



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

COMPREHENSIVE DISASTER RISK MANAGEMENT

集團研修「総合防災行政」

*JFY 2011*

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J11-00870 / ID. 1180999

From November 2011 to August 2012

Phases in Japan : From January 9th to February 25th, 2012

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

Human kind is still facing major risk from possible major natural disasters due to global climate change, raising vulnerability in human environment, etc. Reducing impacts from such disasters is one of the most important tasks for us.

Japan has experienced many natural disasters in its history. They are earthquakes, tsunamis, typhoons, floods, landslides, high tides, volcanic eruptions, etc. In 1995 Japan experienced the Great Hanshin-Awaji Earthquake with human loss of more than 6,400 and property damaged of over 9 trillion yen (US\$90 billion).

In this background, this course is designed to provide the basic knowledge and experiences on natural disaster management in Japan and Hyogo Prefecture. Through the training, participants are to identify a major problem in their own countries and formulate an action plan to tackle them.

## **For what?**

This program aims to help participants formulate improvement plans of disaster management in each participant's organizations based on the total disaster risk management through general understanding of disaster management system of central and local governments of Japan against various kinds of disasters.

## **For whom?**

This program is offered to officials currently responsible for the natural disaster management: Especially those who are involved in disaster prevention, mitigation preparedness, response, rehabilitation and reconstruction either in central or local level government.

## **How?**

Participants shall have opportunities in Japan to learn Japan's experiences and skills related to comprehensive disaster risk management. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## ***II. Description***

**1. Title (J-No.): Comprehensive Disaster Risk Management (J1100870)**

**2. Period of program**

|   |                                    |
|---|------------------------------------|
| <b>Duration of whole program:</b>                               | November 2011 to August, 2012      |
| <b>Preliminary Phase:</b><br>(in a participant's home country)  | November to December, 2011         |
| <b>Core Phase in Japan:</b>                                     | January 9th to February 25th, 2012 |
| <b>Finalization Phase:</b><br>(in a participant's home country) | March to August, 2012              |

**3. Target Regions or Countries**

Algeria, Brazil, China, Fiji, Haiti, Indonesia, Jamaica, Oman, Philippines, Myanmar, Samoa, Solomon Islands, Tonga, Trinidad and Tobago

**4. Eligible / Target Organization**

This program is mainly designed for officials currently responsible for the natural disaster management: Especially those who are involved in disaster prevention, mitigation preparedness, response, rehabilitation and reconstruction either in central or local level government.

**5. Total Number of Participants**

17 participants

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

**7. Program Objective:**

To formulate a Comprehensive Disaster Risk Management Plan in each participant's organization.

**8. Overall Goal**

Disaster management policy of each country is enhanced and the damage of the disasters is reduced.

## 9. Expected Module Output and Contents:

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

| <b>(1) Preliminary phase in a participant's home country</b><br>(November to December, 2011)<br><i>Participating organizations make required preparation for the Program in the respective country.</i> |   |
|---|---|
| Modules   | Activities  |
| Preparation for the core phase in Japan   | Preparation of for Job Report Presentation during the core phase in Japan.  |
|   | To read the following 2 documents in advance, stored in the web page of Disaster Reduction Learning Center (DRLC, <a href="http://www.drlc.jp/english/">http://www.drlc.jp/english/</a> )<br><br>* Lessons from the Great Hanshin-Awaji Earthquake<br>* Disaster Management in Hyogo prefecture |

| <b>(2) Core phase in Japan</b><br>(January 9 to 25 February, 2012)<br><i>Participants dispatched by the organizations attend the Program implemented in Japan.</i> |   |                                    |
|--|---|------------------------------------|
| Modules  | Subjects/Agendas  | Methodology                        |
| (1)  | To understand roles of national and local governments in disaster management in Japan and examine how to adopt acquired knowledge in each country         | Lecture<br>Observation<br>Exercise |
| (2)  | To understand the role of private sectors such as NGOs and mass-media in disaster management and examine how to adopt acquired knowledge in each country. | Lecture<br>Observation<br>Exercise |
| (3)  | To understand Japanese approaches to different disasters and examine how to adopt acquired knowledge in each country.                                     | Lecture<br>Exercise                |
| (4)  | To formulate action plans for the challenging the problems in each country.   | Exercise                           |

| <b>(3) Finalization phase in a participant's home country</b><br>(March to August, 2012)<br><i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i> |   |
|--|---|
| Modules  | Activities  |
| Implementation of the action plan  | Application and implementation of the action plan back in the participant's country and submission of a report by August 2012 based on the follow-up questionnaire to be provided during the program. |

### <Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the job report
2. Core phase (activities in Japan)

Topic outline (subject to minor changes)

| Modules | Contents   |
|---------|--|
| (1)     | Japan's national strategy and policy for disaster prevention   |
|         | Experience of Great Hanshin-Awaji Earthquake                   |
|         | Hyogo Prefecture's strategy and policy for disaster prevention |
|         | Kobe City's strategy and policy for disaster prevention        |
|         | Disaster medical care  |
|         | Role of Meteorological Office on disaster prevention           |
|         | Education for disaster prevention                              |
|         | Technology for seismic construction                            |
| (2)     | Electric company   |
|         | Communication company  |
|         | Radio company  |
|         | TV company   |
|         | Japanese Red Cross Society                                     |
|         | Insurance company  |
|         | Citizen participation-Town watching method                     |
| (3)     | JICA's activities on disaster prevention                       |
|         | Countermeasures for flood disaster in Japan                    |
|         | Countermeasures for volcanic disaster in Japan                 |
| (4)     | PCM (Project Cycle Management) training                        |
|         | Review the whole training                                      |
|         | Formulate action plans   |
| Others  | General orientation/ Course orientation                        |
|         | Job report presentation  |
|         | Action plan presentation                                       |
|         | Evaluation meeting/ Closing ceremony                           |

3. Final phase (activities in home country)

Participants are expected to implement the action plan and report on progress within six (6) months after the end of the phases in Japan.

### **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 program 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 program 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 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**

- 1) Officially nominated by his/her own government
  - 2) Current Duties: be an officials currently responsible for the natural disaster management: Especially those who are involved in disaster prevention, mitigation preparedness, response, rehabilitation and reconstruction either in central or local level government
  - 3) To be university graduates and/or those who have practical experience of more than two (2) years as an administrator in the field of disaster management/mitigation
  - 4) Language: have a competent command of spoken and written English. This program includes active participation in discussions and action plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc, if possible.
  - 5) Age: be between the ages of twenty-five (25) and forty-five (45) years
  - 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.
- \* As training may pose risks to pregnant women, pregnancy is regarded as a disqualifying condition for participation in this training course
- 7) Must not be serving any form of military service.

### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **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), please attach it (or a copy) to the application form.
- (3) **Job Report:** to be submitted with the application form. Fill in Attachment of this General Information, and submit it along with the Nomination Form. Job Report is very useful for us to get information about applicants. So **basically, we cannot examine the application form without Job Report which meets with our requests appropriately.**

### 4. Procedure for Application and Selection :

#### (1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **Nov. 11, 2011**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

#### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than Dec. 9, 2011.**

### 5. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for

profit or gain,

- (6) 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.
- (7) observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

## **IV. Administrative Arrangements**

### **1. Organizer:**

- (1) **Name:** JICA Hyogo
- (2) **Contact:** jicahic-kenshukakuju@jica.go.jp

### **2. Implementing Partner:**

- (1) **Name:** Asian Disaster Reduction Center (ADRC)
- (2) **URL:** <http://www.adrc.asia/index.php>
- (3) **Remark:** The Asian Disaster Reduction Center was established in Kobe, Hyogo prefecture, in 1998, with mission to enhance disaster resilience of the member countries, to build safe communities, and to create a society where sustainable development is possible. The Center works to build disaster resilient communities and to establish networks among countries through many programs including personnel exchanges in this field.

### **3. 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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### **4. Accommodation in Japan:**

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

JICA Hyogo International Center (JICA HYOGO)  
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan  
TEL: 81-78-261-0341 FAX: 81-78-261-0342  
(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA HYOGO, JICA will arrange alternative accommodations for the participants.

## **5. Expenses:**

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

- (1) Allowances for accommodation, 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 p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

## **6. 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 workshop, and other matters.

# ***V. Other Information***

1. Participants who have successfully completed the seminar will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, Hyogo International Center encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. There is a computer room in JICA Hyogo where sixteen desk-top computers have the internet access. Each guest room also has the access by LAN cable. It is advisable to bring lap top computer in order to avoid congestions.
4. The day of January 17<sup>th</sup>, 2012 is the 17<sup>th</sup> anniversary of Great Hanshin-Awaji Earthquake. On this memorial day, there will be a lot of events related with the Earthquake organized by various institutions. JICA will also hold some events, and the participants of this training program are expected to participate in some events actively and positively.

## VI. ANNEX:

### Job Report

This agenda is considered to be very useful not only for adjusting the details of training items to fit for the needs of each participant but also for cultivating personal acquaintance each other.

1. Name of participant
2. Name of your organization
3. Name of your professional status
4. Organization Chart to which you belong

### 5. Current situation in your country

Please read *Hyogo Framework for Action (HFA)\** (please download the brochure, not a PDF document from <http://www.unisdr.org/hfa>) and describe current situation of implementing HFA in your country, based on the five main topics as below, mentioned in HFA.



\* HFA is a 10-year plan which 168 Governments adopted to make the world safer from natural hazards at the World Conference on Disaster Reduction, held in Kobe, Hyogo, Japan in January 2005.

(The brochure “Hyogo Framework for Action”)

#### 5-1 Make Disaster Risk Reduction a Priority

- Priority of the disaster risk reduction in central or local government
- Collaboration between government agencies, the private sector and civil society organizations in the disaster risk reduction area

#### 5-2 Know the Risks and Take Action

- Risks and actions against them
- Early warning system developed in your country

#### 5-3 Build Understanding and Awareness

- People’s understanding and awareness of disasters
- Local knowledge such a lesson in Simeulue Island as in the brochure: previous generation teaches the warning signs to the next)

#### 5-4 Reduce Risk

- Resilience to disasters built by investing in simple, well-known measures to

reduce risk and vulnerability, such as applying relevant building standards or protecting ecosystems in the brochure

- Countermeasures against unsafe buildings and the lack or non-enforcement of building codes

#### **5-5 Be Prepared and Ready to Act**

- Disaster preparedness for an effective response such as the development and regular testing of contingency plans in the brochure
- Practical disaster preparedness drills in a community level

#### **6. Please read website on Total Disaster Risk Management and write down a several questions you want to ask lecturers in the course**

([http://www.adrc.or.jp/publications/TDRM2005/TDRM\\_Good\\_Practices/Index.html](http://www.adrc.or.jp/publications/TDRM2005/TDRM_Good_Practices/Index.html))

“Total Disaster Risk Management –Good Practices-“ Asian Disaster Reduction Center 2005)

※This Job Report will be used as the reference information of participant selection. On the other hand, the presentation of the job report with Power Point (about 15 minutes per participant) will be carried out at the beginning of the period, in asking attendance of the responsible officers from main receiving institutions. So **you need to summarize your job report to few Power Point slides for the presentation before the training will start.**

## ***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 and 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 Hyogo International Center (JICA HYOGO)**

**Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan**

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