



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON DEVELOPMENT OF RECYCLING POLICY

課題別研修「リサイクル制度設計」

JFY 2018

NO. J1804224 / ID. 1884815

Course period in Japan: From 21st January to 9th February 2019

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

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.

I. Concept

Background

The environmental load on atmosphere, water and soil, which is generated by socioeconomic activities of today's mass production, consumption and disposal patterns, has been increasing beyond the self-purification capacity of nature. Therefore, it is required to establish a sound material-cycle society which does not prevent the natural material cycle, by forming the circle of material cycle such as proper resource input, manufacturing, distribution/sales, consumption, disposal and reproducible manufacturing. For establishment of a sound material-cycle society, 3Rs, which stands for "Reduce: Reduction of waste generation", "Reuse: proper reuse of used products and components", and "Recycle: Proper use of collected items as raw materials" is internationally promoted. For successful promotion of 3Rs, not only regulative policy approach but also industrial policy approach which promotes development of recycling industry, is essential.

For what?

This program aims to foster the capacity of participants to understand key concepts related to recycling policy and institution, and enhance their capacity for designing, planning and formulating them which promote development of recycling practice and circular economy in their home country.

For whom?

This program is offered to government officials who are/will be core persons in charge of development of recycling policy, solid waste management, industrial waste management or development of recycling industry in related ministries.

How?

Participants shall have opportunities in Japan to hear several lectures and to visit various recycling facilities, as well as to discuss and present on recycling policies among participants from other countries.

Box: Definitions of terminology applied for present Program

We have various definitions and usages about the terms related to recycling and waste management. In present Course, some key terminology is clarified as follows:

- (1) **Industrial Waste:** Industrial waste is the waste produced by industrial activity which includes any material that is rendered useless during a manufacturing process such as that of factories, industries, mills, and mining operations. In general, the responsibility for collection, treatment and disposal of industrial waste is the generating industrial unit (firm) itself.
- (2) **Municipal Waste:** Municipal waste is a waste predominantly generated from households. In general, the responsibility for collection, treatment and disposal of municipal waste is the municipality or relevant public entities, of which activities is supported by public money (tax etc.).
- (3) **Recycling:** In this Program, the term “Recycling” indicates the process of converting waste materials into new materials and objects, which can save natural resource and help to mitigate environmental loads, e.g. greenhouse gas emissions. Recycling is the third component of the "Reduce, Reuse and Recycle (3R)" in waste management hierarchy. Waste incineration with recovering thermal energy is also regarded as a kind of Recycling.
- (4) **Recycling Policy:** Policy is a deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol. Policy assist decision-making at various levels. In the context, the term “Recycling Policy” used in the Program indicates a set of guiding principle for promoting recycling practice in one country.
- (5) **Institution:** In present Program, the term “institution” used as a fixed set of laws, bylaws, standards, rules, regulations, procedures, and structure for realizing the policy. The institution for recycling acts to facilitate the accomplishment of recycling, to facilitate the coordination of various activities for recycling, to aid the establishment of authority relationship for a better implementation, to permit the application of the concept of specialization and division of works, to assign works amongst stakeholders/actors according to their capabilities, and to create more group cohesiveness.
- (6) **Circular Economy:** The term “Circular economy” indicates an economy that promotes greater resource productivity aiming to reduce waste and avoid pollution by design or intention. Recycling is one of the major factors for realizing the circular economy. This is contrast to a linear economy of production-consumption-disposal model. In Japan, the society characterized by circular economy is named as “Sound Material Cycle Society”.

II. Description

- 1. Title (J-No.):**
Development of Recycling Policy (J1804224)

- 2. Period of program**
Duration of whole program: November 2018 to March 2019
Preliminary Phase: November 2018 to January 2019
(in participants' home countries)
Core Phase in Japan: 21st January to 9th February 2019

- 3. Target Countries:**
Iran, Uzbekistan, Egypt, Nigeria, Papua New Guinea, Bangladesh, Bhutan, Brazil, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, and Timor-Leste

- 4. Eligible / Target Organization:**
Ministries or governmental agencies engaged in development of recycling policy, solid waste management, industrial waste management or development of recycling industry including supporting for Small and Medium Enterprises (SMEs).

- 5. Course capacity (Upper limit of Participants):**
12

- 6. Language to be used in this program:**
English

- 7. Course Objective:**
Through the course, participants will be able
 - (1) to understand key concepts related to recycling policy and institution
 - (2) to increase their own capacity for planning policy, designing institution which promotes development of recycling practice in their home country.

- 8. Overall Goal:**
Capacity for planning policy and designing institution to promote recycling practice will be enhanced in the participating countries.

9. Contents :

The program consists of the following components. Details on each component are given below:

Preliminary Phase in participants' home countries(Please see ANNEX)

(November 2018 to January 2019)

Participants are required to prepare for the Program in the respective country.

Core Phase in Japan

(21st January to 9th February 2019)

Participants dispatched from the organizations attend the Program in Japan.

Country Report Presentation

Lectures

- Recycling policy, institution and stakeholders
- Case Study in Japan
 - (1) Basic Law on Sound Material Cycle Society and National Plan
 - (2) Act for Efficient Recycling Promotion
 - (3) Act for Recycling of Packaging Materials
 - (4) Construction Materials Recycling Law
 - (5) End-of-Life Vehicle Recycling Law
 - (6) Law on Recycling of Construction & Demolition Byproducts
 - (7) Act for Recycling of Foods Waste
- Raising Public Awareness on Recycling
- Recycle Activities Conducted by Community Units
- SDGs and Recycle

Site Visit

Biodegradable organic waste treatment facility
Community-based solid waste management and 3R practice
Waste to Energy Facility (Thermal Recycle)
Recycling center conducted by local authority
End-of-Life vehicle recycling facility
Mechanical and manual waste separation facility
Plastic recycling facility/
Biogas production facility
Construction and demolition waste recycling facility

Practice/Presentation

Designing of Recycling Policy and institution (Formulating Proposal)
Presentation of the Proposal

Tentative Schedule of **JFY 2018** (**ATTENTION!!**: Activities in Japan might be changed without prior notification).

Date		Lecture/ Visit etc.	Topic
21Jan (Mon)			Arrival
22Jan (Tue)	10:00~ 12:00	Orientation	Briefing
	13:00~ 15:00	Orientation	Program Orientation
23Jan (Wed)	10:00~ 12:00	Workshop	Game on Sustainable Development Goals (SDGs)
	13:30~ 16:00	Lecture	Resource and environment for sustainable development, Points of SDG
24Jan (Thu)	9:30~ 12:30	Presentation	Country Report on present situation of recycling practice (by participants)
	13:00~ 14:00	Presentation	Country Report on present situation of recycling practice (by participants)
	14:15~ 15:00	Discussion	Comments and discussion
	15:15~ 15:25		Video Viewing “Technical Expertise of Japan in Solid Waste Management “
	15:25~ 16:30	Lecture	Pre-explanation and preparation for stakeholder and issue analysis
25Jan (Fri)	9:30~ 12:00	Lecture	Recycling policy, institution and stakeholders
	13:00~ 16:30	Workshop	Problem analysis, Policy analysis, and Stakeholder analysis
26Jan (Sat)	Day off		
27Jan (Sun)	Day off		
28Jan (Mon)	9:30~ 11:00	Lecture	SDGs and recycle
	12:30~ 15:00	Lecture	Case Study in Japan (1): Basic Law on Sound Material Cycle Society and National Plan
	15:15~ 17:15	Lecture	Case Study in Japan (2): Act for Efficient Recycling Promotion
29Jan (Tue)	9:30~ 11:30	Lecture	Case Study in Japan (3): Act for Recycling of Packaging Materials
	13:00~ 14:15	Lecture	Case Study in Japan (4): Construction Materials Recycling Law
	14:30~ 15:30	Lecture	Case Study in Japan (5): End-of-Life Vehicle Recycling Law

30Jan (Wed)	9:30~ 11:30	Lecture	Case Study in Japan (6): Law on Recycling of Construction & Demolition Byproducts
	13:00~ 14:00	Lecture	Case Study in Japan (7): Act for Recycling of Foods Waste
	14:15~ 15:45	Lecture	Recycle activities conducted by community unit
31 Jan (Thu)	10:00~ 11:30	Lecture	Environmental education and awareness-raising for promoting recycle
	13:00~ 13:45	Discussion	Summary of case studies in Japan and Q&A/ Orientation for recycling policy development
	14:00~ 15:30	Practice	Guidance for proposal formulation
1 Feb (Fri)	AM		Move to Yamagata prefecture
	14:00~ 17:00	Site Visit	Biodegradable organic waste treatment facility(Rainbow Plan)
2 Feb (Sat)			Move to Tokyo
3 Feb (Sun)			
4 Feb (Mon)	9:00~ 10:30	Site visit	Waste to Energy Facility (Thermal Recycle)
	11:00~ 12:00	Site visit	Recycling center conducted by local authority, Tokyo
	14:30~ 16:30	Lecture	Outline of Tokyo Super Eco Town Project/ Involvement of government for introduction and implementation for recycling policy
5 Feb (Tue)	09:00~ 10:30	Site visit	Waste electrical and electronic equipment, Home appliance recycling plant
	13:00~ 14:30	Site visit	Construction and demolition waste recycling facility
	14:40 16:00	Site visit	Biogas production facility
6 Feb (Wed)	9:00~ 10:30	Site visit	Recycling factory of End-of-Life vehicles
7 Feb (Thu)	9:30~ 12:00	Discussion	Summary on the recycling system in Japan and discussion
	13:30~ 16:00	Practice	Formulation of proposal, discussion, and tutoring session based on problem and stakeholder analysis

8 Feb (Fri)	9:00~ 12:00	Presentation	Presentations of the proposal for recycling policy and institution by participants
	13:00~ 14:00	Presentation	Presentations of the proposal for recycling policy and institution by participants
	14:15~ 15:30	Discussion	General Discussion, Comments by commentators
	15:45~ 16:45	Evaluation	Program Evaluation Session
	17:00~ 17:30	Closing	Closing Session, Certificate Awarding Ceremony
9 Feb (Sat)			Departure

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation (Country Report) before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications

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

- (1) **Essential Qualifications:** Applicants should;
 - i) **Nomination:**
be nominated by their governments in accordance with the procedures mentioned in 4. "Procedures for Application and Selection" below,
 - ii) **Current Duties and Practical Experience:**
be core person in charge of development of recycling policies, industrial waste management or development of recycling industry in related ministries.
 - iii) **Educational Background:**
be university graduates with at least 3 year professional experience, or equivalent.
 - iv) **Age:**
be over thirty (30) years of age, in principle.

v) **Motivation:**
be motivated, and able to diffuse their knowledge to promote recycling industry policies of home countries after completing this course

vi) **Language:**
have sufficient command of English.
(During the course program, participants are requested to give presentation and actively participate in discussions. Communication skill in English is highly important.)

vii) **Health:**
be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

viii) **Computer Skill:**
be proficient in MS Word, Excel and Power Point.

(2) Recommendable Qualification

Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

(1) Application Form

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

Note: All the information should be **clearly stated including your current E-mail address**

(2) Photocopy of passport

to be submitted 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.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiration date.

(3) Country Report

to be submitted with Application Form (please see “ V. ANNEX.”)

Note: Country Report will be assessed for the applicants' screening.

(4) Nominee's English Score Sheet

to be submitted with the Application Form. If you have any official documentation of English ability (e.g. TOEFL, TOEIC, IELTS).

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please inquire to the JICA offices (or the Embassies of Japan).

(Closing date for application to JICA International Center in Japan is November 16th (Fri), 2018).

(2) Selection

After receiving the documents through proper channels from your government, the JICA offices (or the Embassies of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 14th (Fri), 2018**

(4) Preparation of presentation material (for accepted participants only)

On receiving a Notice of Acceptance, accepted participants are required to prepare presentation of **Country Report** (20 minutes including Q&A session). Accepted participants are expected to bring their presentation material (PPT slides). Submission deadline will be informed later.

5. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of

employment for profit or gain.

- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer

(1) Name: JICA Tokyo Center (JICA TOKYO)

Economic Infrastructure Development and Environment Division

(2) Contact: (Ms) Satoko TSUNODA (ticttee@jica.go.jp)

*Please include the course title and number (J1804224) in the E-mail title.

2. Travel to Japan

(1) Air Ticket:

The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) Travel Insurance

Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered

3. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

4. Expenses

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

- (4) Expenses for program implementation, including materials
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.

5. Pre-departure Orientation

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

6. What to bring:

- (1) Suitable shoes and clothes for site-visiting.
- (2) Small travel bag for field trip.

V. ANNEX: Information on Country Report

<FOR ALL NOMINEES>

**※ Please submit Country Report with other application documents.
Country Report will be assessed for the applicants' screening.**

1. Format

A4 size paper (Microsoft Word is preferable)

2. Contents of “Country Report”

Please describe the following items.

<Contents of Country Report>

(1) Information on the Organization:

- 1) Name of the organization
- 2) Name and title of the responsible person of the organization
- 3) Address and contact numbers of the organization
Address:
Phone: Telefax:
E-mail:
Web URL:
- 4) Name and title/position of the person who made the Country Report
Name:
Title/Position:
- 5) Mission and mandate for the organization
- 6) Draw or attach an organization-chart of your organization with the number of staff:

(2) Outline of 3R or recycling policy:

Outline of 3R or recycling policy, if any, of your country/province/city (applicant works with), and activities of recycling industry and relating policies (applicant works with).

- 1) Existing laws, ordinances, regulations and another institutional setup concerning 3R or recycling. (Please attach photocopy of them if available).
- 2) Status of 3R or recycling activities and recycling industry
 - (i) Relationship with your work and recycling

(ii) Selected Waste Stream Information

- a) Pick two (2) specific waste streams which you think are important in your country and should be considered during the Training in Japan.

example) food waste, biodegradable organic waste, waste plastics, waste styrofoam, e-waste, waste lead acid batteries, other metal waste, sludge from wastewater treatment, construction & demolition waste, waste paper, waste tire, and others.

- b) Make a chart of selected 2 waste streams. The chart should include following information;

- Process of recycling (generation / collection / intermediate treatment / manufacturer / use of recycled materials etc.)
- Concerned stakeholders at each process
- Amount(t/year) or Percentage of recycling (if available)

(iii) Identify and explain the relevant regulation on these waste streams.

- 3) Describe movements or projects to promote the 3R or recycling that were (either successful or failed) or being carried out in the country/province/city.

(i) Background

- (ii) Outline of the movements/projects (e.g. scope, objectives, methodology, role and duty of concerned parties, monitoring and data disclosure system, schedule, budget, staffing)

- (iii) Evaluation of the movements/projects (e.g. improvement of waste management in terms of Recycle, reuse, and recycling rate, public/private awareness and cooperation, sustainability and other tangible and intangible effect)

- (iv) Lessons learnt from the movements/projects (e.g. constraints or know-how to solve them)

- (v) Future plans or perspective

(3) Private Sector:

- 1) Make a list of available material recycling industries in your country with its type and capacity
- 2) Describe the actual condition of trade related to recycled items.

※This report is also shared among the participants and discussed to find better solution to describe/ explain the current state of in your country and identify the issues and problems of its implementation during the training period.

<For Accepted Applicants ONLY>

Preparation for Country Report Presentation

1. Purpose of the presentation

Each participants is requested to deliver a presentation based on Country Report at the beginning of the program. Purpose of this presentation is to share each country's situation among participants, some experts and JICA.

3. Length of the presentation

15 minutes for presentation and 5 minutes for Q&A

4. Presentation Format

Microsoft PowerPoint

5. Submission

Submission deadline will be informed later.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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.



CORRESPONDENCE

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

JICA Tokyo Center (JICA TOKYO)

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TEL: +81-3-3485-7051 FAX: +81-3-3485-7904