

No.12040/23/2016-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 28/06.2016

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Programme on “Community-Based Disaster Risk Reduction (A)” to be held in Japan from 10.10.2016 to 19.11.2016 under Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Community-Based Disaster Risk Reduction (A)” to be held in Japan from 10.10.2016 to 19.11.2016 under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to deepen understanding on the significance of disaster risk reduction for natural disasters and needs of self-help and mutual-help, and to acquire the concrete method for promotion of community-based disaster risk reduction in each country by learning the activities of residents (BOKOMI), Schools, Private Companies, NPOs etc. of Japan.

3. The applying organizations are expected to nominate officers who can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction with more than 3 years experience in this field. The applicant should be a university graduate or equivalent qualification; have competent command over spoken and written English; must be in good health (both physically and mentally). More details may be seen in the brochure.

4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

- a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
- b) Whether cleared from vigilance angle;
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **09.08.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Pattnaik)

Under Secretary to the Government of India

Tele no: 011-26165682

To,

- a) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- b) Chairman, National Disaster Management Authority, NDMA Bhawan, A-1, Sufdarjang Enclave, New Delhi-110029.
- c) Director General, Directorate General of Defence Estates, Raksha Sampada Bhavan, Ulaanbaatar Marg, Delhi Cantt-110010.
- d) Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
- e) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- f) Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- g) NIC with request to post the circular along with the JICA's circular on this Department's website.



Knowledge Co-Creation Program (Group & Region Focus)

General Information on

Community-based Disaster Risk Reduction (A)
課題別研修「コミュニティ防災 (A)」

JFY 2016

NO. J1604302 ID. 1684498

Course Period in Japan: From October 10th to November 19th, 2016

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 in 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

On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities, resulting in losses of more than 6,000 lives and property damage of over 10 trillion yen (US\$ 100 billion). This was the first-ever experienced earthquake of Japan which directly hit urban city area. Limitation of “public-help” capabilities and importance of “self-help” and “mutual-help within a community” were recognized as one of the great lessons from 1995. The fact that 80% of those who were rescued were saved by local citizens also indicates importance of community participation to disaster risk reduction (DRR) to build disaster resilient society.

In Japan, based on the lessons learnt from the Great Hanshin-Awaji Earthquake, Kobe City started their original approach of developing voluntary community based organization for DRR named “Disaster-Safe Welfare Community (BOKOMI).” BOKOMI has two functions of DRR and welfare services, aiming to develop safer (disaster-safe) and comfortable (welfare) city through these community-based activities. It is expected that important community information will be collected through welfare service activities in normal time, and such information will be well utilized at the time of emergency. As a result of great efforts of Kobe City Government, now 191 BOKOMI are formulated in Kobe, reaching 100% coverage of the city area. (More details about BOKOMI is explained in Annex 2.)

With recent increase of the number of disasters around the world, the importance of community-based disaster risk reduction is considered more than ever before. At the “Hyogo Framework for Action 2005-2015 (HFA)”, which was announced at the UN World Conference on Disaster Reduction (UNWCDR) held in Kobe 2005, “building the resilience of nations and communities to disasters” is defined as a main title and “capacity development of community to disaster” is set as one of the main strategic goals. Following to HFA, “Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted as post-HFA at the UN 3rd World Conference on Disaster Risk Reduction in Sendai, retaining an emphasis on involvement of communities to DRR. Moreover, the “UN 2030 Agenda for Sustainable Development” also adopts parallel statement “holistic disaster risk management at all levels” in Sustainable Development Goal 11. “Make cities and human settlements inclusive, safe, resilient and sustainable“. Hence, community-based disaster risk reduction remains as a key issue in international disaster risk reduction and eventually spread over into SDGs, which is meant to strengthen worldwide resilience against natural disasters.

This program will contribute to promotion of community-based disaster risk reduction in each participating country by introducing Japanese experiences, especially Kobe City’s effort of “Disaster-Safe Welfare Community (BOKOMI)” as a leading example.

For what?

This program aims to deepen understanding on the significance of disaster risk reduction for natural disasters and needs of self-help and mutual-help, and to acquire the concrete method for promotion of community-based disaster risk reduction in each country by learning the activities of residents (BOKOMI), schools, private companies, NPOs etc, of Japan.

For whom?

This program is designed for organizations which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction. (e.g. Disaster management planning organization/division, community development organization in central/local government)

How?

Participants shall have opportunities to learn concept and practical techniques about community-based disaster risk reduction through lectures, observations and exercises. In the end, they will formulate an action plan describing how to promote community-based disaster risk reduction in each country by utilizing ideas and experiences acquired in Japan. Participatory sessions will be also emphasized in this program. Participants will have some chances to join disaster drills in which residents play a leading role.

II. Description

- 1. Title (J-No.):**
Community-based Disaster Risk Reduction (A) (J1604302)
- 2. Course Period in JAPAN**
October 10th to November 19th, 2016
- 3. Target Regions or Countries:**
Azerbaijan, Bangladesh, Bhutan, Chile, India, Former Yugoslav Republic of Macedonia, Myanmar, Moldova, Mongolia, Sudan
- 4. Eligible / Target Organization:**
This program is designed for organizations which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction.
(e.g. Disaster risk reduction planning organization/division, community development organization in central/local government, municipal government, etc.)
- 5. Course Capacity (Upper limit of Participants):**
10 participants
- 6. Language to be used in this program:**
English
- 7. Course Objective:**
Participants will understand the significance of disaster risk reduction for natural disasters and needs of self-help and mutual-help, how to promote community-based disaster risk reduction in each country.
- 8. Overall Goal:**
Activities of community-based disaster risk reduction are strengthened, preparedness in community is improved, and disaster reduction/mitigation is promoted.

9. Expected Module Output and Contents:

This program consists of the following components.

(1) Preliminary Phase in a participant's home countries (September to October 2016) <i>Participating organizations make required preparation for the Program before departure from respective countries.</i>	
Expected Module Output	Activities
Preparation of Job Report	<p>Preparation of Job Report: At the beginning of the program, participants are requested to make a presentation to explain about present situation and issues of community-based disaster risk reduction in each organization.</p> <p>The report will be prepared based on the Job Report format (VI. ANNEX 1) and be submitted together with application form.</p>

(2) Core Phase in Japan (October 10th to November 19 th , 2016) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
General Orientation on Japan	Politics and Administration, Economy, Society, History and Culture of Japan	Lecture
1) To understand the significance of disaster risk reduction	<ul style="list-style-type: none"> - Disaster risk reduction in each participating country (Job Report preparation) - Global tides of disaster risk reduction (The Sendai Framework for Disaster Risk Reduction (DRR)) - Disaster management of Japan - Overview of Great Hanshin Awaji Earthquake and its recovery - Disaster and crisis management of local government (Kobe City) - Role of fire station and related facilities - Gender conscious community-based disaster risk reduction - Visit to Disaster Reduction Museum - Psychology in DRR 	Lecture Observation Exercise Presentation Discussion
2) To understand the concepts of community based disaster risk reduction and the needs of self-help and mutual-help	<ul style="list-style-type: none"> - Community-based disaster risk reduction (CBDRR) - Kobe City's approach in promotion of CBDRR - How to establish & manage CBDRR organization (<i>BOKOMI</i>) - DRR activities against various disasters - Countermeasures against Nankai Trough Earthquake - Visit to the affected area of Great East Japan Earthquake 	Lecture Observation Exercise Discussion

3) To understand how to operate drills through the activities of community organizations	<ul style="list-style-type: none"> - Promotion of tsunami evacuation - First aid and its dissemination method to citizens - Town walk and hazard map making for DRR - Planning and demonstration of DRR drill - Participation to community DRR drill - Role of community radio in DRR 	Lecture Observation Exercise Discussion
4) To understand disaster education and the concrete method for its dissemination and enlightenment	<ul style="list-style-type: none"> -Disaster education system of Kobe City -CBDRR and disaster education (high school and university) - Case study of CBDRR and disaster education in overseas - Disaster education programs (event "Iza! Kaeru Caravan!", etc.) 	Lecture Observation Exercise Discussion
5) To understand role of local government in promoting community-based disaster risk reduction	<ul style="list-style-type: none"> -Disaster management by local government; Disaster and crisis management Promotion of CBDRR Promotion of disaster education Recovery city planning Collaboration with community in DRR 	Lecture Observation Exercise Discussion
6) To make an action plan for promotion of community-based disaster risk reduction in each country	<ul style="list-style-type: none"> - Simulation on establishment of a voluntary (self-help) community based organization for DRR - Activity progress report of ex-participant - Formulation of Action Plan by using project cycle management (PCM) method 	Exercise Discussion

(3)Finalization Phase in a participant's home country
(December 2016 to May 2017)
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
Implementation of the action plan	Share and discuss an action plan among people / organizations concerned in participant's country and modify it in more suitable way. Implement action plan and submit its progress report to JICA by May 2017.

10. Follow-up Cooperation by JICA:

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

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 operations. Applying organizations are expected to utilize the program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3) Applying organizations are also expected to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications:

1) Current Duties: be officials of the organizations which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction. (e.g. Disaster risk reduction planning organization/division, community development organization in central/local government)

2) Experience in the relevant field: have more than 3 years' experience in the field mentioned above.

3) Educational Background: be a graduate of university or equivalent

4) Language: have a competent command of spoken and written English. Please attach an official certificate copy for English ability such as TOEFL, TOEIC etc, if possible.

5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan, as this program will contain some outdoor practice and observation. 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) 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 Expiry date.

(3) Nominee's English Score Sheet (copy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

(4) Job Report: to be submitted with the Application Form. Fill in ANNEX-1 of this General Information, and submit it along with the Application Form. This job report should be typewritten in English and not be more than four (4) pages. Please submit both pdf and word format.

* Selection of applicants will be conducted based on the information in Application Form and this job report.

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).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by August 19, 2016**

(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 will be made by the JICA office (or the Embassy of Japan) **not later than September 9, 2016.**

5. Document(s) to be submitted by selected participants:

(1) Job Report Presentation:

To be prepared by each participant (not by country). It is recommended to use Microsoft Power Point.

During the program, participants are required to present the contents of the Job Report within 20 minutes in order to share country's information on disaster risk reduction among other participants and Japanese attendants.

Presentation report should be sent to JICA Kansai by **October 3, 2016.**

E-mail to: Gotouda.Fukiko.2@jica.go.jp

(2) Materials for the community-based disaster risk reduction in your country (If any):

It is useful to share them among the other participants and Japanese attendants during the program in Japan. (eg. brochures, leaflets , hazard maps, educational kits, etc.)

6. Conditions for Attendance:

- (1)** to strictly adhere to the program schedule (including logistic preparation, condition of accommodation, etc.),
- (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 program expenditure depending on the severity of said violation, and
- (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:** Fukiko GOTOUA (Ms.) JICA Kansai

(2) **Contact:** Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp

2. Implementing Partner:

Name:

- Kobe City Fire Bureau
- Kobe International Center for Cooperation and Communication (KIC)

URL:

- Kobe City Fire Bureau
<http://www.city.kobe.lg.jp/safety/fire/index.html> (Japanese Only)
- For your information: English website of Kobe City is as follows;
<http://www.city.kobe.lg.jp/foreign/english/index.html>

• **BOKOMI GUIDEBOOK (Official text of the course)URL :**

(ENGLISH)

http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/01_bokomiguide.pdf

(SPANISH)

http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/01_bokomiguide_sp.pdf

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 Kansai

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0386 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <http://www.jica.go.jp/english/about/organization/domestic/index.html>

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),

and

(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 country’s JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 desk-top computers are available with internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) in Japan 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to cover necessary expense for this period.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
6. It would be convenient to bring a small bag for short trips of up to a few days away from JICA Kansai, which are planned in this program. It is also recommended to bring comfortable walking/sport clothes and shoes for traveling.

VI. ANNEX 1:

COMMUNITY-BASED DISASTER RISK REDUCTION (A) Job Report

A. Preparation of Job Report
This Job Report will be used for the selection of participants. Submission: <u>1)To be submitted together with your Application Form.</u> <u>Note: Application without Job Report shall not be duly considered for selection.</u> <u>2)Please submit Job Report in 2 formats of pdf and word.</u>

*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

1 Basic Information

1	Name of participant (Country)	
2	Name of your organization	
3	Name of your department, division, section and/or unit.	
4	Name of your job title and duty/assignment	
5	Please attach Organization Chart which you belong to (English preferable)	

2 General Information on the Country

1. Responsible Organizations for the following events	
(1) Fire incidents	
(2) Emergency	
(3) Crime	
2. Organization(s) which indicate(s) the Disaster Education toward citizen.	

3 Information regarding the program

1. Principal natural disaster in your country

2. Responsible organizations for big natural disaster like earthquake (If the organizations are plural, please describe brief explanation.)

3-1. The functions and authorities of your organization/department, regarding;

- promotion of community-based disaster risk reduction
- development / establishment of community-based organizations.

3-2. Please attach explanatory photos of 3-1, showing how community-based disaster risk reduction works are carried at your organization.

<example>



Staff of Fire Bureau conducting emergency training to school children



Community organization implementing a fire extinguish drill

3-3. During the program, participants would have an opportunity to introduce each country's DRR training menu at Japanese local community, which will be demonstrated within 5 minutes. Please briefly explain one menu of disaster risk reduction trainings or awareness raising activities in your country, with simple structure/rule, which could be implemented in Japan as well.

<example>



<Evacuation rope for children>

This method encourage children to evacuate in a smooth manner at emergency situations.

-Prepare one rope (string) and mark holding points in equal spaces.

- Let children hold each point.

-With singing songs, start to move for evacuation.

4. Present situation and problems/issues in your country regarding;

- promotion of community-based disaster risk reduction
- development/management of community-based organizations for disaster risk reduction.

5. What kind of organizations (including community-based organization) can be involved in the promotion of community-based disaster risk reduction in your country and what kind of role they can play (e.g., residents' association, young people group, PTA, farmers association, business association, social welfare organization, religious group)?

6. What kind of role are you going to play in your country after completing the course, regarding;

- promotion of community-based disaster risk reduction
- development/management of community-based organizations for disaster risk reduction.

7. Your expectation to this program

B. Presentation of Job Report <<ONLY for selected participants>>

After selection, participants are requested to make preparation for Job Report presentation.
Presentation session will be held at the beginning of the program in Japan.

Format:

- Please modify your Job Report (made in the section A) to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for easy understanding.
- One presentation per participant.
- Number of slides: about 10 slides. (format available: to be sent through JICA office separately.)

Language: English

Presentation time:

- Presentation: 20 minutes.
(please be punctual with the duration of your presentation)

Submission: to be submitted no later than **October 3, 2016.** prior to your departure to Japan, via email to Gotouda.Fukiko.2@jica.go.jp .

Presentation Date and Place: To be informed at the beginning of the program in Japan

Others:

- Please bring your presentation data saved in the USB (Flash Drive).
- Please bring material(s) for the community-based disaster risk reduction in your country (If any) in order to share them among the other participants and Japanese attendants. (eg. brochures, leaflets , hazard maps, educational kits, etc.)

ANNEX 2:

- **What is “Disaster-Safe Welfare Community” (BOKOMI)?**

Kobe city has undertaken promotion of community-based disaster risk reduction coordinated with welfare services, by establishing community-based voluntary organization called “disaster-safe welfare community” (BOKOMI). Promotion of BOKOMI is based on the lessons learnt from the Great Hanshin-Awaji Earthquake in 1995.

BOKOMI has two functions of DRR and welfare services, aiming to develop safer (disaster-safe) and comfortable (welfare) society through these activities.

If mutual-help activities take root in community in ordinary times, emergency response by residents will be carried smoothly and effectively at the time of emergency.

At the time of the Great Hanshin-Awaji Earthquake, firefighting, rescue and emergency relief were required simultaneously, which was beyond the capability of public support. It is said that nearly 80% of those who were rescued, were rescued by their neighbors. It is also said that communities which had strong tie in daily basis showed remarkable mutual-help activities among residents than other communities.

With this background, BOKOMI is expected to make activities not only in emergency time, but also in ordinary times. Especially welfare activities play an important role in collecting community information - such as existence of person requiring special help- which could be well utilized at the time of emergency. At the same time, daily community activities, such as disaster drills, festivals and other events, could encourage relationship among neighborhood residents.

- **How to establish “Disaster-Safe Welfare Community” (BOKOMI)?**

1 Organizing people

- In Kobe City, each “Disaster-Safe Welfare Community (BOKOMI)” is established based on school area of primary school. This size of organization will be easier to activate mutual-help.
- Secretariat of BOKOMI consists of community organizations such as volunteer fire corps, residents’ association, ladies’ society, senior people society, social workers, PTA, Council for the Prevention of Juvenile Delinquency, regional shopping center, enterprises, and so on.

Expected roles of “Disaster-Safe Welfare Community (BOKOMI)”	
<p>Activities in ordinary times</p> <ul style="list-style-type: none"> • Exchanging information among related organizations • Planning/implementing disaster drills • Planning/implementing welfare activities • Preparing disaster management plan in community (with support of Kobe City) • Promoting cooperation between private enterprises and residents 	<p>Activities in emergency</p> <ul style="list-style-type: none"> • Formulating response team to act directly within community: Information collection, firefighting, evacuation guidance, rescue and aid, etc • Sending response team to support neighboring community • Operating evacuation shelter

2 Tips for formulation of “Disaster-Safe Welfare Community (BOKOMI)”

- To understand the community
- To promote activities with fun
- To help vulnerable people
- To involve community members as much as possible
- To involve private enterprises

3 Support Measures by Kobe city government

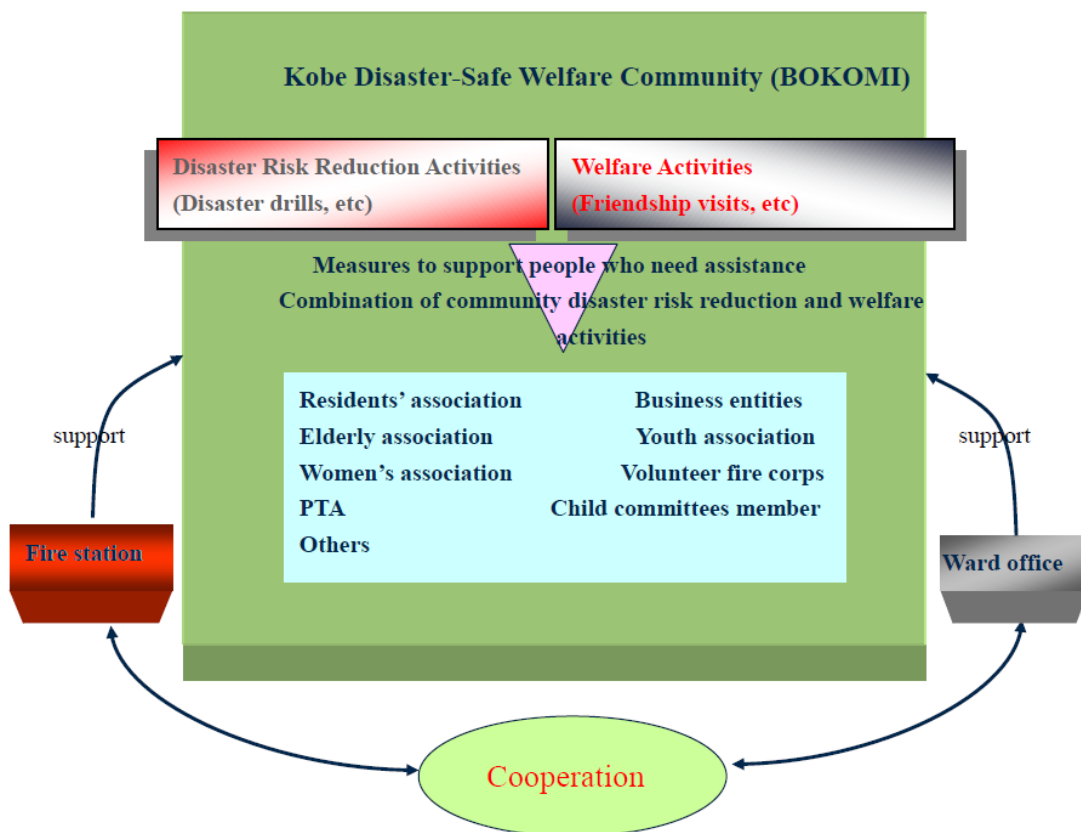
Kobe city government supports BOKOMI in the following 4 major areas.

- 1) Supporting disaster preparedness activities in communities
 - Providing financial support for activities
 - Dispatch firefighter(s) to disaster drill to give technical instruction
 - Encourage collaboration with volunteer fire corps
- 2) Developing civil disaster reduction leaders
 - Implement training for civil disaster reduction leaders who promote disaster reduction activities among community residents. One leader among 30-50 families is expected.
- 3) Providing disaster reduction machinery and materials
 - Providing tools for emergency response such as bar, shovel, jack, saw, ax, canvas bucket, etc.
- 4) Supporting welfare activities in community
 - Develop welfare center for community for activity support
 - Providing financial support for home visit activities, food preparing services, home nursing care services, to encourage social interaction between vulnerable and non-vulnerable people in communities.

- **The Role of the fire station**

- Coordinating related organizations in communities
- Implementing/conducting variety of drills with BOKOMI (drills for first aid, fire drill, flood drill, evacuation drill, drill for the use of equipment and materials for disaster risk reduction, drills for preparing outdoor hot meals (*TAKIDASHI*), etc.
- Supervising in preparing community disaster risk reduction map.

- **Simplified schematic diagram for Disaster-Safe Welfare Community (BOKOMI)**



(Above-mentioned Information are Provided by Kobe City Fire Bureau)

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, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

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

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakino-hama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386 FAX: +81-78-261-0465

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use or ~~☐~~ to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____ months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: (_____)

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: