



Yokohama Waterworks Bureau Training Program 2010 Implementation Guide



Organized by
Yokohama Waterworks Bureau
in Collaboration with CITYNET





Guide to the Yokohama Waterworks Training Program

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Preface

In 1987, on the occasion of the 100th anniversary of the modern waterworks, the Waterworks Bureau of the City of Yokohama (hereafter YWWB), the first modern water supply system of its kind in Japan, on its own initiative, started to invite experts from Asian, African and Central American countries to join the Yokohama Waterworks Training Program.

The main idea behind the program relates to its history.

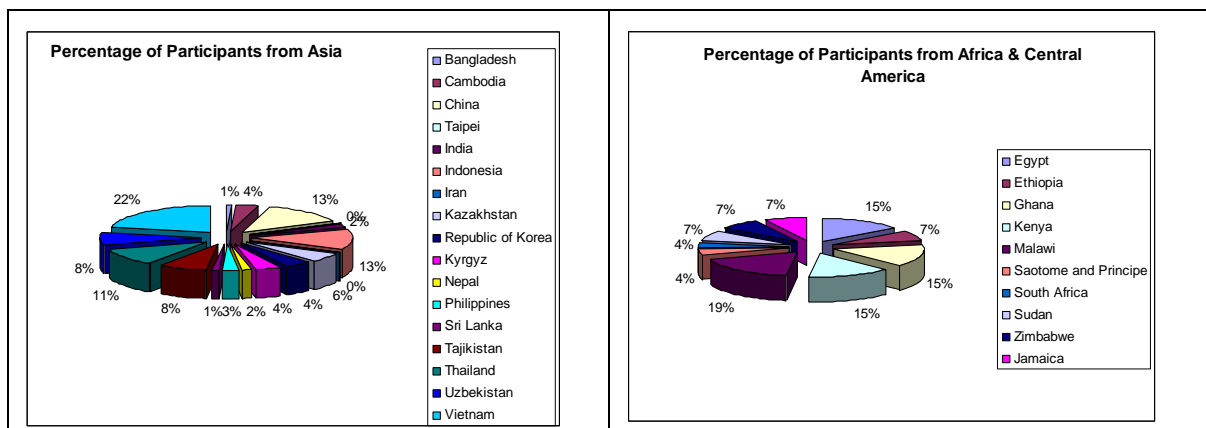
With the great help of a British engineer, a modern water supply system began working in Yokohama. Now it is YWWB's turn to give water specialists or experts as well as urban managers, particularly from less developed countries a chance to deepen their knowledge and to expand their horizons in the field of the water supply management.

Simultaneously YWWB tries to enhance friendships so as to assist them in efforts to further develop their own water supply systems and to contribute to the promotion of international peace. In addition, this program contains a component to encourage the participation of YWWB staff.

Up to Fiscal Year (FY) 2009, YWWB has had more than 270 trainees including experts who came from 35 overseas organizations, representing 27 countries and regions.

YWWB hopes to promote international dialogue through an exchange of views, mutually benefiting from the accumulated experiences of both experts and our staff as well.

For more information, see: <http://www.city.yokohama.jp/me/suidou/langage/english/>



The 2010 Yokohama Waterworks Training Programme:

In FY 2010, YWWB would like to invite three (3) experts from CITYNET member cities and organisations. In addition, YWWB would also like to invite one (1) expert from the Shanghai Waterworks Co., Ltd. of China and three (3) experts from Vietnam at the same time.



1. Information on the Training Course (FY2010)

1.1 Aims

The purpose of the course is to give experts from less developed countries an opportunity to learn first hand from the success of Yokohama City in water supply and its management and to effectively transfer Japanese expertise to other parts of the Asia-Pacific region.

1.2 Proposed training course

Suitable Operation & Maintenance of Water Service for Water Safety Plan

1.3 Duration

14 days: July 4 – July 17, 2010

Arrival in Japan is on July 4, and departure from Japan is on July 17. The training class starts from July 5. No formal schedule is set for Saturday and Sunday.

1.4 Methodology of Training

The course will be conducted through lectures, discussions, problem-solving, presentations using videos, field trips, laboratory study and presentations.

To confirm and evaluate trainee performances, participants are requested to present their country/city report and submit daily training reports.

1.5 Language

The course will be conducted in English.

1.6 Presentations

1.6.1 The First Meeting

The trainees are expected to make a presentation (about 25 minutes per person) to YWWB staff and participants on the 2nd day (July 5) of this program. In this first meeting, participants will be able to discuss the programme in detail with our trainers. The first meeting will constitute an important portion of the programme and a useful means of understanding participants' situation concerning waterworks. If trainees are from cities or organisations that have participated in past programmes, the presentations have to include the progress on the implementation of previous action plans. Please refer to Appendix 1 on the Participants List to Date.

All participants must prepare presentation documents (typed papers and computer files, video etc.) before arriving in Yokohama.



Content of the first presentation should include:

- (1) Country report
- (2) Outline of organization
- (3) Introduction of work
- (4) Objective of the training
- (5) Expectations for the programme
- (6) Problems faced at present

1.6.2 Evaluation and Follow-up Meeting

In the last session of the programme (in the 13th day of this programme, July 16), an evaluation and Follow-up meeting will be set up. All participants are expected to evaluate the training results and self-evaluate on the basis of the daily reports that the trainees will have to submit. The feedback from participants will be very useful to improve future training programmes.

Content of the second presentation (10 minutes) is:

- (1) Training results
- (2) Findings from the training

Moreover, participants are requested to present the follow-up actions for implementation upon return to home countries. The follow-up actions should include information about objectives, expected targets, as well as possible internal and external constraints.

Content of the third presentation (10 minutes) is:

- (1) Follow-up actions after the training

1.7 Materials to bring to Japan

Participants are expected to take with them the following documents:

- (1) Annual report for the year 2008 and 2009
- (2) Sample of water bills
- (3) Water quality data/improvement for the past three years
- (4) Others the participants may think useful to show to trainers and other trainees

1.8 Certificate

After the completion of this training course, the participants will be provided a certificate of this program.

2 Information for Applicants

2.1 Qualification of Applicants

Applicants should:



- (1) Be recommended by their cities/organizations in accordance with the procedures mentioned in 2.2.
- (2) Be presently engaged in the waterworks sector and have more than 5 years of occupational experience in this field.
- (3) Be university graduates or have the equivalent academic background.
- (4) Have a sufficient command of spoken and written English.
- (5) Be not less than 25 and not more than 40 years old.
- (6) Be in good health, both physically and mentally, to undergo the training. Expectant mothers are not eligible to participate.

2.2 Expected Training

Participants are kindly requested to submit a page stating what they want to learn during the training program related to the training theme. Please refer to Form No.8.

3 General Information

3.1 Expenses

YWWB will pay for the following expenses, in accordance with rules and regulations.

- (1) The participant will be given living expenses for meals in addition to free accommodation.
- (2) Expenses for study tours.

3.2 Accommodation

Accommodation for participants will be provided by YWWB in Yokohama City. It takes less than 45 minutes from the place of accommodation to Yokohama Station.

Note 1: Accommodation does not provide daily goods such as towels and soaps. Please bring your own supplies or purchase at nearby stores.

Note 2: Accommodation does not provide breakfast, but it has refrigerators, which participants can use freely. Coin laundry with drier is available within the building.

Note 3: Please keep in mind that vegetarian meal or Halal meat is not commonly available in Japanese restaurants. Please make advance preparations or inquire with the contact person for advice.

3.3 Regulations

Participants are required:

- (1) To strictly observe the course schedule and not to change the training subjects.



- (2) Not to extend the training period.
- (3) Not to bring family members.
- (4) To return to their home countries upon completion of the course, according to the trip schedule designated by YWWB.
- (5) To carry out such instructions and abide by such conditions as may be stipulated by both the nominating organization and YWWB in respect to the training.
- (6) To observe the rules and regulations of the training institution or establishments in which participants undertake study or training.
- (7) To refrain from engaging in political activities, or any form of employment for profit or gain.
- (8) To discontinue the course, should they fall seriously ill and be considered unable to continue the training or if they commit an improper act.

3.4 Visa

Before leaving your country, please obtain a visa for entry to Japan that will be issued by the diplomatic missions of Japan in each country.

3.5 Air-ticket

Participants are requested to arrive and depart Japan on the date designated by YWWB and are kindly requested to inform the contact person of Project Development Division who is in charge of the logistics. Selected candidates are requested to send their flight details within one week of the announcement of the selection.

Reference to flight dates:

Arrival in Tokyo: July 4, 2010

Departure from Tokyo: July 17, 2010

Candidates are requested to book flights arriving in the morning as much as possible. It takes approximately 90 minutes by bus from Narita International Airport to Yokohama.

3.6 Airport

YWWB staffs will meet participants at the arrival lobby of Narita International Airport after customs clearance. Please look for a sign with your name and/or YWWB.

3.7 Photograph

For administrative purposes, participants are requested to bring 1 recent photograph (size W: 3cm x H: 4cm, it must be taken within the past 6 months) for their ID card.



3.8 Insurance

YWWB will pay for Accidental Insurance premiums directly to a Japanese insurance company in case of unexpected contingencies (accidents, diseases, loss and so on).

3.9 Inquiry

For inquiries and further information, please directly correspond with the following staff by E-mail or Facsimile.

3.10 Correspondence

Ken Yokoyama (Mr.)

International Exchange Officer

Project Development Division

Yokohama Waterworks Bureau (YWWB)

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