

THIS APPLICATION IS FREE OF CHARGE AND MAY BE REPRODUCED WITHOUT PERMISSION



SPECIAL AMERICAN BUSINESS INTERNSHIP TRAINING PROGRAM (SABIT)

WASTE MANAGEMENT PROGRAM FOR SRI LANKA

April 14 – 28, 2018

Managed by the U.S. Department of Commerce

The U.S. Department of Commerce's Special American Business Internship Training (SABIT) program has established a program to train up to 18 Sri Lankan waste management specialists. SABIT has successfully trained over 6,000 executives and scientists from Eurasia, Sri Lanka, and other regions. SABIT provides trainees the opportunity to become familiar with a U.S. industry sector and its regulations, establish valuable business relationships, learn about innovative technologies, equipment, and services, and come to understand market-based business concepts.

The program will take place in the United States and will be two weeks in length. The program is designed for specialists in the waste management industry, and will focus on technical and managerial aspects of waste management in addition to attending the WasteExpo Conference and Exhibition. Delegates will gain a comprehensive understanding of the U.S. waste management industry and will become familiar with the latest U.S. industry trends and marketing concepts through meetings with private companies, industry associations, government agencies, and other organizations.

Candidates who apply to participate in the training program should be in a position of significant responsibility and have at least 3 years of management experience. Preference is given to applicants with technical training and relevant work experience in waste management projects, who currently hold a leadership position in their company or organization. Program participants with this level of experience will be in a position to obtain the most benefit from participating in the training program. **The program will be conducted in English. Therefore, participants must be fluent in English.**

Applications must be accompanied by a letter, in English, from the candidate's supervisor in his or her employing organization which contains the following: A description of the applicant's present duties and permission for the applicant to participate in the program during the specified dates. If the applicant is the director of the organization, a letter of recommendation from business partners with a brief description of joint projects should be attached to the application form. There are no fees of any kind associated with this application. There is no cost for applying, processing the application, or

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being selected to participate in the program.

Applicants are screened and selected by the U.S. Department of Commerce based on their professional and educational achievements and experience in specific industrial sectors. SABIT's Washington office will make final determinations regarding which Applicants are selected for training. Those selected will be notified by a SABIT official.

For those selected to participate in this program, the U.S. Government will pay for round-trip airfare from Colombo, Sri Lanka to the United States, lodging, a comprehensive training program, emergency medical insurance, and a stipend to offset the costs of meals and incidental expenses.

Participants may not be accompanied by their spouse or family.

Each participant must provide his or her own transportation to Colombo and possess a valid international passport on which to travel. Each SABIT participant will travel on a B-1/B-2 business visa, which prohibits the receipt of a salary or honorarium. Participants are responsible for the cost of the U.S. visa. SABIT participants may not seek permanent employment in the United States.

Please be advised that the SABIT program will conduct a due diligence review of both you and your company via several different means, which may include web searches, credit bureau reporting agency searches, through the Office of Foreign Assets Control at the U.S. Department of Treasury, and other sources. If there are any legal or ethical concerns found, you will not be considered for the program. If you have already been invited, your invitation may be revoked or you may be terminated from the program if you are already in the United States. This review is directed only at serious legal or ethics issues, and has resulted in adverse action by the SABIT program only very rarely.

Any material misrepresentation on the part of the Applicant either orally or in writing will automatically be grounds for disqualification or expulsion from the program whether the participant is already selected or in the United States.

SABIT alumni are not eligible to participate in a SABIT program more than once.

PLEASE READ ALL INSTRUCTIONS BEFORE STARTING THE APPLICATION:

APPLICATIONS MUST BE RECEIVED NO LATER THAN MARCH 12, 2018

Applicants should submit the entire application packet in one .pdf format document. The application packet must include:

- **Application form**—Do not leave any questions blank. If you have no answer, put N/A (Not Applicable).
- **Letter of recommendation** -- The letter should be on company letterhead from your supervisor and should be signed. It should include permission to participate on the program and should list the dates: April 14 – 28, 2018. The letter should be in English.
- **Copy of the first page (bio page) of your international passport**

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The file should be sent by e-mail to the SABIT program through Liza Sobol, Deputy Director, in Washington, DC at the following email address Liza.Sobol@trade.gov. You must copy (cc) the SABIT Program's general e-mail at SABIT@trade.gov.

The subject line of your e-mailed application should read: Waste Management, and your first name and last name as it appears in your international passport.

The application will not be considered if it is sent in multiple files. We do not accept documents in expanding .rar.

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**SABIT
SPECIAL AMERICAN BUSINESS INTERNSHIP TRAINING PROGRAM**

WASTE MANAGEMENT FOR SRI LANKA

April 14 – 28, 2018

Managed by the U.S. Department of Commerce

I. GENERAL INFORMATION

Name (passport spelling) _____
(Surname first; Complete name as in passport)

Place of Employment _____
(Complete Company Name)

Position/Title: _____

Work Telephone: _____ **Fax:** _____

Mobile Telephone: _____

Work Address: _____
(Street, Building, City, Index)

Work E-mail: _____

Personal E-mail: _____

Company website: _____

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Home address: _____
(Street Name and Number) (Apartment Number) (City, Index)

Home Telephone: _____

Preferred Mailing Address: Home Work

Date of Birth: _____
(Month/Day/Year) (Birthday written out with month)

Sex: Female Male **Marital Status** Single Married

Place of Birth: _____
(City) (Country)

Citizenship: _____

Full Name of Spouse: _____

Spouse's place of work, position, and telephone number:

Other contact numbers where you can be reached (please list alternative telephones and fax numbers including city codes):

Tel.: _____ **Fax:** _____ **Name:** _____

Relationship: Friend Co-worker Spouse Relative Other

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In case of emergency, whom should we contact? (Include name, address and telephone number):

How did you learn about this program?

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II. EDUCATION

A. List all post-secondary education including professional education, beginning with most recent (attach additional pages as needed):

<u>Dates</u>	<u>Institute/University</u>	<u>Major Subject</u>	<u>Degree/Date Received</u>

B. List all U.S. Government-funded programs in which you have participated (attach additional pages as needed):

<u>Dates</u>	<u>Name of U.S. Government Sponsoring Agency</u>	<u>Topic of Program</u>

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III. BUSINESS AND EMPLOYMENT EXPERIENCE

A. List your business and employment history for the past ten years ONLY, beginning with most recent:

<u>Dates</u>	<u>Name of Organization</u>	<u>City</u>	<u>Position/Title</u>	<u>Responsibilities and duties</u>

B. Please list three professional references (names, addresses and phone numbers):

<u>Name</u>	<u>Company Name, Address, Telephone, and Email</u>	<u>Professional Relationship</u>

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IV. ADDITIONAL INFORMATION

A. *Passport and Travel Information:*

You must have a valid international passport to participate in this program.

Passport Series/Number:

Passport Expiration Date:

Have you ever applied for a U.S. visa? Yes No

When/Where:

Were you granted a U.S. visa? Yes No What type?

Have you ever applied for immigration to the United States? Yes No

When/Where:

B. *List previous travel abroad (attach additional pages as needed):*

<u>Country</u>	<u>Dates</u>	<u>Sponsor</u>	<u>Purpose</u>

This information is not intended to disqualify you for participation, but to allow us to accommodate your needs if you are selected.

• Do you have any allergies? Yes No

If yes, please explain:

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- Do you have any medical conditions or limitations? Yes No

If yes, please explain:

- Do you take any medication? Yes No

If yes, please explain:

- Do you have any special dietary needs? Yes No

If yes, please explain:

- Please list any contacts you have in the United States (including family, friends, business associates, and acquaintances):

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V. STATEMENTS OF PURPOSE

The following information is important to create a comprehensive program. Please provide as much information as possible.

A. Current enterprise description:

Name of enterprise:

Type of enterprise (i.e. industry sector: types of goods or services provided):

The market for your product or service is:

local

national

regional

international (please list countries) _____

Who are your customers?

state enterprises

individuals

private enterprises

other

How many people work at the firm?

Annual gross revenue (in USD):

Ownership of your company:

If it is owned by more than one entity or individual, please provide the ownership breakdown by percentage:

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C. Rank each topic from 1 – 3, according to your professional needs and requirements. Please rank each topic carefully as this will determine program content and structure. (Please note, this list is not exhaustive. Please list other topics you are interested in.)

Ranking:

1 – very important

2 – somewhat important

3 – not important or not applicable

Collection and Transfer

Optimizing Collection Systems

Collection Equipment

Transfer Stations

Municipal Solid Waste Landfills

Siting, Design and Operation of New Landfills

Landfill Management

Leachate Management and Treatment

Liner Design and Technologies for Preventing Leachate Leakage

Optimizing Compaction Procedures and Waste Placement Operations at Landfills

Landfill Gas Management

Landfill Site Closure and Rehabilitation Process

Material Recovery Facilities and Equipment

Single-Stream Recycling Sorting Facilities, Design and Equipment

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Automated/Optical Sorters

Compactors/Crushers

Balers

Other (Please specify):

Reprocessing/Recycling Equipment and Technologies

Sorters/Separators

Shredders/Grinders

Paper Products or Corrugated Boxes Reprocessing

Plastics Reprocessing

Aluminum Reprocessing

Steel Reprocessing

Glass Reprocessing

Composting Food Waste

Composting Non-Food Organic Waste

Other (Please specify):

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If you are interested in reprocessing any of the above materials, do you have short-term plans and financing to build or retrofit existing facilities to reprocess these materials? Have you identified a target market for reprocessed materials? Please explain below.

Advanced Waste Treatment and Waste-to-Energy Technologies

Thermal Waste Treatment Technologies

Modern Incineration Technologies with Energy Recovery and Emissions Controls

Gasification with Energy Recovery

Plasma Gasification with Energy Recovery

Anaerobic Digestion/Co-Digestion with Energy Recovery

Landfill Gas-to-Energy

Other (please specify):

If you are interested in implementing any of the above technologies, do you have facilities and financing to do so? Please explain below.

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Municipal Solid Waste Management and Programs

Establishing or Improving Municipal Recycling Programs for Residents and Businesses

Establishing or Improving Municipal Composting Programs for Residents and Businesses

Municipal Waste Reduction and Diversion Strategies

Effective Communications and Community Education (Changing Mindsets)

Strategic Planning for Integrated Waste Management

Zero Waste Concept

Creating and Finding Markets for Recycled Materials

Customer Rates and Rate Structuring

Revenue Sources and Cost Reduction Strategies for Waste Diversion, Recycling, or Disposal Programs

Financing Alternatives for Waste Diversion, Recycling, or Disposal Programs

Privatization of Municipal Solid Waste Facilities and Services

Public-Private Partnerships

Staff Safety and Training

Governmental Organizations and Regulatory Issues

Legal and Regulatory Framework for Waste Management/U.S. Environmental Protection Agency

Coordination of Federal, State and Local Regulations

State and Local Environmental Protection Departments and Regulations

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International Standards for Municipal Solid Waste Management

Industry Associations and Professional Organizations

Please provide information about specific projects, joint ventures, or business relationships you would like to develop with U.S. companies. (List the names of particular companies or organizations you have in mind.)

What specific types of technologies or equipment are you interested in? Please list the type of equipment and the names of U.S. companies you would like to meet with to discuss their product offerings.

Are there other topics that are of interest to you that you would like to see addressed in the program?

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Please write a short autobiography, including information about your company, the most important one or two projects you are working on, and your primary goal for wanting to participate in SABIT. This should not be longer than six sentences. We will use this paragraph to help introduce selected participants to U.S. host companies.

EXAMPLE: ABC Company, established in 2003, is a small manufacturing firm that produces several types of widgets for sale domestically and for export. John Smith is the CEO of the company. The company includes an R&D department, two factories, a marketing department, and an integrated logistics division. The company has recently developed a new widget for the American market. Mr. Smith is looking to learn about U.S. trends in widget design and explore new distribution channels.

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PROGRAM RULES AND CONDITIONS

I testify that the information submitted in this application is complete and accurate. I understand that providing false information on this application or during the interview will automatically disqualify me from participation in the SABIT program. If I am selected for participation in the program, and it is determined during the course of the training that any of the information provided in this application or during the interview was false, I understand that this would mean immediate dismissal from the program.

If selected, I agree to comply with all regulations of the program and all local and national laws of the United States.

I understand that while in the United States, I may be asked to share my hotel room with one other individual from the training group (of the same sex). This will only occur in rare circumstances, when single rooms are unavailable. I understand that if this occurs, separate beds will be provided. I declare that this type of housing arrangement presents no difficulties.

I understand that I will be provided with medical insurance to be used only for emergency situations and not for routine medical care or treatment for any pre-existing medical or dental condition. I further understand that I will be required to pay all deductibles and other miscellaneous expenses not covered by the insurance. I understand that I may purchase my own travel and/or health insurance before departing for the U.S. If I choose to do so, this will act as additional coverage for me while I am on the SABIT program.

I understand that the U.S. visa obtained in connection with my SABIT program training is valid only for temporary training and is not valid for employment in the United States or for travel not related to the SABIT training. I declare my intent to return to my home country after my participation in the SABIT Program. I understand that returning to my country at the end of my internship is a condition of my participation in the SABIT program. I further understand that traveling outside of the United States (for example, Canada or Mexico) is strictly prohibited and would be in violation of my U.S. visa and would mean immediate dismissal from the program. Travel to cities in the United States that are not part of the specific SABIT training program is strictly prohibited.

I understand that this program prohibits spouse and/or children or other family members to accompany SABIT participants to the United States.

I understand that the program will be conducted in English.

If for any reason I must return home early, I understand that I must return the remainder of the stipend to the SABIT Program.

(Date)

(Signature)