



# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

## GENERAL MANAGEMENT FOR REGIONAL DEVELOPMENT AND PLANNING

課題別研修「地域開発計画管理」

*JFY 2017*

No: J1704093 / ID: 1784769

Phases in Japan: From October 9 to November 25, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# I. Concept

## Background

Regional development needs to be planned comprehensively and locally feasible. Needless to say, once it is planned, it is expected to be actually implemented, in the world where tiny percentage of people in major metropolitan areas enjoy the fruits of growth, while majority of people in the regions are left behind, i.e. regional disparity is widening. The importance of those processes must be taken into serious considerations, since even in urban areas, increasing number of residents are suffering from inappropriate land use, degradation of living environment, transportation congestion, insecurity and slams due to inappropriate management of once built infrastructure and population inflow from other regions.

This course is intended to assist in creating appropriate solutions for regional development of every participating country or region by highlighting the history and ongoing process of Hokkaido comprehensive regional development as case study in achieving balanced regional development. It has been planned and implemented under particular administrative framework, comprehensive plan, clear definition of roles and responsibilities between central and local government. As a result of those continuous effort, now, Hokkaido has become a northern capital of Japan with 5.6 million populations (4.4% of those in Japan) and produces regional GDP of approximately 19 trillion yen (3.6% of those in Japan), although it was almost untouched from modern industrialization and being left far behind from other Japanese regions 140 years ago.

The whole program will be coordinated by a dedicated and experienced course leader and staffs of Hokkaido Regional Development Bureau.

## For what ?

This program aims to create appropriate solutions for regional development issues in participant's organization.

## For whom ?

This program is offered to senior administrative officers engaged in regional development with strong will not only for planning but also for implementation.

## How?

**Discussion and workshop** sessions to share and create ideas for regional development with active involvement of participants feature this course. **Lectures and observation** sessions will also complement to know the basic ideas, processes and experiences of Hokkaido development..

**For Your Information: 3 tips to know Hokkaido Development Administration**

1) The system of development complying with the Comprehensive Development Plan.

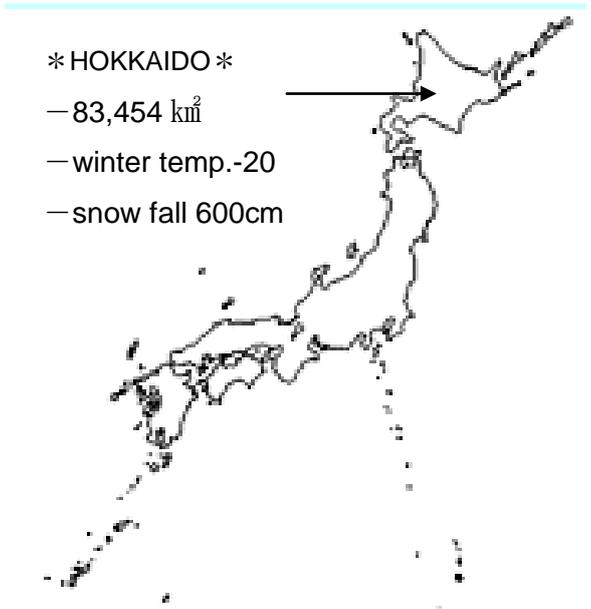
Development of Hokkaido is promoted according to the Hokkaido Comprehensive Development Plan drawn up by the central government. Hokkaido is one of the regions in Japan for which the central government draws up a comprehensive development plan for a specially designated area.

2) Existence of an institution in the central government specializing in the Development of Hokkaido (\*Please refer to the

note below) The “Hokkaido Regional Development Bureau,” an institution created by the central government is the organization responsible for drawing up and implementation of the Hokkaido Comprehensive Development Plan. It is also responsible for proposals and budget execution required for development projects.

3) Existence of selective and continuous government investment system

The central government selectively allocates Hokkaido the budget required for development of social capital that plays an important role in promoting the comprehensive development of Hokkaido. There is a financial institution set up by the central government that deals with investments and loans for development projects.



**\*NOTE: Hokkaido Regional Development Bureau (HRDB)**

HRDB, the organization that plans and operates this training course, is one of the local bureaus/departments under the Ministry of Land, Infrastructure Transport, and Tourism. Since its establishment in 1951, HRDB has been the local arm of the central government responsible for implementation of research and public works such as development of roads, rivers, parks, agriculture, ports and harbors, airports as well as the building of and repairs to government offices. The HRDB responsibilities are provided in the Hokkaido Comprehensive Development Plan which the central government draws up as regional development policies. As a result of administrative reforms, the former Hokkaido Development Agency, Ministry of Construction, Ministry of Transport and National Land Agency were integrated, and the Ministry of Land, Infrastructure, Transport and Tourism was inaugurated in 2001. HRDB, the former local arm of the Hokkaido Development Agency maintains its original purposes and functions.

## II. Description

1. **Title (J-No.): General Management for Regional Development and Planning (J1704093)**
  
2. **Period of program**

<b>Preliminary Phase:</b> (in a participant's home country)	up to October 2017
<b>Core Phase in Japan:</b>	October 9 to November 25, 2017
<b>Finalization Phase:</b> (in a participant's home country)	December 2017 to March 2018
  
3. **Target Regions or Countries:**  
Afghanistan, Albania, Uzbekistan, Sierra Leone, Sudan, Senegal, Tajikistan, Nepal, Bhutan, Myanmar, Mongolia, Laos
  
4. **Eligible / Target Organization:**  
This program is designed for both central and local government in charge of regional development
  
5. **Course Capacity (Upper limit of Participants):**  
16 participants
  
6. **Language to be used in this project:**  
English
  
7. **Objective:**  
Participants' organizations discuss effective methods for regional development process especially for organizational structure, use of comprehensive plan, budget allocation, based on Study Report shared by the participants.
  
8. **Overall Goal**  
Participants' organizations launch appropriate management for regional development heeding the comprehensiveness of it.
  
9. **Expected Outputs and Contents:**

<b>(1) Preliminary Phase in a participant's home country</b> (up to October 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Output	Activities
Pre-training Report	-Preparation of Pre-training Report under consultation within YOUR ORGANIZATION ※See Annex I for Pre-Training Report Instruction -Necessary arrangements for pre-training report presentation -Consultation with Ex-Participants

NOTE:

- (1) All the participants will be requested to present their own report at the beginning of training course.

- (2) Consultation with Ex-Participants is strongly recommended in order to prevent mismatch between participants' needs and training course.

<b>(2) Core Phase in Japan</b> ※Contents are subject to change (October 9 to November 25, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Output	Contents	Methodology
1) Identify current situation and issues in regional development.	(1) Pre-training report presentation (2) Issue identification through discussion among participants and with course leader, based on pre-training report	
2) Understand the basis of Hokkaido development, and then consider the applicability to participants' countries with care for issues and countermeasures	(1) Basic objectives and administrative framework of Hokkaido comprehensive development plan (2) Promotion and management of Hokkaido comprehensive development plan (3) Roles of the central and local government for coordinating regional development	- Presentation
3) Understand actual methods of regional development	Industrial promotion, Agriculture/City Planning, Social Infrastructure Development, Field Trips (Hokkaido & Honshu): These themes will be set based on participants' Interest written in application form.	- Discussion - Workshop - Lectures - Site visits
4) Acquire abilities to consider management method which is applicable to participants' countries by analyzing regional development and studying monitoring/evaluation methods of policies and development projects.	Theoretical and practical aspect of regional development, evaluation of the Hokkaido comprehensive development, case study of regional developments in other areas, Exercise of example projects	

5) Elaborate a “Study Report” to indicate how the obtained knowledge will be applied to resolve the issues identified.	(1) Module discussion with course leader to review previous module. (2) “Study Report” preparation and presentation ※ See ANNEX II for the additional information for “Study Report”	
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**NOTE:**

In this program, there is no lecture and visit concerning with local government’s/council merger.

<p><b>(3) Finalization Phase in a participant’s home country</b>  <i>Participants hold a Post-training Report session in their organizations in order to share the knowledge and experience gained in Japan. Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
Expected Output	Activities
The knowledge obtained by participants is shared within the organizations.	Participants share the results of the core course and the visions to improve the situations where the issues were identified, by holding a Post-training Report session in their organizations (preferably with the participation of JICA experts and/or JICA office staff).

**10. Follow-up Cooperation by JICA:**

In this program, JICA might extend follow-up support to participating organizations that intend to develop further activities posterior to the training program in Japan (e.g. organize seminars, conduct research, develop training materials). Please note that the support shall be extended selectively based on proposals from the participating organizations.

<For your reference>

Course Schedule of 2016 (subject to minor changes in this year)

If you have special needs for any specific subject, please clearly mention in Application form and Pre-Training Report when you apply.

date	time	program	Lecturer or person in charge
Oct.11(Tue)	9:30-12:30	Briefing	Mr.Tokai, Briefing Officer, JICA
	14:00-14:15	Program Orientation 1	Ms.Yoshikawa, Program Officer, JICA
	14:20-14:45	Courtesy Call on Direct General, Hokkaido Regional Development Bureau (HRDB)	Mr.Mori, Planning Officer, HRDB
	15:00-16:30	Lecture: Framework of Comprehensive Hokkaido Development	Mr. Iida, Director HRDB
Oct.12(Wed)	11:00-12:00	Program Orientation 2	Mr.Mori, Planning Officer, HRDB
	13:30-14:45	Lecture: Profile of Hokkaido and Society of Japanese Culture	Ms. Oonari,HRDB
	14:55-16:00	Lecture: General Introduction of the Japanese Administration System & HRDB	Ms. Oonari, HRDB
Oct.13(Thu)	9:30-12:00	Lecture: Japan's Fiscal Condition & the Hokkaido Development Budget	Mr.Saito, HRDB
	14:00-16:00	Lecture: Theory and Experience of Regional Development	Prof. Tamura, Hokkaido University
Oct.14 (Fri)	9:30-12:00	Lecture: Outline of Hokkaido Comprehensive Development Plans	Mr.Mori, Planning Officer, HRDB
	13:30-16:00	Visit: Historical Village of Hokkaido	Hokkaido Historical Village
Oct.15(Sat)		Free	
Oct.16(Sun)		Free	
Oct.17(Mon)	9:30-12:00	Pre-training Report Presentation	Prof. Hiraki, Tokai University
	13:30-17:00	Pre-training Report Presentation	Prof. Hiraki, Tokai University
	19:00-20:30	Japanese Language 1	Ms. Kimoto
Oct.18(Tue)	9:15-11:45	Lecture: Agriculture Policy in Hokkaido	Mr. Iida, Director, HRDB
	13:30-15:00	Visit: Shinotsu Land Improvement District	Shinotsu LID
	15:30-17:00	Visit: Machimura Dairy Farm (Dairy Husbandry in Hokkaido)	Machimura Farm
	19:00-20:30	Japanese Language 2	Ms. Kimoto
Oct.19(Wed)	9:30-12:00	Lecture: Support Policy for Small Medium Enterprise	Mr.Takahashi, Hokkaido Small Medium Enterprise Support Center
	13:30-17:00	Lecture: Industrial Policy and Regional Promotion	Prof. Matsumoto, Sapporo University
	16:00-17:00	Meeting with Travel Agent regarding return flight	Ms. Kamiyama, Travel Agent
	19:00-20:30	Japanese Language 3	Ms. Kimoto
Oct.20(Thu)	9:30-12:00	Lecture: Road & Regional Development (Roadside Station & Scenic Byway)	Mr.Sato, Research Officer, HRDB
	14:00-17:00	Lecture & Visit: High Value-added Agricultural Production	Mr. Okamoto, Plant Breeding Research Center
Oct.21 (Fri)	9:15-11:15	Visit: Tomatoh (East Tomakomai Industrial Complex)	Mr. Mochizuki, Tomatoh Co. Ltd.
	13:30-14:30	Visit: J-farm ( A Company in Tomatoh)	Mr. Igarashi, J-Farm
	15:00-16:30	Visit: Toyota Hokkaido Factory	
Oct.22 (Sat)		Free	
Oct.23(Sun)		Free	
Oct.24(Mon)	9:30-12:00	Discussion: Module 1&2	Prof. Hiraki, Tokai University
	13:30-16:00	Lecture: The Relationship Between the Central & Local Governments	Mr.Mori, Planning Officer, HRDB
Oct.25(Tue)	8:40	JICA Center ⇒ Sapporo Aspen Hotel	
	9:30-10:00	Visit: Hokkaido Prefecture Local Government Assembly Hall	Hokkaido Local Gov.
	10:30-12:00	Lecture: The Role of Prefecture Government	Hokkaido Local Gov.
	14:00-15:20	Lecture/Visit: Citizen's Participation in Ishikari City	Mr. Uwakubo, Ishikari City Gov.
Oct.26(Wed)	15:30-16:00	Visit: Ishikari City Library	
	9:30-12:00	Lecture: City Planning in Sapporo	Mr. Umezawa, Sapporo City
	13:30-16:00	Lecture: Japan's City Planning	Prof. Suzuki, Hokkai Gakuen Univ.
Oct.27(Thu)	9:30-12:00	Lecture: Environmental Policy in Japan	Prof. Kuraya, Hokkaido University
	14:00-17:00	Visit: Waste Disposal Administration in Sapporo (Nakanuma Recycling Center, Moerenuma Park)	
Oct.28 (Fri)	10:00-12:00	Lecture: Development of Yubari City	Mr. Sato, Yubari City Gov.
	13:30-15:00	Visit: Case study of Regional Revitalization in Yubari	Mr. Anzai, Rapurasu Foundation
	15:30-17:00	Visit: Yubari, Coal Mining Museum	Mr. Kanazawa, Next Co.Ltd.
Oct.29 (Sat)	11:30	Sapporo Aspen Hotel ⇒ JICA Center	
Oct.30(Sun)		Free	

Oct.31(Mon)	9:00-11:00	Lecture: Case Study of Regional Vitalization in Hokkaido	Mr. Seo, Hokkaido Electricity Co.
	14:30-16:00	Field Trip: Development of Rusutsu Village (Hometown Tax system)	Mr. Baya, Mayor of Rusutsu Village
	16:10-16:30	Field Trip: Roadside Station of Rusutsu	Mr. Mori, Rusutsu Village
Nov.01(Tue)	9:30-12:00	Field Trip: Volcano Science Museum & Nishiyama Volcano Trail	
	14:00-15:00	Field Trip: Activities of Geopark in Usu Mountain	
	15:10-16:10	Field Trip: Seanic Byway Hokkaido	
	17:30-18:00	Field Trip: Light up Site of Hakucho Bridge and Factories	
Nov.02(Wed)	9:00-11:30	Field Trip: Japan Steal Muroan Work	Japan Steal Company
	12:30-16:30	Field Trip: Regional Development by Utilizing Local Resources	Ainu Museum
Nov.03(Thu)		Free ( National Holiday )	
Nov.04(Fri)	9:30-12:00	Discussion: Module 3 & Module 4 ( The Role of Local Administration & Field Trip Oct. 31-Nov. 2nd)	
	13:30-16:00	Group Work	
Nov.05(Sat)		Free	
Nov.06(Sun)		Free	
Nov.07(Mon)	PM	Field Trip: Case Study of Regional Development	Ikeda Winery
	PM	Field Trip: Ikeda Wine	
Nov.08(Tue)	AM	Field Trip: Tokachi Food Valley, Otofuke Industrial Complex	
	PM	Field Trip: Mill Factory	
Nov.09(Wed)	AM	Field Trip: Agri Tourism	
	PM	Field Trip: Obihiro ⇒ Sapporo	
Nov.10(Thu)	9:30-12:00	Lecture: Current Condition & Issues regarding PPP/PFI in Japan	Mr. Nishiyama, Development Bank of Japan
	14:00-15:30	Visit: Hokkaido Prefectural Vocational School in Sapporo	
Nov.11(Fri)	9:30-17:00	Tutorial of Action Plan	Prof. Hiraki, Tokai University
Nov.12(Sat)		Free	
Nov.13(Sun)		Field Trip: Sapporo ⇒ Izumo	
Nov.14(Mon)	AM/PM	Field Trip: Case Study of Regional Development in Izumo	
Nov.15(Tue)	AM/PM	Field Trip: Regional Development by Private company	
Nov.16(Wed)	AM	Field Trip: Vitalization of Tamazukuri Hot Spring Spa	
	PM	Field Trip: Izumo ⇒ Sapporo	
Nov.17(Thu)	9:30-12:00	Discussion: Module 4 (Nov.07-16)	Prof. Hiraki, Tokai University
	13:30-16:00	ODA Project of Japan (Logistic Corridor Development)	Mr. Egami, JICA HQ
Nov.18(Fri)	AM/PM	School Visit (Sapporo Hokuto High School)	
Nov.19(Sat)		Free	
Nov.20(Sun)		Free	
Nov.21(Mon)	AM/PM	Action Plan Presentation	Prof. Hiraki, Tokai University
Nov.22(Tue)	14:30-15:30	Evaluation Meeting	Ms.Yoshikawa, Officer, JICA
	15:45-16:30	Closing Ceremony	Ms.Yoshikawa, Officer, JICA
	16:30-17:30	Farewell Party	Ms.Yoshikawa, Officer, JICA
Nov.23(Wed)	AM	Sapporo ⇒ Tokyo	
Nov.24(Thu)	AM	Visit: Promotion of Hokkaido Products in Tokyo	
	PM	Courtesy Call on Direct General, Hokkaido Bureau, Ministry of Land, Infrastructure and Transport	MLIT
Nov.25(Fri)	AM/PM	Visit: Tokyo Metropolitan Office Building, Sensou Temple, Akihabara	
Nov.26(Sat)	AM/PM	Return to your country	
HRDB: Hokkaido Regional Development Bureau, SR: Seminar Room, OR: Orientation Room			
General Lectures : Hokkaido Comprehensive Development (Green)			
Module 1: Promotion of Economy/Industry (Blue)			
Module 2: The Role of Local Administration ( Yellow)			
Module 3: Case Study of Regional Development (Pink)			

### **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 the 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 make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary 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 select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) Current Duties: Senior administrative officer engaged in regional development
- 2) Educational Background: Be university graduates or equivalent
- 3) Language: Be competent for spoken and written English (equivalent to TOEFL CBT 200 or more)
  - ※ This program includes active participation for discussions, study report preparation, which requires high competence of English ability.
- 4) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

##### **(2) Recommendable Qualifications**

- 1) Age: be between twenty-five (25) and under forty (40) years

- 2) Contact to Ex-Participants is recommendable in order to reduce mismatches between applicant's needs and training course.

### **3. Required Documents for Application**

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

**(2) Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Nominee's English Score Sheet:** to be submitted with the application form. Please attach an official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

**(4) Pre-training Report:** Refer ANNEX I for required contents.

### **4. Procedure for Application and Selection:**

#### **(1) Submitting the Application Documents:**

Deadline for application to the JICA Hokkaido : **July 1, 2017**

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.**

#### **(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than August 4, 2017.**

### **5. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Hokkaido

(2) **Contact:** [Yoshikawa.Ayaka@jica.go.jp](mailto:Yoshikawa.Ayaka@jica.go.jp),  
[jicahkic@jica.go.jp](mailto:jicahkic@jica.go.jp)



### 2. Implementing Partner:

(1) Hokkaido Regional Development Bureau (HRDB)  
Ministry of Land, Infrastructure, Transport and Tourism

<http://www.hkd.mlit.go.jp/eng/index.html>

(2) Hamanasu Foundation

<http://www.hamanasu.or.jp/english.shtml>

### 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 Hokkaido International Center (JICA HOKKAIDO)**

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku,  
Sapporo, Hokkaido, 003-8668, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

If there is no vacancy at JICA Hokkaido, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of HKIC at its URL, [http://www.jica.go.jp/english/about/organization/domestic/pdf/sapporo\\_facilities\\_01.pdf](http://www.jica.go.jp/english/about/organization/domestic/pdf/sapporo_facilities_01.pdf)

## Facility images at JICA Hokkaido International Center



### 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 materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected 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 country’s JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the training and dialogue program, and other matters.

## Map of Japan and Hokkaido



### **7. Computer**

The computer room is available in JICA Hokkaido center at the discretion of the participants on the training program. However, as the period between August and November is peak season, you might have to stay in hotels outside of JICA Hokkaido center due to the shortage of rooms.

Therefore it is highly recommendable that you bring your laptop computer to make reports throughout this training course. In addition, some training materials will be provided only by data, so it is more convenient for you to see those with your own laptop computer.

## V. Other Information

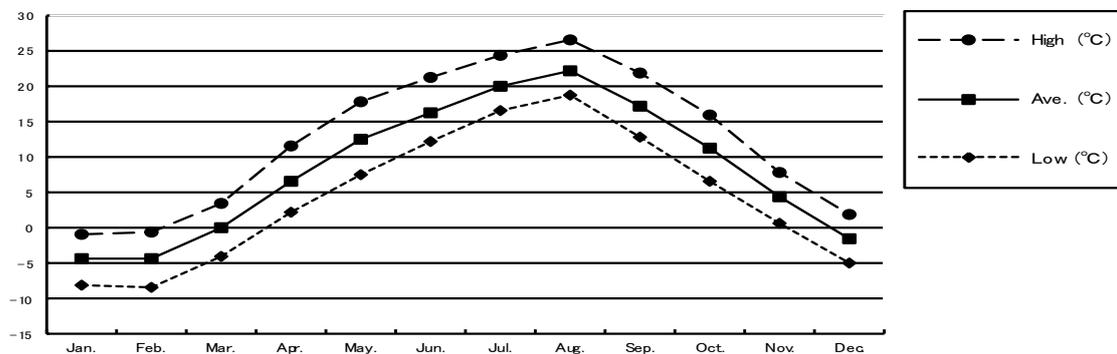
### 1. Japanese Language Program

In the evening, the language class will be offered to participants in JICA Hokkaido (Sapporo), to facilitate their daily life.

### 2. Certificate

Participants who have successfully completed the course will be awarded a certificate by JICA.

### 3. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow (cm)	58	83	64	2							5	28

#### \*Typical Seasonal Wear

(October-December) Thick Jacket/Coat, Sweater/Thick Shirts, Gloves

### 4. Recreation

- Participants can use an indoor swimming pool and gymnasium located next to JICA Hokkaido. The charges are paid by JICA.



- JICA encourages international friendship exchange between the participants and local communities. Therefore, it would be helpful to bring their national costumes and materials such as slides, videos, and music, which explain respective culture in their countries.

## **5. Equipment in JICA Hokkaido**

JICA Hokkaido has the following equipment for participants.

Bed, Bathroom, Desk, Refrigerator, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN, NHK(BS)), DVD/VHS Video Player

# **VI. ANNEX I:**

## **PRE-TRAINING REPORT FOR General Management for Regional Development and Planning**

### **1. PURPOSE**

Please be reminded that this report plays significant role because the objective of this training course is to create solutions for the issue that you/your organization face in regional development. In other words, for the issue you mention in this report, you might propose solution to tackle the problem, making the best use of training in Japan. And moreover, this PRE-TRAINING REPORT shall be regarded as important material for making a decision at the selection of participants.

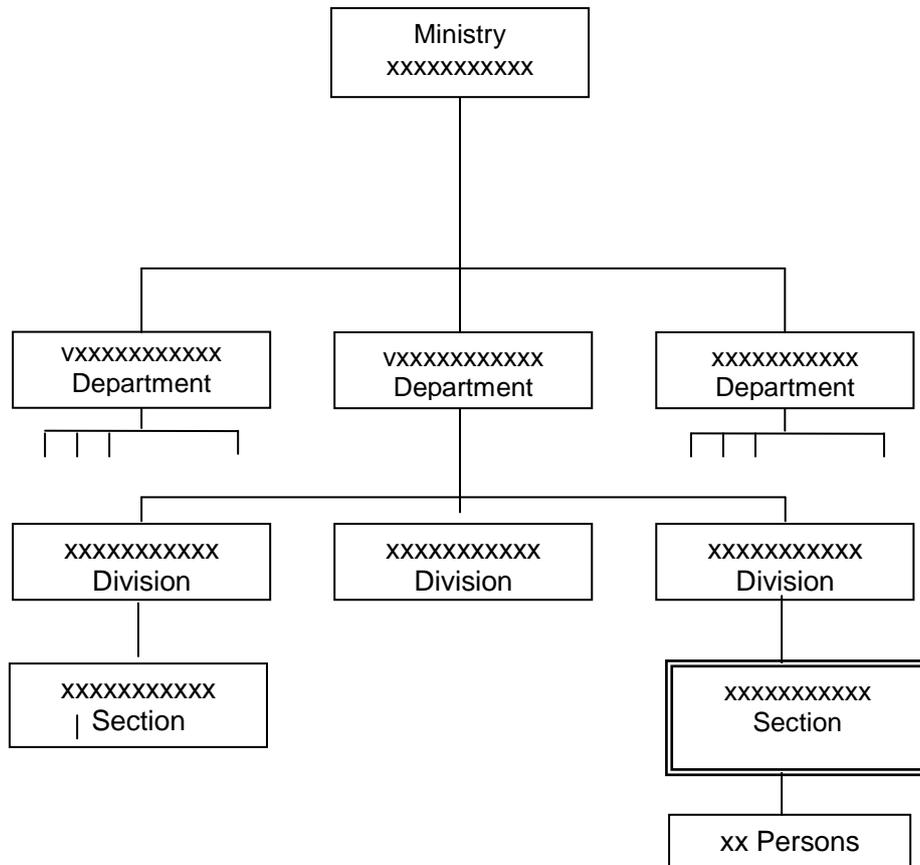
### **2. INSTRUCTIONS:**

- 1) Should be written in **ENGLISH** and summarized in approximately **4 (four) pages**.
- 2) Should cover ALL “Items” below.
- 3) Based on this Pre-Training Report, every participant will have 10 minutes to give an oral presentation at the beginning of the course, followed by consultation for issue identification with course leader, lecturers and other participants.
  - ※ It is advisable to prepare audio visual aids such as Microsoft Power Point, for the presentation, before arrival.

### **3. ITEMS OF PRE-TRAINING REPORT**

- 1) Your Back ground in Detail
  - Job experience
  - a. Explain how you are involved in the regional gap issues
  - b. Participant’s present job and specialities
  - c. Organization Chart
    - Referring to the example below, draw the chart of the organization and indicate your department/division/section with a double line.

<Example>



2) Issue in Regional Development

- a. Current issue related to the regional development in your targeting area and the main governmental strategies to overcome it.
- b. Most critical issue which your organization aims to find the solutions through the participation on this seminar course.
- c. The mandate/The duty which you are engaged in for a solution to above mentioned issue (issue on question 2)-b.).

3) Future project/plan which participants are likely to be involved.

## **VI. ANNEX II:**

### **STUDY REPORT FOR General Management for Regional Development and Planning**

#### **1. PURPOSE**

For the conclusion of this seminar, every participant is asked to prepare and present a “Study Report” with the purpose of transferring the acquired knowledge and experience to the area in which they work, which will contribute toward promotion of regional development, in the post-seminar period.

#### **2. INSTRUCTIONS:**

- 1) Should be written in **ENGLISH** and summarized in approximately **4 (four) pages**.
- 2) Should cover ALL “Items” below.
- 3) Based on this Study Report, every participant will have 10 minutes to give an oral presentation at the end of the course, followed by consultation for issue identification with course leader, lecturers and other participants.
  - ✂ It is advisable to prepare audio visual aids such as Microsoft Power Point, for the presentation

#### **3. ITEMS OF STUDY REPORT**

- 1) Seminar lessons
  - (Please describe the lessons you learned from this seminar by focusing on the following topics. Please select at least THREE topics from the list below.)
  - a. Hokkaido's comprehensive regional development policy (particularly benchmarking it with the decentralization approach to regional development)
  - b. Industrial development (including the role of SMEs or agricultural cooperatives in regional development)
  - c. Sustainable development (including urban development, tourism and environmental conservation)
  - d. Public participation (including social business and community development)
- 2) Post-seminar activities
  - (How will you concretely apply the seminar lesson to resolve a specific issue regarding regional development in your country?)
  - a. Issue identification

(What is the key issue you should resolve by making the appropriate use of the seminar lesson?)

b. Applicability of the seminar lesson

(How should the seminar lesson be used for resolving the issue you identified?)

c. Concrete activities or measures for resolving the identified issue

(What are the concrete activities or measures you should take to resolve the identified issue in the post-seminar period?)

d. Expected outcome or achievement of applying the seminar lesson

(What is the expected outcome or achievement as the result of the above-stated activities or measures?)

\*The outline of Study Report is subject to minor change

NOTE: Please be informed that you will be requested to make the Study Report as a part of your course work.

## *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 is 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***

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