



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON
Urban Public Transport
課題別研修「都市公共交通」
JFY 2018

NO. J1804321/ ID. 1884778

Core Phases in Japan: From October 21 to November 15, 2018

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 is 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

Due to the population inflow to urban areas, introduction of public transport systems has been studied or implemented in developing countries. On the other hand, utilization of automobiles has continued steadily, worsening traffic congestion and environmental problems. The reason behind this situation is that systems or policies such as transport service provision by public and private sectors, regulation policy concerning environmental impacts, intra-city comprehensive transportation policy in collaboration with diversified transportation modes, traffic education and traffic control system are yet to be well-established.

In major cities of Japan, many urban public transport systems are being run mostly by private operators on commercial basis, which are relatively limited now in the developed countries and good precedents for developing countries as well. Therefore, this program will provide participants with opportunities to acquire valuable knowledge on public transport management and policies. Upon completion of this program, the participants are expected to be able to make significant contribution to improving the public transport systems in their home countries.

For what?

The program aims to assist participants formulate proposals for improving the strategies/administrative management of urban public transport by addressing pressing issues that participants' countries and organizations are facing today.

The transport modes handled mainly in this program are Urban Railway, Subway, LRT (Light Rail Transit), and Bus·BRT (Bus Rapid Transit). The program does not cover urban road planning and development.

For whom?

This Program is offered to **central/local government officials of cities with population of 1,000,000 or more in principle**, responsible for the **policy making or administrative management** of urban public transport.

How?

This Program addresses institutional capacity strengthening for participating organizations to develop the appropriate strategies/counter measures against issues/problems currently tackling in their respective organizations, through; Preparatory Phase in participants' home countries and Core Phase in Japan. All activities are expected to take place in close consultation and discussions between the participants and their governments/organizations.

The Program will provide an overview of urban public transport policies and practices, systems and urban public transport modes in Japan. In addition, the participants will have

opportunities to discuss and make their respective proposals through exchange of views and experiences with Japanese experts and other Participants. The Program combines thematic lectures, site visits, and discussions to enable participants to achieve the Program Objective.

II. Description

1. Title (J-No.): Urban Public Transport (J1804321)

2. Period of the Program

Duration of whole Program:	September 2018 to November 2018
Preparatory Phase: (in participants' home countries)	September 2018 to October 2018
Core Phase in Japan:	October 21, 2018 to November 15, 2018

3. Target Countries:

Afghanistan, Bangladesh, Brazil, Cambodia, Cote d'Ivoire, Egypt, Iran, Kenya, Malaysia, Myanmar, Nigeria, Philippines, Sri Lanka, Tanzania and Viet Nam

4. Eligible / Target Organization

This Program is designed for **central/local governments in cities with population of 1,000,000 or more in principle**, responsible for the formulation of urban public transport policies.

5. Total Number of Participants:

8

6. Language to be used in this Program:

English

7. Overall Goal

It makes possible to make proposals for the improvement of urban public transport situation and to disclose to the related organizations/agencies, aiming to the organization reinforcement.

8. Program Objective

Challenges for improving the planning/administrative management of urban public transport are sorted out against issues/problems currently tackling in their respective organizations, and the direction of improvement is presented.

9. Expected Module Outputs and Program Contents

This Program consists of the following components. Accepted participants are required to formulate individual reports* in two phases.

The Program provides a strategic overview of urban public transport policy, institution and practice, in light of urban growth and development in Japan, and an opportunity to discuss particular issues. The Program thus combines topical lectures and site visits, with several opportunities for Participants to have discussions among themselves and with instructors.

* For more details, please see section V.

Preparatory Phase in Participants' Home Countries	
September 2018 to October 2018	
<i>Accepted participants make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Inception Report / Self-study	- Formulation of Inception Report - Reading Pre-Departure Study Materials which shall be downloaded from the URL below; https://jica-net-library.jica.go.jp/jica-net/user/lib/contentDetail.php?item_id=864

Core Phase in Japan	
October 21 (Sun), 2018 to November 15 (Thu), 2018	
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>	
Module 1 : Each Country's Situation	
Objective	Contents
To sort out, analyze and share the issues and needs for improvement of Urban Public Transport Systems in each Participant's city	- Preparation of PowerPoint Material - Presentation of Inception Report - Sharing / discussion on urban public transport issues of each participant's country/city
Module 2 : Overview of Urban Public Transport Systems in Japan	
Objective	Contents
To acquire basic knowledge on Urban Public Transport Systems in Japan and deepen understandings through combining the lessons learned during lectures, site visits and case studies	- Public Transportation Policy in Japan - Urban transport planning - Outline of railway / road transport policies - Traffic Planning Development in different cities - Various Public Transport Systems in Japan - Outline of transport conditions in Tokyo, Nagoya, and Hiroshima (lectures / visits)

Module 3 : Acquisition and Application of Practical Skills	
Objective	Contents
To acquire practical skills through discussing examples of Japan and participants' countries, and consider the applicability to the respective countries	<ul style="list-style-type: none"> - Review Sessions of each week's lectures - Workshop on transportation systems - Workshop on Study Trip - Exchange of views and experiences on urban public transport issues with Japanese experts
Module 4 : Action Plan Formulation and Presentation	
Objective	Contents
To sort out the challenges for improving the planning and /or administrative management skills of urban public transport in the respective countries and to present the direction of improvement.	<ul style="list-style-type: none"> - Workshop on Action Plan themes - Individual Consultation by Instructors - Discussions by Participants - Formulation and Presentation of Action Plans * Participants are expected to share their Action Plans and their experience of the Program with their organizations.

NOTE: The above contents and visiting places are subject to changes

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This Program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use 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 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 ensure enough time for the participants to carry out the activities of the Preparatory Phase described in section **II-9**.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section **II-9**.

2. Nominee Qualifications

Applying Organizations are expected to adequately select nominees. Nominees must;

- (1) have university degree or equivalent, with more than **five (5) years of professional experiences in urban transport planning and management**,
- (2) be **administrative officers** (Engineers and researchers are not eligible) in charge of planning and implementing urban transport polices in competent national or local government offices of **cities with population of 1,000,000 or more** in principle,
- (3) be expected to find a position of responsibility in an above-mentioned organization after returning to home countries,
- (4) be **forty-five (45) years of age or under**,
- (5) 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 against others.)
- (6) be both physically and mentally fit for participating 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** or the **Embassies of Japan**.

(2) Questionnaire (Annex 1)

Each nominee is required to answer the Questionnaire in accordance with the format indicated in the **Annex 1**.

(3) Nominee's English Score Sheet

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

- (4) 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.

4. Procedure for Application and Selection

(1) Submitting the Application Documents:

Closing date for application to the JICA Tokyo Center in JAPAN, which organizes this Program: **September 7 (Fri), 2018**

Note: Please confirm the closing date set by the respective countries' JICA Offices or Embassies of Japan 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 (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

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 shall be made by the respective countries' JICA Offices (or Embassies of Japan) to the respective Governments by **not later than September 21(Fri), 2018.**

5. Document to be submitted by Accepted participants:

Inception Report (Annex 2) -- to be submitted by October 5(Fri), 2018

Before coming to Japan, only accepted participants are required to prepare Inception Reports. The Report should be sent to JICA Tokyo by **October 5(Fri), 2018**, by e-mail to **ticttee@jica.go.jp**.

6. 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 Program 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 Core Phase in Japan.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo Center (JICA TOKYO)

2. Implementing Partner:

Policy Bureau, Ministry of Land, Infrastructure, Transport and Tourism , Japan (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 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 below:

<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 study materials

(5) For more details, please see the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the accepted 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 (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Matters

1. Formulation of the Reports

Participants are required to formulate specific proposals in order to solve issues/problems regarding urban public transport tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

(1) The first step: Inception Report (Preparation Phase)

Inception Reports should state overview of urban transportation and the current issues/problems which participants and their organizations are now facing in their countries.

Accepted participants are required to prepare Inception Report (detailed information is provided in the ANNEX 2 "Inception Report Form"). The Inception Report should be sent to JICA Tokyo by **October 5, 2018**, preferably by e-mail to tictree@jica.go.jp.

Contents of Inception Report are as follows:

- a. About your organization and the responsibilities
- b. Overview of urban public transport policy and its system/method including statistical data of urban area and existing transport (master) plan maps/drawings
- c. Problem/Issues to be addressed

At the beginning of the Core Phase in Japan, participants should present their Inception Reports within about 20 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: Action Plan (By the end of the Core Phase)

Action Plan should be formulated at the end of Core Phase in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Action Plan includes specific and feasible proposals for improving the strategies/administrative management of urban public transport.

The Report is prepared through the Program. Some consultation for drafting the report will be offered by Japanese advisors in the middle of the Program in Japan.

(3) After the Program: Finalization of the Report

After returning to home countries, participants are recommended to present their proposals shown in the Action Plans to their respective organizations and to get

their assessment/review of the proposals.

The Final Report is made by adding the supplemental information on viability of proposal, which is reflected the result of this assessment/review by the organization, into the original proposal mentioned in the Action Plan.

The supplemental information is as follows:

- a. The result of assessment/review of participant's proposal by his/her organization
 - The way of participant's presentation (to whom, how and when)
 - Persons who assess or review the proposal
 - Opinions/comments
- b. The next step to realize the proposal in line with the organization's opinions

The participants are recommended to Review the Action Plan and submit the Final Report to their organizations.

2. Country Data/Information, Maps and Personal Computers

Since the Participants will be required to make individual Reports and Presentations during the Core Phase of the Program in Japan, it is requested that Participants bring the following items from home countries.

- Statistical data of the concerned fields
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if there are any

Please note that personal computers are available for the use of participants at JICA Tokyo, but the number is limited. **It is advised that participants bring their own computers from home countries.**

3. Self-learning of the Pre-Departure Study Materials described below.

Please download **Technical Cooperation Contents for Urban Transportation Program** from the URL below and read thoroughly.

(https://jica-net-library.jica.go.jp/jica-net/user/lib/contentDetail.php?item_id=864)

VI. Annexes

1. Questionnaire
2. Inception Report Form

Questionnaire **Urban Public Transport**

Purpose of application of the applying organization and expectation on this Program of the nominee will be written in “Application Form for the Knowledge Co-Creation Program”.

In addition to this information, each nominee is requested to attach completed questionnaire as a preparatory report on the following information to the Application Form.

The completed Questionnaire will be used for screening the nominees.

Contents of Questionnaire:

1. Detailed professional carrier
 - 1) Urban Transport Policy () years
 - 2) Transportation Planning () years
 - 3) Transport Service(s) or Management(s)
 - a. Railway () years
 - b. Subway () years
 - c. Bus () years
 - d. Traffic Control () years
2. Urban public transport problems to be solved in your country/city
3. Brief description of policy and/or program (project) you are responsible for (e.g. goals and objective, main activities and outputs, work plan)
4. Improvement needs of policies related to urban public transport
5. How you and your organization are addressing the issues mentioned above

(Note)

- ✓ The answer should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 5 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).
- ✓ The above contents need to be discussed from the viewpoint of nominee’s and applying organization’s responsibilities.
- ✓ Please be specific as much as possible.

Inception Report **Urban Public Transport**

Participants are required to prepare and submit the Inception Report, providing the information on subjects mentioned below, by **October 5(Fri), 2018**, preferably by e-mail to tictree@jica.go.jp. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban public transport 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 Action Plan which proposes the solution of the issues.
- 2) All participants can share your issues and backgrounds each other through the presentation.

You are also requested to make a 20-minute presentation using visual aid software (e.g. MS Power Point) in the beginning of the Core Phase of the Program.

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 urban public transport in your country/in the city you work for
 - (1) Introduction of characteristics of your country and city
 - (2) Networks of urban transportation and its type (i.e. length of main road networks, bus networks, urban highway networks, and urban railways)
 - (3) Traffic volume and composition for each mode of transport for passenger and freight, number of motor vehicles
 - (4) Basic fares (minimum fares) of each public transportation mode in U.S. Dollars (e.g. bus, taxi, railway, subway)
 - (5) Transportation organizations (e.g. bus operation company)
4. Urban transport plans and measures
 - (1) Outline of the urban transportation master plan (e.g. forecast of future traffic growth and volume, road network plans, public transportation plans, TDM measures, etc.)
 - (2) Urban transportation projects funded by national agencies, international agencies and private sector
 - (3) Existing policy and on-going/planned program (projects) to alleviate the congestion

5. Issues and Problems to be addressed

- (1) The issues and problems regarding urban public transport including issues you are currently tackling
- (2) The causes and backgrounds of the issues and problems
- (3) Your idea as measures against above-mentioned issues and problems

Format:

(1) The Report

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 20 pages.

(2) MS Power Point Presentation (to be presented at the beginning of the Core Phase)

The presentation should focus on “Section 5. Issues and Problems to be addressed”.

Please put **page number** on each Power Point Slide.

Also, please **do not write full texts** in the Slides, but only summaries and key words.

(Note)

- You are encouraged to use maps, figures/tables, photographs and other visual materials especially in the Presentation to make it easier to understand the actual situation and the issues/problems of the Public Transportation in your countries.
- The presentation should **focus on “Section 5. Problem/ Issues to be addressed”**. Please avoid including contents that are irrelevant to the present state or problems/issues of the Urban Public Transportation in your countries, such as tourist attractions. Description of general information of your countries (language, currency etc.) should be minimum to concentrate on transport related topics.

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, KCCPs, Volunteer Programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 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