



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Comprehensive City Planning

課題別研修「都市計画総合」

JFY 2017

NO. J1704337/ ID: 1784767

Course Period in Japan: From September 5th to October 28th, 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 in 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

Many cities in developing countries are facing various challenges associated with rapid economic growth, population increase, and progress of motorization, therefore it is strongly needed for central and/or local governments to revise related legislation, formulate appropriate policies and strengthen capacity of administrative institution and personnel to ensure realization of city planning and implementation of urban development projects, in the light of long-term, integrated and realistic perspective.

Especially, it is needed to find a way out of difficulties to make and realize comprehensive city planning in order to prevent deregulated development and to induce planned urbanization ensuring healthy and cultural living as well as functional urban/regional activities.

The City Planning Law of Japan was firstly established in 1919, and comprehensively revised in 1968 according to Japan's experience on concentration of population to big cities, deterioration of living environment and heavy traffic congestion during the period of rapid economic growth that started in the late 1950s. (This law continues to exist today, adding necessary amendments.)

Based on the history of urban planning and legislations as well as their lessons and learnts in Japan, this "Comprehensive City Planning" program is mainly designed to equip participants with the knowledge to propose responsive measures to deal with urban planning issues/problems in respective countries.

For what?

This program aims to acquire knowledge and practices to effective and efficient way of improvement of policies and plans regarding city planning and urban development through those experience in Japan.

For whom?

This program is offered to **central government officials or local administrative officials in a city with a population of over 200,000**, who are responsible for preparation and revise of city planning and formulating related policies/regulations, or the implementation/management of urban development projects.

*The participants are expected to play important roles in afore-mentioned administrative and management services in their countries.

How?

This program provides the participants with opportunities to identify approaches and strategies to ensure introducing sustainable urban development through promoting appropriate city planning and urban development. This program consists of three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. All activities are expected to take place in close consultation and discussions between the participants and

their governments.

Especially in the core phase, this program offers an overview of city planning concepts, systems and policies, and urban development practices in Japan, from perspective of urban growth and development history. Besides, the participants have opportunities to discuss and make their respective proposals through exchanging of views and experiences each other as well as with Japanese experts. The program combines thematic lectures, site visits and discussions, and report writing.

*Though this program deals with a wide range of issues on city planning and their countermeasures, the emphasis is placed more on the general framework than on the detailed study of methods and laws related to individual projects.

II. Description

1. Title (J-No.): Comprehensive City Planning (J1704337)

2. Period of program

Duration of whole program: August 2017 to December 2017

Preliminary Phase: August 2017 to September 2017

(in participants' home countries)

Core Phase in Japan: September 5th to October 28th, 2017

Finalization Phase: October 2017 to December 2017

(in participants' home countries)

3. Target Countries

Bangladesh, Brazil, Cambodia, Côte d'Ivoire, India, Liberia, Madagascar, Malawi, Mongolia, Myanmar, Kenya, Papua New Guinea, South Sudan, Sri Lanka, Tanzania, Timor-Leste

4. Eligible / Target Organization

This program is offered to central government officials or local administrative officials in a city with a population of over 200,000, who are responsible for preparation and revise of city planning and formulating related policies/regulations, or the implementation/management of urban development projects.

5. Course Capacity

16

6. Language to be used in this program

English

7. Program Objective

This program aims to acquire knowledge and practices to effective and efficient way of improvement of policies and plans regarding city planning and urban development through those experience in Japan.

8. Expected Output

To achieve the above Program Objective, participants are expected:

- 1) To understand comprehensively the concepts of urban planning, administration and financial systems, city environment and urban transportation in Japan,
- 2) To identify the problems/issues relating to city planning and propose an improvement plan of participants' city planning system
- 3) To acquire the ability of comprehensive urban development planning, and
- 4) To create synergy effect in collaboration with JICA's projects in participants' countries.

9. Contents

This program consists of the following three different phases. Each selected participant is required to prepare individual Reports* during those phases.

* For more details, please see section V.

Details on each phase are given below:

Preliminary Phase in a participant's home country	
August to September 2017	
<i>Preparation</i> <i>Selected participants make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Self-learning	- Study pre-training materials which will be sent together with an acceptance notice -
Inception Report	- Preparation of Inception Report (Please see section Annex 2)
Data Preparation (Option)	- For your proposal in the Interim Report which will be made in the end of the core phase in Japan

Core Phase in Japan	
September 5th to October 28th, 2017	
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>	
Modules	Subject
(1) Inception Report Presentation	- Sharing and discussion about urban planning/development issues
(2) National and Regional Planning	- Essential information to understand city planning and development in Japan

	<ul style="list-style-type: none"> - Overview of national and regional planning - Comprehensive national development plan, National spatial and territorial plans - City planning and Infrastructures in Tokyo
(3) City Planning System, Urban Landscape	<ul style="list-style-type: none"> - Framework of city planning system - Comparison of city planning system of each country - Land readjustment project - Urban landscape planning, Urban design, Urban parks - Correspondence to environmental problems - Administrative and financial systems for city planning
(4) Master Plan for City Planning Area	<ul style="list-style-type: none"> - City planning, master plan and its issues - Formulation and practice of master plan - Comprehensive development planning in developing countries
(5) Land Use and Building Control, District Plan	<ul style="list-style-type: none"> - Land use and building control - District plan - Development permission
(6) Urban Redevelopment, Urban Renaissance	<ul style="list-style-type: none"> - Urban redevelopment system - Urban renaissance projects in Tokyo
(7) New Town Planning	<ul style="list-style-type: none"> - Development of new towns - Transit oriented development (TOD)
(8) Urban Transport relating to City Planning	<ul style="list-style-type: none"> - Land use and urban transport - Network plan of public transport
(9) Other Important Topics	<ul style="list-style-type: none"> - Citizen participation - Scenario planning - Urban disaster prevention and reconstruction - GIS in city planning
(10) Case Study (Site Observation)	<ul style="list-style-type: none"> - Comprehension of city planning in several cities
(11) Interim Report Preparation and Presentation	<ul style="list-style-type: none"> - Propose an improvement plan for city planning by respective participants - Share and discuss urban planning/development issues

NOTE: The above contents are subject to minor changes, if necessary

Finalization Phase in a participant's home country

October to December 2017

Assessment/Review

Participants make a presentation of their Interim Reports to and share knowledge and techniques acquired in japan with their organization.

Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability and feasibility. This phase marks in the end of the Program.

Modules	Activities
Final Report	- report the result of the above presentation in home country to JICA

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 this 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 participating 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 requested to ensure enough time for the participants to carry 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 requested to adequately select nominees. Nominees must;

- (1) be university graduates or equivalent, with more than **five (5) years of professional experience in city planning and/or urban development**,
- (2) be administrative officers in the **central/local government with a population of 200,000 or more**, responsible for the formulation of urban development policies/regulations or the implementation of urban development programs/projects,
- (3) be **forty-five (45) years** of age or under, in principle,
- (4) have a high level of English language ability in speaking and writing,
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized than others.),
- (5) be both physically and mentally fit for the program.

Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application

(1) Application Form

The Application Form is available at the respective countries' JICA offices.

(2) Supplemental Report

Each nominee is required to prepare the Supplemental Report on the subjects indicated in the Annex 1. **The Supplemental Report, which will be used for screening the**

nominees, should be attached to the Application Form.

(3) Nominee's English Score Sheet

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach its photocopy to the Application Form.

4. Procedure for Application and Selection

(1) Submitting the Application Documents

Closing date for the application to the JICA Tokyo International Center in Japan, the organizer of this program: **July 4th, 2017**

Note: Please confirm the closing date to be set by the respective countries' JICA offices of your countries to meet the final date in Japan.

(2) Selection

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices will conduct screenings, and send the documents to the JICA Tokyo. Selection will be made by the JICA Tokyo in consultation with the organizations concerned in Japan according to qualifications based on the submitted documents. Each organization with 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 countries' JICA offices to the respective Governments by **not later than August 7th, 2017.**

5. Conditions for Attendance

- (1) to observe 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) to 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.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

2. Implementing Partner

City Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

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 Tokyo International 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 JICA Tokyo at its URL:

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

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
- (5) For more details, please see the brochure for participants titled “KENSU-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 countries' JICA offices, to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Distribution of Material for Preliminary Phase

The material for the preliminary study will be sent after the issuance of acceptance notice to those who are selected as participants of the program.

[Material]

- Urban Planning System in Japan 2nd Edition
- Urban Land Use Planning System in Japan 2nd Edition
- City Planning Act

2. Preparation of the Reports

Participants are required to make specific proposals to solve issues/problems regarding city planning to be handled by the participants or their organizations. To this end, participants are requested to prepare reports by three different steps, besides the Supplemental Report attached to the Application Form.

(1) The first step: Inception Report (Annex 2)

The Inception Reports will be described overview of city planning, urban development systems and the current issues/problems that participants and their organizations are now facing in own countries.

Selected participants are required to prepare the Inception Report (detailed information is provided in the Annex 2 "Inception Report"). The Inception Report should be sent to JICA Tokyo not later than **September 1st, 2017, by e-mail to tictce@jica.go.jp**.

At the beginning of this program in Japan, participants will make presentation of their Inception Reports in about 10 to 15 minutes. Participants are requested to prepare visual material such as MS Power Point for the presentation and bring it to Japan.

(2) The second step: Interim Report

The Interim Report will be wrote up at the end of this program in Japan and participants are requested to give a presentation of the Interim Report in about 15 minutes.

The Interim Report includes specific and feasible proposals that how to solve the urban planning issues/problems.

The Report is prepared through the training programs. Consultation for drafting the report will be offered by Japanese advisors as well as intensive discussion among the

participants during the stay in Japan.

(3) The third step: Final Report

After returning to home countries, the participants are requested to share knowledge and techniques acquired in Japan with and make a presentation of their Interim Reports to colleagues as well as the senior management of the same offices. The participants' organizations are requested to assess and review the proposals shown in the Interim Reports and study the possibility of evolution of the proposals. The returned participants should report the result of this presentation to JICA Tokyo International Center as the Final Report. **The deadline for submission is December 15th, 2017.**

3. Country Data/Information, Map and Personal Computer

In order to make the Interim Report, it is requested that participants bring the following items/data from home countries.

- Statistical data of urban area
- Existing city plan such as an land use plan, an example of detailed plans, and laws/regulations concerned
- Map and drawings relevant to anticipated target area for your proposal (if any)

It is highly recommended to be ready to get necessary information/data during the program in Japan from the participants' organizations through the Internet.

Personal computers are available for the use of participants at JICA Tokyo, but the number is limited. It is advisable that participants bring own computers from home countries.

VI. Annexes

1. Supplemental Report
2. Inception Report

Supplemental Report

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach a Supplemental Report on the following themes to the Application Form.

The report will be used for screening the nominees.

The report subjects:

1. Overall urban problems to be solved in your country/city.
2. Improvement needs of the current city planning system.
3. How you and your organization are addressing the issues mentioned above.

The report should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

(Note)

The above subjects need to be discussed beforehand from the viewpoint of nominee’s and applying organization’s responsibilities.

Please be specific as much as possible.

Inception Report

This program, Comprehensive City Planning, has three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. Through these three phases, the participants make their respective proposals to improve their countries' city planning and urban development approaches based on lessons acquired through the program.

You are required to prepare the Inception Report providing the information on subjects mentioned below. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban development that you face in the work you are in charge of. This will be your objectives of the participation in this program and should lead to the Interim Report which proposes the solution of the issues.
- 2) All the participants can share your issues and backgrounds each other through the presentation.

You are also requested to make a **15 to 20-minute presentation** with visual material (e.g. MS Power Point) in the beginning of the Program in Japan.

The Inception Report should be sent to JICA Tokyo International Center by **September 1st, 2017**, preferably by e-mail to ticttee@jica.go.jp.

Contents of Inception Report

1. Your Name / Organization / Country
2. About your organization
 - (1) Roles and responsibilities of the organization
 - (2) Organization chart
 - (3) Your responsibilities
 - 1) Your post
 - 2) Outline of the job you are in charge of
3. Overview of city planning and urban development system/method
 - (1) Introduction of characteristics of your country and city including statistical data of urban area
 - (2) The outline of existing city planning laws and regulations, and master/structure plan (with “City Planning Map” and/or “City Map”) in your country
 - (3) Summary of the land use planning, city planning and urban development method/approach practiced in your country

4. Problem/Issues to be addressed

- (1) The issues and problems regarding city planning including issues you are currently tackling
- (2) The causes and backgrounds of the issues and problems
- (3) Your idea to address the above-mentioned issues and problems
- (4) Specific issues and problems you would like to study through this program in Japan.

Format

- (1) The report (MS Word file)

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 10 pages.

- (2) The presentation (MS Power Point presentation)

The time of the presentation will be informed you in the preliminary phase.

(Note)

- It is advisable that the report and the presentation be made with wealth of charts and pictures.
- The presentation should focus on “Section 4. Problem/Issues to be addressed”. You need to avoid the presentation on just the mere introduction of your country.

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:

Tokyo International Center,
Japan International Cooperation Agency
(JICA TOKYO)

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

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