plan Guidance (3)   | About the Heat Supply Projects in Japan   |
| 8  | Tue  | Action Plan Guidance (4)   | <ul style="list-style-type: none"> <li>Geothermal H/P</li> <li>Geothermal H/P</li> <li>Tour of geothermal H/P facilities</li> </ul>   |
| 9  | Wed  | <ul style="list-style-type: none"> <li>Energy Conservation in Buildings</li> <li>Energy Conservation in Housing</li> </ul> | <ul style="list-style-type: none"> <li>ESCO Business Introduction</li> <li>Examples of Energy Saving in Office Buildings</li> </ul>   |
| 10 | Thu  | Action Plan Guidance (5)   | Energy Conservation in the Transportation Sector  |
| 11 | Fri  | Energy Statistics  | <ul style="list-style-type: none"> <li>Action Plan Guidance (6)</li> <li><b>Move from Tokyo to Kyushu</b></li> </ul>  |
| 12 | Sat  | <b>Bus Tour in Kitakyushu City</b>   |   |
| 13 | Sun  |  |   |
| 14 | Mon  | Travel from Kitakyushu to Kagoshima  | <ul style="list-style-type: none"> <li>Example of energy conservation activities in a supermarket</li> <li>Move from Kagoshima to Fukuoka</li> </ul>                                |
| 15 | Tue  | Daikin Fukuoka ZEB Building  | Fukuoka to Kitakyushu   |
| 16 | Wed  | <b>Action Plan Presentation</b>  | <ul style="list-style-type: none"> <li>Evaluation meeting</li> <li>Closing Ceremony</li> </ul>  |
| 17 | Tue  | departure from Japan   |   |

**\*The schedule will be subject to change.**

# 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.

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



## **Correspondence**

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("81" is the country code for Japan, and "93" is the local area code)