



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
STRATEGIC PORT ADMINISTRATION AND MANAGEMENT
(FOR PORT MANAGER)
課題別研修「港湾戦略運営」
JFY 2016

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

NO. J16-04442 /ID.1684567

Program Period in Japan: January 15, 2017 to February 25, 2017

Program Period in the Third Country: February 26, 2017 to March 2, 2017

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

For what?

This program aims to improve capabilities of strategic port development, and proper port management and operation by formulating an Action Plan for port related problems in respective countries.

For whom?

This program is offered to port administrators and managers.

How?

Participants shall have opportunities to acquire practical knowledge of managing port.

II. Description

- 1. Title:**
Strategic Port Administration and Management (for port manager) **(J16-04442)**
- 2. Program Period**
Program Period in JAPAN:
January 15, 2017 to February 25, 2017

Program Period in the Third Country (Thailand)
February 26, 2017 to March 2, 2017
- 3. Target Regions or Countries:**
Brazil, Cambodia, Egypt, El Salvador, Ghana, India, Indonesia, Kenya, Myanmar, Papua New Guinea, Philippines, South Sudan, Sri Lanka, Timor-Leste, Tunisia and Viet Nam
- 4. Eligible / Target Applicants:**
This program is designed mainly for persons who are or will be appointed as administrators or managers in the planning section of port concerned government departments or the management section of port management bodies. (See Section III.2. Nominee qualifications for details).
- 5. Program Capacity (Upper limit of Participants) :**
20 participants
- 6. Language to be used in this Program**
English
- 7. Program Objective:**
To improve capabilities of strategic port development, and proper port management and operation by formulating an Action Plan for port related problems in respective countries.
- 8. Overall Goal:**
The participant countries are able to develop ports in their countries in a strategic way, and able to manage and operate them appropriately.
- 9. Expected Module Output and Contents:**
This program consists of the five components as follows,
 - (1) Participants acquire knowledge of strategic port development planning and a feasibility study that is required to form the development plan
 - (2) Participants acquire knowledge of the strategic port operation and management.
 - (3) Participants acquire and sort out knowledge of the trends of maritime transportation and port development around the world.
 - (4) Participants acquire knowledge of the collaborative relationships between port development and coastal industrial parks through learning about business activities of Japanese companies in Japan and in the third country.
 - (5) Participants sort out issues related to port development of their countries and formulate an Action Plan that includes implementation measures.

Details on each component are given below:

(1) Preliminary Phase in a participant's home country (October 2016 to December 2016) <i>Participating organizations make required preparations for the program in their respective country.</i>	
Expected Module Output	Activities
Participants sort out the issues related to the strategic port development of their countries, and make an Inception Report which provides the basis of an Action Plan.	Preparation and submission of the Inception Report and the presentation material of the issues related to the strategic port development, management and operation.

(2) Program Period in Japan (January 15, 2017 to February 25, 2017) <i>Participants dispatched by the organizations attend a program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. Participants acquire knowledge of strategic port development planning and a feasibility study that is required to form the development plan	(1) Presentation of the Inception Report on the issues related to the strategic port development, management and operation. (2) Identify additional issues. (3) Clarify issues and framework of Action Plan	Presentations, discussions and consultations
2. Participants acquire knowledge of the strategic port operation and management.	(1) Management and Operation. (2) Management system. (3) Modernization of Port Operation. (4) Effective organization for terminal management.	Lectures, discussions and study tours
3. Participants acquire and sort out knowledge of the trends of maritime transportation and port development around the world.	Competitive ports around the world (1) Recent international maritime transportation and port development. (2) Container terminal development in major ports	Lectures, discussions and study tours
4. Participants acquire knowledge of the collaborative relationships between port development and coastal industrial parks through learning about business activities of Japanese companies in Japan and in the third country	Japan's assistance and cooperation for overseas port development (1) Port development (2) Coastal industrial parks (3) Strength of Japan's assistance and cooperation	Lectures, discussions and study tours

<p>5. Participants sort out the issues related to port development of their countries and formulate an Action Plan that includes implementation measures.</p>	<p>Strategic Development Planning (1) Clarification of the issues (2) Analysis of the issues (3) Formulation of an Action Plan</p>	<p>Lectures, discussions, study tours, consultations and presentations</p>
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<p>(3) Program Period in the Third Country (February 26 to March 2 2017) <i>Participants take part in a program conducted in a third country.</i></p>	
<p>Expected Module Output</p> <p>Participants gain an understanding of strategic port development, management and operation through visiting port(s) in the third country.</p>	<p>Expected Module Output</p> <p>Deepen understanding of port development, management and operation through visiting port(s) and discussing with the stakeholders.</p>

<p>(4) Finalization Phase in a participant's home country (March to May 2017)</p>	
<p>Activities</p>	
<p>After the program: completion of Action Plans. Participants present the revised Action Plan to their organizations, and finalize it as a final Action Plan incorporating the comments and feedback of their organizations. After the finalization of Action Plan, it is submitted to their organizations and OCDI.</p>	

<p>(5) Post-Program (Follow-up) in a participant's country (From August to September 2017)</p>	
<p>Activities</p>	
<ul style="list-style-type: none"> ▪ JICA shall send a study team to selected countries to discuss and provide advices for the implementation of the Action Plans. The follow-up countries will be selected considering the contents of the final Action Plans. ▪ In case that further assistances are required, JICA would consider the possibility of individual supports to the follow-up countries. 	

Schedule in 2015 (as example of the schedule in 2016)

Date	Time	Places	Topics	Lecturers/In charge	
12	Mon		Arrival		
13	Tue	Icho 4th floor JICA Yokohama	9:00-9:30	Opening Ceremony	Mr.Tamabayashi (YIC, Deputy Director General) Ms.Ando (YIC, Training Program Div Advisor.)
			9:30-12:00	JICA Briefing	Mr.Yamada (YIC, Training Program Div.)
			13:45-14:30	JICA Program Meeting	Ms.Ando (YIC, Training Program Div Advisor.)
			15:00-17:00	L:General Orientation (Japanese Economy)	Mr.Uchida
		17:30-19:00	Icho.Room 5(4th fl.)	Japanese Language Class (1)	Ms.Matsumaru, Ms.Tsutsumi
14	Wed	Icho 4th floor JICA Yokohama	9:00-10:30	MLIT Program Orientation MLIT: (Ministry of Land, Infrastructure, Transport and Tourism)	Mr.Korematsu (MLIT,Ports and Harbours Bureau, International Policy Planning Office) Mr.Tokutsu (OCDI, Director of 1st research Div.) Mr.Masuda (OCDI, Visiting Researcher)
			10:30-12:30	L: General Orientation (Japanese Society and Culture)	Ms.Andrade Kumi (Associate Professor,Yokohama National Univ.)
			14:00-16:00	L: General Orientation (Japanese History and Politics)	Mr.Uchida
		16:30-18:00	Icho.&Room 5	Japanese Language Class (2)	Ms.Matsumaru, Ms.Tsutsumi
15	Thu	Icho 4th floor JICA Yokohama	Consulting session for Country Report and Action Plan	Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Ms.Saito (OCDI, Researcher)	
16	Fri	OCDI: (Oversea Coastal Area Development Institute of Japan) Tokyo	8:50	Meet at Lobby (to Tokyo by bus))	
			10:20-10:30	Mr.Tomida gives a greeting.	Mr. Tomida (OCDI, President)
			10:30-12:00	L: Japan's International Cooperation	Mr.Nakajima (MLIT, Industrial Ports Div.International Policy Planning Office)
			13:00-14:30	L: JICA's Cooperation Scheme and Ports' Projects	Mr. Koyanagi (JICA, Infrastructure and Peacebuilding Dep. Transportation Group, Deputy Director)
			14:45-16:15	L: History of Infrastructure Development & Economic Growth	Mr. Ikeda (Emeritus Professor of Yokohama National University)
		18:30-20:30	Hotel Grand Arc Hanzomon, Tokyo	Welcome Party (Dress Code: tie and jacket preferable)	
17	Sat		Tokyo Trip (by JOPCA: Japan Overseas Ports Cooperation Association)		
18	Sun		Holiday		
19	Mon	OCDI Tokyo	9:00	Meet at Lobby (to Tokyo by bus)	
			10:30-12:00	L:Coastal Area Development and Ports	Mr.Nakazaki (MLIT, Industrial Port Div. International Policy Planning Office)
			13:00-14:30	L: Ocean and Environment Policies in Port Admini.	Mr. Ano
			14:45-16:15	L: Japan's Port Disaster Prevention	Mr.Harigai (MLIT, Coast and disaster Prevention Div.)
20	Tue	OCDI Tokyo	9:00	Meet at Lobby (to Tokyo by bus)	
			10:30-12:00	L: Japan's Port Security Measures	Mr.Sugimura (MLIT, Coast and Disaster Prevention Div.)
			13:00-17:00	P: Country Report	Mr.Tomida (OCDI, President) Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)
21	Wed	OCDI Tokyo	9:00	Meet at Lobby (to Tokyo by bus)	
			10:30-15:00	P: Country Report	Mr.Tomida (OCDI, President) Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI,Researcher)
			15:00-15:10	Mr.Masuda explains about a consulting session for Action Plan Making	Mr. Masuda (OCDI, Visiting Researcher))
22	Thu	Port Bureau of Yokohama city	9:10	Meet at Lobby (to Port Bureau of Yokohama City by bus)	
			9:45-10:00	Pay a Courtesy Call to Mr.Ito	Mr.Ito (Director of Port and Harbour Bureau of Yokohama city)
			10:00-11:30	L:Overview of Yokohama Port	Ms. Aoyagi (Port and Harbour Bureau of Yokohama city)
			13:30-15:00	O:Yokohama Port (Boarding a ship, Takashima)	Mr. Mochizuki (MLIT, Kanto Regional Development Bureau, Ports and Airports Div, Chief of PR Section)
			15:30-17:00	O: Honmoku BC and Logistics Center	Ms. Hasegawa (Yokohama Port Corporation, International Affairs Section)
23	Fri	Tokyo Port	8:50	Meet at Lobby (to Tokyo Port by Bus)	
			10:00-11:30	L:Overview of Tokyo Port and Congestion Reducing Measures	Mr.Masuda (OCDI, Visiting Researcher)
			11:30-13:00	Lunch	
			13:30-14:30	O:Aomi CT (Exclusive Lane for Containers, Car Waiting Area, Vanpool)	Mr.Masuda (OCDI, Visiting Researcher)
			15:00-16:30	O:Tokyo Port CT, Utoc Corporation, MOL Terminal	Mr. Abe (Utoc Corporation, Tokyo Terminal , Operation Team)
24	Sat		Holiday		
25	Sun		Holiday		

26	Mon	10:00-11:30	Icho 4th floor JICA Yokohama	L: Port Statistics	Mr.Nakamura (OCDI, Senior Researcher)
		13:00-17:00		L: World Trend of Container Terminal Development. L: World trend of Container Terminal Operation	Mr. Tateno (Marine Consultant)
		17:00-17:30		Return Flight Meeting ★Please bring your Passport with you	Ms. Ito (KSA)
27	Tue	9:00	OCDI Tokyo	Meet at Lobby (to Tokyo by bus)	
		10:30-12:00		L:Port & Hinterland Connections in the US	Ms.Sugawara (Tokyo Institute of Tecnology, Research Fellow)
		13:00-14:30		L:JBIC & Port Finance	Mr.Yanagisawa (JBIC:Japan Bank for International Cooperation)
		14:45-16:15		L: Arctic Sea Route Strategy	Mr. Sakai (Ocean Policy Research Foundation)
28	Wed	9:30-17:30	Icho 4th floor JICA Yokohama	Consulting Session about Action Plan	Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st research Div.) Mr. Watano (OCDI, Researcher)
29	Thur	9:30-17:30		Consulting Session about Action Plan	Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)
30	Fri	10:30-12:00		L:Japan's Coastal Area Development Policy and Ports	Mr. Koyama (OCDI,Senior Exective Director)
		13:30-16:30	L: Strategy for Yokoham Port Promotion	Mr.Imamura (Yokohama Port Promotion Association) Yokohama Port Guides	
31	Sat			Holiday	
Nov. 1	Sun			Holiday	
2	Mon	8:50	PARI: (Port and Airport research Institute) NILIM: (National Institute for Land and Infrastructure Management) in Yokosuka City	Meet at Lobby (to Yokosuka city by bus)	
		10:00-12:00		O: Overview of PARI and NILIM/Observing Facilities	Mr. Teranishi (NILIM, Training Div.) Mr. Kobayashi (PARI, Planning Div.)
		13:30-15:00		L: Life Cycle Management of Port Facilities	Mr. Yamaji (PARI,Lifecycle Management Supportive Center, Dupty Director)
		15:15-16:45		L:Port Policy Analysis Based on International Logistics Model	Mr. Shibasaki (NILIM.Management and Coordination Div. Head of International Affairs Office.)
3	Tue			National Holiday (Cultural Day)	
4	Wed	10:00-11:30	Icho 4th floor JICA Yokohama	L: Port Planning Method	Mr. Kadono (CDIT, Coastal Development Institute of Technology)
		13:00-14:30		L:Port Development Strategy in the World	Mr. Naruse (IAPH: International Association of Ports and Habours, Secretary-General)
		14:45-16:15		L: Improvement of Port Procedures	Mr. Komatsu (OCDI, Advisor)
5	Thu			Study Tour (Nagoya Port)	
6	Fri			Study Tour (Osaka Port)	
7	Sat			Study Tour (Kyoto Sightseeing Tour)	
8	Sun			Holiday	
9	Mon	10:00-11:30	Icho 4th floor JICA Yokohama	L: Demand Forecast	Mr. Yamaguchi (OCDI, Advisor)
		13:00-14:30		L: Developments of Port City and Water Front	Mr.Kaneko (Toyo Univ. Center for Sustainable Development Studies, Visiting Researcher)
		14:45-16:15		L:Social and Environment Assessment	Mr. Reid (OCDI, Researcher)
10	Tue	9:00	OCDI Tokyo	Meet at Lobby	
		10:30-12:00		L: Institution and Policy for Japanese Ports	Mr. Koyama (MLIT, Ports and Harbours Bureau,General Affairs Div.)
		13:00-14:30		L: Port Planning, Project System, Project Assessment	Mr. Nakamura (MLIT, Ports and Habours Bureau, Planning Div.)
		14:45-16:15		L: Japan's Computerization System	Mr. Azuma (MLIT, Ports and Harbours Bureau, Port Economy Div.)
11	Wed	9:00	OCDI Tokyo	Meet at Lobby	
		10:30-12:00		L: Maintenance of Container Cranes	Mr. Kimura (OCDI, Advisor)
		13:00-14:30		L: Recent Trend of Cargo Handling Equipment	Mr. Ichimura (MESS: Mitsui Engineering and Shipbuilding, Div. Director)
		14:45-16:15		L: Automatization of Container Terminal	Mr: Ichinose (OCDI, Visiting Researcher)
				Submit your action plan data.	
12	Thu			Study Tour (Oita Branch, MES)	
13	Fri			Study Tour (Hakata Port)	
14	Sat			Holiday	
15	Sun			Holiday	

16	Mon	9:10	Yokosuka Port	Meet at lobby	
		10:30-12:00		O: Yokosuka Port	Mr.
		13:30-16:00		O: Overview of Tokyo Wan Vessel Traffic Service Center, Japan Coast Guard O: Uraga Sea Route	Mr. Masuda Ms. Arita
17	Tue	10:00-17:00	Icho 4th floor JICA Yokohama	Consulting Session about Making a Action Plan (For those wishing to consult about a action plan again)	Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)
18	Wed	9:10		Meet at Lobby	
		10:30-17:00	P: Action Plan	Mr. Tomida (OCDI, President) Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)	
19	Thu	9:40	TKP Ichigaya Tokyo	Meet at Lobby	
		11:00-17:00		P: Action Plan	Mr. Tomida (OCDI, President) Mr. Tateno (Marine Consultant) Mr. Masuda (OCDI, Visiting Researcher) Mr. Tokutsu (OCDI, Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)
		17:30-19:30		Opinion Exchange Party	Mr. Korematsu (MLIT, Ports and Harbours Bureau, International Policy Planning Office) Mr. Watano (OCDI, Researcher)
20	Fri	9:30-11:15	Kamome 4th floor JICA Yokohama	Evaluation Meeting	Ms. Ando (YIC Training program Div. Advisor) Mr. Korematsu (MLIT, Ports and Harbours Bureau, International Policy Planning Office)
		11:30-12:00		Closing Ceremony	Mr. Tokutsu (OCDI Director of 1st Research Div.) Mr. Watano (OCDI, Researcher)
		12:00-13:30	Icho 4th floor JICA Yokohama	Closing Ceremony (Farewell Party)	
21	Sat			Departure	

NOTE :

Program in Japan: participants will be required to prepare various reports and presentation materials throughout this program.

Program in the third country: participants will travel to Thailand for about five days. The detailed schedule will be informed later. The purpose of the program in the third country is:

- To deepen understanding of port development, management and operation through visiting port(s) developed by Japanese Assistances.
- To discuss with Stakeholders related to the port sector.

Acronyms

IAPH: International Association of Port and Harbor

Ides: International development & environment system

JBIC: japan bank for international Cooperation

JMS: Japan Marine Science

MES: Mitsui Engineering & Shipbuilding Co. Ltd

MLIT: Ministry of Land Infrastructure Transport and Tourism

NILM: national Institute for land and Infrastructure and Management

OCDI: The Overseas Coastal Area Development Institute of Japan

OPRF: Ocean Policy Research Institute

PARI: Port and Airport research Institute

UEC: The University of Electro-Communications

YIC: JICA Yokohama International Center

YNU: Yokohama National University

Conceptual Framework for the Knowledge Co-Creation Program **“Strategic Port Administration and Management (for port manager)”**

OVERALL GOAL

The participant countries are able to develop ports in their countries in a strategic way, and able to manage and operate them appropriately.

GOAL

To improve capabilities of strategic port development, and proper port management and operation by formulating an Action Plan for port related problems in respective countries.

THE MODULE OUTPUT

OUTPUT 1.

Participants acquire knowledge of strategic port development planning and a feasibility study that is required to form the development plan

OUTPUT 2.

Participants acquire knowledge of the strategic port operation and management

OUTPUT 3.

Participants acquire and sort out knowledge of the trends of maritime transportation and port development around the world.

OUTPUT 4.

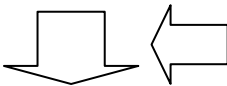
Participants acquire knowledge of the collaborative relationships between port development and coastal industrial parks through learning about business activities of Japanese companies in Japan and in the third country

OUTPUT 5.

Participants sort out the issues related to port development of their countries and formulate an Action Plan that includes implementation measures.

OUTPUT 6.

Participants gain an understanding of strategic port development, management and operation developed in the third country.



After programs in Japan and the Third Country: Completion of Action Plans
Participants discuss and refine the Action Plans in their respective offices. The Completed Action Plans are authorized in their organization and submitted to O CDI.

Flow of the Program

Pre-Program (Preparations) in participant's home Countries

Each participant shall prepare a brief presentation (Inception Report) on the current status and issues related to respective ports.

Program in Japan

【Inception Report Presentation】

Each participant shall make presentation on the current status and issues related to respective ports and draft an Action Plan.

- Identify additional issues
- Acquire knowledge on advanced port management & operation
- Study strategic planning

【Program】

- Lectures
- Study tours
- Discussions

- Elaborate solutions
- Make an Action Plan

【Action Plan Presentation】

Each participant shall make a presentation on her/his Action Plan.

Program in the Third Country (Thailand)

- Deepen understanding of port development, management and operation through a visit to the port developed by Japanese Assistance.
- Discussions with Stakeholders related to the port sector.

Post-Program (Follow-up) in participant's countries

- Participants shall refine their Action Plans to attain authorization from their organizations through discussion at their workplaces and submit them to OCDI.
- Participants shall receive a certificate of completion of this program from JICA after submission of the final Action Plans.

- JICA shall send a study team to selected countries to discuss and provide advices for the implementation of the Action Plans, The follow-up countries will be selected considering the contents of the final Action Plans.
- In case that further assistances are required, JICA would consider the possibility of individual assistances to the follow-up countries.

III. Conditions and Procedures for Application

1. Expectations from 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 and the Third Country. 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 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 of this program 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) Current Duties: officials at a managerial level or those assured to be promoted to the level* who are working for port and harbor management in public administration.
* Those persons assured to be promoted to the level are required to document the promotion by the responsible officer of the personnel affairs of the organizations, such as Minister, Director General of Personnel Department,
- 2) Experience in the relevant field: eight (8) or more years in the field of ports and harbors,
- 3) Educational Background: be university graduates or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English for discussion and reporting. This program includes active participation in discussions and Action Plan formulation, thus requires sufficient competence of English ability
- 5) Health: must 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.

(2) Recommendable Qualifications

- 1) PC Skills
Having basic computer skills of MS-Word, Excel and Power Point is desirable because this program have a lot of exercises to prepare the reports and presentation materials

by laptop. It is also required to have an access to e-mail.

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) **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 Expire date.

(3) **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 Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by November 15, 2016**).

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy 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 the concerned organizations in Japan. *The applying organization with the 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 respective country's JICA office (or the Embassy of Japan) to the respective Government by **not later than November 29 2016**.

5. Document(s) to be submitted by accepted participants:

Inception Report -- to be submitted by **December 19, 2016:**

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report". The Inception Report should be sent to OCDI by **December 19, 2016** preferably by e-mail to < portmanager2016@ocdi.or.jp >

The Inception Report will be introduced by presentation of the participant at the beginning of the program. The Inception Report should be prepared in the form of the attached ANNEX.

Participant organizations are expected to support the making of their Inception Report.

6. 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 their home countries at the end of the program in Japan according to 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 program expenditure depending on the severity of said violation,
- (8) to observe the rules and regulations of their place of the accommodation and not to change the accommodation designated by JICA, and
- (9) 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 III-5.

7. Award of Certificate:

Participants will receive a confirmation of participation at the end of the program in Japan and the third country. However it will not certify that participants complete entire the program as the following part, finalization of the Action Plan, is an important part of the program.

Participants are required to refine their draft Action Plans to attain authorization from their organizations through discussions at their workplaces and submit them to OCDI. Those who submit the final Action Plan will be awarded a certificate of completion of the program.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Yokohama International Center (JICA YOKOHAMA)

Contact: Ms. Yoko Ando

E-mail: yictt1@jica.go.jp

Tel: 81-45-663-3251

Fax: 81-45-663-3265

2. Implementing Partner:

(1) **Name:** -Ports and Harbours Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

-The Overseas Coastal Area Development Institute of Japan (OCDI)

(2) Contact:

-MLIT

Address: 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

Tel: 81-3-5253-8679 Fax: 81- 3-5253-1651

-OCDI

Address: Urbannet Kojimachi Bldg. 1-6-2 Kojimachi, Chiyoda-ku,
Tokyo 102-0083 Japan

Tel: 81- 3-5275-5931 Fax: 81- 3-5275-5932

URL: <http://www.ocdi.or.jp/en/>

(3) Remark

OCDI is a non-profit organization established with the authorization of the Japanese Government to undertake various kinds of activities including studies and research for the development of ports in developing countries.

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

4. Accommodation in Japan:

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

Yokohama International Center (JICA YOKOHAMA)

Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

If there is no vacancy at JICA YOKOHAMA, JICA will arrange alternative

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 to the selected participants 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 workshop, and other matters.

V. Other Information

1. Visa will be arranged and issued in participants' respective countries. If participants have difficulty to apply in their countries, it will be applied and issued in Japan.
2. The accepted participants are required to prepare 20-minute presentation on Inception Report using visual aid such as Power Point.
3. Participants are required to take their laptop to make draft Action Plans in Japan.
4. Traditional clothing and items
There are a few occasions like closing ceremonies, when the participants may wear formal clothing. It is recommended to bring your national or traditional dress for closing ceremonies or other events. Additionally, bringing some visual materials like photos, donation of any handicrafts and folk crafts items which could be exhibited to share your culture is welcomed.

VI. ANNEX:

Strategic Port Administration and Management (for port manager) (JFY 2016)

Inception Report

All the participants are required to prepare an Inception Report which provides information on the following items and subjects. This will form the basis of an Action Plan which should be directly related to your activities and formulated through the program.

Inception Report has to be typewritten in English, less than 5 pages (12-point font, double-spaced, A4 size paper). In addition to the Inception Report, please prepare presentation materials which you will present at the beginning of the program in Japan.

1. Front Page

- (1) Title of the Inception Report
- (2) Country
- (3) Name of participant

2. Contents of Inception Report

- (1) Position of participant and name of organization
- (2) Problem Areas

(Please see Attached -1)

Describe the most crucial problem of port management and operation etc. with which the participants' organizations or countries are faced and the measures being taken to cope with it.

- (3) Measures taken to address the issues

(Please see Attached-2)

Describe the measures which have already been taken to address the problems at the port(s).

- (4) Draft Action Plan

(Please see Attached-3)

Provide an idea of Action Plan to solve or alleviate the problems/constraints.

- (5) Requests and Opinions

(Please see Attached-4)

Indicate any requests or comments regarding expectations for capacity building to tackle the problems/constraints.

- (6) Presentation Materials

Prepare presentation materials to describe the contents of the Inception Report including an idea of Action Plan for overcoming the problems.

Note:

(1) The participants are encouraged to bring photos that describe their idea of Action Plans. If you don't have any, please take some before coming to Japan. Images of each port will enhance the quality of Inception Report presentation.

(2) The participants of the program are encouraged to briefly present port management and development laws in his/her country. This presentation will allow all participants to understand the background of port management and development in each country.

(3) An important element of the program is application of theories and knowledge to the practice. Participants shall make Action Plans to tackle the current problems of their countries and/or ports. General procedure to formulate an Action Plan is follows:

- Making Inception Report as the basis of an Action Plan (pre-departure, in home country)
It is necessary to identify and analyze problems related to port(s) of the participant countries. Inception Report, as a starting point to formulate an Action Plan, should be prepared by the accepted participants by December 19, 2016. (See page 13/30)

- Formulating Action Plan

Draft Action Plan will be formulated on the basis of the Inception Report, and information and knowledge gained from the lectures, workshops, case studies and site visits through the programs in Japan and the third country.

- Follow up

The revised Action Plan is expected to contain useful information for the potential development of new projects. The participants are required to present it to their respective offices and discuss their Action Plans incorporating the comments and feedbacks of their organizations. Action Plan may be developed into a project proposal eligible for our future cooperation. After the finalization of the Action Plan, the participants are also required to submit it to OCDI.

(4) The participants will be requested to make an approximately twenty (20) minute presentation on their Inception Reports during the comparative study session of the program. The presentation should focus on the problems of port development, management and operation, and idea(s) of Action Plan. The participants are encouraged to use visual aids, such as videos, slides, pictures, etc. for the presentation. Equipment for such visual aids (e.g. video player, slide projector and MS power point) are available at the seminar room.

1. General Information about the Port of which you are in charge

Please fill in the form with the latest information.

1-1. General

1. Name of the Port:
 (In English)
 (In local language)

2. Features of the Port
 Please describe features and functions of the port - e.g. general berths, container berths, multi-purpose berths, Ro-Ro berths, bulk berths, oil berths, passenger terminals, marinas, fishing ports, etc. (including names of districts).

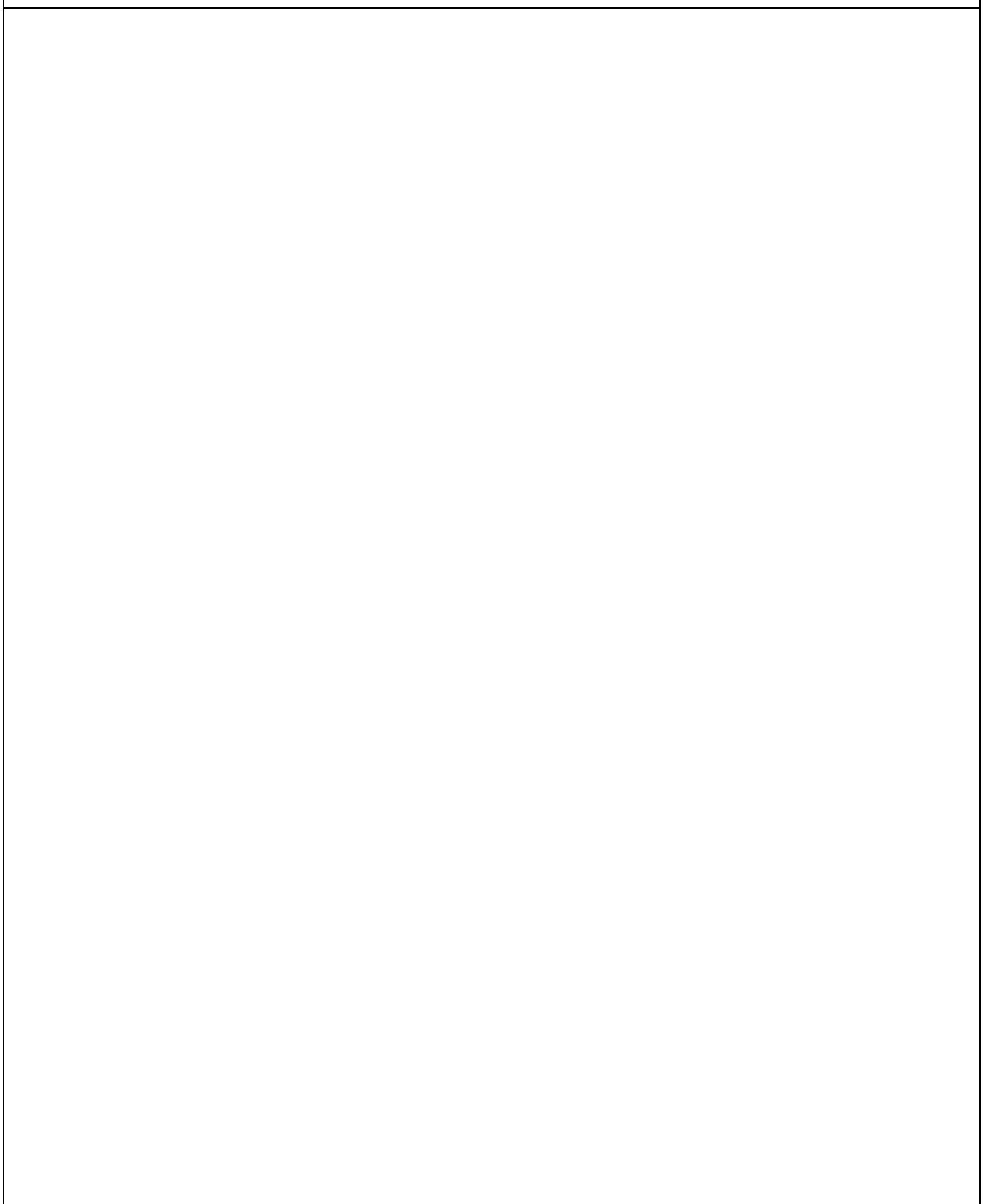
3. Main Facilities at the Port
 (Please attach Location Map of the facilities on the next page)
 - Please provide dimensions of channels, main breakwaters and basins.

Outline of Berths

Berth Name	Water Depth (m)	Berth Length (total)	Length of the berths with a depth exceeding -10m	Area of Terminal (m ²)	Cargo Handling Capacity per a Year	Recent Cargo Handling Volume (from actual data. ton/year)	Others

Please attach an additional sheet(s) of paper if a given space is insufficient.

Layout Map of Port Facilities (Current Situation)



Please attach an additional sheet(s) of paper if a given space is insufficient.

1-2. Statistical Data (Cargo, Passengers, Calling vessels)

(Unit: tons)

Year	2011	2012	2013	2014	2015
Cargo Handling Volume (total)					
1. Foreign Cargo (total) - including container cargo					
1-1. Export					
1-2. Import					
1-3. Main Commodities e.g. Banana (export)					
1-4. Container Cargo Export (ton) Import (ton) Total (ton) (TEU) (TEU) (TEU)					
2. Domestic Cargo (total) -including container cargo					
2-1. Outgoing					
2-2. Incoming					
2-3. Main Commodities					
2-4. Container Cargo Outgoing (ton) Incoming (ton) Total (ton) (TEU) (TEU) (TEU)					

(Unit: persons)

Year	2011	2012	2013	2014	2015
No. of Passengers (total)					
1. Foreign Line Outgoing Incoming					
2. Domestic Line Outgoing Incoming					

Please attach an additional sheet(s) of paper if a given space is insufficient.

(Unit: vessels)

Year	2011	2012	2013	2014	2015
No. of Vessels (total)					
1. Foreign Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					
2. Domestic Line Vessels Conventional cargo vessels Container vessels Passenger vessels Other vessels					

1-3. Port Management and Operation

1. Organization

Please provide an outline of organization of port management body.

2. Port Management

Please describe port management systems including ownership, users, operating schemes of port facilities and equipment - e.g. channels, anchorage areas, seawalls, berths, cargo handling yards, warehouses, cargo handling equipment (both fixed and movable). Also, please include the present level of privatization.

3. Port Service Entities

Please describe port service system including port service entities (e.g. port authority, private sectors approved concession) which implement cargo handling, tug or pilotage services.

Please attach an additional sheet(s) of paper if a given space is insufficient.

4. Financial Conditions

Please describe financial conditions including budget scale of port management body.

5. Port Tariff

Please provide an outline of port tariff (please attach tariff table).

6. Organization Charts

Please attach charts of organizations related to the port.

Please attach an additional sheet(s) of paper if a given space is insufficient.

1-4. Container Terminals

Name of Terminal				
Depth of Berths (-m)				
No. of Berths				
Length of Berth (m)				
Area of Terminal (m ²)				
Main cargo handling Equipment (Capacity)				
Planned Berth Capacity (ton or TEU/year)				
Actual Handling Data (the latest ton or TEU/year)				
Planning Entities				
Construction Entities				
Ownership				
Management & Operation Entities				
Users				
Opened in (year/month)				

1-5. Introduction of Computer System (Current Situation and Plans in Future)

1.	The departments or divisions where computer system is already introduced and the details of the system (e.g. computerized items).
2.	Plans of Computer System Introduction (Target Fields and the Details of the Systems)

Please attach an additional sheet(s) of paper if a given space is insufficient.

1-6. The Future Plans of the Port

1. Future Development Plans

Please provide outlines of development plans including planning body, the name of plan, target years, the consultants, fund raising, features of plans (details and points) and basic policy.

2. Outlines of the Plans for Main Port Areas (Excluding Container Terminals)

Please provide the names of planning areas, target years, planned capacity, scale of facilities (e.g. the depth, length and No. of berths), main equipment (including cargo handling equipment), development entities, investment costs, the methods of fund raising, management systems and entities.

Please attach an additional sheet(s) of paper if a given space is insufficient.

3. Future Plans of Container Terminals

Please describe planning entities, the names of plans, construction entities, ownership, management & operation entities and systems (public or private, etc.), target years, the details of plans (Number of berths, length of berths, areas of terminals, cargo handling system and main equipment).

Anticipated problems.

Remarks

Please attach an additional sheet(s) of paper if a given space is insufficient.

3. Measures taken to tackle current issues facing the port(s)

Please provide information on measures that have been implemented / to be implemented to tackle the issues. (e.g.. Budget, Technical Cooperation, Human Resources, etc.)

2. Measures taken in the past

--

Please attach an additional sheet(s) of paper if the given space is insufficient.

4. Requests/comments regarding capacity building to tackle the issues

If you have any requests or comments regarding capacity building, please describe them below.

3. Requests/Comments

Please attach an additional sheet(s) of paper if the given space is insufficient.

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, JOCV programs, etc.

Within this wide range of programs, 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:

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