

**INFORMATION ON GROUP TRAINING COURSE**  
**TRAINING FOR EXPERT ON FLOOD-RELATED**  
**DISASTER MITIGATION**

**“WATER-RELATED RISK MANAGEMENT” COURSE**  
*A master's degree program*  
*by GRIPS and ICHARM / PWRI*  
**JFY 2007**

**集團：洪水関連災害専門家育成**

COURSE NO.: J-07-00835

(Project No.: 0780043)

**September 30, 2007 – September 19, 2008**



THE GOVERNMENT OF JAPAN  
JAPAN INTERNATIONAL COOPERATION AGENCY



## ***I. Course Background and Overall Goal***

In recent years, the number and scale of water-related disasters, flood in particular, have been increasing and resulted in massive losses of lives and livelihoods. These losses often offset years of hard-won social and economic development. Particularly in developing countries, losses are about five times higher per unit of gross domestic product (GDP) than those of rich countries. Managing flood risks has therefore become a priority for alleviating poverty, ensuring socioeconomic progress and securing the gains of development. The World Conference on Disaster Reduction (2005) identified the principal limitations and challenges to the implementation of sustainable framework for action in disaster risk reduction to include: 1) governance, organizational, legal and policy frameworks; 2) risk identification, assessment, monitoring and early warning; 3) knowledge management and education; 4) reduction of underlying risk factors; 5) preparedness for effective response and recovery.

It is clear that to tackle these challenges, developing countries are in emerging need to build the countries knowledge hub and know-how in integrated flood management. To this end, Japan International Cooperation Agency (JICA) and the International Centre for Water Hazard and Risk Management (ICHARM) have co-organized this training course on “Water-related Risk Management” to train water practitioners and disaster experts in the field of mitigation of water-related disasters in developing countries. Designed to achieve the highest international standard in disaster management and risk reduction in the trainees’ respective countries, this training course is fully accredited by the National Graduate Institute for Policy Studies (GRIPS) and it will lead after one year of intensive course works, research and on-site training to a Master’s Degree, “Master of Disaster Management” to be awarded by GRIPS and the Public Works Research Institute (PWRI).

The overall goal of this training course is to develop the trainee’s capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries. Students are expected to become an independent investigator in the areas of integrated flood disaster management, who is equipped with the most advance technical and legal know-how to enhance the basic understand of the challenges of flood risks and to translate this knowledge back to a practical water-related disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

### **About GRIPS (<http://www.grips.ac.jp/>)**

The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute. GRIPS was established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in the policy arena, for the advancement of policy research, and for the systematic collection and dissemination of policy-related information.

**About ICHARM and PWRI (<http://www.icharm.pwri.go.jp/>, <http://www.pwri.go.jp/eindex.htm>)**

ICHARM was established in March 2006 based on the agreement between the Japanese Government and UNESCO hosted by the Public Works Research Institute of Japan (PWRI). ICHARM mission is to be the Centre of Excellence to provide and assist implementation of the best practicable strategies to localities and nations for water-related disasters. PWRI is the renowned practice oriented research institute serving for more than 80 years since its establishment. It was governmental up to 2001 and now an Incorporated Administrative Agency.

**About JICA training program (<http://www.jica.go.jp/>)**

Japan International Cooperation Agency (JICA) has been offering training programs as one of the major means of supporting developing countries. PWRI has been contributing to the program since 1969.

**Remarks:**

*The curriculum of this course is approved as a master's degree program by \*GRIPS and \*\*PWRI. Achieving required credits during the training, the participants will be awarded a Master's degree, "Master of Disaster Management" by \*GRIPS and \*\*PWRI. Accordingly this training is very demanding. Applicants, with an excellent demonstrable educational and professional background, should be highly motivated and confident enough to pursue and attain the requirement of the program so that they can obtain the degree.*

*\*GRIPS -National Graduate Institute for Policy Studies  
\*\*PWRI -Public Works Research Institute*

## **II. Course Description**

**1. Course Title (No.):**

Training for expert on flood-related disaster mitigation (J0700835)

**2. Course Objective/Outcome:**

The overall goal of this training course is to develop the trainee's capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries.

**3. Course Outputs:**

**The participants will become:**

- (1) Knowledgeable about the recent practices in integrated flood risk management in various localities in the world.
- (2) Able to define the requirements for local/national effective risk reduction including public policies and design a local/national risk management frameworks, institutional coordination and management mechanisms including all stakeholders.

- (3) Able to develop local/national indicators to detect and monitor changes in the basis of emergency responses and disaster risk reduction policies and to monitor the status and effectiveness of these policies.
- (4) Able to contribute for the implementation of plans developed based on the identified integrated risk management policy by making them underpinned by a clear financial, institutional and legislative framework.
- (5) Able to develop risk management strategies considering all the management cycle components, namely emergency response, recovery, mitigation and preparedness taking into account risk perception and communication issues and emerging threats such as global warming and climate change.

After the training course, participants are expected to:

- (1) Identify concerned issues and tasks in their home country by understanding of the historical, institutional and legislative backgrounds of flood disaster prevention in Japan, and finally draw up an action plan to overcome those issues and to undertake relevant tasks.
- (2) Realize the need of flood disaster reduction schemes in their home country.  
Plan a flood disaster prevention/reduction project and finally draw up a workable action plan.
- (3) Understand and acquire the knowledge and techniques of flood risk assessment and risk reduction.  
Create a flood hazard map.
- (4) Understand and acquire the knowledge and techniques of project planning for flood control (including dams and sediment control).  
Figure out the tasks to be performed in the target river basin in their home country, and finally draw up a detail action plan, part of which is required to be tested for its validity during the training course.

#### **4. Duration:**

30 September 2007 – 19 September 2008

#### **5. Total Number of Participants and Candidate Countries:**

- (1) Number of Participants;  
5 participants
- (2) Candidate Countries; (8 countries)  
Afghanistan, Bangladesh, China, Ethiopia, India, Nepal, Philippines, Thailand

#### **6. Eligible/Target Organization:**

Organizations concerning river management or water-related disasters  
- Target Group -  
Technical officials, engineers or researchers in the field of water management

#### **7. Language to be used in this Course:**

English

## 8. Course Program:

### 1) Preparatory Phase

After receiving the "Notice of Acceptance", each participant has to make an "Inception Report". The Instruction will be delivered to the participants at the same time of "Notice of Acceptance".

### 2) Program in Japan

This training course consists of lectures, hands-on training sessions, field trips and an individual study.

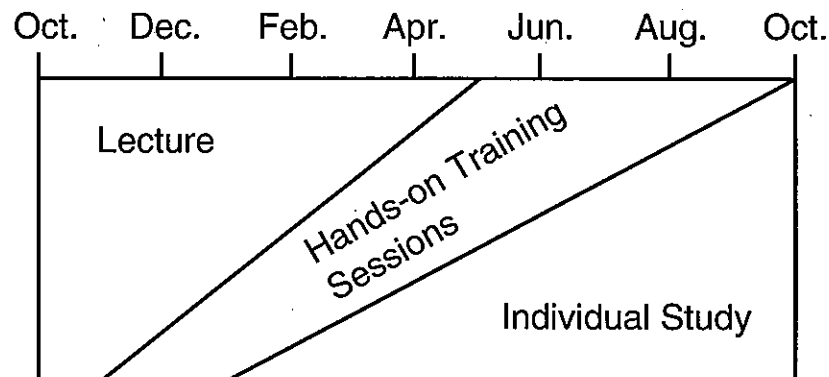


Fig. 1

This course is composed of various subjects as follows (Please see ANNEX III for the detailed information on the subjects):

Table 1 Contents of this course

Orientation	Opening Ceremony, Interview, Guidance PC setting Computer programming
Disaster Management Policy	Disaster Management Policy - <i>Social System against Disasters</i> - <i>Education on Basic Knowledge for Disasters</i> - <i>Policy for Infrastructure</i> - <i>Land-use and Regulation</i> - <i>Policy Making Process for Disaster</i>
	Disaster Risk Management - <i>International activities for disaster mitigation</i> - <i>Housing and urban policies in Japan</i> - <i>Community based disaster risk management</i> - <i>Practical risk assessment</i>
Basic Subjects Related to Flood Risk Management	Hydrological Observation, Modeling & Forecasts - <i>Hydrological observation</i> - <i>Frequency analysis</i> - <i>Run-off prediction modeling</i> - <i>Field study</i>
	Hydraulics - <i>Foundation of water flow theory</i> - <i>Application of water flow theory</i> - <i>Tour of laboratory</i>
Integrated Flood Risk Management	IFRM(1) Basic Concepts of IRBM, IFRM & Global Trends - <i>Outline</i> - <i>Water-related disasters around the world</i> - <i>Integrated basin-wide sediment management</i> - <i>International activities for disasters</i>

	<ul style="list-style-type: none"> <li>- Flood control measures coping with global warming</li> <li>- Country report</li> </ul>
	<p>IFRM(2) Non-structural Measures &amp; Community Defense</p> <ul style="list-style-type: none"> <li>- History of administrative aspect of disaster management</li> <li>- Flood control plan and measures around the world</li> <li>- Disaster management planning</li> <li>- Education and drill</li> <li>- Human action and social psychology</li> <li>- Community defense</li> <li>- Discussion</li> </ul>
	<p>IFRM(3) IRBM &amp; Structural Measures</p> <ul style="list-style-type: none"> <li>- Flood control planning</li> <li>- Economic assessment of flood control plan</li> <li>- Field survey</li> <li>- Concept of integrated flood management and its application</li> <li>- Integrated river basin management</li> </ul>
Hazard Mapping & Evacuation Planning	<p>Hazard Mapping &amp; Evacuation Planning</p> <ul style="list-style-type: none"> <li>- Flood risk assessment</li> <li>- Outline of flood hazard map</li> <li>- Topography of river and its alluvial plains</li> <li>- Inundation analysis</li> <li>- Hazard map of debris flow</li> <li>- Town watching</li> <li>- Discussion</li> </ul>
Sustainable Reservoir Development & Management	<p>Sustainable Reservoir Development &amp; Management</p> <ul style="list-style-type: none"> <li>- Outline of dams</li> <li>- Flood control with dams</li> <li>- Water resources planning</li> <li>- Dam and environment</li> <li>- Dam and regional development</li> <li>- Dam construction</li> <li>- Role of dams in 21st century</li> </ul>
Control Measures for landslide & Debris Flow	<p>Control Measures for landslide &amp; Debris Flow</p> <ul style="list-style-type: none"> <li>- Outline of control measures for landslide &amp; debris flow</li> <li>- Theory of control measures for debris flow</li> <li>- Theory of control measures for landslide</li> </ul>
Introduction to International Cooperation	<p>Introduction to International Cooperation</p> <ul style="list-style-type: none"> <li>- Human security</li> <li>- Community development</li> <li>- Poverty reduction</li> </ul>
Individual Study	

### 3) Developing Phase

After completing the training course at ICHARM, each participant is required to write and submit a follow-up report to JICA/ICHARM every three months in two years.

## **III. Conditions and Procedure for Application**

### **1. Responsibility of the Participating Countries/Organizations:**

- (1) It is strongly requested for the governments of the participating countries and organizations to nominate applicants who fulfill the qualifications for this training course and who have high motivation and strong commitments to address the current problems in their countries or organizations.
- (2) If any of the applicants the participating countries or organizations have nominated is accepted, they are required to provide full support for their own applicants to focus on writing an "Inception Report". The Instruction will be delivered to the participants at the same time of "Notice of Acceptance".

- (3) After successfully completing the training course at ICHARM, the organizations are expected to encourage their participants to share what they have learned in the course with the people and organizations concerned.

## 2. Qualifications of Applicants:

Applicants should:

- (1) be nominated by their governments in accordance with the procedures described in III 4
- (2) be university graduates in civil engineering, water resource management, or disaster mitigation
- (3) be engineers or technical officers who have three or more year of experience in the field of flood management
- (4) have working knowledge of civil engineering, especially of hydraulics and hydrology
- (5) be familiar with mathematics such as differentiation and integration techniques.
- (6) be able to write research reports on the individual study in English
- (7) have a good command of English --- minimum TOEFL score; 79 (Internet Based Test), 213 (Computer Based Test) or 550 (Paper Based Test), or equivalent
  - \*Applicants with these scores normally can give and understand detailed directives or instruction with technical terms
  - \*\*In this course, this level should be equivalent to "good" at the question, "13. LANGUAGE PROFICIENCY" in A2A3 Form
- (8) be over 22 and under 40 years of age
- (9) be in good health to undergo the course of training (Please be fully understand that the training over a long period like this course may pose risks to pregnancy)
- (10) not be military personnel

## 3. Required Documents:

The following documents must be submitted to the JICA Office (or the Embassy of Japan) in applicant's country by **June 29, 2007**.

**Note: Applications without any of these 3 items will be out of the selections**

(1) **Nomination Form: One (1) original and three (3) copies**

(2) **Application Materials for GRIPS\*/PWRI\*\* Master Program (See ANNEX I)**

All of the curriculum of this course is approved as a master's degree program by GRIPS and PWRI. Therefore, each applicant is required to prepare and submit all of the following materials for admission to GRIPS/PWRI Master Program as written in ANNEX I

- Application Form
- Certificate of Health
- Certificate of Employment
- Two letters of Recommendation
- Official Transcripts or Official Copy of Transcripts
- Official Copy of Diploma or Degree Certificate

□Official Document Certifying English Proficiency

**(3) Application Report (See ANNEX II)**

Each applicant must prepare an "Application Report" on the present situation of his/her organizations and problems related to his/her own job. It must be typewritten in English, no more than 4 pages (12-point font, double-spaced, A4 size paper) and in the required format (see ANNEX II). It must be submitted together with the Nomination Form (A2A3). The Application Report will be used only for screening purpose and as training materials, only if applicant is selected.

\*GRIPS -National Graduate Institute for Policy Studies

\*\*PWRI –Public Works Research Institute

**4. Procedure for Application and Selection:**

**(1) Submission of the Documents for Selection:**

Governments desiring to nominate applicants for this training course must submit (1) original nomination forms, (2) application materials for the GRIPS/PWRI Master Program, and (3) "Application Reports" to a JICA office (or the Embassy of Japan) by **June 29, 2007**.

**(2) Selection:**

- 1) A JICA office (or the Embassy of Japan) will accept the documents for selection, carry out the pre-screening, and send the documents to JICA TSUKUBA in charge of this training course.
- 2) JICA TSUKUBA will carry out the screening jointly with PWRI at the end of June, 2007 and decide the passed applicants out of those who fulfill the set qualifications described above in III.2.

**Note: Applications without any of the required documents will be out of the selections.**

- 3) The applicants who pass the documentation screening should seat for an oral examination that will be conducted by JICA and PWRI through the JICA-Net System at a JICA office around mid-July, after which qualified applicants will be decided.
- 4) A committee, which consists of GRIPS and PWRI, will screen the above qualified applicants academically with the Application materials such as Official Transcripts by the end of July (The schedule is undelayable).
- 5) The applicants who are accepted to participate to the Course will be decided by a faculty council of GRIPS finally.

\*\* In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

**(3) Notice of Acceptance:**

A JICA office (or Embassy of Japan) will inform each applying government of acceptance or non-acceptance of its nominees' application **no later than August 25, 2007**.

In case of acceptance, Acceptance Agreement from GRIPS will be sent together.



## 5. Rules for Attendance:

Participants are required to observe the following rules for attending the training course:

- (1) Not to bring any of their family members.
- (2) Return to their home countries at the end of the training course according to the international travel schedule designated by JICA.
- (3) Refrain from being engaged in political activities or any form of employment for profit or gain while residing in Japan.
- (4) Properly follow the rules and regulations of their places of accommodation and not to change accommodations that initially designated by JICA.
- (5) Obey the rules while attending the lectures or sessions at the training course.

***Note: Participants disobeying these rules will be subject to disciplinary action.***

## 6. Certificate, Diploma and Master's Degree

- (1) Participants who have successfully completed the training course will be awarded a certificate by JICA.
- (2) Participants who have successfully achieved the required credits will be awarded a Master's Degree, 'Master of Disaster Management' by GRIPS and PWRI.

# V. Administrative Arrangements

## 1. Travel to Japan:

### (1) Air Ticket:

A round-trip air ticket between an international airport designated by JICA and Japan will be borne by JICA.

### (2) Travel Insurance:

Travel insurance is not insured by JICA.

## 2. Accommodation:

JICA will arrange the following accommodation for the participants while in Japan:

### **Tsukuba International Center (JICA TSUKUBA)**

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0035, Japan

TEL: +81-29-838-1117, FAX: +81-29-838-1790 (81: country code for Japan, 3: area code)

\*If no room is available at JICA TSUKUBA, JICA will arrange alternative accommodations for the attendees.

## 3. Living Expenses:

Following expenses will be provided for the attendees by JICA:

- (1) Allowances for accommodation, living expenses, outfits and shipping
- (2) Expenses for study tours; basically paid in the form of train ticket(s) or chartered bus.

- (3) Free medical care for the attendees who become ill after arrival in Japan  
(Cost related to pre-existing illness, pregnancy or dental treatment is not included)
- (4) Expenses for program implementation including materials

For more details, please see p. 9-16 of the brochure for the attendees, titled "KENSHU-IN GUIDE BOOK", which will be given to the selected attendees before (or at the time of) the pre-departure orientation.

#### **4. Course Implementing Organization:**

International Centre for Water Hazard and Risk Management under the auspices of UNESCO (ICHARM) at Public Works Research Institute (PWRI)

Address: 1-6 Minamihara, Tsukuba, Ibaraki-ken, 305-8516 Japan

TEL: +81-29-879-6809, FAX: +81-29-879-6709

E-mail: [icharm@pwri.go.jp](mailto:icharm@pwri.go.jp), URL: <http://www.icharm.pwri.go.jp>

#### **5. Training Course and Master's Degree Program**

The curriculum of this training course is approved as a master's degree program by GRIPS and PWRI.

National Graduate Institute for Policy Studies (GRIPS)

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

TEL: +81-3-6439-6046, FAX: +81-3-6439-6050

E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp), URL: <http://www.grips.ac.jp>

\*The entrance examination fee, admission fee and tuition for the Master's Degree Program will be provided by PWRI.

#### **6. Pre-Departure Orientation:**

A pre-departure orientation for the participants will be held at a JICA office (or Embassy of Japan) in participant's country to give insights on travel to Japan, living conditions, programme features etc. Participants will watch a video entitled "Training in Japan," and receive a textbook and cassette tape titled "Simple Conversation in Japanese." A brochure and the KENSHU-IN GUIDE BOOK will be also provided to each participant if they have not received it in advance.

## **ANNEX:**

<b>ANNEX I</b>	<b>Application Materials for GRIPS/PWRI Master Program</b>
<b>ANNEX II</b>	<b>Instruction for Application Report</b>
<b>ANNEX III</b>	<b>Syllabus of the Training Program</b>

# *Reference*

Founded in 1974, the Japan International Cooperation Agency (JICA) is an implementation agency for technical assistance, focusing on systems building, organization strengthening and human resource development that will enable developing countries to pursue their own sustainable socio-economic development.

The training program for overseas participants is one of JICA's main cooperation programs. Under this program, JICA invites professionals in various fields including administrative officials, engineers and technicians from developing countries to Japan and provide them with skills and technology needed in their countries as well as the chance to share knowledge and experience with participants from other countries. Through this program, participants are expected to acquire skills and technology or create knowledge, bring them back to their countries, and apply them in their workplaces or societies with necessary modifications according to their own conditions to achieve their specific objectives.

## JICA's Mission

We, as a bridge between the people of Japan and developing countries, will advance international cooperation through the sharing of knowledge and experience and will work to build a more peaceful and prosperous world.

## Oath of Service

With passion and pride, as professionals in development cooperation, we will perform our work responsibly and energetically with love and a sense of duty; we will encourage and support the participation of the Japanese people in our work; we will work as partners to those in need of assistance; and we will strive to fill the world with hope and happiness by promoting peace and sustainable development.

## ***CORRESPONDENCE***

For enquires and further information, please contact the JICA office, or the Embassy of Japan. Address any other correspondence to:

Tsukuba International Center  
Japan International Cooperation Agency  
(JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki, 305-0035, Japan

TEL: +81-29-838-1117, FAX: +81-29-838-1790

E-mail: [tbictp1@jica.go.jp](mailto:tbictp1@jica.go.jp)



## ANNEX I

### Application Materials for GRIPS/PWRI Master Program

**Instructions:** Please read this information carefully before completing application materials for the GRIPS/PWRI program.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from the School. All questions must be answered, and the application form must be signed and dated. You must notify the School of any changes of status in any part of your application that may occur after the date of the signature on the application form and write an explanation required thereby within 30 days of the status change. **All materials submitted by an applicant become the property of GRIPS and will not be returned.**

**Documents to be submitted:** Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

**Step 1: Prepare the following supporting documents:**

Please check  whether you have submitted all the necessary documents

- completed application form
- certificate of health
- 2 identical photographs (30 x 40 mm) (please paste one photograph on the application form)
- 2 letters of recommendation in sealed envelopes
- official certificate of employment describing applicant's present job title and employer. Information on civil servant qualification (e.g. BCS, IAS, IRS, CSS) should be also included there, if applicable. (The certificate of employment must bear official seal and sign obtained from the employer)
- official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended\*
- official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended\*
- TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose undergraduate education was in a language other than English (GRIPS TOEFL code no. 9040, a photocopy of your TOEFL/IELTS score report acceptable). Native speakers of English are exempted from this requirement. Those who received (under) graduate education in English should submit an official document confirming that the language of instruction was English.

#### Notes

1. Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor and the other should be written by a senior member of the applicant's present work place.
2. An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.
3. All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.

4. Faxed documents and digital copies sent through e-mail are not acceptable.

**INQUIRIES**

Details regarding to the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp>

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

Photographs

Please write your name on the back of each photo  
Size:30 x 40 mm

## **APPLICATION FORM**

(Type or write in block letters)

### **PERSONAL DATA**

1. Full Name

\_\_\_\_\_ as written in your passport.

\_\_\_\_\_ Name to be used in correspondence, if different from above.

2. Date and Country of Birth \_\_\_\_\_ 3. Age (as of April 1<sup>st</sup> 2007) \_\_\_\_\_  
MM/DD/YY country

4. Gender:  male  female

5. Marital Status:  single  married

6. Citizenship \_\_\_\_\_  
(as written in your passport)

7. Present Employer

\_\_\_\_\_ Does your organization belong to a central or regional authority?  central  regional

8. Present Position

\_\_\_\_\_

9. Work Address

\_\_\_\_\_

\_\_\_\_\_

tel: \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

10. Home Address

\_\_\_\_\_

\_\_\_\_\_

tel: \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

11. Present Mailing Address:  home  work  other, namely:

\_\_\_\_\_

\_\_\_\_\_

tel: \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number





**APPLICATION INFORMATION**

12. List names and locations of educational institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all colleges and universities listed.

Elementary Education – Secondary Education (before higher education)	Dates (from-to)	Period of Schooling
		years  months

Higher Education	Institution and Location	Dates (from-to) Month Year	Period of Schooling	Degree	Major
Undergraduate level			years  months		
Graduate level			years  months		
Total years of schooling (including elementary and secondary education)			years  months		

13. [Optional] Undergraduate GPA \_\_\_\_\_ out of maximum GPA scale of (e.g. 4.0) \_\_\_\_\_, if available

Please see appendix for GPA calculation procedure

14. [Optional] Graduate GPA \_\_\_\_\_ out of maximum GPA scale of \_\_\_\_\_, if available

15. [Optional] Undergraduate Class obtained or Passed Division \_\_\_\_\_, if available

16. [Optional] Graduate Class obtained or Passed Division \_\_\_\_\_, if available

17. Honors and Awards received:

\_\_\_\_\_

\_\_\_\_\_

18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

TOEFL: \_\_\_\_\_  IELTS: \_\_\_\_\_  
score date score date

Undergraduate/graduate education instructed in English (please submit certificate)

All applicants must submit either TOEFL/IELTS score report (photocopy is acceptable) or an official document with the attestation from the university confirming that undergraduate/graduate education was instructed in English.

19. List below two persons familiar with your past academic or professional activity whom you have requested letters of recommendation.

1. \_\_\_\_\_  
name position and affiliation

2. \_\_\_\_\_  
name position and affiliation

20. List all previous employment, starting with your current employment (please make sure to submit an official certificate of employment from the present employer)

Employer and Location	Dates (to-from)	Job Title and Description

21. Summarize your present duties and responsibilities. Applicants with specific civil servant qualification and ranking (e.g. BCS, IAS, IRS, CSS) are also requested to provide the respective information. Please use only this space and pay special attention to completing this section, as it is often the principal source of information for evaluating the relevance of the program to the applicants' assignment, as well as the relative merits of each applicant.

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22. Are there any other factors that you would like to have the admissions committee consider in evaluating your application (e.g. personal background, leadership role)?

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**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

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Signature of applicant

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date

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**You need to submit this completed application form together with the supporting documents listed on page 1. Please use the check list to make sure that you have collected all the supporting documents.**

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

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## **CERTIFICATE OF EMPLOYMENT**

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### **EMPLOYER DETAILS**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_  
\_\_\_\_\_

tel: \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_  
country code city code local number country code city code local number

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### **EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
full name of the applicant

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: \_\_\_\_\_  
\_\_\_\_\_

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### **LEAVE OF ABSENCE APPROVAL SECTION**

I will approve one year of Leave of Absence for the above employee to participate in the Disaster Management Policy program, if he/she is admitted to GRIPS and PWRI.

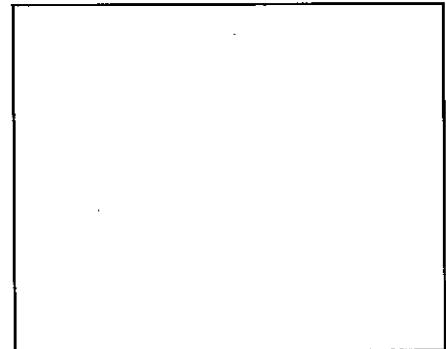
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Name of person completing the form \_\_\_\_\_

Position/Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



\*Please put Official Stamp or Seal on this space.

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

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## **LETTER OF RECOMMENDATION**

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**TO THE APPLICANT:** Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name \_\_\_\_\_  
as written in your passport

Recommender's Name \_\_\_\_\_

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**TO THE RECOMMENDER:** Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

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1. How long have you known the applicant? \_\_\_\_\_ years \_\_\_\_\_ months
  
2. In what capacity have you known the applicant?  
\_\_\_\_\_
  
3. How often have you seen him/her?  
 daily       weekly       monthly       rarely
  
4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?  
 Truly Exceptional (one of the best you have known)  
 Outstanding (highest 5%)  
 Excellent (next highest 5%)  
 Good (strong ability, but not in top 10%)  
 Average (upper 50%)  
 Below Average (lower 50%, but recommended)  
 Not Recommended
  
5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
  
6. (For university professors and instructors only)  
Is the academic record indicative of the applicant's intellectual ability? If no, please explain.  
\_\_\_\_\_

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

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9. Additional comments, if any.

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10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI?

outstanding       good       average       poor

---

Name of person completing this form \_\_\_\_\_

Position/title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

# Disaster Management Policy Program by GRIPS and PWRI In Co-operation with JICA, Japan

---

## **LETTER OF RECOMMENDATION**

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**TO THE APPLICANT:** Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name \_\_\_\_\_  
as written in your passport

Recommender's Name \_\_\_\_\_

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**TO THE RECOMMENDER:** Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

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2. In what capacity have you known the applicant?  
\_\_\_\_\_
3. How often have you seen him/her?  
 daily             weekly             monthly             rarely
4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?  
 Truly Exceptional (one of the best you have known)  
 Outstanding (highest 5%)  
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 Good (strong ability, but not in top 10%)  
 Average (upper 50%)  
 Below Average (lower 50%, but recommended)  
 Not Recommended
5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. (For university professors and instructors only)  
Is the academic record indicative of the applicant's intellectual ability? If no, please explain.  
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7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

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9. Additional comments, if any.

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10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI ?

outstanding       good       average       poor

---

Name of person completing this form \_\_\_\_\_

Position/title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date



**Disaster Management Policy Program by GRIPS and PWRI  
In Co-operation with JICA, Japan**

**CERTIFICATE OF HEALTH** (to be completed by the examining physician)

Please fill out (PRINT/TYPE) in English. Do not leave any items blank.

Male Date of Birth : \_\_\_\_\_  
 Female Age : \_\_\_\_\_

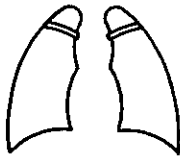
Name : \_\_\_\_\_  
                     Family name,                      First name Middle name

**1. Physical Examinations**

- (1) Height \_\_\_\_\_ cm, Weight \_\_\_\_\_ kg  
 (2) Blood pressure \_\_\_\_\_ mm/Hg ~ \_\_\_\_\_ mm/Hg, Blood Type [ A B O ], [ RH +, - ]  
                     Pulse Rate \_\_\_\_\_ /min,  regular  irregular  
 (3) Eyesight : (R) \_\_\_\_\_ (L) \_\_\_\_\_  
   without glasses                      with glasses or contact lenses  
 (4) Hearing :  normal  impaired speech :  normal  impaired

**2. Please describe the results of physical and X-ray examinations of applicant's chest X-ray (X-ray taken more than 6 months prior to the certification is NOT valid).**

Lung :  normal  impaired                      Date \_\_\_\_\_ Film No. \_\_\_\_\_



Describe the condition of applicant's lung.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cardiomegaly :  normal  impaired  
 If impaired: Electrocardiograph,  normal  impaired

**3. Disease Treated at Present**

Yes (Disease: \_\_\_\_\_)  No

**4. Past history : Please indicate with + or - and fill in the date of recovery**

Tuberculosis.... ( . . . ), Malaria....  ( . . . ), Other communicable disease....  ( . . . )  
 Epilepsy....  ( . . . ), Kidney Disease... ( . . . ), Heart Diseases... ( . . . )  
 Diabetes....  ( . . . ), Drug Allergy....  ( . . . ), Psychosis....  ( . . . ),  
 Functional Disorder in extremities....  ( . . . )

**5. Laboratory tests**

Urinalysis : glucose (        ), protein (        ), occult blood (        )  
 Feces : Parasite (egg of parasite) (+, -)  
 ESR : \_\_\_\_\_ mm/Hr, WBC count : \_\_\_\_\_ x10<sup>3</sup>/μl, RBC : \_\_\_\_\_ x10<sup>6</sup>/μl,  
 Hemoglobin: \_\_\_\_\_ g/dl, AST (GOT): \_\_\_\_\_ u/l, ALT (GPT): \_\_\_\_\_ u/l,

**6. Please describe your impression.**

**7. In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan ?**

yes  no

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Physician's Name in Print: \_\_\_\_\_

Office/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

**Appendix****How to calculate your GPA**

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

**Example:**

**Value of Letter Grades**

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

grade	value		# of credits		total value
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
<b>GPA</b>				=	<b>3.14</b>

**Application Report**  
for the Group training course on  
"Training for Experts on Flood-related Disaster Mitigation"

**Note:**

- (1) This Report must be submitted with the Nomination Form (A2A3).
- (2) This report must be prepared by the applicant himself/herself.
- (3) Applicants without this report will be out of the selection.

**Remark:**

- (1) If there are any applicants who want electronic copy of this report, please contact JICA Tsukuba (tbictp1@jica.go.jp).
- (2) If available, please send us directly this Application Report to JICA Tsukuba (tbictp1@jica.go.jp) by E-mail.

**1. Please fill your following information.**

- (1) Name:
- (2) Organization:
- (3) Present Post:
- (4) Country:
- (5) E-mail:

**2. Please fill the following subjects about your organization and department.**

What are the Missions/Objectives/Roles of your organization? And what are the activities of your organization to achieve those goals?

*\* Please add the item according to the situation of your organization.*

- (1) Mission, Objective, Role:

Activities:

- (2) Mission, Objective, Role:

Activities:

**3. Please show your Organization Chart and indicate your position.**

Please attach your organization chart.

**4. Please explain your job experience related to flood control and water resources.**

*\* Please add the item according to your situation.*

- (1) Period:
  - 1) Organization;
  - 2) Position;
  - 3) Outline of duties;

- (2) Period:
  - 1) Organization;
  - 2) Position;
  - 3) Outline of duties;

**5. Do you have any issues which you have to solve or any difficulties on your work?**

- Yes       No

If "yes", please describe the issues, difficulties and reasons (technical and organizational/institutional) in detail.

*\* Please add the item according to your situation.*

**5.1 Technical Aspects**

- (1) Issues, Difficulties:

Reason:

- (2) Issues, Difficulties:

Reason

**5.2 Organizational/Institutional Aspects**

- (1) Issues, Difficulties:

Reason:

- (2) Issues, Difficulties:

Reason:

**6. In the fields of Flood-related disaster mitigation, what topics are you interested in?**

Please describe the topics and the reason why you are interested in those topics

*Please add the item according to your situation.*

(1) Topics, Subjects:

Reason:

(2) Topics, Subjects:

Reason:

**7. Please explain your expectation from this training course.**

**8. Please explain your future plans to apply expected results of the training program in order to tackle flood-related mitigation projects after returning to your country.**

**9. If you have any request, please write down.**



# ANNEX III

## Syllabus of the Training Program

Category	Title	Subtitle	Contents
Orientation	Orientation	Opening Ceremony	
		Orientation, Interview, Guidance	The facilities including PCs and laboratories of flood control facilities are introduced.
		Computer	Practice on FORTRAN programming for scientific computing
Disaster Management Policy	Disaster Management Policy		Disaster mitigation policy and risk management of national level are discussed with practical system and laws.
	Disaster Risk Management		A broad understanding of disaster risk management, including prevention/preparedness before disasters and recovery/reconstruction after disasters is provided.
Basic Subjects Related to Flood Risk Management	Hydrological Observation, Modeling & Forecasts	Hydrological observation	Observation of precipitation and discharge, Satellite observation, Drawing H-Q curve
		Frequency analysis	Probability paper, Extreme distribution, Fitness, trend
		Run-off prediction modeling	Theory of run-off prediction, Modeling of rainfall run-off, Flood forecasting using flood prediction model
		Field trip	Field trip to observation site
	Hydraulics	Foundation of water flow theory	Fundamental equations for flow, Over flow and jump flow, Gradually-varied flow and unsteady flow
		Application of water flow theory	Multi-crossed channel, Junction flow and diversion flow, Retarding basin, Overflow equation, Secondary flow, bent and alternative bar
		Tour of laboratory	Tour of laboratory
Integrated Flood Risk Management (IFRM)	IFRM(1) Basic Concepts of IRBM*, IFRM & Global Trends  *)IRBM: Integrated River Basin Management	Outline	Aim of the course, Water management, Principles of disaster occurrence
		Water-related disasters around the world	Relationship between national power and water-related disasters, Recent water-related disasters around the CRED EM-DAT Data, Water-related disasters in Monsoon Asia and Japan
		Integrated basin-wide sediment management	Problems and measures of sediment management in Japan
		International activities for disasters	History of disaster prevention, Activities by UNESCO, WMO and other international organizations
		Flood control measures coping with global warming	Present situation of global warming and flood control measures coping with it
		Country report	Presentation and discussion of country report
		IFRM(2) Non-structural Measures & Community Defense	History of administrative aspect of disaster
	Flood control plan and measures around the world		Flood control planning and measures around the world
	Disaster management planning		Disaster management plan in communities, Preparedness, warning, evacuation and restoration
	Education and drill		Field survey, Participation in flood fighting drills
	Human action and social psychology		Mentality and action of flood victims
	Community defense		Culture and education for disaster management, Awareness for flood disasters
		Discussion	Discussion of action plan

	IFRM(3) IRBM & Structural Measures	Flood control planning	Flood control plan in Japan, How to draw flood control plan
		Economic assessment of flood control plan	B/C analysis for flood control measures
		Field survey	Fundamental river management policy and structural measures for flood control in the A and B class rivers in Japan
		Concept of integrated flood management and its application	Theory, effects and examples of integrated flood management, Discussion
		Integrated river basin management	Basin-oriented flood risk management in 21st century
Hazard Mapping & Evacuation Planning	Hazard Mapping & Evacuation Planning	Flood risk assessment	Risk assessment, Vulnerability assessment
		Outline of flood hazard map	Role of flood hazard map in integrated flood risk management, Flood hazard map in the world
		Topography of river and its alluvial plains	Topography of alluvial plains, Classification of topographical map in view of flooding
		Inundation analysis	Past inundated area, Modeling and forecasting inundation area, Mapping by Geographical Information System
		Hazard map of debris	Outline of hazard map of debris flow
		Town watching	Field survey and interview, Proposal for improving smooth evacuation
		Discussion	Presentation and discussion by participants
Sustainable Reservoir Development & Management	Sustainable Reservoir Development & Management	Outline of dams	History of dams around the world, What dams brought in Japanese development
		Flood control with dams	Prediction of inflow and discharge planning, Flood control operation of dams
		Water resources planning	Outline of water resources, Prospect of water resources in 21 <sup>st</sup> century
		Dam and environment	Assessment of natural environment around dams, Assessment of social environment related to dams
		Dam and regional development	Power development, Economic assessment, Field survey and interview
		Dam construction	Concrete dams, Embankment dams, Multipurpose dams, Cost allocation
		Role of dams in 21st century	Introduction of discussion in ICOLD
Control Measures for landslide & Debris Flow	Control Measures for landslide & Debris Flow	Outline of control measures for landslide & debris flow	Background of control measures for landslide & debris flow, Vulnerability and factors of disasters, Culture for disaster management
		Theory of control measures for debris flow	Planning control measures, Assessment of social ability, Hydraulics of flash flood
		Theory of control measures for landslide	Outline of landslide, Dynamics of landslide, Warning, evacuation and emergent response
Introduction to International Cooperation	Introduction to International Cooperation	Human security	Concepts of HS, HS and Japanese ODA
		Community	Participatory Development
		Poverty Reduction	Poverty Reduction, Japanese ODA, JICA's Assistance



Hands-on training	Hydrological Observation, Modeling & Forecasts	Hydrological observation	Observation of precipitation and discharge, Satellite observation, Drawing H-Q curve
		Frequency analysis	Probability paper, Extreme distribution, Fitness, trend
		Run-off prediction modeling	Modeling of rainfall run-off, Flood forecasting using flood prediction model
	Hydraulics	Foundation of water flow theory	Fundamental equations for flow, Over flow and jump flow, Gradually-varied flow and unsteady flow
		Application of water flow theory	Multi-crossed channel, Junction flow and diversion flow, Retarding basin, Overflow equation, Secondary flow, bent and alternative bar
	Integrated Flood Risk Management	Flood control planning	Flood control plan, Drawing flood control plan
		Economic assessment of flood control plan	B/C analysis for flood control measures
	Hazard Mapping & Evacuation Planning	Geographical Information System	Usage of GIS
		Inundation analysis	Modeling and forecasting inundation area, Mapping by Geographical Information System
		Evacuation planning	Proposal for improving smooth evacuation
	Sustainable Reservoir Development & Management	Flood control with dams	Prediction of inflow and discharge planning, Flood control operation of dams
		Design of dam	Concrete dams, Embankment dams, Multipurpose dams, Cost allocation
	Control Measures for landslide & Debris Flow	Control measures for debris flow	Planning control measures, Hydraulics of flash flood
Control measures for landslide		Dynamics of landslide, Countermeasures of landslide	

Individual Study	From January to the end of the training period are assigned for individual study, in which each participant makes a research on a specific subject and write a paper under the direction of an instructor. The subject and the instructor for individual study are decided through discussion with the ICHARM teaching staff.
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