



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

URBAN MANAGEMENT FOR SUSTAINABLE URBAN
DEVELOPMENT (A)

課題別研修「持続的な都市開発のための都市経営(A)」

JFY 2017

NO. J1704200 / ID. 1784763

Course Period in Japan: From October 15, 2017 to October 28, 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

Background

In order to implement their urban development plans, this program aims at developing participants' capacity for urban management on sustainable urban development, through learning Japanese municipal's experience and their know-how, such as management of urban development, PPP (Public Private Partnerships) and PFI (Private Finance Initiative). This program also aims at developing their capacities for sustainable urban development planning by adapting Japanese initiatives.

Kitakyushu City, one of the largest industrial cities in Japan, has changed to low carbon society; and recognized as green city by OECD in 2013. Sharing the experience of Kitakyushu City, this training program intends to develop participants' practical urban management, along with know-how of raising environmental consciousness of communities.

For what?

This program is designed to find solutions to practice sustainable urban development by sharing cases of urban development among participating countries, regions, and Japan.

For whom?

This program is designed for high officials in bureaus or departments of Urban Planning, Development Planning, or Public Works in local or central governments.

How?

Participants will learn know-how in the field through lectures, observations, practices, and discussions. At the end of the program, participants will be requested to present an Action Plan, utilizing contents of the program.

II. Description

- 1. Title (J-No.): Urban Management for Sustainable Urban Development(A) (J1704200)**
- 2. Course Period in JAPAN**
From October 15, 2017 to October 28, 2017
- 3. Target Regions or Countries**
Brazil, Kosovo, Madagascar, Myanmar, South Sudan, Sri Lanka, Tanzania and Timor-Leste
- 4. Eligible / Target Organization**
This program is designed for governmental organization, bureau or department of Urban Planning, Development Planning, or Public Works of mainly local governments
- 5. Course Capacity (Upper limit of Participants)**
10 participants
- 6. Language to be used in this program**
English
- 7. Course Objective**
After successfully completed the course, participants will be able to formulate and propose action plans to improve strategic urban development.
- 8. Overall Goal**
The formulated action plan is actually implemented in the organizations, and then capacity of urban development management will be improved.

9. Expected Module Outputs and Contents:

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

Preliminary Phase in a participant's home country Applying organizations are required to submit the Job Report and the Issue Analysis Sheet together with the application form for selection in Japan.	
Objectives	Activities
Job Report & IAS	Formulation and submission of the job report and the issue analysis sheet (IAS)

Core Phase in Japan Participants dispatched by the organizations to attend the program implemented in Japan		
Expected Module Output	Subjects/Agendas	Methodology
Be able to explain Japanese cases about sustainable urban planning	<ol style="list-style-type: none"> 1. Sustainable socio-economic urban development for all 2. Examples of sustainable urban development in Kitakyushu City 3. Implementation of actual urban development plan from master plan 4. Difficulties of planning and implementing urban development 5. Financial management for sustainable urban development 	Lecture and Field visit
Be able to explain means (PPP scheme and private finance, etc.) for sustainable urban development	<ol style="list-style-type: none"> 6. Financial resource and budget for projects 7. Financial resource from private sectors 8. Motivating participation of private sectors in urban development 	Lecture Field visit, and Exercise
Be able to analyze and find know-how to sustainable urban development	<ol style="list-style-type: none"> 9. Urban development plans of Japan and partner countries 10. Analysis of difficulties and discussion of finding solution 	Lecture Field visit, and Discussion
Be able to summarize and share the results of know-how acquired in the training	<ol style="list-style-type: none"> 11. Group review and discussion 12. Formulation of action plan 	Lecture Discussion, and Elaboration

Please refer to the attached schedule (Annex III). The schedule is subject to minor changes.

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. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: managing in the field of Urban Planning, Development Planning, or Public Works in local or central governments.
- 2) Job Positions: be ranked higher or equivalent to Directors of central governments.
- 3) Educational Background: be a graduate of university or equivalent level.
- 4) Language: have a competent command of spoken and written English which is equivalent to TOEFL iBT 100 or more (This workshop includes active participation in discussions, which requires high 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) Be in relation with past or on-going JICA projects focusing on urban development and management.
- 2) Be familiar with PC operation, as there will be many chances for report writing and presentations.
- 3) Age: no more than fifty five (55) years of age

3. Required Documents for Application

- (1) Application Form:** The Application Form is available at **the 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) Job Report and Issue Analysis Sheet (IAS):** to be submitted with the application form. Fill in Annex I and II of this General Information, and submit it along with the Nomination Form. Job Report and IAS are necessary documents for screening of an applicant. Each participant will be required to present his/her Job Report and IAS in approx. 10 minutes in an early stage of the course. Visual materials such as PowerPoint and pictures may be helpful for your presentation if you bring them. When you use PowerPoint, it is preferable to use letters more than 24-point and not to use pictures on the background. An applicant should submit his/her IAS with approval of his/her superior and an IAS without approval of an applicant's superior is not accepted. The purpose of an IAS is to logically organize relationships between issues participants are facing and contents covered in the training course. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for challenges by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of training. Participants accepted to the Course are requested to bring this IAS in electronic file when coming to Japan.

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).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **August 15, 2017.**

(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 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 JICA office (or the Embassy of Japan) **not later than September 15, 2017.**

5. 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 KYUSHU

(2) **Contact:** Training Program Division (kicctp@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** <http://www.kita.or.jp/english/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 Kyushu International Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu-shi,
Fukuoka Prefecture 805-8505, Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of KIC at:

<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000a0cdx5-att/kyushu01.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 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. Reports and Presentation:

(1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

As Job Report presentation is planned to be held in the afternoon of the second day, the power point data for your presentation is requested to be sent by e-mail prior to your departure. (Use letters more than 24 points, concise and simple is preferable, number of pages: 4-6, e-mail address will be informed later)

(2) Action Plan Report

Participants are required to make an Action Plan at the end of the training to express your idea and plan which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation. Also, participants are required to complete IAS by the end of the training and present it at the Action Plan Presentation.

2. International Exchange Program with local communities

Participants will have opportunities to visit elementary schools or junior high schools. Therefore, it is recommended to bring their national costumes or crafts and materials such as CDs and photographs that will make the exchange program more fruitful.

3. Remarks

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

Annex I

Urban Management for Sustainable Urban Development (A)
(JFY 2017)
Job Report

Name: _____

Country: _____

Organization and present post: _____

E-mail: _____

FAX: _____

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 size paper) and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2: Please don't forget checking the analysis sheet.

Remarks 3: Each participant is requested to give presentation up to around 10 minutes based on this Job Report and Issue Analysis Sheet (IAS). With regard to IAS kindly make a presentation in detail so that all training staff will understand how you are facing challenges and why you attend this training course.

Remarks 4: It is also requested to prepare a POWERPOINT for the presentation. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

Remarks 5: Please itemize your answer and make them specific.

1. Organization and main tasks (up to 1 page)

(1) Description of the organization

Name of organization:

Number of staff:

Main task of the organization:

Your task in the organization:

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Description of your assignments to the training

2. Existing challenges in your section (up to 1 page)

(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

3. Expectations for the training course (up to 1 page)

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any
(Basically this training program is fixed and cannot be changed upon your request.)

Issue Analysis Sheet (IAS) Guidelines

1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confront(s) in column “**A: Issues that you (your organization) confront(s)**”.
Prepare the separate rows for each problem; if necessary, please add new rows.
- (2) In column “**B: Actions that you (your organization) are (is) taking**”, please describe actions that you (your organization) are taking to solve the issues shown in “**Column A**”.
This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.
- (3) It's not necessary to fill in column “**I : Task or the information that I need**”, column “**II : Useful information that I obtained/found**” and column “**III: Lecturer**”. These columns shall be filled out during the training.
- (4) “**Column I**” shall be clarified and filled out in the subject “**Task extraction using IAS**” implemented at the earlier time in the training.
- (5) “**Column II**” and “**Column III**” shall be filled out during the training and you are required to present completed IAS in the subject “**Action Plan Presentation**”

Issue Analysis Sheet (IAS)

Country _____

Name _____

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
1			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
2			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

No.	【A】Issues that you (your organization) confront(s).	【B】 Actions that you (your organization) are (is) taking.	
3			
	【 I 】 Task or The information that I need.	【 II 】 Useful information that I obtained /found.	【 III 】 Lecturer

【 I 】 , 【 II 】 , 【 III 】 These columns will be filled during the training course.

Annex III

Tentative Schedule

Date		AM	PM
Oct. 15	Sun.	Arrival in Japan	
Oct. 16	Mon.	Briefing	-Course orientation -Solving issues using IAS
Oct. 17	Tue.	Introduction to sustainable city: Examples of Kitakyushu City	Job report presentation
Oct. 18	Wed.	Planning and implementation of urban development projects	Funding sources of projects
Oct. 19	Thu.	Measures for realizing sustainable cities	-Example of projects implemented in the fields of re-development and economy : Necessary conditions for Eco-town -Introduction to urban planning
Oct. 20	Fri.	-Actual cases and practices in the fields of transportation and society -Review discussion	Field visit and discussion Transportation systems: Bullet trains, local trains, bus transportation
Oct. 21	Sat.		
Oct. 22	Sun.		
Oct. 23	Mon.	-Murasaki River development project : My town and my river -Observation of Murasaki River development site and Water Environment Museum	Example of re-development project : Moji Port Retro District
Oct. 24	Tue.	-Examples of environmental projects implemented in Kitakyushu -Education for sustainable development	Case study: -Murasaki River Development -Introduction of monorail system
Oct. 25	Wed.	Field visit and discussion: Motivating participation of private sectors in Eco Town Projects	Field visit and discussion: Motivating participation of private sectors in Higashida Re-development Project
Oct. 26	Thu.	Action plan development	Evaluation and discussion on acquired information
Oct. 27	Fri.	Evaluation meeting	Action plan presentation / Closing Ceremony
Oct. 28	Sat.	Leave from Japan	

The schedule is subject to minor changes.

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:

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