



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Methodologies and Approaches to Realize Smart City 課題別研修「スマートシティ実現に向けた手法・アプローチ」 JFY 2022

Course No.: 202107909J001

Course Period in Japan: From August 27, 2022 to September 17, 2022

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

Cities in developing countries are undergoing rapid urbanization and this poses numerous urgent challenges in terms of infrastructure, basic services, economy, health, education, security, and natural resources, among others. In addressing these challenges, while also ensuring sustained and inclusive economic growth; social and cultural development; and environmental protection, improvement of the city management is vital. Smart cities – urban management practices utilizing ICT and urban data - are increasingly drawing attention to their potential to transform how cities provide infrastructure and basic services, enhance citizen participation, strengthen city governance, and enable leapfrogging evolution.

Smart City approach is one of the approach to solve urban issues. To realize Smart City, it is necessary to consider how to solve urban issues by various perspectives such as policies, economics, and technologies. Urban issues consist of multi sectors such as mobility, energy, health care, and solid waste and require management among many stakeholders. This program will offer fieldwork and case studies based on Japanese Smart City experiences. Participants will visit related ministries and cities and learn Japanese examples of Smart Cities in order to realize Smart Cities in ASEAN and other countries.

For what?

This program aims to support sustainable urban development through Smart Cities in ASEAN and other countries in the future.

For whom?

This program is offered to government officials who are in charge of Smart City and urban development.

How?

Participants shall have opportunities to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (Course No.)

**Methodologies and Approaches to Realize Smart City
(202107909J001)**

2. Course Duration in Japan

From August 27 to September 17, 2022

If COVID-19 situation does not allow, there is a possibility that the course will be implemented online. In case of the program is carried out on line, course duration becomes from September 5, 2022 to September 16, 2022. Whether the program will be carried out in Japan or online will be decided by the end of May 2022.

3. Target Regions or Countries

Indonesia, Malaysia, Thailand, Cambodia, Laos, Vietnam, Brazil and Rwanda

4. Eligible / Target Organization

This program is designed for governmental organizations in the field of Urban Development and Smart City.

5. Capacity (Upper Limit of Participants)

9 participants

6. Language

English

7. Objective(s)

In order to apply smart technologies to solve urban issues in cities, methodologies and approaches to apply technologies and to coordinate stakeholders based on Japanese experiences will be understood and actions to be taken will be considered.

8. Overall Goal

Smart Cities are realized as a means of sustainable urban development in ASEAN and other countries.

9. Expected Output

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

- (1) To understand examples of policies and projects of smart city concept, technologies, and smart approaches (policy making based on data and application of smart technologies) to solve urban issues.
- (2) To consider smart approaches and main stakeholders to solve urban issues of the participant's countries.
- (3) To prepare actions to be taken in order to solve urban issues in the participant's countries.

10. Contents

This program consists of the following two phases. Each participant is required to prepare Individual Reports* during those phases.

Preliminary Phase (August 2022)

Modules	Subjects
Country Report	· Preparation of Country Report

Core Phase (August 27 to September 17, 2022)

Modules	Subjects
(1) Understanding Smart City Concept	<ul style="list-style-type: none">· Introduction of ASEAN Smart City Planning Guidebook prepared by Ministry of Land, Infrastructure, Transport and Tourism· Examples of Japanese Smart City by local governments (including site survey)· Smart technologies by private sector
(2) Understanding Smart City Approach	<ul style="list-style-type: none">· Introduction of Smart City progress and activities by participants· Introduction of Smart Cities by ministries and local governments (including site survey)
(3) Application of Smart City Approach	<ul style="list-style-type: none">· Presentation on urban issues (Country report)· Discussions based on lectures and site surveys
(4) Actions to Realize Smart City	<ul style="list-style-type: none">· Learning through lectures and site surveys· Presentation on action plans

NOTE: The above contents are subject to minor changes, if necessary.

<Structure of the Course>

Topic outline (subject to minor changes)

1st week (8/27-9/4)

- (1) Quarantine
- (2) Japanese language lesson
- (3) Watching the Smart city related videos
- (4) Online lecture about Smart City

2nd week (9/5-9/9)

- (1) Presentation of country reports
- (2) Introduction of Japanese government's countermeasures toward Smart City
- (3) Introduction of JICA's survey and project and a lecture by JICA
- (4) Site visit
- (5) Discussion after Site visit

3rd week (9/12-9/16)

- (1) Site visit of Local prefectural government and lecture
- (2) Lecture
- (3) Site visit and lecture

- (4) Discussion on the result of the site visits
- (5) Presentation of action plan

11. Follow-up program

If highly feasible and excellent proposals are presented at the last session of the program, the proposals are followed-up for further development. Specifically, for example, Japanese consultants are dispatched to the country of the proposal on a short-term basis to carry the proposal forward or JICA provides necessary support to hold the workshops or seminars in order to disseminate what he/she has learned during the program.

NOTE: The follow-up program is selectively done to the proposals.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course 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: be a government or local government officer who is in charge of urban planning or urban development
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of urban planning or urban development
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency
- 5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

In order to enter Japan, regardless of nationality, participants will need to follow the border control measures of Government of Japan:

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

(2) Recommended Qualifications

- 1) Current Duties: be a government officials(central or local) who is in charge of Smart City policy

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport: You should submit it 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.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan** by June 10, 2022)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than June 27, 2022.**

5. Additional Document(s) to Be Submitted by Accepted Candidates

Country Report -- to be submitted by August 15, 2022

Accepted candidates are required to prepare an Inception Report (Please read Annex 3 "Country Report" for detailed information.) before their departure. The Country Report should be sent to JICA by August 15, 2022, preferably by e-mail to yictt1@jica.go.jp

6. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license possessed,
- (11)** to observe the rules and regulations at the place of the participants' accommodation, and
- (12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (13)** to take PCR test and submit the result before leaving the country.
- (14)** to quarantine for seven days before starting the program from September 5, 2022.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Yokohama Center (JICA YOKOHAMA)

(2) **Program Officer:** Mr. ISOBE Ryosuke (yictt1@jica.go.jp)

2. Implementing Partner

(1) **Name:** To be determined

(2) **URL:** To be determined

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the accommodation(s) for the participants in Japan:

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, outfits, and shipping and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) 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.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation*

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower

and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

VI. Annexes

1. Schedule (Tentative)
2. Questionnaire (For All the Applicants)
3. Country Report (Only For the Accepted Participants)

1. Schedule (Tentative)

Training in Japan

Date	Contents
27 Aug	Arrival in Japan
28 Aug	Quarantine
29 Aug	<ul style="list-style-type: none"> ▪ Quarantine ▪ Watching Smart City Related Videos
30 Aug	<ul style="list-style-type: none"> ▪ Quarantine ▪ Japanese Language Lesson
31 Aug	<ul style="list-style-type: none"> ▪ Quarantine ▪ Watching Smart City Related Videos
1 Sept	<ul style="list-style-type: none"> ▪ Quarantine ▪ Japanese Language Lesson
2 Sept	<ul style="list-style-type: none"> ▪ Quarantine ▪ On line lecture of the Smart City
3 Sept	Quarantine
4 Sept	Move to a hotel in Yokohama
5 Sept	<ul style="list-style-type: none"> • Opening remarks and program orientations • Presentation on Country Report
6 Sept	<ul style="list-style-type: none"> • Introduction of ASEAN Smart City Planning Guidebook prepared by Ministry of Land, Infrastructure, Transport and Tourism • Examples of Japanese Smart City by local governments
7 Sept	<ul style="list-style-type: none"> • Lecture on Smart City approach by JICA • Lecture on Smart City by Yokohama City
8 Sept	Site Survey (Yokohama City)
9 Sept	<ul style="list-style-type: none"> • Site Survey (near Tokyo (Kashiwano-ha, Daimaru-Yu area)) • Discussions based on the site survey
10 Sept	
11 Sept	Travel to Kansai area
12 Sept	<ul style="list-style-type: none"> • Lecture and site survey by local government (Kakogawa city) • Wrap up on site survey
13 Sept	<ul style="list-style-type: none"> • Travel to Kitakyushu • Lecture by local government (Kitakyushu city)
14 Sept	<ul style="list-style-type: none"> • Site survey in Kitakyushu city • Travel to Tokyo
15 Sept	<ul style="list-style-type: none"> • Group discussion • Report preparation

16 Sept	<ul style="list-style-type: none">· Presentation on Action Plan· Evaluation and closing remarks
17 Sept	Departure from Japan

For All Applicants: to be submitted together with the Application

2. Questionnaire (Internet learning environment (in case the course is conducted online))

Name:

Country:

Please answer the following questions. If you need any assistance for preparation of the learning environment, please consult with JICA overseas office.

1. Learning Place (From where are you going to attend if this program is held by online?)

() Home

() Workplace

() Other place ()

2. Device & Network (Please describe your device and network.)

(1) Device: ex) Personal Computer, Tablet, etc.

()

(2) Operating System: ex) Windows10, MacOS X, MacOS 10.9.X, etc.

()

(3) Browser: ex) Internet Explorer11+, Edge12+, Chrome 30+, etc.

()

(4) Network: ex) Wi-Fi, Wired LAN, etc.

()

3. Application (Please let us know about the application.)

(1) You can download and sign in "ZOOM" application. (Yes/No)

Download from <https://zoom.us/download>

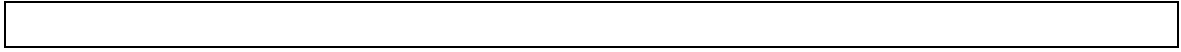
(2) You can view "YouTube" video. (Yes/No)

Sample: <https://www.youtube.com/watch?v=wJkyQZRmSes>

4. Other information

If you have any specific online environment, please describe it in detail.

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Only For the Accepted Participants

3. Country Report

In the Preliminary Phase, you are required to prepare the Country Report providing the information on subjects mentioned below. The purpose of the Country Report is as follows:

1. To define the issues of urban management and realizing smart city that you face in the work. This will be your objectives of the participation in this program and should be led to the Action Plan which proposes the solution of the issues.
2. To share your issues and backgrounds with other participants.

You are also requested to present an around **10-minute presentation** with visual material (e.g. MS Power Point) in the beginning of the Core Phase.

The Country Report should be uploaded to the dedicated Website. The submission dead line is scheduled **15 August, 2022.**

Contents of Country Report

1. Your Name / Organization / Country

2. About your organization
 - (1) Roles and responsibilities of the organization
 - (2) Organization chart
 - (3) Your responsibilities
 - a) Your post
 - b) Outline of the job you are in charge of

3. Overview of Smart City status/activities
 - (1) Introduction of characteristics of your country and city including statistical data of urban area
 - (2) The outline of policy, organization, system (such as ecosystems, laws and regulations), technology, and operation of smart city in your country/City
 - (3) Summary of smart city related activities practiced in your country/City

4. Problem/Issues to be addressed
 - (1) The issues and problems regarding promotion of Smart City including issues you are currently tackling (ex. organizational mechanism, Vision, Finance, Smart Technology, Data Management, stakeholder engagement, etc.,)
 - (2) The causes and backgrounds of the issues and problems

- (3) Your idea to address the above-mentioned issues and problems
- (4) Specific issues and problems you would like to study through this program.

Format

- (1) Report (MS Word file)
Should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 10 pages.
- (2) Presentation (MS Power Point presentation)
The presentation time will be 10 minutes.

(Note)

- It is advisable that the report and the presentation be made with wealth of charts and pictures.
- The presentation should focus on “Section 4. Problem/ Issues to be addressed.” You need to avoid the presentation on just the mere introduction of your country.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Yokohama Center (JICA YOKOHAMA)