



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

# Promotion of Energy Efficiency and Conservation



Course Number: 202411694J001

Course Period: **September 3-October 11, 2025**



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

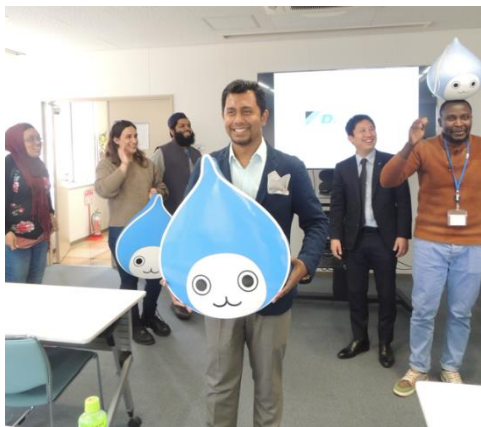


# How can we promote **Energy Efficiency** and conservation?

Acquire theoretical and effective solutions for  
**Energy Efficiency and conservation**  
through practical program in Japan.



# Outline



This program 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 English.

The period of the program is from **September 3, 2025 to October 11, 2025.**

Course Capacity: 11 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?

(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) .....	16
--	----

(Procedures for Application and Selection) .....	17
--	----

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

(Conditions for Participation) .....	17-18
--------------------------------------	-------

## Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan, Accommodation in Japan, Expenses, Pre-departure Orientation) .....	19-21
---	-------

Other Information .....	22日
-------------------------	-----

## Annex

(Job Report).....	23-25
-------------------	-------

(Issue Analysis Sheet) .....	26
------------------------------	----

(Issue Analysis Sheet (IAS) Guidelines) .....	27
---	----

(Sample Program Schedule (for reference)) .....	28-32
---	-------

## For Your Reference

(JICA and Capacity Development, Japanese Development Experience) .....	33-34
--	-------

## Correspondence

(For Enquiries and Further Information) .....	35
---	----

# For What?

---

## 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.

---

## Objectives

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

# To Whom?

---

## 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.

---

## Targeted Countries

Cambodia (1)  
Dominican Republic (1)  
Egypt (1)  
Honduras (1)  
Jordan (1)  
Kenya (1)  
Laos (1)  
Mauritius (1)  
Pakistan (1),  
Palestine (1)  
Republic of South Africa (1)  
\*Additional allocation: Ecuador (2)

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

# When?

## Face to Face Program Period



From September 1, 2025  
To October 8, 2025

# Where?

This course is organized by JICA Kyushu Center. Participants will stay at **JICA Kyushu Center**

at the first week of the course and move to where the actual program will be held. Participants will be arranged accommodation such as a JICA domestic center or a private hotel for long stay.

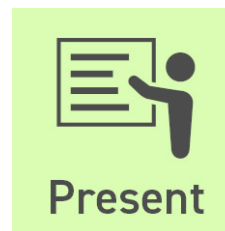
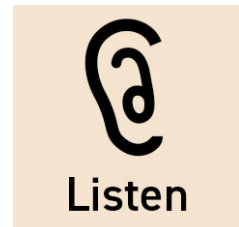
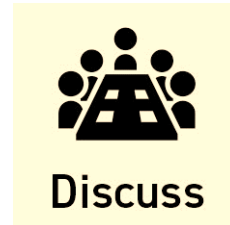
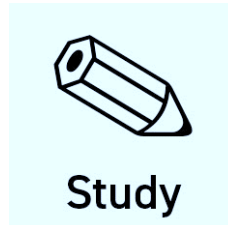


# How?

---

## How to Learn

- Research
- Workshops
- Discussions
- Field Visits
- Presentations



---

## Language

English

---

## Commitment to the SDGs



---

## Program Structure

- Preliminary Phase (Activities when applying)

### Job Report Presentation



JICA Knowledge Co-Creation Program (Group and Region Focus)  
Promotion of Energy Efficiency and Conservation (202411694J001)



- 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. Please be sure to watch it, as the purpose of this advance study is to understand the system of interest coordination and decision-making in Japan, including the formulation of the "Basic Energy Plan," as well as the political background necessary for the implementation of the plan.



### From First to Third Day:

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

## From First Week to Final Week

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

<p>To 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>	<ul style="list-style-type: none"> <li>(21) Basics of Energy Conservation for Lighting Equipment</li> <li>(22) ESCO business (ESCO Council)</li> <li>(23) Energy Conservation in the Transportation Sector</li> <li>(24) Energy whole area utilization (Japan Heat Supply Business Association)</li> <li>(25) Energy conservation in building and housing</li> <li>(26) Basics of Energy Saving by Inverter</li> <li>(27) Energy saving of air-conditioning equipment</li> <li>(28) Highly efficient use of energy through the use of heat pumps</li> <li>(29) Supermarket Energy Conservation Case Study</li> <li>(30) Virtual visit to district heat supply business</li> </ul>	<p>Lecture Field visit and Exercise</p>
--	---	---



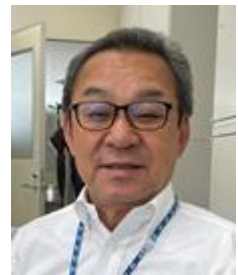
# Management Members

---

Course Leader

**Mr. MORINAGA Kaoru**

Kitakyushu International Techo-cooperative Association



Coordinator

**Ms. HARADA Yuki**

Program Coordinator of KCCP



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 course!





# Eligibility and Procedures

---

## 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.
- (3) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

---

## 2. Nominee Qualifications

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

### (1) Essential Qualifications

#### 1) 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.

#### 2) Experience in the Relevant Field:

have at least 2 years of experience in policy and/or promotion for energy efficiency and conservation.

Particular emphasis will be placed on applicants with sufficient experience in energy efficiency, sufficient motivation to participate, and ability to think logically.

#### 3) Educational Background:

Applicants must have a good command of energy efficiency engineering in general.

#### **4) Language Proficiency:**

A high level of English proficiency is required as it includes active participation in discussions and presentations. **Sufficient comprehension is also required as lectures will be given in English, including consecutive interpretation.** If possible, please attach official certificates of English proficiency such as TOEFL or TOEIC.

#### **5) Health:**

Applicants must be in good health and fit to participate in the program in Japan. If you have any chronic illnesses such as pulmonary tuberculosis, high blood pressure, diabetes, cardiovascular disease, heart disease, mental illness, chronic respiratory disease, or any type of disability, **please be sure to declare them honestly in the medical history section of the application form.**

Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

## **(2) Recommended Qualifications**

### **1) Expectations for the Participants:**

Applicants are engaged in energy efficiency and conservation for more than 3 years and must have general knowledge of engineering such as energy conservation in industrial, commercial and residential sectors, energy management, air conditioning system, lighting, blower or pump and Inverter system

### **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.

### **3) Difficulties/Disabilities:**

Applicants with physical disabilities who meet the required qualifications will be given the same opportunity to apply. Reasonable accommodations will be considered for applicants with disabilities to the extent possible. Please indicate this in the disability question section of the application form.

Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014, and JICA complies with the Convention.



### 3. Required Documents for Application

#### (1) Application Form:

The Application Form is available at the JICA overseas office or the Embassy of Japan. Your description in "5. Background and Purpose of Application" will be particularly important in the selection process.

Please note the following omissions

- Your photo
- Official Stamps
- Questionnaire on Relationship with the Military
- Language Proficiency
- Medical status and restriction
- Signatures (in 5 places)

#### (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.

\* If you do not have a passport at the time of application, please attach a copy of your national ID.

#### (3) English Score Sheet:

to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

#### (4) 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 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 1, 2025**)

### (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 1, 2025.**

---

## 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 15, 2025**. Preferably by e-mail to Ms. OGAWA Yoko (kictp@jica.go.jp) . Files should weigh no more than 5 MB.

---

## 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, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.



# Administrative Arrangements

---

## 1. Organizer (JICA Center in Japan)

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

---

## 2. Implementing Partner

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

---

## 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 to 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 accommodations for the participants in Japan.

### JICA Kyushu Center (JICA Kyushu)

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

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

<https://www.jica.go.jp/english/domestic/kyushu/index.html>



If there is no vacancy at JICA Kyushu, 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):

[The Knowledge Co-Creation Program \(KCCP\) | Our Work | JICA](#)

---

## 6. Pre-departure Orientation<sup>1</sup>

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.	<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>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
Part II: Introduction of JICA Centers in Japan	

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 Kyushu	<a href="https://www.jica.go.jp/kyushu/english/office/index.html">https://www.jica.go.jp/kyushu/english/office/index.html</a> <a href="#">Introduction of JICA Kyushu - YouTube</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>

# 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 program in Japan in order to share knowledge and background with other participants as well as instructors.

### **(2) Action Plan**

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

In addition, participants are required to complete IAS by the end of the program 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 program 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 program.

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

# Annex

---

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



## Job Report

Name of Course	Promotion of Energy Efficiency and Conservation (A) 202411694J001
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 ) Final energy consumption mix (circle graph)
- ( 4 ) Electric power supply 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.  
(The chart should be attached and not be counted in this page limit.) Please describe a duty of each department (section) briefly.
- (3) Brief description of your assignments
- (4) Problems in your job

### 3. Expectations for the 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>
No	<b>[A]* Issues that you confront.</b>	<b>[B] Actions that you are taking.</b>	
2	<ul style="list-style-type: none"><li>Shaded areas need not be listed. It will be described at the final fase of the program.</li></ul>		
	<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>

【 I 】 , 【 II 】 , 【 III 】 These columns will be filled during the program course.

**\*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 program course.**



## **Issue Analysis Sheet (IAS) Guidelines**

### **1. What is IAS?**

- (1) IAS is a tool to logically organize relationships between issues and contents of the 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 course.
- (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 program in Japan.

### **2. How to fill out IAS?**

- (1) Please describe the issues you confront in column "**A: Issues that you confront**". 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 course. Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column "**B: Actions that you are taking**", please describe actions that you are taking to solve the issues shown in "**Column A**". This information is very important to carry out the course and to make Action Plan as a fruit of the program.
- (3) It's not necessary to fill in column "**I: Task or the information that I need**", column "**II: Useful information that I obtained/found**" and column "**III: Lecturer**". These columns shall be filled out during the program
- (4) "**Column I**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the program.
- (5) "**Column II**" and "**Column III**" shall be filled out during the program and you are required to present completed IAS in the subject "**Action Plan Presentation**".

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

date	time		Program Content	Prefectures
3-Sep			Arrival in Japan	
4-Sep	09:40	11:30	Briefing	Fukuoka Prefecture
	12:00	12:30	Exchange program meeting	
	13:30	14:30	Program Orientation	
	14:45	15:00	Explanation of exchange program for Participants	
	15:00	17:00	Japanese Language	
5-Sep	09:30	12:30	Exchange Program	Fukuoka Prefecture
	13:30	14:00	Course Orientation	
	14:00	15:00	Action plan lecture	
	15:00	16:30	How to solve problems using IAS	
	17:00	18:40	Japanese Language②	
6-Sep			holiday	
7-Sep			holiday	
8-Sep	09:30	12:30	Global energy conservation trends	Fukuoka Prefecture
	13:30	16:30	Energy conservation targets and energy conservation	
9-Sep	09:30	12:30	IISI Energy Balance Explained	Fukuoka Prefecture
	09:30	12:30	Job Report Presentation	
	13:30	15:30	Guidance on creating EB.EF in your own country	
	15:30	17:00	Action plan theme discussion	
10-Sep	09:30	12:30	Overview of Japan's Energy Policy	Fukuoka Prefecture
	13:30	16:30	Overview of Japan's Energy Conservation Law	
11-Sep	09:30	12:30	Energy Conservation Law①	Fukuoka Prefecture
	13:30	15:00	Energy Conservation Law②	
	15:00	16:30	Energy Management	
12-Sep	09:30	11:00	Energy Audit	Fukuoka Prefecture
	11:00	12:30	Energy audits and audits	

	13:30	16:30	Building energy audit	
13-Sep			holiday	
14-Sep			holiday	
15-Sep	09:30	12:30	Basics of Energy Saving Technology①	Fukuoka Prefecture
	13:30	16:30	Basics of Energy Saving Technology②	
16-Sep	09:30	12:30	Energy conservation activities and measures in factories	Fukuoka Prefecture
17-Sep	09:30	12:30	Energy saving with inverters①	Fukuoka Prefecture
	13:30	16:30	Energy saving with inverters②	
18-Sep	09:30	12:30	Energy saving with inverters③	Fukuoka Prefecture
	13:30	14:30	Move: KIC → Yaskawa Electric	
	14:30	16:00	Inverter factory tour	Fukuoka Prefecture
	16:00	17:00	Travel: Yaskawa Electric → KIC	
19-Sep	09:30	12:30	Energy saving in air conditioning equipment	Fukuoka Prefecture
	13:30	16:30	Waste heat utilization and HP/HP for cold regions	
	17:00	18:40	Japanese Language③	
20-Sep			holiday	
21-Sep			holiday	
22-Sep	09:30	12:30	Energy conservation measures in Kitakyushu City	Fukuoka Prefecture
	12:00	12:30	Move: KIC → Eco Town	
	14:00	15:00	Eco Town Tour ① Next Generation Energy Park	Fukuoka Prefecture
	15:00	16:00	Eco Town Tour ② Factory Tour	
	16:00	16:30	Move: Eco Town → KIC	
23-Sep	09:30	10:00	Move: KIC → Environmental Museum	
	10:00	12:00	Environmental Museum	Fukuoka Prefecture

	13:30	16:30	Travel: Environmental Museum → Kokura (lunch) → Himeji	
24-Sep	08:30	9:30	Move: Hotel → TLV	
	09:30	12:30	Energy saving in steam facilities and steam trap technology	Hyogo Prefecture
	12:30	13:00	TLV Kakogawa Factory Tour	
	13:00	14:00	Travel: TLV → Himeji Castle	
	14:00	16:00	Visit to Himeji Castle	Hyogo Prefecture
	16:00	17:30	Travel: Himeji Castle → Hotel	
25-Sep	08:50	9:25	Move: Hotel → Takatsuki Training Center	
	09:30	12:30	Lighting Equipment Basics	Osaka Prefecture
	13:30	15:00	Lighting equipment program	
	15:00	16:30	About Task Ambient Lighting (TAL)	
	16:30	17:15	Travel: Takatsuki Program Center → Hotel	
26-Sep	09:00	10:00	Travel: Hotel → Ichijo Komuten	
	10:00	12:00	ZEH Initiatives	Kyoto Prefecture
	12:00	15:00	Tour of Kyoto City (Kinkakuji Temple, Fushimi Inari Taisha Shrine)	
	15:00	19:00	Travel: Kyoto → Tokyo → TIC	Tokyo
27-Sep			holiday	Tokyo
28-Sep			holiday	Tokyo
29-Sep	09:00	11:00	Energy conservation in buildings	Tokyo
	11:00	12:30	Energy conservation in homes	
	13:30	16:30	Japan's ESCO business	
30-Sep	09:00	11:00	Energy conservation in buildings	Tokyo
	11:00	12:30	Energy conservation in homes	
	13:30	16:30	Japan's ESCO business	
1-Oct	09:30	10:30	Heat supply	Tokyo
	10:30	12:30	Heat supply business in Japan	
	13:30	15:00	Geothermal HP	



	14:30	15:00	Travel: TIC → Shibuya Honmachi Gakuen	Tokyo
	15:00	16:15	Geothermal HP equipment	
	16:15	16:30	Geothermal HP facility tour	
	16:30	17:00	Travel: Shibuya Honmachi Gakuen → TIC	
2-Oct	09:30	12:30	Energy conservation in the transport sector	Tokyo
	13:30	16:30	Electric vehicle charging facilities	
3-Oct	09:30	10:30	Energy Statistics	Tokyo
	10:30	12:30	Creating your own country's energy balance	
	13:30	16:30	Action plan creation guidance ①	
4-Oct			holiday	
5-Oct			holiday	
6-Oct	08:00	9:00	Travel: TIC → Asakusa	
	09:00	11:00	Asakusa	
	11:00	11:30	Travel: Asakusa → Odaiba Park	
	11:30	12:00	Odaiba Park	
	12:00	12:30	Travel: Odaiba Park → Haneda Airport	
	14:00	17:00	Travel: Haneda Airport → Kitakyushu Airport → KIC	
7-Oct	08:15	9:30	Move: KIC → Fukuoka Daikin Building	Fukuoka Prefecture
	09:30	11:00	Initiatives to realize ZEB	
	11:00	11:30	Daikin Building Facility Tour	
	11:30	12:00	Move from Daikin Building to Hakata Station	
	12:00	16:00	Travel: Hakata Station → Kagoshima Chuo Station → Hotel	
8-Oct	08:30	9:30	Move: Hotel → Kagoshima Co-op Murasakihara store	Kagoshima Prefecture
	09:30	11:30	Examples of energy-saving activities at supermarkets	
	11:15	11:30	Energy saving equipment tour	
	11:30	12:00	Move: Co-op Kagoshima Murasakihara store → Kagoshima Chuo Station	

	12:00	15:00	Travel: Kagoshima Chuo Station → Hakata Station → Fukuoka Energy Service	Fukuoka Prefecture
	15:00	17:00	District Heat Supply Facilities	
	16:30	17:00	Tour of district heating facilities	
	17:00	18:30	Travel: Fukuoka Energy Service → KIC	
9-Oct	9:30	17:30	Action Plan Individual Guidance	
10-Oct	09:30	12:30	Action Plan Presentation 1	Fukuoka Prefecture
	13:30	14:30	Action Plan Presentation 2	
	14:30	15:30	Evaluation meeting	
	16:00	17:00	Closing Ceremony	
11-Oct			Leaving 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 Program 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**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

**Further, address correspondence to:**

### **JICA Kyushu Center (JICA Kyushu)**

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

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