



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Comprehensive Urban Transportation Planning 課題別研修「総合都市交通計画」 JFY 2017

NO. J1704338 / ID. 1784777

Course Period in Japan: From October 18th to December 16th, 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 (KCC) Program' 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

Background

Owing to rapid urbanization and increase of automobiles, developing countries have faced various issues such as chronic traffic jam, air pollution and traffic accidents among other things. Although many governments tried to deal with these concerns, their policy served to do little more than to patch over each problem temporarily when it arose. It has hindered them from materializing sustainable development.

Considering this, it is imperative to strengthen the capacity of relevant organizations engaged in urban transport planning so that they can manage the issues effectively.

For what?

This program aims at strengthening participants' capacity to develop methods to improve urban transport planning system.

For whom?

This program is offered to **local government officials in cities with a population of 500,000 or more and government officials of their respective countries**, who are responsible for the formulation of urban transport policies and/or the implementation of urban transport programs/projects.

How?

This "Comprehensive Urban Transportation Planning" program consists of 3 phases, i.e. 1) preliminary phase in home country, 2) core phase in Japan, and 3) finalization phase in home country. All activities are expected to be done in close consultation and discussions between the participants and their respective governments.

More importantly, "2) core phase in Japan" provides an overview of urban transport policies and practices, urban transport planning and projects in Japan. Besides that, the participants have opportunities to do exercise of traffic assignment as well as to make their respective proposals through exchange of views and experiences with Japanese experts. The program is comprised of thematic lectures, site visits, practice and discussions with report writing.

II. Description

1. Title (J-No.): Comprehensive Urban Transportation Planning (J1704338)

2. Period of program

Duration of whole program:	September 2017 to March 2018
Preliminary Phase: (in a participant's home country)	September 2017 to October 2017
Core Phase in Japan:	October 18 th to December 16 th , 2017
Finalization Phase: (in a participant's home country)	December 2017 to March 2018

3. Target Countries:

Afghanistan, Bangladesh, Brazil, Cambodia, Egypt, Ethiopia, Ghana, India, Indonesia, Kenya, Myanmar, Nepal, Nigeria, Pakistan, Philippine, Rwanda, Sri Lanka, Tanzania, Thailand and Viet Nam

4. Eligible / Target Organization:

This program is designed for local government officials in cities with a population of 500,000 or more and government officials of their respective countries, who are responsible for the formulation of urban transport policies and/or the implementation of urban transport programs/projects.

5. Course Capacity (Upper limit of Participants):

20

6. Language to be used in this program:

English

7. Overall Goal

The Improvement plan proposed in Interim Report is executed by respective governments.

8. Program Objective:

This program aims at strengthening participants' capacity to develop methods in order to improve urban transport planning system.

9. Expected Output:

To achieve the Program Objective, participants are expected to be able to do the following points.

Preliminary Phase

- 1) To clarify urban transport issues/problems currently occurring in respective organizations' work,

Core Phase in Japan

- 2) To be able to explain the outline of urban transport planning and its system, and role of related organizations in Japan,
- 3) To be able to forecast/analyze basic traffic demand by using JICA STRADA (Traffic Demand Forecasting/Analysis Program),
- 4) To identify key issues regarding urban transport planning under the current regulations/systems, and make proposals of improved urban transport approaches/methods in their respective organizations,

Finalization Phase

- 5) To examine and review the proposals in their respective organizations and discuss realization and implementation of the proposed activities.

10. Contents

This program consists of the following components. Especially, selected participants are required to formulate individual reports* in three different phases.

* For more details, please see section V.

Details on each component are given below:

Preliminary Phase in participant's home country September 2017 to October 2017 <i>All the accepted participants are required to prepare the report in the respective countries.</i>	
Modules	Activities
Inception Report	Formulation of Inception Report (See Annex 2)
	Preparation for Inception Report
Reading Assignment	Reading through "Technical Cooperation Contents for Urban Transportation Programs"

Core Phase in Japan	
October 18 th to December 16 th , 2017	
<i>Participants attend the Program implemented in Japan</i>	
Modules	Subject
(1) Inception Report Presentation	- Share and Discuss Urban Transport Issues
(2) Overview of city planning system	- City Planning Law and Land Use Planning - Outline of Urban Development - Environment - Urban Renewal/Renaissance - Present Situation and Issues of Road Traffic
(3) Introduction of Urban Transport Planning in Japan	- Development of Cities and Transportation in Japan - Administrative/ Financial Systems in Japan - Concept of Urban Transport Planning - Overview of Survey and Analysis of Urban Transport Planning
(4) Conception of Urban Transport Planning	- Comprehensive Urban Transport Planning in Large Cities - Developments of Traffic Demand Management (TDM) Measures - Urban Monorail, New Transit System, LRT (Light Rail Transit) - Urban Expressway Planning - Mobility Management - Examples of Project Finance
(5) Exercise of JICA System for Traffic Demand Analysis (JICA STRADA)	- Model Building and OD Table Processing - Network Distribution - Future Road Network Planning - Presentation of Analysis Result
(6) Case Study (Site Observation)	- Comprehension of Urban Transport Planning and their Characteristics in Several Cities - Study Tour Discussion
(7) ODA/ Finance	- Japanese ODA (Official Development Assistance) - Project Finance
(8) Interim Report Preparation and Presentation	- Propose an Improvement Plan of Urban Transport by Respective Participants - Share and Discuss Urban Transport Issues

NOTE: The above contents are subject to change without notice.

Finalization Phase in participant's home country December 2017 to March 2018	
Modules	Activities
Interim Report	<i>Participants are required to deliver a presentation about their Interim Reports to their organizations.</i>

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 composed of 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 expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (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-10.

2. Nominee Qualifications

Applying Organizations are expected to adequately select nominees who meet the following qualifications. Nominees must:

- (1) Applicants: **local government officials in a city with a population of 500,000 or more and Government officials in respective countries**, who are responsible for the formulation/implementation of urban transport planning or urban transport facilities planning,
- (2) Educational Background: undergraduate degree or equivalent,
- (3) Experience: more than **three (3) years of professional experiences** in urban transport planning and management in principle,
- (4) Age: under **forty (40) years of age**(in principle)
- (5) Language: competent command of spoken and written English.
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.),
- (6) 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.

3. Required Documents for Application

(1) Application Form

The Application Form is available at **the JICA office (or the Embassy of Japan, depend on arrangement in each country)**.

(2) Questionnaire (Annex 1)

Each nominee is required to fill out the Questionnaire (see Annex 1) and submit it. The Questionnaire is used for screening the nominees.

(3) Nominee's English Score Sheet

If nominee has any official documentation of English proficiency (e.g., TOEFL, TOEIC, IELTS), please submit it (or a copy).

(4) Photocopy of passport: Submit a photocopy of your passport which you will carry when entering Japan for this program. If you do not possess it, 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.

4. Procedures for Application and Selection

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan, depend on arrangement in each country)**.

(After receiving applications, the JICA office (or the Embassy of Japan, depend on arrangement in each country) will send them to the JICA Center in JAPAN by **August 18th, 2017.**)

(2) Selection:

After receiving the documents through proper channels from your governments, the JICA office (or the embassy of Japan, depend on arrangement in each country) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Tokyo International Center in consultation with concerned organizations in Japan.

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 JICA office (or the Embassy of Japan, depend on arrangement in each country) by **not later than September 15th, 2017.**

5. <For accepted applicants only>

(1) Submission of Inception Report (Deadline: October 17th, 2017)

Before coming to Japan, **only accepted candidates** are required to prepare an Inception Report (detailed information is provided in the Annex 2 "Inception Report".)

How to submit: The Inception Report should be sent to JICA by **October 17th, 2017**, preferably by e-mail to ticttee@jica.go.jp

*For more details, please see **Annex 2**.

(2) Preparation for a presentation(Deadline: October 23rd, 2017)

During the course, all participants are required to do a **20-minute presentation** on the Inception Report of their respective countries.

How to submit: The Power Point (PPT) slides should be saved on a USB and submitted to the person in charge on **October 23rd (Monday), 2017.**

NOTE: Your presentation is expected to focus more on the topic 4 "Problems /Issues (to be addressed)".

(3) Reading Assignment

As a part of preliminary study, the following material will be sent after the issuance of acceptance notice. Accepted applicants are expected to read through it before arrival at Japan.

[Material]

- "Technical Cooperation Contents for Urban Transportation Programs"

(4) Preparation for Country Data/Information, Map and Personal Computer

Since all participants is required to make reports and deliver presentations during the program in Tokyo, it is recommendable to bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any
- Lap top PC (Please note that there are limited numbers of PCs available for the use of participants at JICA Tokyo.)

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 home countries at the end of the program in accordance with 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 training expenditure depending on the severity of said violation.
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) Name: JICA Tokyo International Center (JICA TOKYO)

(2) Contact: KURISAKI Keiko (Ms.) (Kurisaki.Keiko@jica.go.jp)

2. Implementing Partner:

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

(2) URL: <http://www.mlit.go.jp/en/index.html>

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:

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 TIC 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, 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 before departure for Japan.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries’ JICA offices (or Embassies of Japan, depend on arrangement in each country), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Annex

1. Questionnaire (For All Applicants)
2. Inception Report (For Accepted Participants Only)

For All Applicants**Questionnaire**

Each nominee is required to fill out the questionnaire and submit it with the Application Form. The completed Questionnaire is used for our selection process.

<Format>

The answer 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).

<Topics to be included>**Contents****1. Current situation**

- (1) What are the urban transport issues/problems in your country?
- (2) What are the improvement needs of the current system/method regarding urban transportation?
- (3) How are you and your organization addressing the issues mentioned above?

(Note)

- ✓ Please describe “Current Situation” specifically considering the responsibilities of you and your organization.

2. Professional Carrier

How long have you engaged in the work of following fields?

Field	Years
A. City planning	()
B. Transport planning	()
C. Transport services	
a. Road	()
b. Railway	()
c. Bus	()
d. Traffic control	()
D. Urban transport Infrastructure	
a. Project implementation	()
b. Operation, management or maintenance	()

For Accepted Participants Only

Inception Report

< Purpose>

All participants 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 transportation that participants are facing in their respective works.
- 2) To share their issues and backgrounds with other participants.
- 3) To deepen understanding about issues in other countries.

<Format>

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.

It is recommendable to

<Deadline and Way to Submit>

The Inception Report should be sent to JICA Tokyo International Center by **October 17th, 2017**, preferably by e-mail to ticttee@jica.go.jp.

<Topics to be included>

Contents

1. Country, Name, Roles and Responsibilities of Organization

2. Organizational Chart

Note: please attach a chart of your organization, and circle the division to which you belong to.

3. Overview of Country and Urban Transportation

- (1) Population of the country
- (2) Population of the biggest urban region and city of the country
- (3) Number of privately owned automobiles
- (4) Estimated number of the daily passengers in a city by Bus, Taxi, Railway, Subway and Tram (streetcar)
- (5) Basic Fares (Minimum Fares) of Each Public Transportation Mode in U.S. Dollars - Bus, Taxi, Railway, Subway and Tram (Streetcar)
- (6) Tax rate per one (1) liter of gasoline in U.S. Dollars, in case the tax is imposed in your country
- (7) Existing urban transportation plan/master plan with “City Planning Map”, “City Map”

of the major city in your country or the city you are working
- e.g. forecast of future traffic volume, road networks, public transportation plans,
and terminals.

4. Problems/Issues (to be addressed)

- (1) Urban transportation issues/problems in major cities (general aspect)
- (2) Problems/issues with regard to:
 - 1) Urban transportation policies for sustainable urban development
 - 2) Urban transportation measures to ensure smooth transportation
 - 3) Urban traffic survey and demand forecasting practiced in the cities
 - 4) Development of public transportation system and increasing use of public transportation in the cities
- (3) Implemented interventions/project against respective issues/problems mentioned above 4-(2), internally/internationally
- (4) Specific issues and problems you would like to study through this program in Japan.

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:

**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