



# 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 2019

NO. 201984777-J002

Course Period in Japan: From November 10<sup>th</sup> to December 13<sup>th</sup>, 2019

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**

The rapid urbanization in many developing countries over the past half century seems to have been accompanied by excessively high levels of concentration of the urban population and worsening traffic congestion in very large cities. Thus, it is one of the pressing issues for developing countries to formulate an urban transport plan strategically.

Considering such circumstance, this program is designed to provide participants with opportunities to deepen understanding about urban transportation as well as get some clues to solve its related issues regarding urban transportation in participants' respective countries.

Since this program has long history, it is expected to create network with ex-participants and new participants.

## **For what?**

This program aims to strengthen participants' capacity to improve urban transport plan in their home country.

## **For whom?**

This program is offered to both central government officials and local government officials in cities with a population of 500,000 or more, who are engaged in the urban transport programs/projects.

## **How?**

This "Comprehensive Urban Transportation Planning" program consists of the following three phases;

1. Preliminary phase in home country,
2. Core phase in Japan, and
3. Finalization phase in home country.

More importantly, "2. Core phase in Japan" provides an overview of urban transport policies, urban transport planning and projects in Japan. Besides, participants have opportunities to formulate proposals (action plans) in order to improve urban transportation plan of their own.

## **II. Description**

1. **Title:** Comprehensive Urban Transportation Planning (201984777-J002)

2. **Period of program**

**Duration of whole program:** October, 2019 to March, 2020

**Preliminary Phase:** October to November, 2019

(in each participant's home country)

**Core Phase in Japan:** November 11<sup>th</sup> to December 13<sup>th</sup>, 2019

**Finalization Phase:** December, 2019 to March, 2020

(in each participant's home country)

3. **Target Countries:**

Brazil, Egypt, Laos, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Sri Lanka and Zambia

4. **Eligible / Target Organization:**

This program is designed for central government and local government with a population of 500,000 or more, which are responsible for the urban transport programs/projects.

5. **Course Capacity (Upper limit of Participants):**

10

6. **Language to be used in this program:**

English

7. **Overall Goal**

The Improvement plan proposed in Action Plan is executed by respective governments.

8. **Program Objective:**

This program aims at strengthening participants' capacity to improve urban transport plan.

## 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
- (4) To identify key issues regarding urban transport planning under the current regulations/systems, and formulate action plans to improve urban transport approaches/methods in their respective organizations,

### Finalization Phase

- (5) To examine and review action plans in their respective organizations, and discuss realization and implementation of the proposed activities.

## 10. Contents

This program consists of the following modules. All the selected participants are required to formulate individual reports\* and action plans in three different phases.

\* For more details, please see the section V "ANNEX".

<b>Preliminary Phase in participant's home country</b>	
October 2019 to November 2019	
<i>All the accepted participants are required to prepare the report in the respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
Inception Report	Formulation of Inception Report (See Annex 2)
	Preparation for Inception Report
Reading Assignment	Reading through "Technical Cooperation Contents for Urban Transportation Programs"
Pre-learning	Collect necessary information for your Action Plan which will be prepared in the end of the core phase in Japan It is expected to interview ex-participant of your country in order to have his/her experience in Japan.

<b>Core Phase in Japan</b> November 11th to December 13th, 2019	
<b>Modules</b>	<b>Subject</b>
(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 - Urban Renewal/Renaissance - Present Situation and Issues of Road Traffic - Latest issues on Transport Mode (ex. Maas: Mobility as a service and automatic driving)
(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 for Traffic Demand Analysis	- Model Building and OD Table Processing - Network Distribution - Future Road Network Planning - Presentation of Analysis Result - Exercise using Simulation Model (JICA Strada)
(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) Action Plan	- Formulation of Action Plan (Proposal for Improvement of Urban Transport) - Presentation on each Action Plan

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

<b>Finalization Phase in participant's home country</b> December 2019 to March 2020	
<b>Modules</b>	<b>Activities</b>
Action Plan	Participants are required to deliver a presentation about their Action Plans to their organizations. Based on feedback from their supervisors, they are expected to modify their plan.

### **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 the section II-10.

#### **2. Nominee Qualifications**

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

**(1) Applicants:**

government officials or local government officials in cities with a population of 500,000 or more, who are responsible for urban transport programs/projects,

**(2) Educational Background:**

undergraduate degree or equivalent,

**(3) Experience:**

more than five (5) 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).**

(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 27<sup>th</sup> (Friday), 2019.**

(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 October 11<sup>th</sup> (Friday), 2019.**



## 5. <For accepted applicants only>

### (1) Submission of Inception Report (Deadline: November 1<sup>st</sup>, 2019)

Before coming to Japan, **only accepted candidates** are required to prepare an Inception Report (detailed information is provided in the Annex 2 "Inception Report"). Since the report will be a basis of action plan, we recommend applicants to consult with their supervisor in the process of report elaboration.

Deadline	November 1 <sup>st</sup> (Friday), 2019
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 11<sup>th</sup>, 2019)

During the course, all participants are required to do a **15-minute presentation** on the Inception Report of their respective countries.

Deadline	November 11 <sup>th</sup> (Monday), 2019
How to submit	Please save data (PowerPoint slides) to USB memory 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 the issuance of acceptance notice. Since participants will have discussions based on it, all the participants are expected to read through it before arrival at Japan.

Material	"Technical Cooperation Contents for Urban Transportation Programs"
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### (4) Others

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 Center (JICA TOKYO)

**(2) Contact:** ITO Ryuichi (Mr.) (Ito.Ryuichi@jica.go.jp)

### **2. Implementing Partner:**

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

**(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: [https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.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)
3. For Knowledge Co-Creation - Active Learning

## 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 1 <sup>st</sup> , 2019
(4) Way to Submit	Please send it to JICA Tokyo by Email ( <a href="mailto:ticttee@jica.go.jp">ticttee@jica.go.jp</a> )
(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"> <li>1) Urban transportation policies for sustainable urban development</li> <li>2) Urban transportation measures to ensure smooth transportation</li> <li>3) Urban traffic survey and demand forecasting practiced in the cities</li> <li>4) Development of public transportation system and increasing use of public transportation in the cities</li> </ol> <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>
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## 2. Preparation for a presentation

At the beginning of the core phase in Japan, all participants are required to deliver a **15-minute presentation** on the Inception Report of their respective countries.

Deadline	November 11th, 2019
How to submit	Please save data (PowerPoint slides) to USB memory 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"> <li>(1) Urban transportation issues/problems in major cities (general aspect)</li> <li>(2) Problems/issues with regard to: <ol style="list-style-type: none"> <li>1) Urban transportation policies for sustainable urban development</li> <li>2) Urban transportation measures to ensure smooth transportation</li> <li>3) Urban traffic survey and demand forecasting practiced in the cities</li> <li>4) Development of public transportation system and increasing use of public transportation in the cities</li> </ol> </li> <li>(3) Implemented interventions/project against respective issues/problems mentioned above 4-(2), internally/internationally</li> <li>(4) Specific issues and problems you would like to study through this program in Japan.</li> </ol>

## For Knowledge Co-Creation - Active Learning

### 1. Approach for Knowledge Co-Creation – Active Learning

For “Knowledge Co-Creation”, all the participants are expected to actively participate in lectures, discussions or field trips during the program. In order to promote interactive and proactive learning among participants, specific learning method called “Active Learning” is adopted in KCCP. There’re three specific approaches focusing on “output” and “collaboration.”

#### (1) **Sharing Time** – *Verbal Output*

*Share what you learned and your idea as well as learn from other participants.*

★How to do?

At the end of each day, make a pair and share what you have learnt and ideas you got during the lecture or activities (within 1 minute/person).

#### (2) **Weekly Feedback Sheet** – *Manual Output*

*Summarize what you learned to transform it into explicit knowledge.*

★How to do?

Write out what you have learned and your findings through a week, and share among participants and lecturers.

#### (3) **Today’s Leader** – *Collaboration*

*Be the leader of participants and representative of your countries.*

★How to do?

One of the participants will be assigned as a leader of each day, and lead the program.



## ***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 and 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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(JICA TOKYO)**

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