



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 2018

NO. J1804184 / ID. 1884777

Course Period in Japan: From November 12th to December 15th, 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 (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

Social and environmental problems on urban transportation, such as heavy traffic jams, traffic accidents or air pollution, have been arising in developing countries with growing population.

In order to tackle these emerging issues, sound management of urban transportation system is necessary in urban areas. In Japan, urban transportation systems have been managed sustainably for decades, and accumulated vast information and experiences. These know-how and lessons learned from Japan's experiences will be shared to participants from developing countries to achieve sound management of urban transportation in their respective countries.

For what?

This program aims to strengthen participants' capacity to develop an urban transportation plan.

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 transportation policies and/or the implementation of urban transportation 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 transportation policies and practices, urban transportation planning and projects in Japan. Besides that, the participants have opportunities to make their respective proposals through exchange of views and experiences with Japanese experts. The program is comprised of lectures, site visits, practice and discussions with report writing.

II. Description

1. Title (J-No.): Comprehensive Urban Transportation Planning (J1804184)

2. Period of program

Duration of whole program: October 2018 to March 2019

Preliminary Phase: October 2018 to November 2018

(in a participant's home country)

Core Phase in Japan: November 12th to December 15th, 2018

Finalization Phase: December 2018 to March 2019

(in a participant's home country)

3. Target Countries:

Afghanistan, Bangladesh, Brazil, Cote d'Ivoire, Egypt, Ghana, Kenya, Madagascar, Laos, Mauritania, Mozambique, Myanmar, Nepal, Nigeria, Pakistan, Philippines, Rwanda, Sri Lanka, Viet Nam and Zambia

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 transportation policies and/or the implementation of urban transportation 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:

Proposals on direction of improvement for the planning and management of urban transportation are formulated and considered against issues/problems currently tackling in their respective organizations.

9. Expected Output:

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

- (1) To analyze current status and major issues in urban transportation system in participants' countries.
- (2) To acquire comprehensive knowledge on urban transportation system in Japan.
- (3) To cultivate applied skill for applying the acquired knowledge to their countries and deliberate ways of improvement for solving issues.
- (4) To make proposals on direction of improvement for planning and management of urban transportation to the respective organizations.

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	
October 2018 to November 2018	
<i>Selected participants make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Inception Report	Preparation of Inception Report (Please see section Annex 2)
Self-learning	Reading through "Technical Cooperation Contents for Urban Transportation Programs"
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	
November 12th to December 15th, 2018	
<i>Participants attend the Program in Japan.</i>	
Modules	Subject
(1) Inception Report Presentation	- Share and Discuss Urban Transportation 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 Transportation Planning in Japan	- Development of Cities and Transportation in Japan - Administrative/ Financial Systems in Japan - Concept of Urban Transportation Planning - Overview of Survey and Analysis of Urban Transportation Planning
(4) Concept of Urban Transportation Planning	- Comprehensive Urban Transportation 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) Workshop	- Model Building and OD Table Processing - Network Distribution - Future Road Network Planning - Presentation of Analysis Result
(6) Case Study (Site Observation)	- Comprehensive Urban Transportation Planning and Characteristics in Several Cities
(7) ODA/ Finance	- Japanese ODA (Official Development Assistance) - Project Finance
(8) Interim Report Preparation and Presentation	- Propose an Improvement Plan of Urban Transportation by Respective Participants - Share and Discuss Urban Transportation Issues

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

Finalization Phase in participant's home country	
December 2018 to March 2019	
Assessment/Review	
<i>Participants make a presentation of their reports to share knowledge and techniques acquired in Japan with their organization.</i>	
Modules	Activities
Presentation	<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) **Educational Background:** undergraduate degree or equivalent
- (2) **Experience:** more than **three (3) years of professional experiences** in urban transportation planning and management in principle
- (3) **Current Duties:** be **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/implementation of urban transportation planning or urban transportation facilities planning
- (4) **Age:** under **forty (40) years of age**, in principle
- (5) **Language:** have a high level of English language ability in speaking and writing,

- (6) (Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.)
- (7) **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.
- (8) **Recommendable Qualification: Gender Consideration:** JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan).**
- (2) **Attachments:** to be submitted with the Application Form.
 - (2)-1 **Photocopy of passport:** 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.
 - (2)-2 **Nominee's English Score Sheet:** if you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
 - (2)-3 **Questionnaire (Annex 1):** Fill in the questionnaire (see Annex 1). The Questionnaire is used for screening the nominees.

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 **September 28th (Friday), 2018.**)
- (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 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 October 11th, 2018.**

5. <For accepted applicants only>

(1) Submission of Inception Report (Deadline: November 9th, 2018)

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

Deadline	November 9 th (Friday), 2018
How to submit	Please submit by e-mail (ticttee@jica.go.jp)
Format and Topics to be included	Please see Annex 2 "1. Inception Report"

(2) Preparation for a presentation (Deadline: November 13th, 2018)

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

Deadline	November 13 th (Tuesday), 2018
How to submit	Please save data (PowerPoint slides) to USB flash drive and submit it to the person in charge at the program orientation session.
Topics to be focused	Please see Annex 2 "2. Preparation for a Presentation"

(3) Reading Assignment

As a part of preliminary study, the following material will be sent with acceptance notification. All the participants are expected to read through it before arrival at Japan.

Material	"Technical Cooperation Contents for Urban Transportation Programs"
----------	--

(4) Others

Since all participants are required to make reports and deliver presentations during the program in Tokyo, it is recommended 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 Center (JICA TOKYO)
- (2) **Contact:** KURISAKI Keiko (Ms.) (Kurisaki.Keiko2@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 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 Questionnaire is used for our selection process.

(1) 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).

(2) Topics to be included**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

1. Inception Report

(1) Purpose of preparation of the Report	<p>1) To define the issues of urban transportation that participants are facing in their respective works.</p> <p>2) To share their issues and backgrounds with other participants.</p> <p>3) To deepen understanding about issues in other countries.</p>
(2) Format	The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.
(3) Deadline	November 9 th (Friday), 2018
(4) Way to Submit	Please send it to JICA Tokyo by Email (ticttee@jica.go.jp)
(5) Topics to be included	<p>1. Country, Name, Roles and Responsibilities of Organization</p> <p>2. Organizational Chart Note: please attach a chart of your organization, and circle the division to which you belong to.</p> <p>3. Overview of Country and Urban Transportation</p> <p>(1) Population of the country</p> <p>(2) Population of the biggest urban region and city of the country</p> <p>(3) Number of privately owned automobiles</p> <p>(4) Estimated number of the daily passengers in a city by Bus, Taxi, Railway, Subway and Tram (streetcar)</p> <p>(5) Basic Fares (Minimum Fares in USD) of Each Public Transportation Mode such as Bus, Taxi, Railway, Subway and Tram (Streetcar)</p> <p>(6) Tax rate per one (1) liter of gasoline in U.S. Dollars, in case the tax is imposed in your country</p> <p>(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</p> <p>- e.g. forecast of future traffic volume, road networks, public transportation plans, and terminals.</p> <p>4. Problems/Issues (to be addressed)</p> <p>(1) Urban transportation issues/problems in major cities (general aspect)</p>

	<p>(2) Problems/issues with regard to:</p> <ol style="list-style-type: none"> 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 <p>(3) Implemented interventions/project against respective issues/problems mentioned above 4-(2), internally/internationally</p> <p>(4) Specific issues and problems you would like to study through this program in Japan.</p>
--	--

2. Preparation for a presentation

At the beginning of the core phase in Japan, all participants are required to deliver a **20-minute presentation** on the Inception Report of their respective countries.

Deadline	November 13 th (Tuesday), 2018,
How to submit	Please save data (PowerPoint slides) to USB flash drive and submit it to the person in charge at the program orientation session.
Topics to be focused	<p>Please focus more on the topic 4 “Problems/Issues (to be addressed)” of the Inception Report.</p> <p>4. Problems/Issues (to be addressed)</p> <ol style="list-style-type: none"> (1) Urban transportation issues/problems in major cities (general aspect) (2) Problems/issues with regard to: <ol style="list-style-type: none"> 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 Center
(JICA TOKYO)**

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

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