A. **Adherence to Deadlines**

Deadlines indicated in the “Request for Applicants” letter have been set to allow adequate time for logistical preparations of this event. It will **not** be possible to consider applicants received after the deadlines indicated.

B. **Acceptance of Applicants**

Spaces in this event are limited. To participate, applicants must:

1. Meet the participant criteria outlined in the “Request for Applicants” letter.
2. Be officially recommended by their government ministry/agency or other organization recognized by ADBI.
3. Complete and submit the following items to ADBI by **04 November 2020**:
   ① A “Detailed Application” form (attached)
   ② A complete CV Form (attached – required for nomination to be considered) and a complete CV including detailed information on education and work experience.
   ③ A copy of the information page of a valid passport

Documents should be sent to Dr. KE Seetha Ram (kseetharam@adbi.org), Ms. Noriko Nogami (nnogami@adbi.org), and Dr. Ma. Laarni Revilla (mlrevilla@adbi.org).

Final selection of participants is the responsibility of ADBI. Selected nominees will be contacted by ADBI regarding relevant arrangements.
Detailed Applicant Information Form

This form must be completed and submitted to ADBI by **04 November 2020**. Documents should be sent to Dr. KE Seetha Ram (kseetharam@adbi.org), Ms. Noriko Nogami (nnogami@adbi.org), and Dr. Ma. Laarni Revilla (mlrevilla@adbi.org).

**Nominee’s Name** (as it appears in the passport):

First Name:
Middle Name:
Last Name:

**Preferred Name** (exact word order and title as you like to be called):

Sex: □ Male □ Female  **Date of Birth:** (DD) (MM) (YY)  **Age:**

**Nationality:**

**Title/Position:**

**Department:**

**Organization:**

**Office Address:**

**Office Phone Number:**  **Office Fax Number:**

**E-Mail Address:**

**Nominee’s Direct Supervisor:**

Name:
**Title/Position:**
**Email Address:**  **Phone/Fax Number:**
Detailed Applicant Information Form

This form must be completed and submitted to ADBI by 04 November 2020. Documents should be sent to Dr. KE Seetha Ram (kseetharam@adbi.org), Ms. Noriko Nogami (nnogami@adbi.org), and Dr. Ma. Laarni Revilla (mlrevilla@adbi.org).

Nominees who do not submit a full CV must complete and submit this form by the deadline indicated for nominations. Nominations submitted without a full CV or this form will not be considered.

Name:
Title:
Organization:

Education:
Highest degree obtained:
Year of graduation:
Name of university or college:
Main course of study:
English proficiency: □ Excellent □ Good □ Fair

Work Experience:
Government rank: □ Government Official □ Senior Government Official (Director-level or higher)
Current job responsibilities:
Years of professional experience (sanitation):
□ <1 year
□ 1-3 years
□ 3-5 years
□ 5-10 years
□ +10 years

Employment History:
Organization:
Duration of employment (from/to):
Main responsibilities:

Organization:
Duration of employment (from/to):
Main responsibilities:
Participation in recent workshops/trainings on related topics (list):

1. □ ADBI or ADB event □ Other
2. □ ADBI or ADB event □ Other
3. □ ADBI or ADB event □ Other

Statement of Purpose:

Please answer the following questions. Your answers in total should not exceed 800 words.

1. What is your involvement regarding the planning & implementation of sanitation infrastructure and services?
2. Which project phases (conceptualisation, planning, design, implementation, controlling/monitoring) are you mostly concerned with?
3. How can this on-line course contribute to your work?